

## City of Burlington Job Description

**Position Title:** Assistant to the Chief Administrative Officer

**Department:** Clerk Treasure Office

**Reports to:** Chief Administrative Officer and Assistant Chief Administrative Officer

**Pay Grade:** 17

**Job Code:** 1135

**Exempt/Non-Exempt:** Non-Exempt

**Union:** n/a

**General Purpose:** This position acts as a assistant in support of the CAO and Assistant CAO and is generally responsible for project support and management for special projects of the CAO, oversight on behalf of the CAO of the City insurance programs, supervision of the Customer Service staff of the Clerk/Treasurer's Office and support of elections.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Responsible for project support and management for all special projects of CAO. [Assigned to Assistant CAO \(s\)](#)
- Provide support for special task forces and projects [Assigned to Assistant CAO\(s\)](#)
- Provide assistance and support in planning and execution and of all elections
- Support the City's Insurance programs including co-ordinating the bidding and renegotiation of the City's Insurance programs. [Assigned to HR in conjunction with Assistant CAO for Administration](#)
- Analyze and review expenditures, reports and claims processing of insurances and responsibility for initiating and managing cost saving measures for all forms of insurance. [Assigned to HR in conjunction with Assistant CAO for Administration](#)
- Act as a contact to insurer and claimant for general liability, auto and property insurance claims. [Assigned to Assistant CAO for Administration](#)
- Supervision of counter staff, work study and interns and management of temporary staff and their assignments. [Assigned Assistant CAO for Admin & CSR Supervisor](#)
- Provide support to CAO in management of C/T personnel and coordination of team building initiatives [Assigned to HR with Assistance from Assistant CAO](#)
- Maintain schedules/calendars, make appointments, answer telephone, screen calls, refer calls, take messages or handle and coordinate meetings for CAO [Assigned to Executive Secretary](#)
- Perform administrative duties in support of the department functions; including direct responsibility for the productions of the city annual budget and sections of the city annual audit. [Assigned to Executive Secretary & Assistant CAO for Finance](#)
- Provide administrative support for Board meetings, and other public boards, committees

and events. This support includes, but is not limited to, compile and prepare agendas; schedule meetings and meeting space; warn meetings; record, transcribe and distribute minutes; assure follow-through to meeting issues; maintain records and files; assist in developing and disseminating outreach materials, publicity and signage plans; facilitate communication with other City Departments. Assigned to Assistant CAO for Administration and various team members including the Executive Secretary

- Maintain confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorize parties, attorneys or the press. Assigned to Assistant CAO(s)
- Act as liaison between supervisor and staff or other offices and other departments.
- Answer questions which involve researching information and relaying explanations of laws, policies, and procedures; refer matters which require policy decisions. Assigned to Assistant CAO(s)
- Compile information for narrative, fiscal and statistical reports, determine appropriate report format. May contact officials, City employees or other agencies to secure data.
- Prepare a variety of correspondence, memos, self-composed letters, minutes, reports, agenda and legal documents. Assemble materials and coordinate office functions to meet deadlines. Assigned to Executive Secretary
- Respond to public requests for information, resolve complaints, inaccuracies in documentation, or other situations requiring diplomacy and tact. Assigned to Assistant CAO(s)

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- Bachelor's Degree and four years experience; or an Associate's Degree and six years experience; or a high school diploma or equivalent and ten years relevant experience.
- Experience and expertise in health, workers compensation and liability insurances, including legal, fiscal and programmatic aspects.
- Experience as supervisor in an office environment
- Demonstrated knowledge of departmental policies, procedures and legal requirements preferred.
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to research records pertaining to City Council and other documents related to City business.
- Demonstrated advanced working knowledge and competency of multiple software office products, including Microsoft word and excel.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Must be able to work in a team environment, while also being self-directed.
- Must adapt to changing job duties and be able to multi-task.
- Must be able to assume administrative responsibility and carry out tasks with minimal

instruction.

- Must be able to plan, organize and coordinate workload of self and subordinate(s).
- Must display excellent verbal and written communication skills.
- Must interact well with the public.
- Must be able to work evenings as required.

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> seeing                                  | <input checked="" type="checkbox"/> ability to move distances            | <input checked="" type="checkbox"/> lifting (specify)           |
| <input checked="" type="checkbox"/> color perception<br>(red, green, amber) | within and between<br>warehouses/offices                                 | <input type="checkbox"/> 10_ pounds                             |
| <input checked="" type="checkbox"/> hearing/listening                       | <input type="checkbox"/> climbing  | <input checked="" type="checkbox"/> carrying (specify)          |
| <input checked="" type="checkbox"/> clear speech                            | <input type="checkbox"/> ability to mount and<br>dismount forklift/truck | <input type="checkbox"/> 10_ pounds                             |
| <input checked="" type="checkbox"/> touching                                | <input type="checkbox"/> pushing/pulling                                 | <input type="checkbox"/> driving (local/over<br>the road)       |
| <input type="checkbox"/> dexterity  |  |   |
| <input type="checkbox"/> hand   |  |   |
| <input type="checkbox"/> finger   |  |   |
| <input type="checkbox"/> reading – basic                                    | <input type="checkbox"/> math skills - basic                             | <input checked="" type="checkbox"/> analysis/comprehension      |
| <input checked="" type="checkbox"/> reading – complex                       | <input checked="" type="checkbox"/> math skills - complex                | <input checked="" type="checkbox"/> judgment/decision<br>making |
| <input checked="" type="checkbox"/> writing – basic                         | <input checked="" type="checkbox"/> clerical                             |   |
| <input type="checkbox"/> writing – complex                                  |  |   |
| <input type="checkbox"/> shift work   | <input type="checkbox"/> outside   | <input type="checkbox"/> pressurized equipment                  |
| <input type="checkbox"/> works alone  | <input type="checkbox"/> extreme heat                                    | <input type="checkbox"/> moving objects                         |
| <input checked="" type="checkbox"/> works with others                       | <input type="checkbox"/> extreme cold                                    | <input type="checkbox"/> high places                            |
| <input checked="" type="checkbox"/> verbal contact w/others                 | <input type="checkbox"/> noise   | <input type="checkbox"/> fumes/odors                            |
| <input checked="" type="checkbox"/> face-to-face contact                    | <input type="checkbox"/> mechanical equipment                            | <input type="checkbox"/> hazardous materials                    |
| <input type="checkbox"/> inside   | <input type="checkbox"/> electrical equipment                            | <input type="checkbox"/> dirt/dust                              |

**Supervision:**

Directly Supervises:   5  

Indirectly Supervises:       

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_



## HUMAN RESOURCES DEPARTMENT

### City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

TTY (802) 865-7142

To: Board of Finance

From: Susan Leonard, Human Resources Director

Date: June 8, 2012

Re: **Recommendation: Reorganization of the Office of the Mayor and Clerk Treasurer's Office; Elimination of Assistant to the CAO; Reclassification of Executive Secretary; Creation of Assistant to the Mayor for Open Government, Innovation and Mayoral Initiatives**

**This memo has been updated to reflect FY13 COLA.**

I respectfully request approval of Mayor Weinberger's attached reorganization proposal. The reorganization calls for elimination of the vacant Assistant to the CAO position in the Clerk Treasurer's Office, currently grade 17, step 7 in the modified Willis compensation system. The position would be budgeted at \$52,623 for FY13. Position duties will be absorbed by the Human Resources and Clerk Treasurer's offices as detailed in the attached job description.

Using the headcount eliminated in the C/T Office, the position of Assistant to the Mayor for Open Government, Innovation and Mayoral Initiatives has been created in the Office of the Mayor. This position is a mayoral appointee and will serve at the pleasure of the Mayor. It has been evaluated at grade 20, in the modified Willis compensation system with an FY12 salary range of \$57,305 - \$68,379. The salary range reflecting the FY13 COLA will be \$58,966 - \$70,361. It is anticipated to be filled at a step 5, which is \$61,735 in FY12. Adjusting for FY13 COLA, the salary will be \$63,525. The net effect of the elimination of the Assistant to the CAO position (\$52,623) and creation of the Assistant to the Mayor position (\$63,525) results in a \$10,902 expense.

The vacant Executive Secretary position in the Mayor's office, grade 15, step 7, of the modified Willis compensation system would have been budgeted at \$46,495 for FY13. This position has been reclassified to an Office Assistant II position that will be filled at step 1 of the grade 12 which is \$34,042 in FY12, applying the FY13 COLA, it will be \$35,029. This represents a \$11,466 savings.

The reorganizations will result in no addition to overall City headcount. The combined financial impact of the \$11,466 savings and \$10,902 expense is a budget savings of \$564 (Please note: Updating all figures to consistently reflect the FY13 COLA results in a reduction of the formerly projected savings of \$3,341 to \$564).

Current and proposed organizational charts and associated job descriptions are attached for your ease of reference. The reorganization will become effective following City Council approval.

Thank you for your consideration.

**The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.**

**The City is also committed to providing proper access to services, facilities, and employment opportunities.**

**For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.**

Office of  
the Mayor  
Burlington,  
Vermont



**Miro Weinberger**  
**Mayor**  
**Room 34, City Hall**  
**Burlington, VT 05401**  
**Tel: (802) 865-7272**  
**Fax: (802) 865-7270**  
**TDD: (802) 865-7142**

## MEMORANDUM

**To:** Board of Finance

**From:** Miro Weinberger  
Mayor

**Date:** June 8, 2012

**Re:** Updated to Reflect FY13 COLA Increase:  
Re-Organization of Mayor's Office and Clerk/Treasurer's Office

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### **Overview of proposed re-organization**

I have pledged to the people of Burlington to be a Mayor who rebuilds trust between the public and City government by:

- Being active, engaged in a broad array of public issues, and in touch with Burlington's diverse and growing community
- Communicating with the public effectively and regularly through traditional and new media
- Making local government more open and responsive
- Using modern technology and data analysis to improve the effectiveness of local government
- Moving stalled City projects to successful resolution

We have made initial progress in each of these areas over my first two months. During this period I have been working on a temporary basis with two assistants who have provided critical support and capacity in pursuing these goals.

In the budget that I will be presenting to you in the June 7 work session I have budgeted for a second assistant position in FY13. The Mayor's Office needs this additional capacity to continue and accelerate the modest progress we have achieved to date. I have offset the cost of this change with adjustments to two other positions, resulting in a small overall expense savings to the City.

The balance of this memo and the attachments detail these changes. I look forward to discussing this re-organization and my departmental budget with you on Thursday.

### **Summary of changes**

This re-organization involves changes to three positions:

- Elimination of grade 17 Assistant to the CAO position in the Clerk/Treasurer's Office. Budget savings = \$52,623. (This projection assumes the cost had this position been filled by an applicant of comparable experience to the outgoing employee.)
- Reclassification downward of grade 15 Executive Assistant position in the Mayor's office, to a grade 12 Office Assistant II. Budget savings = \$11,466. (This projection reflects current temporary employee being made permanent at Step 1.)
- Creation of grade 20, Assistant to the Mayor for Open Government, Innovation and Mayoral Initiates position in the Mayor's office. Budget expense = \$63,525. (This projection budgets for a hire in this position at Step 5.)

In sum, the net impact to the FY13 budget of this re-organization is a savings of \$564 (please note that this is an adjustment to the formerly projected savings of \$3,341 due to adjustment for FY13 COLA).

### **Further discussion of the positions eliminated or reclassified**

#### Elimination of a grade 17 Assistant to the CAO position in the Clerk/Treasurer's Office.

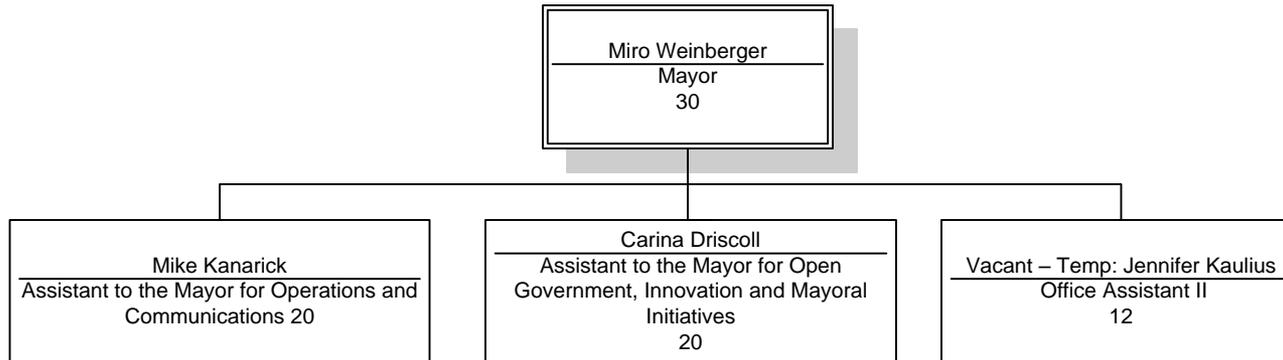
The Assistant to the CAO position was created under the former CAO, Jonathan Leopold, by eliminating a training position in the HR department. The Assistant to the CAO position was a special projects position that provided direct support to the CAO and included duties related to safety, health and wellness traditionally provided by Human Resources. At this time, given the fairly recent addition of another Assistant CAO position, as well as the upgrading of the two Assistant CAO positions, the vacant Assistant to the CAO capacity is not necessary within the Clerk/Treasurer's Office. The attached job descriptions detail how the functions of the position will be absorbed by the Human Resources and Clerk/Treasurer's departments.

#### Reclassification of the grade 15 Executive Assistant position in the Mayor's Office to a grade 12 Office Assistant II.

The creation of an additional Assistant to the Mayor will decrease some of the responsibilities of the Executive Assistant to the Mayor, which will allow for a downgrade of this position to an entry-level Administrative Assistant position. This change was made several weeks ago on a temporary basis and this reclassification has been successful to date.

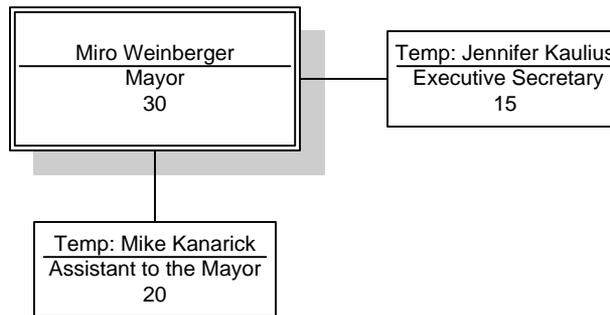
Proposed to be  
effective 7/1/2012

# City of Burlington Mayor's Office Organizational Chart

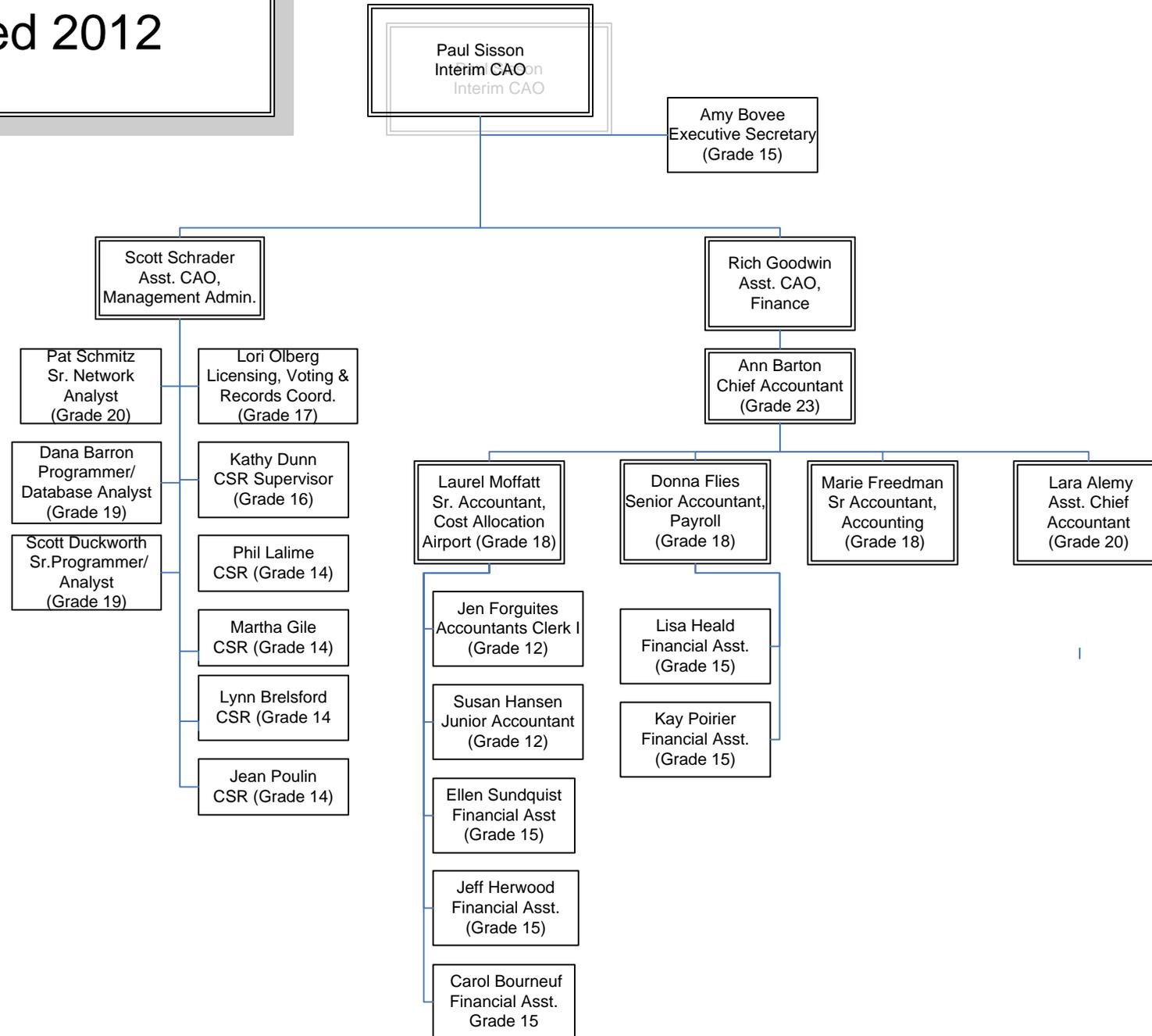


Current 6/2012

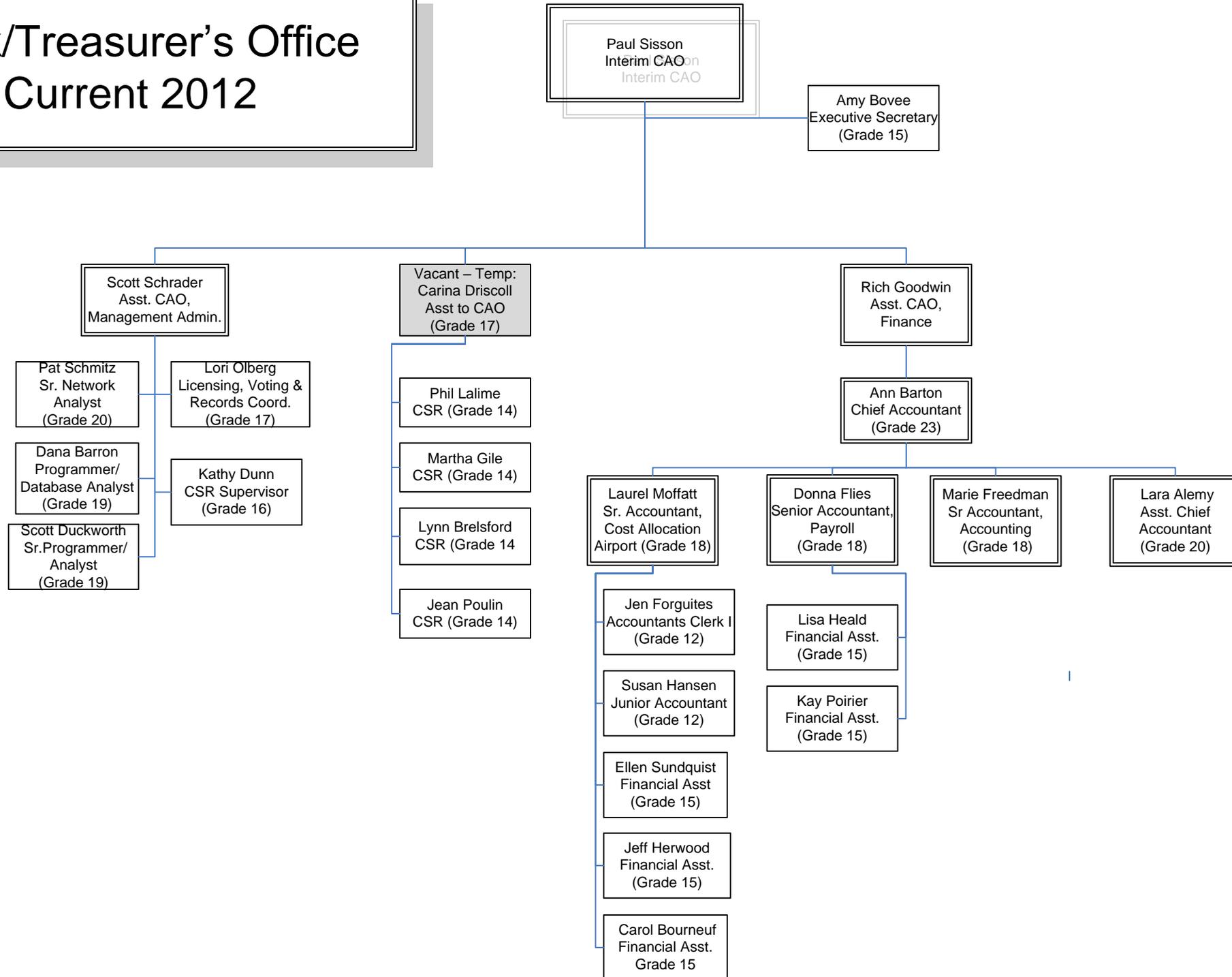
# City of Burlington Mayor's Office Organizational Chart



# Clerk/Treasurer's Office Proposed 2012



# Clerk/Treasurer's Office Current 2012



**DRAFT**  
**City of Burlington**  
**Job Description**

**Position Title: Assistant to the Mayor for Open Government, Innovation and Mayoral Initiatives**

**Department: Mayor Office**

**Reports to: Mayor**

**Pay Grade: 20**

**Job Code: 308**

**Exempt/Non-Exempt: Exempt**

**Union: N/A**

**General Purpose:** This position will engage with City departments, organizations, citizens and special interest groups to identify implement and execute Mayoral innovation and initiatives. This position is responsible for liaising with City Departments to articulate the Mayor’s vision, and coordinate the necessary meetings and work on City projects and program initiatives. This position is responsible for liaising with city unions and union-represented employees. This position will engage with organizations, citizens and special interest groups as necessitated by the Mayor’s priorities for engagement on public issues and Mayoral initiatives. This position is a political appointment and the person filling this position serves at the pleasure of and reports directly to the Mayor.

**Essential Job Functions:** This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

**Essential Functions:**

- Assist the Mayor in identifying and implementing open government policies and practices within the Mayor’s office and throughout City departments.
- Assist the Mayor in formulating and implementing innovative policies, programs and projects.
- Assist the Mayor in identifying and implementing program objectives.
- Coordinate programs and/or projects requiring the participation of more than one City department.
- Confer with organizations, citizens, or special interest groups on the Mayor’s behalf to provide information and feedback, and to respond to specific concerns/issues of such groups or individuals.
- Assist the Mayor in coordinating partnerships with institutions of public good, including schools, universities and colleges, hospitals and health centers.
- Facilitate open and positive relationships and open communication between the Unions and the Mayor’s office.

- Coordinate with Mayor's Office Office Assistant II position to ensure timely response to complaints from citizens.
- Attend public and City meetings related to Mayoral projects in the Mayor's absence as needed.
- Supervise interns, work-study students and other personnel on a project basis.

**Non-Essential Job Functions:**

Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- Bachelor's Degree in Public administration, political science, communications, or related field. Equivalent training and experience may be substituted for education.
- Minimum of two (2) years experience in the public sector of with a non-profit organization demonstrating proven ability in above areas required.
- Demonstrated excellent verbal and written communications skills; ability to represent City in situation which requires public speaking.
- Demonstrated knowledge of municipal government management under the direction of an elected official.
- Demonstrated knowledge of public relations practice. Ability to establish and maintain effective public relations.
- Ability to coordinate efforts of several City departments and to facilitate operations of inter-departmental programs and projects.
- Evenings and weekends may be required.

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

**Supervision:**

Directly Supervises: \_\_\_\_

Indirectly Supervises: \_\_\_\_

**Disclaimer:**

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**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Burlington Job Description

**Position Title:** ~~Executive Secretary~~ Office Assistant II

**Department:** Mayor’s Office

**Reports to:** Mayor /Assistant to the Mayor

**Pay Grade:** 1512

**Job Code:** 204TBD

**Exempt/Non-Exempt:** Non-Exempt

**Union:** N/A

**General Purpose:** This position is responsible for ~~the administrative duties in the Mayor’s office. In addition, this position has extensive public interaction~~ providing administrative support to the Mayor’s office with an emphasis on clerical support, document control, processing and retrieval of information and extensive public interaction.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

### Essential Functions:

- Greet the public in person and by telephone; screen calls, refer calls, take messages and handle daily walk-in and scheduled visitors.
- Maintain schedules/calendars, make appointments, coordinate meetings.
- Open, review, and prioritize mail. Prepare and post outgoing mail.
- Perform ~~secretarial~~ secretarial-administrative and clerical duties for the Mayor.
- Board Coordination: Type addenda, minutes and other documents; Prepare materials, coordinate meetings, maintain all records, coordinate with departments, City Councilors, and Commissioners.
- Perform ~~secretarial~~ secretarial-clerical duties in support of department functions.
- Maintain office files and filing system.
- Schedule the Mayor’s appointments, employing discretion in committing time, or refer caller to another appropriate source of information or service. Brief the Mayor on appointments.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties, attorneys or the press.
- ~~Serve as liaison between the Mayor and staff and other offices.~~
- ~~Answer questions which involve researching information and relaying explanations of practices, policies and procedures; refer matters which require policy decisions.~~

- ~~Compile information for narrative, fiscal and statistical reports; determine appropriate report format. May contact officials, City employees or other agencies to secure data.~~
- Type a variety of correspondence, memos, self-composed letters, minutes, reports agenda and legal-other documents. Assemble materials and coordinate office functions to meet deadlines.
- Coordinate time, location and participant arrangements for meetings; arrange travel and accommodations as required.
- Respond to constituents’ requests for information with diplomacy and tact.
- Perform related work as required.

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- ~~Completion of Bachelor’s Degree and two years experience preferred; or an Associate’s Degree and three years experience; or a high school diploma or equivalent and five years experience in an office environment as an Administrative Assistant or Office Manager.~~ High School Diploma or equivalent and at least two years experience of experience working in a computerized office environment required.
- Thorough knowledge of English usage, spelling, grammar, punctuation and format of ~~legal and~~ business documents and correspondence.
- Strong computer skills, including Word and Excel required.
- Knowledge of City objectives and functions in area of assignment.
- Ability to research records pertaining to City Council actions and other documents related to City business.
- Ability to communicate diplomatically and effectively with employees, public officials, and the general public.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- ~~Computer proficiency, including the use of word processing and spreadsheet software.~~
- Ability to operate standard office equipment, including copier, adding machine, postage meter, and ~~dictation machine~~ recording equipment.
- Ability to maintain ~~the utmost level of strict~~ confidentiality, integrity and trustworthiness.
- Demonstrated competence with computers to fulfill job related function.

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**Physical & Mental/Reasoning Requirements; Work Environment:**

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- x seeing                        x ability to move distances                      \_\_\_ lifting (specify)
- \_\_ color perception                      within and between                      \_\_\_ pounds

- |   |   |   |
|---|---|---|
| (red, green, amber)   | warehouses/offices                                      | <input type="checkbox"/> carrying (specify)             |
| <input checked="" type="checkbox"/> hearing/listening       | <input type="checkbox"/> climbing                       | <input type="checkbox"/> pounds                         |
| <input checked="" type="checkbox"/> clear speech            | <input type="checkbox"/> ability to mount and           | <input checked="" type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching                | dismount forklift/truck                                 | the road)   |
| <input checked="" type="checkbox"/> dexterity               | <input type="checkbox"/> pushing/pulling                |   |
| <input checked="" type="checkbox"/> hand                    |   |   |
| <input checked="" type="checkbox"/> finger                  |   |   |
| <input type="checkbox"/> reading - basic                    | <input checked="" type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/>                     |
| <input checked="" type="checkbox"/> reading – complex       | <input type="checkbox"/> math skills - complex          | analysis/comprehension                                  |
|   |   | <input checked="" type="checkbox"/>                     |
| <input type="checkbox"/> writing - basic                    | <input checked="" type="checkbox"/> clerical            | judgment/decision                                       |
| <input checked="" type="checkbox"/> writing - complex       |   | making  |
| <input type="checkbox"/> shift work                         | <input type="checkbox"/> outside                        | <input type="checkbox"/> pressurized equipment          |
| <input checked="" type="checkbox"/> works alone             | <input type="checkbox"/> extreme heat                   | <input type="checkbox"/> moving objects                 |
| <input checked="" type="checkbox"/> works with others       | <input type="checkbox"/> extreme cold                   | <input type="checkbox"/> high places                    |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise                          | <input type="checkbox"/> fumes/odors                    |
| <input checked="" type="checkbox"/> face-to-face contact    | <input type="checkbox"/> mechanical equipment           | <input type="checkbox"/> hazardous materials            |
| <input checked="" type="checkbox"/> inside                  | <input type="checkbox"/> electrical equipment           | <input type="checkbox"/> dirt/dust                      |

**Supervision:**

Directly Supervises: \_\_\_\_\_ Indirectly Supervises: \_\_\_\_\_

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**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF BURLINGTON  
FY13 BUDGET  
MAYOR'S OFFICE**

	<u>FY11 ACTUAL</u>	<u>FY12 BUDGET</u>	<u>FY13 BUDGET</u>	<u>Increase (Decrease)</u>	<u>% CHANGE</u>
<b>MAYOR'S OFFICE EXPENSES</b>					
61100 SALARIES AND WAGES	160,670	159,725	219,315	59,590	37.3%
61200 WAGES HOURLY	42,396	42,872	35,029	(7,843)	-18.3%
61450 TEMPORARY HELP	1,110	2,000	2,000	-	-
62940 SICK BONUS	775	600	600	-	-
62990 EMPLOYEE PARKING	480	400	400	-	-
63600 DUES & SUBSCRIPTIONS	1,640	1,600	1,600	-	-
65990 OTHER CONTRACTUAL SERVICE	810	700	700	-	-
67200 PRINTING	218	300	300	-	-
67250 PRINTING-NEWSLETTER	32	100	100	-	-
68100 TELEPHONE	1,984	2,000	2,000	-	-
68102 CELL PHONE	1,130	1,200	1,200	-	-
70100 OFFICE SUPPLIES	1,532	1,500	1,500	-	-
70300 COPYING	851	800	800	-	-
70400 POSTAGE	885	1,000	1,000	-	-
73310 MAYOR'S EXPENSES	1,457	3,000	3,000	-	-
73330 SPECIAL PROJECTS	983	3,000	3,000	-	-
73990 OTHER CHARGES	510	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>217,462</b>	<b>220,797</b>	<b>272,544</b>	<b>51,747</b>	<b>23.4%</b>