

City of Holyoke, Massachusetts



*Appropriations Budget for the Fiscal Year
July 1, 2013 - June 30, 2014*

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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, 2013 THROUGH JUNE 30, 2014 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	155,000	4,000		\$159,000
2	Mayor	121	213,292	12,000		\$225,292
3	City Auditor	135	207,006	71,475		\$278,481
4	Procurement	138	132,898	49,500		\$182,398
5	Assessors	141	189,178	105,690		\$294,868
6	City Treasurer	145	201,050	163,150		\$364,200
7	Tax Collector	146	169,269	57,900		\$227,169
8	City Solicitor	151	321,803	84,750		\$406,553
9	Personnel Administration	152	118,143	15,600		\$133,743
10	Computer	155		567,550		\$567,550
11	Admin. Assistant to City Council	157	105,653	12,900		\$118,553
12 - 13	City Clerk & Elections	161&162	256,971	48,600		\$305,571
14	Registrar of Voters	163	63,550	16,300		\$79,850
15	License Commission	165	2,800	700		\$3,500
16	Conservation Commission	171	55,070	8,350		\$63,420
17	City Planning	175	133,309	22,950		\$156,259
18	Board of Appeals	176		400		\$400
19	Office of Economic & Industrial Dev.	182	145,836	6,365		\$152,201
20 - 21	Police Department	210	10,905,060	744,800		\$11,649,860
22 - 23	Fire Department	220	7,796,483	436,000		\$8,232,483
24	Building Codes & Inspections	240	238,541	61,700		\$300,241
25	Weights & Measures	244	14,239	796		\$15,035
26	Emergency Management	291		15,000		\$15,000
27	Public Works: Forestry Division	294	56,354	53,350		\$109,704
28	Public Safety	299	675	50		\$725
29	School Department	300	64,494,872			\$64,494,872
30 - 36	Public Works: Engineer & Divisions	410-430	2,239,603	2,454,850		\$4,694,453
37	Municipal Parking Facilities	480	37,499	182,600		\$220,099
38	Board of Health	510	429,034	174,936		\$603,970

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	TOTAL BUDGET
<u>GENERAL FUND (Fund 0010) (cont'd)</u>						
39	Council on Aging	541	405,549	97,600		\$503,149
40	Veterans Benefits	543	109,912	160,175		\$270,087
41	Public Library	610	481,105	207,378		\$688,483
42	Recreation	630	208,027	48,400		\$256,427
43	Holyoke Creative Arts Center	632		42,000		\$42,000
44	Public Works: Parks Division	650	292,272	168,500		\$460,772
45	Museums & Monuments	691	114,314	52,785		\$167,099
46	Historical Commissions	692		2,800		\$2,800
47	War Memorial Commission	693	69,573	62,400		\$131,973
48	Exhibit Hall Commission	694		65,500		\$65,500
49	Debt Service (Long Term P & I)	710			3,880,573	\$3,880,573
49	Debt Service (Short Term P & I)	752			150,000	\$150,000
50&60	Retirement (City Share)	911		11,695,452		\$11,695,452
50	Workers' Compensation	912		300,000		\$300,000
50	Unemployment Compensation	913		420,000		\$420,000
50	Health Insurance	914		7,900,000		\$7,900,000
50	Life Insurance	915		90,000		\$90,000
50	Medicare	916		1,100,000		\$1,100,000
50	Police & Fire Indemnification	919		150,000		\$150,000
50	Out-of-State Travel	920		5,000		\$5,000
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		70,000		\$70,000
50	Transfers to Other Funds	---		450,000		\$450,000
TOTAL GENERAL FUND			\$90,363,940	\$29,130,252	\$4,030,573	\$123,524,765
<u>WASTE WATER TREATMENT PLANT (Fund 6000)</u>						
51	Administration & Operations	440	159,010	6,901,950		\$7,060,960
52	Debt Service & Capital Outlay	440			1,752,326	\$1,752,326
TOTAL WWTP			\$159,010	\$6,901,950	\$1,752,326	\$8,813,286
<u>WATER DEPARTMENT (Fund 6100)</u>						
53	General Plant		677,886	1,591,463	30,000	\$2,299,349
	Debt Service				1,990,470	\$1,990,470
	Transmission & Distribution Plant		501,318	326,000		\$827,318
	Source of Supply Plant		117,888	179,000		\$296,888
	Pumping Plant			200,500		\$200,500
59	Treatment Plant		218,274	416,000		\$634,274
TOTAL WATER WORKS			\$1,515,366	\$2,712,963	\$2,020,470	\$6,248,799

GAS & ELECTRIC DEPARTMENT (Fund 6200)

Income:

Sales of Gas - Private Customers	\$21,322,572
Sales of Electricity - Private Customers	43,284,745
Sales of Steam, Sundries, Telecom & Hydro	2,155,499
Sales of Gas - Municipal Buildings	842,264
Sales of Electricity - Municipal Buildings	2,880,075
Sales of Telecom - Municipal Buildings	180,000
Sales of Electricity - Street Lights	288,008
TOTAL INCOME	\$70,953,163

Expenses:

Operation, Maintenance & Repairs	\$60,722,110
Depreciation	5,491,882
Interest on Long-Term Debt	3,068,980
Principal on Long-Term Debt	1,162,000
TOTAL EXPENSES	\$70,444,972

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, 2013 through June 30, 2014.



Alex B. Morse, Mayor
City of Holyoke, Massachusetts

 **Adopted June 18, 2013.**

City of Holyoke
Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
Department No.: 121

OFFICE OF THE MAYOR

Classification	Object Code	O R C D S ‡ Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
Mayor	51101	X	85,000	40,865	85,000	1	Ordinance	85,000	85,000	85,000
Executive Assistant to Mayor	51102	X	40,764	19,598	40,764	1	PR 14	40,764	40,764	40,764
Aide to Mayor	51103	X	81,528	39,196	81,528	2	PR 14	81,528	81,528	81,528
Extra Clerical	51250		6,000	2,608	6,000		MISC	10,000	10,000	6,000
Longevity	51400		675							
Vacation Buyback	51500		6,247							
Sick Leave Buyback	51510		6,315							
TOTAL PERSONAL SERVICES			226,529	102,267	213,292			217,292	217,292	213,292
EXPENSES										
Contracted Services	53009		19,491							
Education & Training	53190		214							
Postage	53420									
Office & Professional Supplies	54200		901	836	1,320			1,500	1,500	1,500
In-state Travel	57100		1,566	138	2,026			2,000	2,000	2,000
Dues & Subscriptions	57300		6,677	6,768	7,000			10,000	10,000	7,000
Public/Dignitary Receptions	57800		728	70	600			1,500	1,500	1,500
TOTAL EXPENSES			29,577	7,812	10,946			15,000	15,000	12,000
TOTAL DEPARTMENTAL EXPENDITURES			256,106	110,079	224,238			232,292	232,292	225,292

REMARKS:

‡ Ordinance position.
Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 135

OFFICE OF CITY AUDITOR

Classification	Object Code	O D ‡	R S Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES											
City Auditor	51101	X	X	78,623	37,800	78,623	1	DH 23	78,623	78,623	78,623
Assistant City Auditor	51102		X	49,393	23,747	49,393	1	PR 18	49,393	49,393	49,393
Head Administrative Clerk	51105		X	74,939	35,891	74,653	2	S 22	74,940	74,940	74,940
Longevity	51400			3,800		3,600			4,050	4,050	4,050
Settlement/Signing Bonus	51450			1,200							
Vacation Buyback	51500										
Sick Leave Buyback	51510										
TOTAL PERSONAL SERVICES				207,955	97,438	206,269			207,006	207,006	207,006
EXPENSES											
Repair & Maintenance - Office Equipment	52400			180		225			300	225	225
Professional Accounting & Auditing	53010			77,100	25,000	82,600			68,500	68,500	68,500
Print/Bind/Microfilm	53030			25	340	765			450	450	450
Education & Training	53190			758	50	200			800	200	200
Postage	53420			12		100			100	100	100
Office & Professional Supplies	54200			2,391	1,364	2,024			2,800	1,800	1,800
In-state Travel	57100				12	100			100	100	100
Dues & Subscriptions	57300			90	90	100			100	100	100
TOTAL EXPENSES				80,556	26,856	86,114			73,150	71,475	71,475
CAPITAL OUTLAY											
Office Equipment	58000			4,872							
TOTAL CAPITAL OUTLAY				4,872							
TOTAL DEPARTMENTAL EXPENDITURES				293,383	124,294	292,383			280,156	278,481	278,481

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 138

DEPARTMENT OF PROCUREMENT

Classification	Object Code	O R C D S ‡ Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
Chief Procurement Officer	51101	X	58,644	28,194	58,644	1	DH 17	58,644	58,644	58,644
Inventory Control Coordinator	51103	X	36,615	17,536	36,475	1	S 20	36,616	36,616	36,616
Head Clerk	51104	X	34,837	16,684	34,704	1	S 17	34,838	34,838	34,838
Longevity	51400		3,000	1,100	2,800			2,800	2,800	2,800
Settlement/Signing Bonus	51450		1,200							
Vacation Buyback	51500									
Sick Leave Buyback	51510									
TOTAL PERSONAL SERVICES			134,296	63,514	132,623			132,898	132,898	132,898
EXPENSES										
Repair & Maintenance - Telephone Equipment	52430		7,678	406	6,000			4,000	4,000	4,000
Print/Bind/Microfilm	53030		50	170	950			500	500	500
Telephone Usage Charges	53410		34,435	15,994	59,017			40,000	40,000	40,000
Postage	53420		5,712	333	1,000			1,000	1,000	1,000
Advertising	53430		1,868	976	3,177			2,000	2,000	2,000
Office & Professional Supplies	54200		1,068	781	1,153			500	500	500
Central Copier	54210		2,295	1,105	1,500			1,500	1,500	1,500
TOTAL EXPENSES			53,106	19,765	72,797			49,500	49,500	49,500
TOTAL DEPARTMENTAL EXPENDITURES			187,402	83,279	205,420			182,398	182,398	182,398

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 141

OFFICE OF ASSESSMENT

Classification	Object Code	O D ‡	R S Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES											
Assessor	51101	X		51,017	24,527	51,017	1	DH 16	51,017	51,017	51,017
Assistant Assessor	51102	X	X	17,825	11,527	30,117	1	S 32	42,723	42,723	42,723
Principal Clerk/Typist	51103		X	31,894	7,210	31,772	1	S 11	31,894	31,894	31,894
Chief Assessor/Appraiser	51105	X		60,994	29,324	60,994	1	DH 21	60,994	60,994	60,994
Longevity	51400			850		850			1,550	1,550	1,550
Settlement/Signing Bonus	51450			600							
Vacation Buyback	51500										
Sick Leave Buyback	51510										
Non-Contributory Pensions	51770			20,671							
Certification Stipend	51910			2,000	654	2,000	1		1,000	1,000	1,000
TOTAL PERSONAL SERVICES				185,851	73,242	176,750			189,178	189,178	189,178
EXPENSES											
Repair & Maintenance - Office Equipment	52400				100	100			100	100	100
Contracted Clerical Services	53009			925		1,000			1,000	1,000	1,000
Professional Assessment Services	53010			8,600	21,325	65,000			87,000	62,000	62,000
Parcel Mapping Services	53020			3,000	3,000	10,000			10,000	10,000	10,000
Print/Bind/Microfilm	53030			1,293		500			1,300	500	500
Assessment Update	53090			18,450	12,450	17,000			40,000	27,000	27,000
Education & Training	53190			1,478	810	900			1,500	900	900
Postage	53420			990	675	1,000			1,000	1,000	1,000
Advertising	53430			397	161	200			400	200	200
Office & Professional Supplies	54200			6,163	390	2,014			4,000	1,800	1,800
In-state Travel	57100			1,999	403	1,000			2,000	1,000	1,000
Dues & Subscriptions	57300			190	190	225			190	190	190
TOTAL EXPENSES				43,485	39,504	98,939			148,490	105,690	105,690
TOTAL DEPARTMENTAL EXPENDITURES				229,336	112,746	275,689			337,668	294,868	294,868

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 145

OFFICE OF CITY TREASURER

Classification	Object Code	O D ‡	R S Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES											
City Treasurer	51101	X		66,682	32,059	66,682	1	Ordinance	68,330	68,330	68,330
Assistant Treasurer	51102	X		47,632	23,213	49,369	1	PR 19	51,100	51,100	51,100
Deputy Treasurer	51103	X		35,423	12,983	34,682	1	S 18	34,050	34,050	34,050
Senior Account Clerk **	51105	X					1	S 8	14,459		
Head Administrative Clerk	51107	X		35,894	17,945	37,327	1	S 22	37,470	37,470	37,470
Extra Clerical Help	51250			10,936	5,691	10,000			12,000	10,000	10,000
Overtime	51300			50		100			500	100	100
Longevity	51400										
Settlement/Signing Bonus	51450			600							
Vacation Buyback	51500										
Sick Leave Buyback	51510				606	606					
TOTAL PERSONAL SERVICES				197,217	92,497	198,766			217,909	201,050	201,050
EXPENSES											
Repair & Maintenance - Office Equipment	52400			6,708	2,575	5,150			6,650	6,650	6,650
Professional Services	53010			17,656	3,816	32,444			15,000	15,000	15,000
Print/Bind/Microfilm	53030			4,262	3,871	5,000			7,000	5,000	5,000
Borrowing Certification	53040			-208,316 *	2,205	20,950			12,000	5,000	5,000
Land Court Expenses	53050			70,674	42,804	86,500			50,000	50,000	50,000
Register of Deeds Expenses	53055								10,000	10,000	10,000
Banking Services	53060			21,981	9,482	30,250			30,000	30,000	30,000
Flex Spending Accounts Administration	53060									10,000	10,000
Education & Training	53190			330	190	500			1,000	500	500
Postage	53420			7,761	2,837	8,000			8,000	8,000	8,000
Advertising	53430			8,239	12,080	13,860			10,000	10,000	10,000
Office & Professional Supplies	54200			4,846	2,421	2,694			2,500	2,500	2,500
Data Processing - Payroll	55820			685	546	1,000			1,000	1,000	1,000
Tax Liability/Penalties/Interest	56000			4,736		2,000			2,000	2,000	2,000
In-state Travel	57100			508		250			500	250	250
Dues & Subscriptions	57300			180	180	250			250	250	250
Surety Bond	57400			5,150		3,100			7,000	7,000	7,000
TOTAL EXPENSES				-54,600	83,007	211,948			162,900	163,150	163,150
TOTAL DEPARTMENTAL EXPENDITURES				142,617	175,504	410,714			380,809	364,200	364,200

REMARKS:

* - Credit represents premium received at time of long-term borrowing. Ultimately transferred by city council vote for property demolition after all borrowing costs were paid.

** - FY2014 requested funding represents full-time status for half year starting 1/1/2014.

‡ Ordinance position.

Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 146

OFFICE OF TAX COLLECTOR

Classification	Object Code	O R C D S ± Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
Tax Collector	51101	X	61,270	29,457	61,270	1	DH 20	61,270	61,270	61,270
Deputy Tax Collector	51102	X	38,443	18,411	38,296	1	S 24	38,444	38,444	38,444
Head Clerk	51103	X	14,290	9,859	24,600	1	S 17	34,838	34,838	34,838
Collections Clerk	51104	X	32,516	14,920	32,843	1	S 14	33,217	33,217	33,217
Longevity	51400		1,600		1,500			1,500	1,500	1,500
Settlement/Signing Bonus	51450		1,200							
Vacation Buyback	51500									
Sick Leave Buyback	51510									
Certification Stipend	51910									
TOTAL PERSONAL SERVICES			149,319	72,647	158,509			169,269	169,269	169,269
EXPENSES										
Repair & Maintenance - Office Equipment	52400			300	500			500	500	500
Postal Equipment Rental	52700		665	333	800			800	800	800
Tax Title Certification	53010		3,750		6,000			10,000	6,000	6,000
Banking Services	53060		20							
Motor Vehicle Excise Tax Bills	53070				2,500			2,500	2,500	2,500
Real Estate & Personal Property Tax Bills	53080		7,951	3,976	5,500			5,500	5,500	5,500
Other Contracted Services	53100		90,415	4,334	5,000			5,000	5,000	5,000
Education & Training	53190		160	90	500			500	500	500
Postage	53420		25,187	8,755	24,000			26,000	25,000	25,000
Advertising	53430		2,993	4,000	4,000			8,000	5,000	5,000
Office & Professional Supplies	54200		2,421	868	4,090			4,000	4,000	4,000
Parking Tickets	54210							2,000	2,000	2,000
In-state Travel	57100		896	74	500			1,000	800	800
Dues & Subscriptions	57300			120	300			300	300	300
TOTAL EXPENSES			134,458	22,850	53,690			66,100	57,900	57,900
TOTAL DEPARTMENTAL EXPENDITURES			283,777	95,497	212,199			235,369	227,169	227,169

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 151

OFFICE OF CITY SOLICITOR

Classification	Object Code	O R C D S ± Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
City Solicitor	51101	X	72,967	33,654	70,000	1	DH 24	70,000	70,000	70,000
Staff Attorney	51103	X	80,935	50,758	108,677	2	DH 21	108,675	161,645	156,645
Clerk Typist	51104	X	28,267				PR 1			
Principal Clerk	51105	X		14,852	31,044	1	PR 3	31,388	31,388	31,388
2nd Assistant Solicitor	51106	X	61,270	29,457	61,270	1	DH 20	61,270	63,770	61,270
Part-time Paralegal	51107	X	10,469				PR 14			
Paralegal	51108	X	25,795	18,542	40,461	1	PR 14	40,764		
M.G.L. Ch.148A Hearing Officer	51204		2,280	1,202	2,500	1	M.G.L.	2,500	2,500	2,500
Longevity	51400		600							
Vacation Buyback	51500		10,095							
Sick Leave Buyback	51510		8,013							
TOTAL PERSONAL SERVICES			300,691	148,465	313,952			314,597	329,303	321,803
EXPENSES										
Repair & Maintenance - Office Equipment	52400									
Professional Services - Special Counsel	53010		103,734	79,842	150,156			150,000	100,000	50,000
Education & Training	53190		894	593	1,000			1,000	1,000	1,000
Postage	53420		497	355	750			750	750	750
Advertising	53430		1,406		500			500	500	500
Office & Professional Supplies	54200		3,958	2,898	5,014			5,000	5,000	5,000
In-state Travel	57100		1,653	796	1,500			1,500	1,500	1,500
Dues & Subscriptions	57300		4,673	3,137	12,150			12,000	12,000	12,000
Litigation	57600		3,547	1,479	4,155			4,000	14,000	14,000
Arbitration	57601		900	2,350	5,000			5,000		
Sales & Foreclosures	57602		874	934	5,000			5,000		
TOTAL EXPENSES			122,136	92,384	185,225			184,750	134,750	84,750
TOTAL DEPARTMENTAL EXPENDITURES			422,827	240,849	499,177			499,347	464,053	406,553

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 152

OFFICE OF PERSONNEL ADMINISTRATION

Classification	Object Code	O R C D S ‡ Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
Personnel Administrator	51101	X	60,600	16,820	57,774	1	DH 20	61,270	61,270	61,270
Personnel Assistant	51102	X	47,148	22,667	47,148	1	PR 17	47,148	47,148	47,148
Labor Services Director	51201	X X	1,050	28	1,050	1	Ordinance	1,050	1,050	1,050
Temporary/Seasonal Help	51250	X		1,018	8,000		MISC	12,000	8,000	8,000
Longevity	51400		1,275		675			675	675	675
Vacation Buyback	51500		4,644	2,331	2,331					
Sick Leave Buyback	51510		5,000	495	496					
TOTAL PERSONAL SERVICES			119,717	43,359	117,474			122,143	118,143	118,143
EXPENSES										
Repair & Maintenance - Office Equipment	52400		225	433	435			1,014	300	300
Professional Services-Employee Training Prog.	53010		3,000					3,000		
Professional Services-Employee Assist. Prog.	53011		14,130	10,500	12,000			18,000	12,000	12,000
Print/Bind/Microfilm	53030		135		300			300	300	300
Education & Training	53190		60		300			300	300	300
Postage	53420		498		380			500	500	500
Advertising	53430				100			1,000	100	100
Office & Professional Supplies	54200		2,535	1,107	2,643			1,900	1,800	1,800
Due & Subscriptions	57300		374	275	300			300	300	300
TOTAL EXPENSES			20,957	12,315	16,458			26,314	15,600	15,600
TOTAL DEPARTMENTAL EXPENDITURES			140,674	55,674	133,932			148,457	133,743	133,743

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 155

COMPUTER SYSTEM ADMINISTRATION

Classification	Object Code	O R C D S ‡ Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
Software Implementation Manager	51104	X	29,382							
Vacation Buyback	51500		2,210							
Sick Leave Buyback	51510		1,685							
TOTAL PERSONAL SERVICES			33,277							
EXPENSES										
Computer Consulting Services	53010		180,000	108,700	210,000			210,000	180,000	180,000
Police & Fire Network Administration	53020		85,000	37,603	85,000			85,000	85,000	85,000
Software License/Usage Fees	53100		212,967	105,671	170,183			164,550	164,550	164,550
Systems Hardware/Software Maintenance	53180		85,286	125,270	136,746			143,800	118,000	118,000
Education & Training	53190							30,000	20,000	20,000
TOTAL EXPENSES			563,253	377,244	601,929			633,350	567,550	567,550
TOTAL DEPARTMENTAL EXPENDITURES			596,530	377,244	601,929			633,350	567,550	567,550

REMARKS:

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

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 157

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

Classification	Object Code	O D ‡	R S Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES											
Administrative Assistant to the City Council	51101	X		46,549	18,477	46,520	1	DH 14	38,000	38,000	38,000
Senior Building Custodian	51102		X	25,302							
Building Custodian	51103		X	63,713	30,760	64,309	2	C 11	65,303	65,303	65,303
Overtime	51300			3,642	2,203	2,205			2,000	2,000	2,000
Longevity	51400			2,050	1,000	1,000					
Settlement/Signing Bonus	51450			600							
Vacation Buyback	51500			3,744	2,583	2,583					
Sick Leave Buyback	51510			4,787	3,892	3,892					
Clothing Allowance	51830			525	350	350			350	350	350
Auto Allowance	51850			322							
TOTAL PERSONAL SERVICES				151,234	59,265	120,859			105,653	105,653	105,653
EXPENSES											
Contracted Custodial Services	53010			12,402	9,955	10,000			10,000	10,000	10,000
Postage	53420			440		500			500	500	500
Advertising	53430				202	250			250		
Office & Professional Supplies	54200			199		500			500	500	500
Supplies - Other	54220			962	602	1,500			1,500	1,500	1,500
In-state Travel	57100					400			400	400	400
TOTAL EXPENSES				14,003	10,759	13,150			13,150	12,900	12,900
TOTAL DEPARTMENTAL EXPENDITURES				165,237	70,024	134,009			118,803	118,553	118,553

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 161

OFFICE OF CITY CLERK

Classification	Object Code	O D ±	R S Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES											
City Clerk	51101	X		71,832	34,535	71,832	1	Ordinance	71,832	71,832	71,832
Assistant City Clerk	51102	X		41,650	20,024	41,650	1	PR 15	41,650	41,650	41,650
Principal Clerk	51103		X	30,452	9,080	28,769	1	S 11	31,310	31,310	31,310
2nd Assistant City Clerk	51105		X	39,540	19,093	40,084	1	S 29	40,616	40,616	40,616
Head Clerk	51106		X	34,045	16,432	34,439	1	S 17	34,838	34,838	34,838
Temporary/Seasonal Help	51240				1,597	2,000		MISC	2,000		
Overtime	51300			4,387	1,606	2,000			3,000	3,000	3,000
Longevity	51400			3,425	1,375	3,475			3,725	3,725	3,725
Settlement/Signing Bonus	51450			900							
Vacation Buyback	51500										
Sick Leave Buyback	51510										
TOTAL PERSONAL SERVICES				226,231	103,742	224,249			228,971	226,971	226,971
EXPENSES											
Repair & Maintenance - Office Equipment	52400			1,985	1,595	2,000			2,000	2,000	2,000
Equipment/Building Rentals	52700			1,610	805	1,700			1,900	1,700	1,700
Professional Services	53010			1,815							
Ordinance Codification	53020			4,461	5,361	5,450			6,000	4,000	4,000
Print/Bind/Microfilm	53030			17,874	1,769	3,300			3,000	3,000	3,000
Education & Training	53190					100			100	100	100
Postage	53420			4,000		2,550			4,000	4,000	4,000
Advertising	53430					250			500	250	250
Office & Professional Supplies	54200			5,408	3,190	3,500			5,000	3,500	3,500
In-state Travel	57100					600			600	600	600
Dues & Subscriptions	57300			300		400			400	400	400
Surety Bond	57400										
TOTAL EXPENSES				37,453	12,720	19,850			23,500	19,550	19,550
TOTAL DEPARTMENTAL EXPENDITURES				263,684	116,462	244,099			252,471	246,521	246,521

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 162

OFFICE OF CITY CLERK - ELECTIONS

Classification	Object Code	O R C D S ‡ Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
Election Officers	51201	X					Ordinance		30,000	30,000
TOTAL PERSONAL SERVICES									30,000	30,000
EXPENSES										
Repair & Maintenance - Voting Machines	52420		3,200	3,200	3,200			3,500	3,000	3,000
Equipment/Building Rentals	52700		450	300	300			600	300	300
Print/Bind/Microfilm	53030		17,560	2,576	14,800			15,000	15,000	15,000
Cartage	53100		629	889	1,000			1,000	1,000	1,000
Election Officers	53101		39,600	28,405	30,000			30,000		
Transportation to Polls	53102			125	250			250	250	250
Janitorial	53103		200	150	200			500	200	200
Telephone Usage Charges	53410		5,618	2,391	4,429			4,000	4,000	4,000
Postage	53420		4,500		3,500			4,500	3,500	3,500
Advertising	53430		789		1,000			2,000	1,000	1,000
Office & Professional Supplies	54200		1,042	306	800			1,000	800	800
TOTAL EXPENSES			73,588	38,342	59,479			62,350	29,050	29,050
TOTAL DEPARTMENTAL EXPENDITURES			73,588	38,342	59,479			62,350	59,050	59,050

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 163

OFFICE OF REGISTRAR OF VOTERS

Classification	Object Code	O R C D S ‡ Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
Assistant Registrar of Voters **	51103	X	40,814	19,452	40,461	1	S 29	40,616	20,100	20,100
Senior Elections Clerk	51105	X	33,725	16,152	33,596	1	S 15	33,725	33,725	33,725
Board of Registrars - Commissioners	51201	X	3,675	1,272	3,475	3	Ordinance	3,675	3,675	3,675
Temporary/Seasonal	51250		2,944					2,000	2,000	2,000
Overtime	51300		3,542	3,563	3,700			3,000	2,500	2,500
Longevity	51400		1,750	775	1,550			1,550	1,550	1,550
Settlement/Signing Bonus	51450		1,200							
Vacation Buyback	51500									
Sick Leave Buyback	51510									
TOTAL PERSONAL SERVICES			87,650	41,214	82,782			84,566	63,550	63,550
EXPENSES										
Repair & Maintenance-Office Equipment	52400		500	500	500			1,000	500	500
Census	53020		1,716		3,000			3,000	3,000	3,000
Print/Bind/Microfilm	53030		3,204	1,806	5,873			4,000	4,000	4,000
Election Recount	53040							500		
Education & Training	53190				100			100	100	100
Postage	53420		6,972	1,290	7,000			8,000	7,000	7,000
Office & Professional Supplies	54200		1,098	170	1,000			1,000	1,000	1,000
In-state Travel	57100		1,269		500			500	500	500
Dues & Subscriptions	57300		50		200			200	200	200
TOTAL EXPENSES			14,809	3,766	18,173			18,300	16,300	16,300
TOTAL DEPARTMENTAL EXPENDITURES			102,459	44,980	100,955			102,866	79,850	79,850

REMARKS:

** - Current Asst. Registrar is City Clerk until January, 2014, at which time will return to Asst. Registrar position. Funding reflects return to position for second half of FY2014.

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2014 Annual Budget Estimate

Fund No.: 0010
 Department No.: 165

LICENSE COMMISSION

Classification	Object Code	O R C D S ‡ Δ	\$ Expended Fiscal 2012	\$ Expended 7/1/2012 thru 12/31/2012	\$ Budgeted* 7/1/2012 thru 6/30/2013	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2013 thru 6/30/2014		
PERSONAL SERVICES										
Board Commissioners	51201	X	2,800	1,392	2,800	3	Ordinance	2,800	2,800	2,800
TOTAL PERSONAL SERVICES			2,800	1,392	2,800			2,800	2,800	2,800
EXPENSES										
Print/Bind/Microfilm	53030									
Education & Training	53190									
Postage	53420		500		500			900	500	500
Advertising	53430									
Office & Professional Supplies	54200		78		200			500	200	200
TOTAL EXPENSES			578		700			1,400	700	700
TOTAL DEPARTMENTAL EXPENDITURES			3,378	1,392	3,500			4,200	3,500	3,500

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.