

*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
<u>GENERAL FUND (Fund 0070)</u>						
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	
<b>GENERAL FUND (Fund 0010) (cont'd)</b>							
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	
	<b>TOTAL GENERAL FUND</b>			<b>\$90,495,523</b>	<b>\$29,392,542</b>	<b>\$4,288,513</b>	<b>\$124,176,578</b>
<b>WASTE WATER TREATMENT PLANT (Fund 6000)</b>							
51	Administration & Operations	440	157,354	6,931,350		\$7,088,704	
52	Debt Service	440			1,770,941	\$1,770,941	
	<b>TOTAL WWTP</b>		<b>\$157,354</b>	<b>\$6,931,350</b>	<b>\$1,770,941</b>	<b>\$8,859,645</b>	
<b>WATER DEPARTMENT (Fund 6100)</b>							
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	
	<b>TOTAL WATER WORKS</b>		<b>\$1,622,160</b>	<b>\$2,598,961</b>	<b>\$2,032,076</b>	<b>\$6,253,197</b>	

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
<b>TOTAL INCOME</b>	.....	<b>\$70,665,083</b>
<b>Expenses:</b>		
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
<b>TOTAL EXPENSES</b>	.....	<b>\$69,846,635</b>

**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

**OFFICE OF THE MAYOR**

Fund No.: 0010  
 Department No.: 121

PERSONAL SERVICES	Classification	Object Code	O R C		\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013	\$ Proposed by Mayor	\$ Voted by City Council
			D	S								
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										
<b>TOTAL PERSONAL SERVICES</b>					<b>215,955</b>	<b>104,228</b>	<b>213,967</b>			<b>213,292</b>	<b>215,292</b>	<b>213,292</b>
<b>EXPENSES</b>												
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
<b>TOTAL EXPENSES</b>					<b>11,723</b>	<b>27,515</b>	<b>30,451</b>			<b>10,900</b>	<b>14,900</b>	<b>10,900</b>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>					<b>227,678</b>	<b>131,743</b>	<b>244,418</b>			<b>224,192</b>	<b>230,192</b>	<b>224,192</b>

**REMARKS:**

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

Fiscal Year 2013 Annual Budget Estimate

**OFFICE OF CITY AUDITOR**

Fund No.: 0010  
 Department No.: 135

PERSONAL SERVICES	Classification	Object Code	R C D S ±	O C S A ±	\$ 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		
City Auditor		51101	X	X	78,623	37,956	78,623	1	DH 23	78,623	78,623
Assistant City Auditor		51102	X	X	49,393	23,845	49,393	1	PR 18	49,393	49,393
Head Administrative Clerk		51105	X	X	74,939	36,178	74,940	2	S 22	74,653	74,653
Longevity		51400			3,225	200	3,800			3,600	3,600
Settlement/Signing Bonus		51450				1,200	1,200				
Vacation Buyback		51500									
Sick Leave Buyback		51510									
<b>TOTAL PERSONAL SERVICES</b>					<b>206,180</b>	<b>99,379</b>	<b>207,956</b>			<b>206,269</b>	<b>206,269</b>
<b>EXPENSES</b>											
Repair & Maintenance - Office Equipment		52400			180	180	250			225	225
Professional Accounting & Auditing		53010			71,001	60,000	110,600			52,000	52,000
Print/Bind/Microfilm		53030			382	25	450			450	450
Education & Training		53190					600			700	200
Postage		53420					100			100	100
Office & Professional Supplies		54200			2,747	1,133	2,000			3,000	2,000
In-state Travel		57100					100			100	100
Dues & Subscriptions		57300			90	90	100			100	100
<b>TOTAL EXPENSES</b>					<b>74,400</b>	<b>61,428</b>	<b>114,200</b>			<b>56,675</b>	<b>55,175</b>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>					<b>280,580</b>	<b>160,807</b>	<b>322,156</b>			<b>261,944</b>	<b>261,444</b>

REMARKS:

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



Fund No.: 0010  
Department No.: 138

**DEPARTMENT OF PROCUREMENT**

PERSONAL SERVICES	Classification	Object Code	R D #	C S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	No. of Emp.	Classification or Rate	Requested		\$ Proposed by Mayor	\$ Voted by City Council
										\$ 7/1/2012 thru 6/30/2013	\$		
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											
<b>TOTAL PERSONAL SERVICES</b>					<b>129,315</b>	<b>65,305</b>	<b>134,298</b>			<b>132,623</b>	<b>132,623</b>	<b>132,623</b>	
<b>EXPENSES</b>													
Repair & Maintenance - Telephone Equipment		52430			1,415	6,605	7,734			7,000	5,000	5,000	
Print/Bird/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								
<b>TOTAL EXPENSES</b>					<b>47,532</b>	<b>24,355</b>	<b>74,868</b>			<b>59,100</b>	<b>55,600</b>	<b>55,600</b>	
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>					<b>176,847</b>	<b>89,660</b>	<b>209,166</b>			<b>191,723</b>	<b>188,223</b>	<b>188,223</b>	

REMARKS: ‡ Ordinance position.  
Δ Civil Service position.

\* Appropriations+carryovers as of 12/31.

**OFFICE OF ASSESSMENT**

Fund No.: 0010  
Department No.: 141

PERSONAL SERVICES	Classification	Object Code	R D S A	C S A	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	No. of Emp.	Classification or Rate	Requested		\$ Proposed by Mayor	\$ Voted by City Council
										\$ 7/1/2012 thru 6/30/2013	\$		
Assessor		51101	X		49,056	24,629	51,017	1	DH 16	51,017	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	30,117
Principal Clerk/Typist		51103	X		31,894	15,397	31,894	1	S 11	31,772	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	60,994
Longevity		51400			850		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	2,000
<b>TOTAL PERSONAL SERVICES</b>					<b>199,528</b>	<b>92,144</b>	<b>190,788</b>			<b>202,748</b>	<b>176,750</b>	<b>176,750</b>	<b>176,750</b>
<b>EXPENSES</b>													
Repair & Maintenance - Office Equipment		52400			300		300			300	100	100	100
Contracted Clerical Services		53009					2,000			2,000	1,000	1,000	1,000
Professional Assessment Services		53010			26,525		25,000			205,000	65,000	65,000	65,000
Parcel Mapping Services		53020			9,250	3,000	10,000			10,000	10,000	10,000	10,000
Print/Bind/Microfilm		53030			1,014		500			1,000	500	500	500
Assessment Update		53090			17,270	8,900	20,000			20,000	17,000	17,000	17,000
Education & Training		53190			1,709	68	1,800			1,800	900	900	900
Postage		53420			974		1,280			1,500	1,000	1,000	1,000
Advertising		53430			56		400			200	200	200	200
Office & Professional Supplies		54200			2,863	842	2,026			3,000	2,000	2,000	2,000
In-state Travel		57100			993	872	2,000			2,000	1,000	1,000	1,000
Dues & Subscriptions		57300			210	190	245			225	225	225	225
<b>TOTAL EXPENSES</b>					<b>61,164</b>	<b>13,872</b>	<b>65,551</b>			<b>247,025</b>	<b>98,925</b>	<b>98,925</b>	<b>98,925</b>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>					<b>260,692</b>	<b>106,016</b>	<b>256,339</b>			<b>449,773</b>	<b>275,675</b>	<b>275,675</b>	<b>275,675</b>

**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.

Fiscal Year 2013 Annual Budget Estimate

**OFFICE OF CITY TREASURER**

Fund No.: 0010  
Department No.: 145

PERSONAL SERVICES	Classification	Object Code	D ±	R S	C A	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	No. of Emp.	Classification or Rate	Requested		Proposed by Mayor	\$ Voted by City Council
											\$ 7/1/2012 thru 6/30/2013	\$		
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												
<b>TOTAL PERSONAL SERVICES</b>						<b>188,874</b>	<b>91,685</b>	<b>197,605</b>			<b>234,045</b>	<b>198,766</b>		<b>198,766</b>
<b>EXPENSES</b>														
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
<b>TOTAL EXPENSES</b>						<b>124,028</b>	<b>116,531</b>	<b>294,831</b>			<b>162,020</b>	<b>143,600</b>		<b>143,600</b>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>						<b>312,902</b>	<b>208,216</b>	<b>492,436</b>			<b>396,065</b>	<b>342,366</b>		<b>342,366</b>

REMARKS:

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

OFFICE OF TAX COLLECTOR

Fund No.: 0010  
Department No.: 146

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

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.