

Administration & Finance

Administration & Finance.....	311
Administration & Finance	313
Administration & Finance	317
Assessing Department.....	319
Operations.....	323
Valuation.....	324
Executive	325
Auditing Department	327
Administration.....	332
Accounting	333
Central Payroll.....	334
Grants Monitoring.....	335
Accounts Payable.....	336
Budget Management.....	339
Administration.....	343
Budget & Management	344
Revenue Monitoring.....	345
Capital Budgeting	346
Risk Management.....	347
Execution of Courts	349
Health Insurance.....	351
Human Resources.....	353
Personnel.....	357
Affirmative Action.....	358
Health Benefits & Insurance.....	359
Employee Assistance.....	360
Workers Comp	361
Labor Relations.....	363
Labor Relations.....	367
Medicare Payments.....	369
Pensions & Annuities - City.....	371
Pensions & Annuities - County.....	373
Purchasing Division.....	375
Administration.....	379
Procurement.....	380
Central Services	381
Registry Division	383
Administration.....	387
Vital Statistics	388
Depositions	389

Treasury Department	391
Treasury Division.....	397
Administration.....	403
General Service/Payroll.....	404
Treasury Accounting.....	405
Accounts Receivable.....	406
Trust.....	407
Collecting Division.....	409
General Management.....	413
Special Collections.....	414
Payment Services.....	415
Accounting/Quality Control.....	416
Unemployment Compensation.....	419
Workers' Compensation Fund	421

Administration & Finance

Emme Handy, Chief Financial Officer & Collector-Treasurer

Cabinet Mission

The Administration and Finance Cabinet ensures that city services are delivered with high quality, with high ethical standards, are financially prudent, are responsive to the needs of the citizens of Boston, and consistent with the laws and ordinances governing municipal government.

Operating Budget	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
Administration & Finance	848,813	1,205,918	1,296,262	1,337,927
Assessing Department	6,992,339	7,190,084	7,613,945	7,746,305
Auditing Department	2,541,078	2,680,026	2,894,328	2,947,262
Budget Management	3,081,164	2,811,864	3,502,358	3,541,745
Execution of Courts	3,188,450	19,513,268	5,000,000	5,000,000
Health Insurance	205,281,017	210,986,298	220,979,251	221,381,299
Human Resources	3,553,732	4,251,958	5,519,525	5,849,712
Labor Relations	1,355,745	1,250,129	1,446,748	1,465,905
Medicare Payments	8,607,598	9,815,432	11,000,000	11,200,000
Pensions & Annuities - City	3,607,181	3,636,293	4,100,000	4,100,000
Pensions & Annuities - County	37,674	30,129	100,000	100,000
Purchasing Division	1,726,055	1,658,909	1,851,763	1,824,611
Registry Division	965,870	957,564	1,136,112	1,109,488
Treasury Department	4,469,779	5,216,097	19,901,077	19,650,186
Unemployment Compensation	0	0	350,000	350,000
Workers' Compensation Fund	1,478,695	1,385,669	2,200,000	2,200,000
Total	247,735,190	272,589,638	288,891,369	289,804,440

External Funds Expenditures	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
Auditing Department	158,146	70,295	181,817	215,477
Treasury Department	0	8,150,479	35,686,363	25,512,151
Total	158,146	8,220,774	35,868,180	25,727,628

Administration & Finance Operating Budget

Emme Handy, Chief Financial Officer & Collector Treasurer, Appropriation 144000

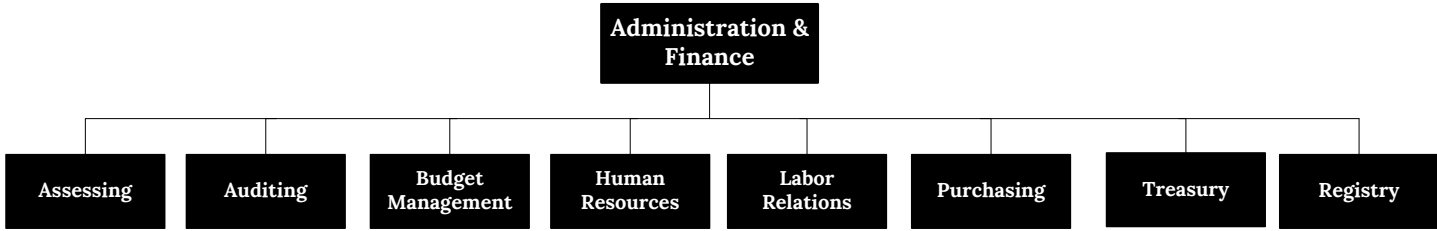
Department Mission

The Administration and Finance program supports the long-term growth and stability of the City through sound fiscal stewardship and results driven management of the City's human and financial resources.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Administration & Finance	848,813	1,205,918	1,296,262	1,337,927
	Total	848,813	1,205,918	1,296,262	1,337,927

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	704,581	737,509	962,679	904,344
	Non Personnel	144,232	468,409	333,583	433,583
	Total	848,813	1,205,918	1,296,262	1,337,927

Administration & Finance Operating Budget



Description of Services

The Administration and Finance program, by working with all departments of the City, works to implement the Mayor’s strategic goals, increase organizational performance and manage the City’s overall fiscal health.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	704,581	737,509	962,679	904,344	-58,335
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	704,581	737,509	962,679	904,344	-58,335
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	14,789	14,699	16,500	16,500	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	546	626	500	500	0
52800 Transportation of Persons	575	704	575	575	0
52900 Contracted Services	124,260	448,682	311,500	411,500	100,000
Total Contractual Services	140,170	464,711	329,075	429,075	100,000
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	338	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	1,501	1,702	2,000	2,000	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	1,501	2,040	2,000	2,000	0
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	2,561	1,658	2,508	2,508	0
Total Current Chgs & Oblig	2,561	1,658	2,508	2,508	0
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
Total Equipment	0	0	0	0	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	848,813	1,205,918	1,296,262	1,337,927	41,665

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Administrative Assistant	EXM	04	1.00	73,079	Prin Admin Asst	EXM	10	1.00	87,335
Chief of Staff	EXM	NG	1.00	108,765	Project Manager, Alternative Financing	EXM	10	1.00	109,870
Data Proc Systems Analyst	EXM	06	1.00	87,491	Special Advisor	EXM	10	1.00	122,079
Director Administrative Services	CDH	NG	1.00	165,907	Special Assistant	EXM	08	1.00	72,679
					Staff Asst III	MYO	07	1.00	57,075
					Total			9	884,280
					Adjustments				
					Differential Payments				0
					Other				107,400
					Chargebacks				0
					Salary Savings				-87,335
					FY20 Total Request				904,345

Program 1. Administration & Finance

Emme Handy, Chief Financial Office & Collector Treasurer, Organization 144100

Program Description

The Administration and Finance program assists in supporting the City’s long-term growth and stability by working with all departments to strengthen and improve the City’s financial and administrative resources.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	704,581	737,509	962,679	904,344
Non Personnel	144,232	468,409	333,583	433,583
Total	848,813	1,205,918	1,296,262	1,337,927

Assessing Department Operating Budget

Nicholas Ariniello, Interim Commissioner, Appropriation 136000

Department Mission

The mission of the Assessing Department is to accurately assess property and provide prompt and courteous responses to requests for service from the public.

Selected Performance Goals

Operations

- To review abatement applications in a timely manner.

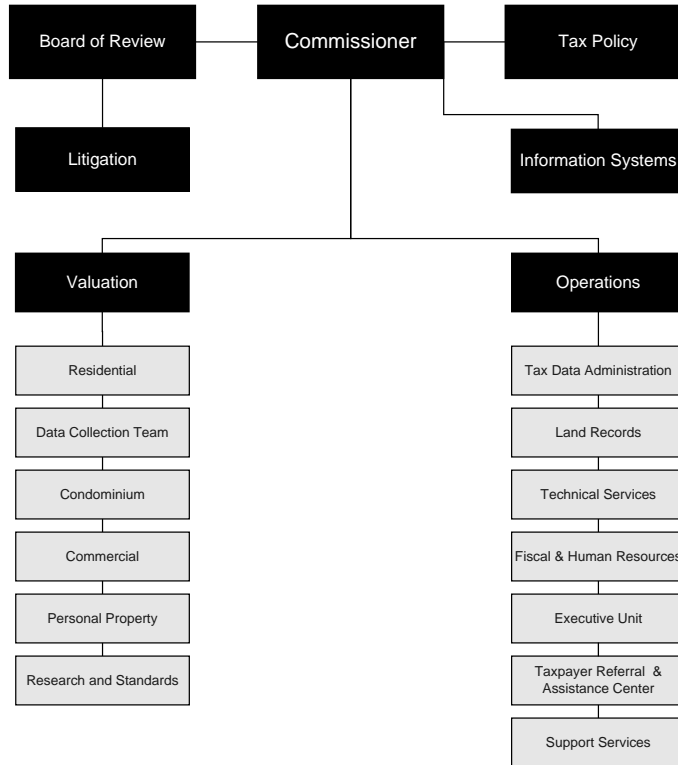
Executive

- To resolve taxpayer inquiries responsively and quickly.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Operations	2,095,836	2,319,571	2,371,313	2,456,206
	Valuation	3,629,184	3,566,167	3,866,698	3,915,437
	Executive	1,267,319	1,304,346	1,375,934	1,374,662
	Total	6,992,339	7,190,084	7,613,945	7,746,305

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	6,299,433	6,493,323	7,000,965	7,120,085
	Non Personnel	692,906	696,761	612,980	626,220
	Total	6,992,339	7,190,084	7,613,945	7,746,305

Assessing Department Operating Budget



Authorizing Statutes

- Organizations, CBC St. 6 §§ 100-107; CBC Ord. §§ 6-2.1-6-2.5.
- Taxation, M.G.L.A. cc. 59, 60A-B, 61A-B, 121A.
- Abatement of Back Taxes, M.G.L.A. c. 58, § 8.
- Classification, M.G.L.A. c.59, § 2A; M.G.L.A. c. 40, § 56.
- Annual Assessment, M.G.L.A. c. 59 § 21C.
- Proposition 2 1/2, M.G.L.A. c. 59 § 21C.
- Cherry Sheets - State Aid, M.G.L.A. c. 58, §§ 18B, 18C, 18F, 20A, 25, 25A; M.G.L.A. c. 29, §§ 20, 71.

Description of Services

The Assessing Department is responsible for the valuation and assessment of all real and personal property in the City of Boston for the purpose of taxation. Assessment records are reviewed annually to reflect new construction, fire damage, and changes in ownership. The department conducts a revaluation program every three years. The department conducts research on assessment practices and provides the necessary accounting control and other related clerical support to properly assess real and personal property. The department maintains official maps, records of assessment and ownership, abatements and related property description data.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	6,247,126	6,393,929	6,990,965	7,110,085	119,120
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	24,535	6,223	10,000	10,000	0
51600 Unemployment Compensation	399	0	0	0	0
51700 Workers' Compensation	27,373	93,171	0	0	0
Total Personnel Services	6,299,433	6,493,323	7,000,965	7,120,085	119,120
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	48,409	37,306	40,000	40,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	17,655	9,384	18,100	18,100	0
52800 Transportation of Persons	16,460	15,899	18,000	20,000	2,000
52900 Contracted Services	445,286	412,981	367,760	377,400	9,640
Total Contractual Services	527,810	475,570	443,860	455,500	11,640
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	291	100	720	720	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	49,579	54,951	46,000	46,000	0
53700 Clothing Allowance	5,500	12,750	13,500	14,000	500
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	55,370	67,801	60,220	60,720	500
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	8,709	19,707	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	76,958	78,781	108,900	110,000	1,100
Total Current Chgs & Oblig	85,667	98,488	108,900	110,000	1,100
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	24,059	54,902	0	0	0
Total Equipment	24,059	54,902	0	0	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	6,992,339	7,190,084	7,613,945	7,746,305	132,360

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
121A Manager, BOR	EXM	10	1.00	122,079	Head Clerk	SU4	12	2.00	83,477
Admin Analyst	SU4	14	10.00	562,862	Jr Assessing Draftsperson	AFJ	16A	1.00	54,354
Admin Assistant	SU4	15	5.00	341,116	Manager, Litigation Support	EXM	10	1.00	122,079
Admin Assistant	SU4	16	3.00	183,936	Member-Bd of Review	EXM	NG	1.00	96,994
Admin Asst (Finance)	SU4	18	1.00	92,538	Office Manager (ASN)	SU4	16	3.00	226,969
Asst Assessor	AFL	16A	6.00	371,780	Operations Manager, BOR	EXM	12	1.00	134,467
Asst Assessor (Trainee II)	AFL	14	5.00	229,356	Pers Officer	SU4	14	1.00	58,993
Commissioner (ASN)	CDH	NG	1.00	130,714	Prin Accountant	AFI	16	2.00	105,227
Dir Human Resources	EXM	08	1.00	105,072	Prin Admin Assistant	SE1	08	5.00	493,101
Dir of Personal Property	EXM	09	1.00	112,853	Prin Admin Asst	SE1	09	3.00	275,708
Dir of Tax Policy	EXM	10	1.00	121,220	Prin Data Proc Systems Analyst	SE1	10	2.00	251,499
Dir-Assessing Services	SE1	07	7.00	629,294	Sr Adm Analyst	SE1	06	3.00	264,307
Director of Oper	EXM	13	1.00	139,945	Sr Assessing Draftsperson	AFJ	18A	2.00	183,348
Director of Research	EXM	10	1.00	113,192	Sr Data Proc Sys Analyst	SE1	08	2.00	196,672
Director of Valuation	EXM	12	1.00	106,129	Sr Research Analyst (Asn)	SU4	18	3.00	244,676
					Supv-Asst Assessors	AFL	18	10.00	861,385
					Total			87	7,015,342
					Adjustments				
					Differential Payments				0
					Other				189,000
					Chargebacks				0
					Salary Savings				-94,256
					FY20 Total Request				7,110,086

Program 1. Operations

Emmanuel Dikibo, Manager, Organization 136100

Program Description

The Operations program provides administration, fiscal, human resources, and other related administrative services to all operating units within the department. It also provides management and technical support for fleet administration, facilities and office management, and office technology, including ownership and physical description changes to real property that are maintained by the Tax Data Administration and Land Records units. The Taxpayer Referral and Assistance Center (TRAC) provides a single point of contact to taxpayers seeking information, assistance or referrals regarding excise, personal property and real estate. TRAC handles inquiries by phone, mail and email.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	1,920,718	2,085,918	2,220,893	2,304,936
Non Personnel	175,118	233,653	150,420	151,270
Total	2,095,836	2,319,571	2,371,313	2,456,206

Performance

Goal: To review abatement applications in a timely manner

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% of residential exemption applications processed within 15 days	100%	100%	100%	100%
Residential exemption applications reviewed within 15 days	7,852	8,319	9,315	9,500

Program 2. Valuation

John Tagliatela, Manager, Organization 136200

Program Description

The Valuation program establishes and records the full and fair cash value of all real and personal property in the City of Boston as of January 1st of each year. Program staff also conducts research to develop sales models and valuation standards to produce market-based assessments.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	3,320,848	3,242,260	3,610,888	3,646,437
Non Personnel	308,336	323,907	255,810	269,000
Total	3,629,184	3,566,167	3,866,698	3,915,437

Program 3. Executive

Nicholas Ariniello, *Interim Commissioner*, Organization 136300

Program Description

The Executive program provides support services to the Commissioner, including tax policy and information coordination and dissemination. In addition, both the Board of Review and Litigation units handle rulings on all abatement applications and representation at the state's Appellate Tax Board regarding these applications.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	1,057,867	1,165,145	1,169,184	1,168,712
Non Personnel	209,452	139,201	206,750	205,950
Total	1,267,319	1,304,346	1,375,934	1,374,662

Performance

Goal: To resolve taxpayer inquiries responsively and quickly

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
# of calls to the Taxpayer Referral & Assistance Center (TRAC)	33,372	36,934	33,203	30,000
% of calls to TRAC answered within 3 minutes	100%	100%	100%	100%
% of public requests to Commissioner's office addressed within 2 days	100%	100%	100%	100%
Public request received	902	980	948	1,000

Auditing Department Operating Budget

Maureen Ann Joyce, City Auditor, Appropriation 131000

Department Mission

The mission of the Auditing Department is to present a complete and accurate statement of the City's financial condition.

Selected Performance Goals

Accounting

- Ensure Stability of Financial Reporting.

Grants Monitoring

- Ensure Stability of Financial Reporting.

Accounts Payable

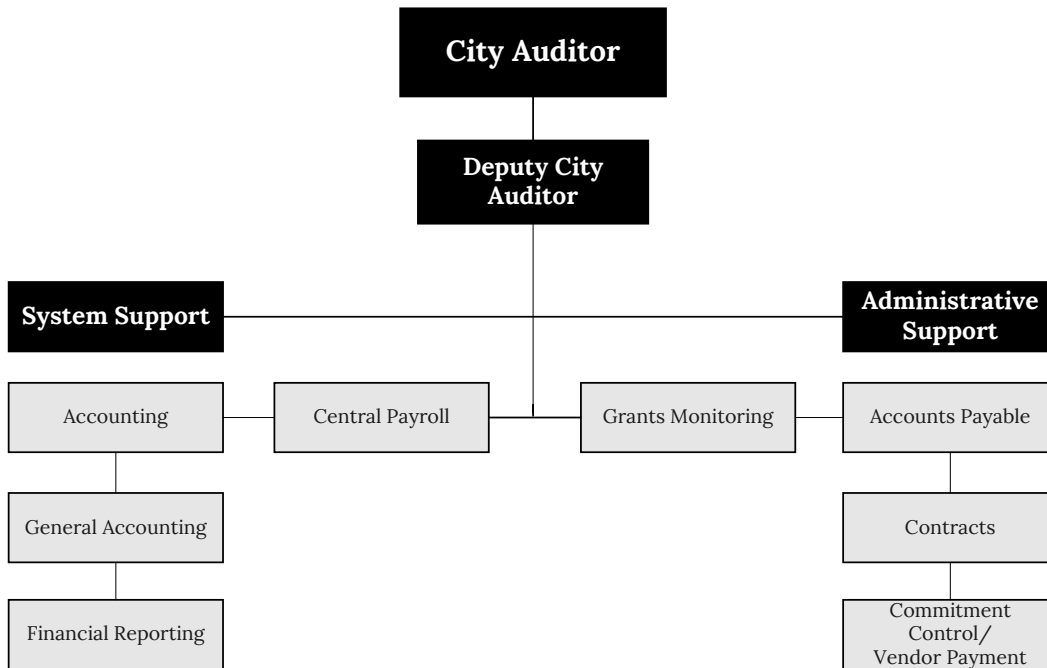
- % contracts routed within 3 days of receipt.
- % procurement documents approved within 3 days.
- % vendor invoices processed within 5 days.
- Improvement through the use of technology & resources to manage the City's Accounts Payable.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Administration	386,579	437,220	566,236	567,754
	Accounting	689,484	754,429	761,854	786,014
	Central Payroll	490,310	562,140	601,811	615,469
	Grants Monitoring	285,061	198,473	146,595	158,436
	Accounts Payable	689,644	727,764	817,832	819,589
	Total	2,541,078	2,680,026	2,894,328	2,947,262

External Funds Budget	Fund Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	BAIS Financials Upgrade	6,216	0	0	0
	Earned Indirect	151,930	70,295	181,817	215,477
	FEMA Disaster Recovery Asst	0	91,148	0	0
	Total	158,146	161,443	181,817	215,477

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	2,445,406	2,549,951	2,814,191	2,861,030
	Non Personnel	95,672	130,075	80,137	86,232
	Total	2,541,078	2,680,026	2,894,328	2,947,262

Auditing Department Operating Budget



Authorizing Statutes

- Annual Audit, 31 U.S.C. § 7502; M.G.L.A. c. 41, §§ 50, 53; M.G.L.A. c. 44, §§ 40, 53D; M.G.L.A. c. 60 § 97; Tregor, 1982 Mass. Acts ch. 190, § 14; CBC Ord. § 6-1.5.
- Annual Appropriation, M.G.L.A. c. 41, §§ 57-58; 1982 Mass. Acts 190, § 18; 1986 Mass. Acts ch. 701, § 3, 7-10; CBC St. 6 § 252; CBC Ord. § 6-1.10.
- Execution of Contracts, M.G.L.A. c 41, § 17; CBC St. 4 §§ 7-8; CBC Ord. § 5-5.28.
- Payment of Bills, M.G.L.A. c.41, §§ 51, 56; CBC Ord. § 5-5.27; CBC Ord. §§ 6-1.4-6-1.6; CBC Ord. § 11-6.37.
- Payment of Payrolls, M.G.L.A. c. 41, § 56; Tregor, 1982 Mass. Acts ch. 190 § 18; 1986 Mass. Acts ch. 701 § 9; CBC Ord. § 5-5.29; CBC Ord. § 6-1.3.
- Debt Service, Tregor, 1982 Mass. Acts ch. 190 §§ 4,8; M.G.L.A. c.41, § 57, CBC St. 6 §§ 254-255; CBC Ord. § 6-1.2.
- Financial Accounting and Reporting, 31 U.S.C. § 7502; M.G.L.A. c.41, §§ 54, 57-58, 61; M.G.L.A. c.44, § 43; CBC St.6 §§ 2-3; CBC Ord. § 5-5.34 ;CBC Ord. §§ 6-1.7-6-1.8.

Description of Services

The Department prepares the City's annual financial statements, reviews and processes all financial transactions for accuracy, completeness, and compliance, implements fiscal controls over departmental spending, and provides technical assistance to departments and agencies.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	2,402,074	2,453,556	2,804,191	2,851,030	46,839
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	36,082	52,296	10,000	10,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	7,250	44,099	0	0	0
Total Personnel Services	2,445,406	2,549,951	2,814,191	2,861,030	46,839
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	2,411	2,411	2,413	2,413	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	8,496	7,269	9,709	6,708	-3,001
52800 Transportation of Persons	11,451	7,310	11,990	12,461	471
52900 Contracted Services	55,632	30,875	9,906	9,755	-151
Total Contractual Services	77,990	47,865	34,018	31,337	-2,681
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	6,929	5,816	9,336	9,003	-333
53700 Clothing Allowance	0	2,500	2,750	2,500	-250
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	61	63	61	0	-61
Total Supplies & Materials	6,990	8,379	12,147	11,503	-644
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	311	11,512	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	9,731	32,629	33,972	39,443	5,471
Total Current Chgs & Oblig	10,042	44,141	33,972	39,443	5,471
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	650	29,690	0	3,949	3,949
Total Equipment	650	29,690	0	3,949	3,949
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	2,541,078	2,680,026	2,894,328	2,947,262	52,934

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Admin Analyst	SE1	04	2.00	134,130	Prin Admin Assistant	SE1	08	2.00	216,464
Admin Asst	SE1	05	1.00	68,226	Senior Admin Asst	SE1	07	1.00	99,027
Asst City Auditor	SE1	09	2.00	206,032	Sr Accountant	SU4	13	4.00	222,817
Asst Prin Accountant	SU4	14	3.00	181,174	Sr Adm An(SpProjStff)(Aud)	SE1	06	4.00	340,148
City Auditor	CDH	NG	1.00	140,769	Sr Adm Analyst	SE1	06	1.00	90,122
Dep City Auditor	EXM	11	1.00	129,568	Sr Data Proc Sys An(Budget)	SE1	09	1.00	116,247
Head Account Clerk	SU4	12	4.00	190,992	Sr. Research Analyst	SE1	03	3.00	205,347
Pr Admin Asst	SE1	10	2.00	241,831	SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	65,594
Prin Admin Analyst (Aud)	SE1	07	2.00	194,539	Supv Acctng(TransDiv)(Aud)	SE1	05	1.00	82,700
					Supv Acntng(Auditing)	SE1	05	2.00	146,134
					Total			38	3,071,861
					Adjustments				
					Differential Payments				0
					Other				21,495
					Chargebacks				-215,477
					Salary Savings				-26,850
					FY20 Total Request				2,851,029

External Funds History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	0	0	161,500	215,477	53,977
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	0	0	0	0
51500 Pension & Annuity	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	0	0	0	0	0
Total Personnel Services	0	0	161,500	215,477	53,977
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	158,042	161,443	0	0	0
Total Contractual Services	158,042	161,443	0	0	0
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	104	0	0	0	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	104	0	0	0	0
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	0	0	20,317	0	-20,317
Total Current Chgs & Oblig	0	0	20,317	0	-20,317
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
Total Equipment	0	0	0	0	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	158,146	161,443	181,817	215,477	33,660

Program 1. Administration

Vacant, Manager, Organization 131100

Program Description

The Administration Program is responsible for executive operations and provides administrative and human resource support to all programs.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	363,094	376,592	556,555	559,539
Non Personnel	23,485	60,628	9,681	8,215
Total	386,579	437,220	566,236	567,754

Program 2. Accounting

Licia C. Lima-Pires, Manager, Organization 131200

Program Description

The primary responsibility of the Accounting Program is to provide accurate and complete financial data and technical assistance to all City departments. The Program also oversees the coordination of the City's Annual Financial Audit and the publication of the Comprehensive Annual Financial Report (CAFR).

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	655,764	706,764	723,457	741,505
Non Personnel	33,720	47,665	38,397	44,509
Total	689,484	754,429	761,854	786,014

Performance

Goal: Ensure Stability of Financial Reporting

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% of Financial Audit Work Completed	100%	100%	100%	100%
% of New GASB Standards Implemented	100%	100%	100%	100%
Financial Audit Completion	1	1	1	1

Program 3. Central Payroll

Mark MacDonnell, *Manager*, Organization 131300

Program Description

The primary responsibility of the Central Payroll Program is the timely and accurate processing of wages for all employees for both pay frequencies in compliance with all local, state, and federal laws, and in conformity with the City's collective bargaining agreements.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	484,909	556,857	594,925	605,738
Non Personnel	5,401	5,283	6,886	9,731
Total	490,310	562,140	601,811	615,469

Program 4. Grants Monitoring

Scott Finn, Manager, Organization 131400

Program Description

The primary responsibility of the Grants Monitoring Program is to establish and monitor Special Revenue for all City departments and to provide technical assistance in the process. The program also oversees and coordinates the City's Annual Single Audit for Federal Financial Assistance Programs and also produces the City's Cost Allocation Plan.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	279,586	195,700	138,377	151,022
Non Personnel	5,475	2,773	8,218	7,414
Total	285,061	198,473	146,595	158,436

Performance

Goal: Ensure Stability of Financial Reporting

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% of Single Audit Completion	100%	100%	100%	100%
% of Single Audit Work Completed	100%	100%	100%	100%

Program 5. Accounts Payable

Naveen Reddy, Manager, Organization 131500

Program Description

The Accounts Payable Program is responsible for approving procurement documents and processing payment documents completely, accurately, and on-time while maintaining expenditure controls to limit deficit spending citywide.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	662,053	714,038	800,877	803,226
Non Personnel	27,591	13,726	16,955	16,363
Total	689,644	727,764	817,832	819,589

Performance

Goal: % contracts routed within 3 days of receipt

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% contracts routed within 3 days of receipt	84%	87.4%	70.8%	100%

Goal: % procurement documents approved within 3 days

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% procurement documents approved within 3 days	97%	93.3%	93%	100%

Goal: % vendor invoices processed within 5 days

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% vendor invoices processed within 5 days	99%	99.4%	99%	100%

Goal: Improvement through the use of technology & resources to manage the City's Accounts Payable

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% of Standard Contracts Completed On-Line		66.2%	41%	50%

External Funds Projects

BAIS Financials Upgrade

Project Mission

To implement the PeoplesSoft Financials application upgrade based on adoption of leading practices for financial management, while improving customer support and maintaining appropriate controls and financial management. This upgrade was being funded with a combination of capital, Erate reimbursement and Indirect resources and went into production in FY13.

Earned Indirect

Project Mission

Earned Indirect is funding provided through various grants to cover the City's cost of supporting the operations of these grants. This funding is used to support two administrative positions in the Grant Monitoring Program of the Auditing Department.

Budget Management Operating Budget

Justin Sterritt, Director, Appropriation 141000

Department Mission

The Office of Budget Management (OBM) promotes the high quality delivery of services to Boston's residents in a cost effective way. OBM evaluates City programs and then uses analysis to build, present, and manage the Mayor's operating budget. OBM also creates the capital plan. The capital plan is a strategic document that shows how the City's investment in its infrastructure, such as bridges and roads, contributes to Boston's future. The City also uses the plan to make smart spending decisions and protect its assets.

Selected Performance Goals

Budget & Management

- Improve use of limited city resources.

Revenue Monitoring

- Ensure long-term financial stability.
- Maximize current and future revenues.

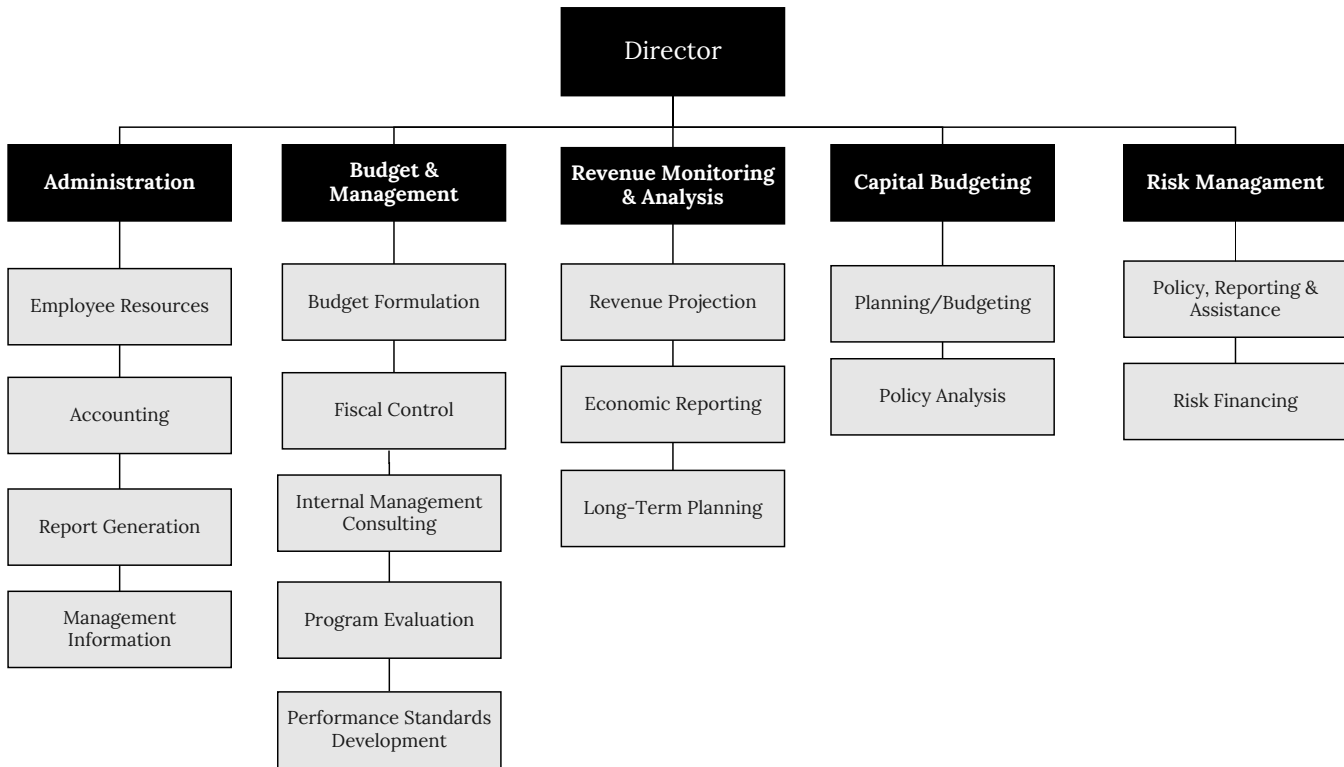
Capital Budgeting

- Improve use of limited city resources.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Administration	1,616,308	1,282,996	990,652	1,022,001
	Budget & Management	600,750	671,926	927,619	1,118,633
	Revenue Monitoring	185,875	228,519	880,921	749,497
	Capital Budgeting	501,718	451,081	508,035	453,580
	Risk Management	176,513	177,342	195,131	198,034
	Total	3,081,164	2,811,864	3,502,358	3,541,745

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	2,176,555	2,197,175	2,405,428	2,444,815
	Non Personnel	904,609	614,689	1,096,930	1,096,930
	Total	3,081,164	2,811,864	3,502,358	3,541,745

Budget Management Operating Budget



Authorizing Statutes

- Annual Appropriation Process, Tregor, 1982 Mass. Acts ch. 190 § 15; 1986 Mass. Acts ch. 701, § 2.
- Reserve Fund, 1986 Mass. Acts ch. 701, §7.
- Budget Allotment Process and Reallocations, Tregor, 1982 Mass. Acts ch. 190 § 18; 1986 Mass. Acts ch. 701, § 8-9.
- Duties of Supervisor of Budgets, CBC Ord. § 5-1.5.
- Transfer of Appropriations, Tregor, 1982 Mass. Acts ch. 190 § 23; 1986 Mass. Acts ch. 701, § 3.
- Penalty for Overspending Budget, Tregor, 1982 Mass. Acts ch. 190, § 17.

Description of Services

The Office of Budget Management coordinates the analysis and presentation of the Mayor's operating budget and capital plan. The Office also assembles, analyzes and presents data with respect to revenue and debt management. In addition, the Office assists line departments to evaluate programs and to establish and use performance measures to improve the quality, effectiveness, and efficiency of City services while minimizing the cost of program delivery.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	2,137,685	2,174,229	2,367,428	2,406,815	39,387
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	38,870	22,946	38,000	38,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,176,555	2,197,175	2,405,428	2,444,815	39,387
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	1,641	1,641	2,000	2,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	233	2,009	3,500	3,500	0
52800 Transportation of Persons	5,454	5,249	6,275	6,275	0
52900 Contracted Services	738,515	477,563	937,320	937,320	0
Total Contractual Services	745,843	486,462	949,095	949,095	0
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	3,137	2,521	4,100	4,100	0
53700 Clothing Allowance	0	500	500	500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	82	100	1,500	1,500	0
Total Supplies & Materials	3,219	3,121	6,100	6,100	0
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	141,452	125,106	139,335	139,335	0
Total Current Chgs & Oblig	141,452	125,106	139,335	139,335	0
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	781	0	0	0	0
55900 Misc Equipment	13,314	0	2,400	2,400	0
Total Equipment	14,095	0	2,400	2,400	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	3,081,164	2,811,864	3,502,358	3,541,745	39,387

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Adm Sec	SU4	14	1.00	62,578	Office Operations Mgr	SE1	08	1.00	80,741
Admin Assistant	SU4	16	1.00	60,726	Revenue Manager	EXM	09	1.00	95,597
Assistant Director	EXM	10	2.00	229,248	Sr Adm An(SpProjStff)	SE1	06	1.00	90,122
Dep Dir (Capital)	EXM	12	1.00	134,467	Sr Advisor	EXM	12	1.00	131,714
Deputy Director	EXM	14	1.00	148,275	Sr Data Proc Sys Analyst	SE1	09	1.00	79,731
Exec Asst	EXM	10	2.00	244,157	Sr Finance Manager	EXM	09	1.00	79,338
Management Analyst	SE1	06	8.00	575,283	Sr Management Analyst	EXM	08	2.00	187,702
					Supervisor of Budgets	CDH	NG	1.00	125,687
					Total			25	2,325,366
					Adjustments				
					Differential Payments				0
					Other				22,200
					Chargebacks				59,250
					Salary Savings				0
					FY20 Total Request				2,406,816

Program 1. Administration

Justin Sterritt, *Manager, Organization 141100*

Program Description

The Administration Program provides both overall direction and management to the Department, and support services such as internal budget preparation, personnel administration, IT support and training, and internal report production.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	928,357	814,290	882,227	913,576
Non Personnel	687,951	468,706	108,425	108,425
Total	1,616,308	1,282,996	990,652	1,022,001

Program 2. Budget & Management

James M. Williamson, Manager, Organization 141200

Program Description

The Budget & Management Program is responsible for the development and implementation of the City's operating budget. Program staff analyze program and fiscal management issues throughout City government.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	486,530	585,940	663,319	854,333
Non Personnel	114,220	85,986	264,300	264,300
Total	600,750	671,926	927,619	1,118,633

Performance

Goal: Improve use of limited city resources

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% achieved of savings identified in budget process	79%	76%	81%	100%
% of new investments implemented		92%	87%	100%
New healthcare savings achieved through the Public Employee Committee (PEC)	1.6	2.6	1.5	3.4

Program 3. Revenue Monitoring

Mor Zoran, Manager, Organization 141300

Program Description

The Revenue Monitoring and Fiscal Analysis Program works to improve Boston's ability to deliver services by maximizing its revenue. The program also provides economic and fiscal analyses as an aid in fiscal decision-making by the Mayor, the Chief Financial Officer, and the Budget Director.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	185,875	228,519	230,621	99,197
Non Personnel	0	0	650,300	650,300
Total	185,875	228,519	880,921	749,497

Performance

Goal: Ensure long-term financial stability

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% by which actual revenues exceed actual expenditures	0.3%	0.7%	0.7%	0.5%

Goal: Maximize current and future revenues

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% achieved of new revenue identified in the budget process	45%	140.9%	283%	100%

Program 5. Capital Budgeting

John Hanlon, Manager, Organization 141500

Program Description

The Capital Budgeting Program manages the capital plan of the City. It prepares a multi-year capital plan, oversees capital construction projects, equipment acquisitions, and contracts, and manages all capital fund appropriations and related revenue including bonds and grants.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	457,818	449,636	506,685	452,230
Non Personnel	43,900	1,445	1,350	1,350
Total	501,718	451,081	508,035	453,580

Performance

Goal: Improve use of limited city resources

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% of capital plan associated with City planning efforts (Imagine Boston, Build BPS, Go Boston 2030, City Hall)		77.6%	90.5%	90.7%

Program 6. Risk Management

Lynda Fraley, Manager, Organization 141600

Program Description

The Risk Management Program develops and implements the City's integrated risk financing program, which includes self-insurance and commercial policies. The program also assists other City departments in their efforts to minimize costs related to property losses and legal injury and medical claims.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	117,975	118,790	122,576	125,479
Non Personnel	58,538	58,552	72,555	72,555
Total	176,513	177,342	195,131	198,034

Execution of Courts Operating Budget

Appropriation 333000

Department Mission

The Execution of Courts appropriation provides for funding for settlements, awards, and court orders. These result from claims against the City of Boston and its agencies and employees for damages to persons or property. The appropriation also funds interest on tax abatements.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Execution of Courts	3,188,450	19,513,268	5,000,000	5,000,000
	Total	3,188,450	19,513,268	5,000,000	5,000,000

Health Insurance Operating Budget

Appropriation 148000

Department Mission

The Health Insurance appropriation provides funding for a variety of health insurance, dental care, vision care, and life insurance plans to approximately 30,000 active employee and retiree subscribers within the guidelines of MGL Chapter 32B.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Health Insurance	205,281,017	210,986,298	220,979,251	221,381,299
	Total	205,281,017	210,986,298	220,979,251	221,381,299

Human Resources Operating Budget

Vivian Leonard, Director, Appropriation 142000

Department Mission

The mission of the Office of Human Resources is to help departments attract, motivate, retain, manage, and develop qualified and productive employees. The Office also provides unemployment benefits where necessary, as well as health and life insurance and workers' compensation benefits.

Selected Performance Goals

Personnel

- Improved Recruitment Process to Better Meet Needs of COB Departments.

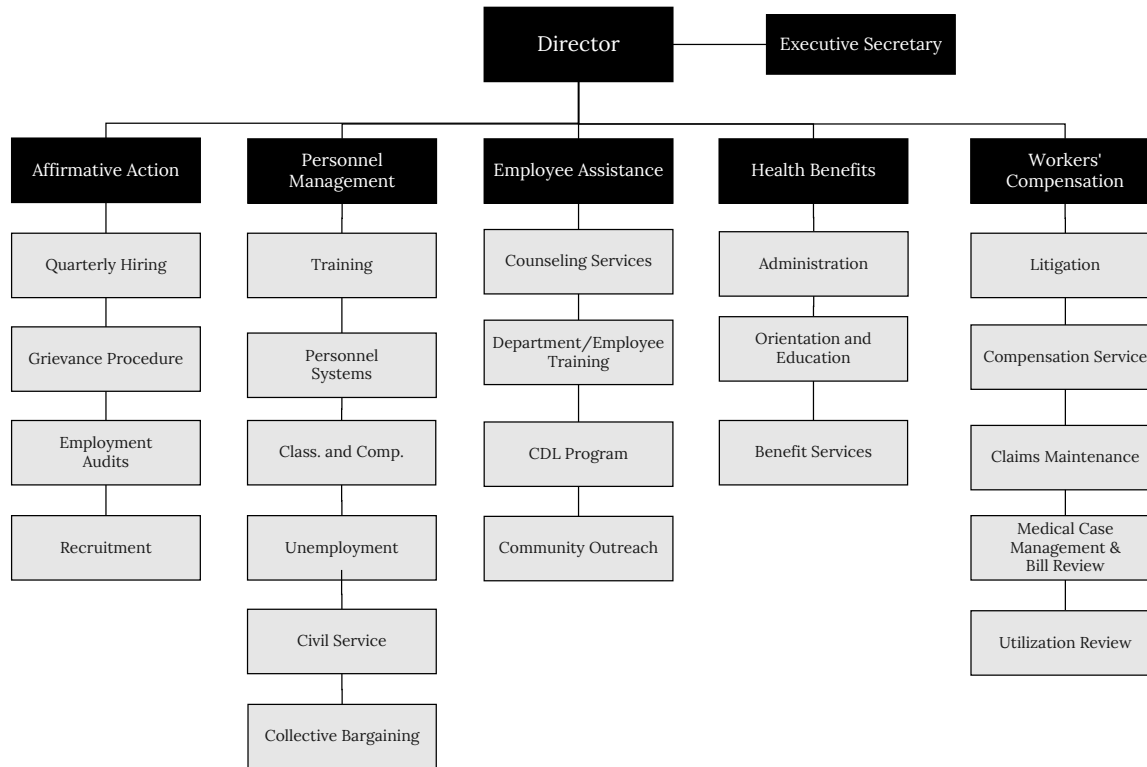
Affirmative Action

- Increase Diversity in COB Workforce.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Personnel	1,833,024	2,432,203	3,215,944	3,382,819
	Affirmative Action	27,000	31,044	530,500	530,500
	Health Benefits & Insurance	676,286	714,772	889,432	922,880
	Employee Assistance	186,875	272,059	119,854	125,081
	Workers Comp	830,547	801,880	763,795	888,432
	Total	3,553,732	4,251,958	5,519,525	5,849,712

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	3,206,951	3,478,443	3,736,400	3,957,748
	Non Personnel	346,781	773,515	1,783,125	1,891,964
	Total	3,553,732	4,251,958	5,519,525	5,849,712

Human Resources Operating Budget



Authorizing Statutes

- Civil Service, M.G.L.A. c. 31.
- Collective Bargaining, M.G.L.A. C. 150E.
- Compensation of Employees; CBC Ord. § 5-5.18; M.G.L.A. c. 41, § 41.
- Employees Subject to Civil Service Laws, CBC St. 5 § 110.
- Duties of Supervisor of Personnel, CBC Ord. § 5-1.6.
- Generally, M.G.L.A. c. 152.
- County Employees Salary Classification, M.G.L.A. c. 35, § 56.
- Third Parties; Subrogation, M.G.L.A. c. 152, § 15.
- Group Insurance Plan to Municipalities, M.G.L.A. c. 32B, §§ 1-19.
- Operation As Self-Insurer, M.G.L.A. c. 152, § 25.
- Second Injury Reimbursement, M.G.L.A. c. 152, § 37.
- Special Fund; Trust Fund; Assessment Base and Rates; Payments; Reports; Audits, M.G.L.A. c. 152, § 65.

Description of Services

Human Resources supplies departments with systems with which to manage hiring, compensation, and promotion. It pursues good labor relations, monitors unemployment benefits, and conducts affirmative action and recruitment programs as well as a full range of training programs. Additionally, the Department operates elements of the City's risk management program including employee assistance and managing attendance. As a direct service to both active and retired employees, the Department provides comprehensive and economical health insurance and life insurance, as well as access to all records.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	3,136,758	3,273,132	3,597,797	3,746,854	149,057
51100 Emergency Employees	45,662	185,788	133,603	205,894	72,291
51200 Overtime	24,531	4,998	5,000	5,000	0
51600 Unemployment Compensation	0	14,525	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	3,206,951	3,478,443	3,736,400	3,957,748	221,348
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	18,577	11,342	8,175	8,175	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	9,950	0	0	0	0
52700 Repairs & Service of Equipment	2,500	5,291	4,150	5,350	1,200
52800 Transportation of Persons	7,338	9,137	8,200	8,200	0
52900 Contracted Services	96,329	141,509	704,950	674,950	-30,000
Total Contractual Services	134,694	167,279	725,475	696,675	-28,800
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	27	2,000	2,000	0
53200 Food Supplies	0	937	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	41,843	43,617	65,180	65,180	0
53700 Clothing Allowance	0	4,000	4,250	3,750	-500
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	615	0	0	0	0
Total Supplies & Materials	42,458	48,581	71,430	70,930	-500
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	166	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	164,979	545,446	986,220	1,124,359	138,139
Total Current Chgs & Oblig	164,979	545,612	986,220	1,124,359	138,139
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	4,690	0	0	0
55900 Misc Equipment	4,650	7,353	0	0	0
Total Equipment	4,650	12,043	0	0	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	3,553,732	4,251,958	5,519,525	5,849,712	330,187

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Admin Assistant	SU4	15	1.00	69,444	Human Resources HRIS Manager	EXM	10	1.00	122,079
Assistant Compliance Manager	SE1	06	1.00	62,878	Human Resources Rep	SU4	15	5.00	295,757
Assoc Dir (EAP)	EXM	09	1.00	110,411	Intern & Fellowship Program Coord	SE1	06	1.00	90,122
Benefits HRIS Manager	EXM	08	1.00	105,072	Manager of Class and Comp	SE1	08	1.00	108,232
Compliance Investigator	EXM	06	1.00	59,886	Nurse Case Manager	SE1	07	1.00	99,027
Dep Chief Staff	EXM	07	1.00	96,136	Personnel Asst	SU4	17	1.00	82,288
Dir of Employee Asst (EAP)	EXM	12	1.00	119,257	Prin Admin Assistant	SE1	08	3.00	324,696
Dir of Health Benefits	EXM	12	1.00	120,597	Prin Admin Asst	SE1	07	1.00	99,027
Dir of Investg & Training	EXM	10	1.00	99,811	Principal Clerk	SU4	10	1.00	48,368
Dir of Talent Acquisition Mgmt	EXM	10	1.00	122,079	Retiree Benefits Mgr	EXM	08	1.00	96,802
Director Operations	EXM	12	1.00	102,791	Retiree Benefits Rep	SU4	16	1.00	66,756
DP Sys Anl	SE1	06	1.00	90,122	Senior Admin Asst	SE1	07	2.00	179,628
Employee Assistance Clinician	EXM	08	2.00	158,463	Sr Adm Asst	SE1	08	2.00	214,929
Employee Devel Coor(Supv/Pers)	SE1	08	1.00	108,232	Sr Adm Asst (WC)	SE1	06	1.00	90,122
Head Account Clerk	SU4	12	4.00	199,904	Sr Human Resources Generalist	EXM	09	1.00	112,853
Head Clerk	SU4	12	1.00	55,654	Sr Personnel Analyst	SE1	07	1.00	76,724
HRIS Associate Manager	EXM	08	1.00	97,203	Supervisor of Personnel	CDH	NG	1.00	130,714
Human Resources Generalist	EXM	07	1.00	90,613	Supvising Claims Agent (Asd)	EXM	09	1.00	112,853
					Worker's Compensation Case Mgr	SU4	18	3.00	247,737
					Total			51	4,467,267
					Adjustments				
					Differential Payments				0
					Other				22,100
					Chargebacks				-567,715
					Salary Savings				-174,795
					FY20 Total Request				3,746,857

Program 1. Personnel

Vivian Leonard, Manager, Organization 142100

Program Description

The Personnel Program provides personnel services to all City departments. Through Personnel, departments are provided with management systems with which to hire, classify, compensate and promote employees, pursue good labor relations and management practices, provide unemployment benefits and, in each process, have access to relevant records. The program also carries out a variety of training and assistance programs to encourage and enhance human resource management in the City of Boston.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	1,618,361	1,780,111	2,123,819	2,276,088
Non Personnel	214,663	652,092	1,092,125	1,106,731
Total	1,833,024	2,432,203	3,215,944	3,382,819

Performance

Goal: Improved Recruitment Process to Better Meet Needs of COB Departments

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Days from Job Requisition Posting to Candidate Hire		73	55	50

Program 2. Affirmative Action

Vivian Leonard, Manager, Organization 142200

Program Description

The Affirmative Action Program is responsible for implementing the City's Affirmative Action Plan. It reviews the city's hiring practices and employment policies, audits affirmative action statistics, implements anti-harassment policies, ensures city compliance with federal and state EEO requirements and provides affirmative action assistance to all city departments.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	0	2,494	0	0
Non Personnel	27,000	28,550	530,500	530,500
Total	27,000	31,044	530,500	530,500

Performance

Goal: Increase Diversity in COB Workforce

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% City Workforce - people of color	36%	37%	39%	38%
% City Workforce - women	30%	30%	31%	32%
% of total promotions - people of color	39%	47%	43%	47%
% of total promotions - women	42%	39%	36%	45%

Program 3. Health Benefits & Insurance

Marianna Gil, Manager, Organization 142300

Program Description

The Health Benefits and Insurance Program is responsible for providing life insurance, dental and vision care, and a variety of health insurance plans to active and retired employees of the City of Boston as efficiently and economically as possible within the guidelines of MGL Chapter 32B.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	633,946	671,363	811,832	845,325
Non Personnel	42,340	43,409	77,600	77,555
Total	676,286	714,772	889,432	922,880

Program 4. Employee Assistance

Wendolyn M. Costello-Cook, Manager, Organization 142400

Program Description

The Employee Assistance Program (EAP) is designed to attract and assist employees who experience personal problems. The program will assist employees in the identification and resolution of productivity problems associated with employees impaired by personal concerns including but not limited to: health, marital, financial, substance abuse, emotional stress and other personal concerns which may adversely affect job performance.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	186,875	270,604	118,704	122,379
Non Personnel	0	1,455	1,150	2,702
Total	186,875	272,059	119,854	125,081

Program 5. Workers' Compensation

Kerry Gillian Nero, Manager, Organization 142500

Program Description

The Workers' Compensation Program implements all procedures for the processing of workers' compensation claims and approved medical and related bills. It also distributes workers' compensation information and statistics to City departments and works with the Law Department to develop legal strategies to resolve workers' compensation cases in an appropriate manner.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	767,769	753,871	682,045	713,956
Non Personnel	62,778	48,009	81,750	174,476
Total	830,547	801,880	763,795	888,432

Labor Relations Operating Budget

Ann Marie Noonan, Director, Appropriation 147000

Department Mission

The mission of the Office of Labor Relations is to create and promote a productive work environment that fosters an efficient and effective relationship between labor and management.

Selected Performance Goals

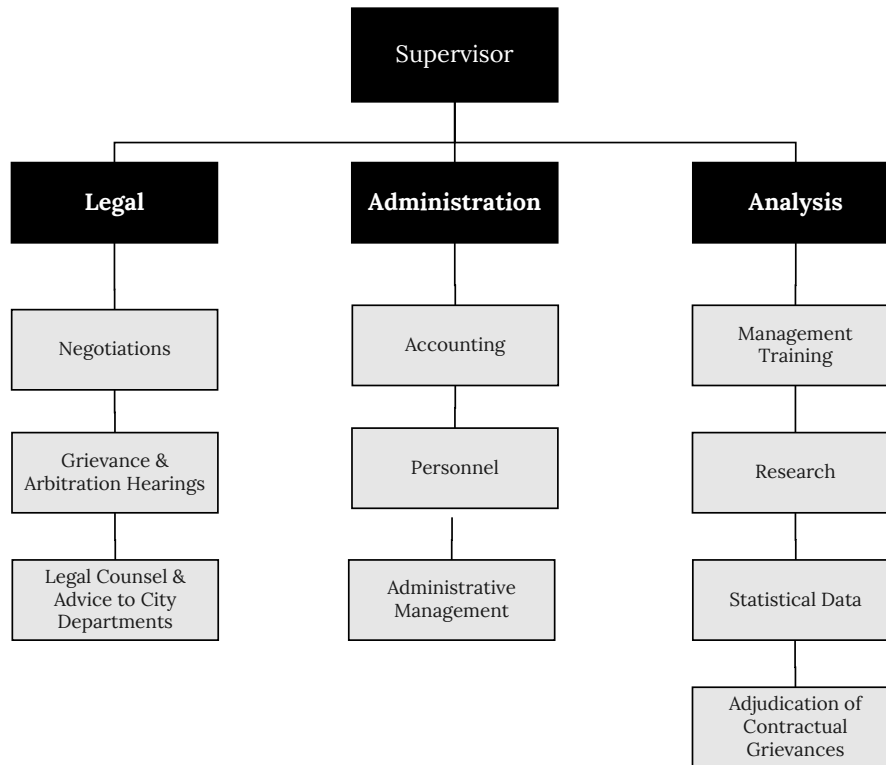
Labor Relations

- To negotiate labor contracts and meet other bargaining obligations with the City's labor unions.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Labor Relations	1,355,745	1,250,129	1,446,748	1,465,905
	Total	1,355,745	1,250,129	1,446,748	1,465,905

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	769,195	706,709	856,056	874,341
	Non Personnel	586,550	543,420	590,692	591,564
	Total	1,355,745	1,250,129	1,446,748	1,465,905

Labor Relations Operating Budget



Authorizing Statutes

- Duties of Supervisor of Labor Relations, CBC Ord. 5, s. 4.

Description of Services

The Office of Labor Relations represents the Mayor and City departments in all labor relations matters before state and federal courts, state agencies, and in various other forums. The Office is responsible for negotiating and administering collective bargaining agreements with approximately 19 unions covering 7,200 employees. Additionally, the Office advises City managers and supervisors on labor matters regarding policy issues.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	769,195	706,709	856,056	874,341	18,285
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	769,195	706,709	856,056	874,341	18,285
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	1,545	643	2,091	1,000	-1,091
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	1,738	1,726	949	1,000	51
52800 Transportation of Persons	2,478	1,956	2,500	2,500	0
52900 Contracted Services	538,865	502,242	546,298	548,350	2,052
Total Contractual Services	544,626	506,567	551,838	552,850	1,012
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	2,724	3,297	3,700	3,400	-300
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	2,724	3,297	3,700	3,400	-300
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	39,200	25,209	35,154	35,314	160
Total Current Chgs & Oblig	39,200	25,209	35,154	35,314	160
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	8,347	0	0	0
Total Equipment	0	8,347	0	0	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	1,355,745	1,250,129	1,446,748	1,465,905	19,157

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary	
Asst Corp Counsel III	EXM	08	5.00	444,649	Legal Secretary (OLR)	MYG	17	1.00	53,227	
Asst Supv/Labor Relations	EXM	12	1.00	106,788	Office Manager	EXM	06	1.00	79,671	
Labor Relations Analyst	EXM	04	1.00	55,369	Supervisor of Labor Relations	CDH	NG	1.00	125,687	
					Total				10	865,391
					Adjustments					
					Differential Payments					0
					Other					8,950
					Chargebacks					0
					Salary Savings					0
					FY20 Total Request					874,341

Program 1. Labor Relations

Ann Marie Noonan, Manager, Organization 147100

Program Description

The Office of Labor Relations represents the Mayor and City departments in all labor relations litigation matters before state and federal courts, state administrative agencies, and in various other forums. The Office also advises City managers/department heads on all labor and employment related matters. The attorneys in the Office of Labor Relations serve as chief negotiators for collective bargaining negotiations and handle all interim bargaining matters.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	769,195	706,709	856,056	874,341
Non Personnel	586,550	543,420	590,692	591,564
Total	1,355,745	1,250,129	1,446,748	1,465,905

Performance

Goal: To negotiate labor contracts and meet other bargaining obligations with the City's labor unions.

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
% of city collective bargaining contracts settled	25%	60%	100%	100%

Medicare Payments Operating Budget

Appropriation 139000

Department Mission

The Medicare Payments appropriation supports federal regulations that extend mandatory Medicare coverage to municipal employees. Federal law requires the City of Boston and County of Suffolk to pay the Social Security Trust Fund a Medicare insurance premium amounting to 1.45% of an employee's salary up to \$125,000 for each employee hired after March 31, 1986. The Medicare Payments appropriation reflects the amount of this contribution. The City's payment is matched by an equal contribution from the employee.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Medicare Payments	8,607,598	9,815,432	11,000,000	11,200,000
	Total	8,607,598	9,815,432	11,000,000	11,200,000

Pensions & Annuities - City Operating Budget

Appropriation 374000

Department Mission

The Pensions and Annuities appropriation funds City payments for retirees who are not members of the contributory retirement system. These include approximately 28 individuals who qualify under the Veteran's Retirement Law as being World War II veterans, having 30 years of service, and being employed prior to 1939, and approximately 25 Police and Fire members who received special legislation retirements due to extreme workplace injuries.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Pensions & Annuities - City	3,607,181	3,636,293	4,100,000	4,100,000
	Total	3,607,181	3,636,293	4,100,000	4,100,000

Pensions & Annuities - County Operating Budget

Appropriation 749000

Department Mission

The Pensions and Annuities appropriation funds the County's payments to retired County officials and employees who were not members of the contributory retirement systems. Individuals paid under this system are veterans of World War II, have 30 years of service, and were employed prior to 1939.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Pensions & Annuities - County	37,674	30,129	100,000	100,000
	Total	37,674	30,129	100,000	100,000

Purchasing Division Operating Budget

Kevin Coyne, Purchasing Agent, Appropriation 143000

Department Mission

The mission of the Purchasing Department is to purchase the best quality products at the lowest possible price and to deliver those products to City departments promptly. The department is also responsible for surplus property, processing mail, providing copier service and publishing the City Record.

Selected Performance Goals

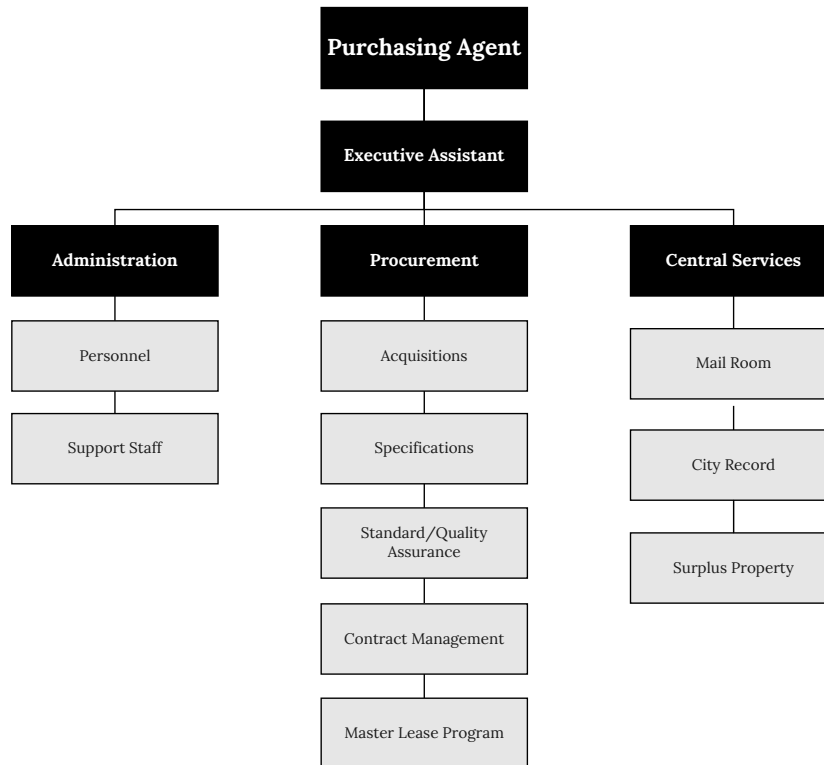
Procurement

- The Procurement Office in the City of Boston uses a 100% electronic format. Creating a contract should be a seamless and relatively quick process. This is achieved by continuously monitoring and reviewing this process.
- To display the percentage of savings the departments are able to achieve from request to the time of order.
- To measure the amount of time that it takes to produce a purchase order (should be less than seven days). There are certain cases where there is need to be publically bid, and it will be longer.
- To simplify conducting business with the City of Boston. To provide an exceptional experience and a superior level of customer service for all vendors. To supply support to vendors at all stages of procurement.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Administration	520,700	549,633	659,967	823,125
	Procurement	986,075	888,261	958,993	561,348
	Central Services	219,280	221,015	232,803	440,138
	Total	1,726,055	1,658,909	1,851,763	1,824,611

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	1,598,607	1,545,436	1,748,471	1,756,567
	Non Personnel	127,448	113,473	103,292	68,044
	Total	1,726,055	1,658,909	1,851,763	1,824,611

Purchasing Division Operating Budget



Authorizing Statutes

- Enabling Legislation, M.G.L.A. c.41, § 103.
- Duties of the Purchasing Agent, CBC Ord. § 5-1.8.
- Content and Sale, CBC St. 2 § 650.
- Uniform Procurement Act, M.G.L.A. c. 30B.

Description of Services

The Purchasing Department procures all supplies, materials, and equipment for City departments. The department selects vendors through public bidding and processes purchase orders and contracts. The Central Services Unit ensures the efficient and economical disposal of all surplus City property excluding land and buildings, and processes and posts all outgoing, inter-office, and incoming mail. This unit also produces the City Record and operates the Copy Center.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	1,592,095	1,544,643	1,748,471	1,756,567	8,096
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	6,512	793	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,598,607	1,545,436	1,748,471	1,756,567	8,096
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	3,157	3,997	3,500	4,000	500
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	32,883	31,308	30,000	30,000	0
52800 Transportation of Persons	4,913	6,474	4,875	4,875	0
52900 Contracted Services	4,072	5,154	5,544	5,544	0
Total Contractual Services	45,025	46,933	43,919	44,419	500
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	7,248	6,454	9,125	9,125	0
53700 Clothing Allowance	0	3,000	3,000	3,000	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	7,248	9,454	12,125	12,125	0
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	153	1,030	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	3,610	5,504	4,625	5,500	875
Total Current Chgs & Oblig	3,763	6,534	4,625	5,500	875
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	85,246	85,246	42,623	0	-42,623
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	14,721	0	0	0	0
Total Equipment	99,967	85,246	42,623	0	-42,623
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	-28,555	-34,694	0	6,000	6,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	-28,555	-34,694	0	6,000	6,000
Grand Total	1,726,055	1,658,909	1,851,763	1,824,611	-27,152

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary	
Admin Analyst	SU4	14	1.00	55,813	Manager - Print/Mail Services	EXM	08	1.00	87,005	
Admin Assistant	SU4	15	2.00	140,736	Prin Acct Clerk	SU4	10	1.00	36,905	
Admin Assistant	SU4	17	1.00	82,288	Prin Admin Assistant	SE1	08	2.00	216,464	
Admin Asst (Asd/Cab)	SE1	05	1.00	82,700	Purchasing Agent	CDH	NG	1.00	110,604	
Asst Buyer	SU4	12	1.00	55,654	Sr Adm Analyst	SE1	06	1.00	90,122	
Asst Purchasing Agent	SE1	09	1.00	113,886	Sr Adm Asst (WC)	SE1	06	2.00	174,185	
Buyer/Purchasing	SU4	16	3.00	222,129	Sr Buyer	SU4	17	2.00	164,577	
Mailroom Equipment Operator	SU4	15	1.00	70,138	Sr Data Proc Systems Anl I	SE1	09	1.00	116,247	
					Total				22	1,819,453
					Adjustments					
					Differential Payments					0
					Other					19,400
					Chargebacks					-82,288
					Salary Savings					0
					FY20 Total Request					1,756,565

Program 1. Administration

Kevin Coyne, *Manager*, Organization 143100

Program Description

The Administration Program provides administrative, fiscal and human resource support to the Department.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	493,491	536,009	599,275	803,681
Non Personnel	27,209	13,624	60,692	19,444
Total	520,700	549,633	659,967	823,125

Program 2. Procurement

Gerard Bonaceto, Kevin Coyne, Managers, Organization 143200

Program Description

The Procurement Program procures goods and materials for use by City departments. This program selects vendors through the public bid process, and initiates purchase orders and contracts consistent with appropriateness of cost, quality, delivery requirements, and vendor service.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	976,573	875,215	945,443	547,298
Non Personnel	9,502	13,046	13,550	14,050
Total	986,075	888,261	958,993	561,348

Performance

Goal: The Procurement Office in the City of Boston uses a 100% electronic format. Creating a contract should be a seamless and relatively quick process. This is achieved by continuously monitoring and reviewing this process

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Average time to create contract (days)		15.3	17.6	12

Goal: To display the percentage of savings the departments are able to achieve from request to the time of order

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Requisition to Purchase Order savings in percents		3.0	2	3

Goal: To measure the amount of time that it takes to produce a purchase order (should be less than seven days). There are certain cases where there is need to be publically bid, and it will be longer

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Average Requisition to Purchase Order timeline (days)		8.6	7.3	7

Goal: To simplify conducting business with the City of Boston. To provide an exceptional experiance and a superior level of customer service for all vendors. To supply support to vendors at all stages of procurement

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Supplier Portal Vendor support requests		5,876	6,269	4,000

Program 3. Central Services

Kevin Coyne, Manager, Organization 143300

Program Description

The Central Services Program provides central mailroom services, manages the central photocopy center, manages the disposal of departmental surplus goods and publishes the City Record.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	128,543	134,212	203,753	405,588
Non Personnel	90,737	86,803	29,050	34,550
Total	219,280	221,015	232,803	440,138

Registry Division Operating Budget

Patricia A. McMahon, Registrar, Appropriation 163000

Department Mission

The mission of the Registry Division is to promptly and accurately register, amend, maintain, and issue certified copies of birth, marriage and death records while following Massachusetts General Laws regulating these documents.

Selected Performance Goals

Administration

- Expand cross-training.

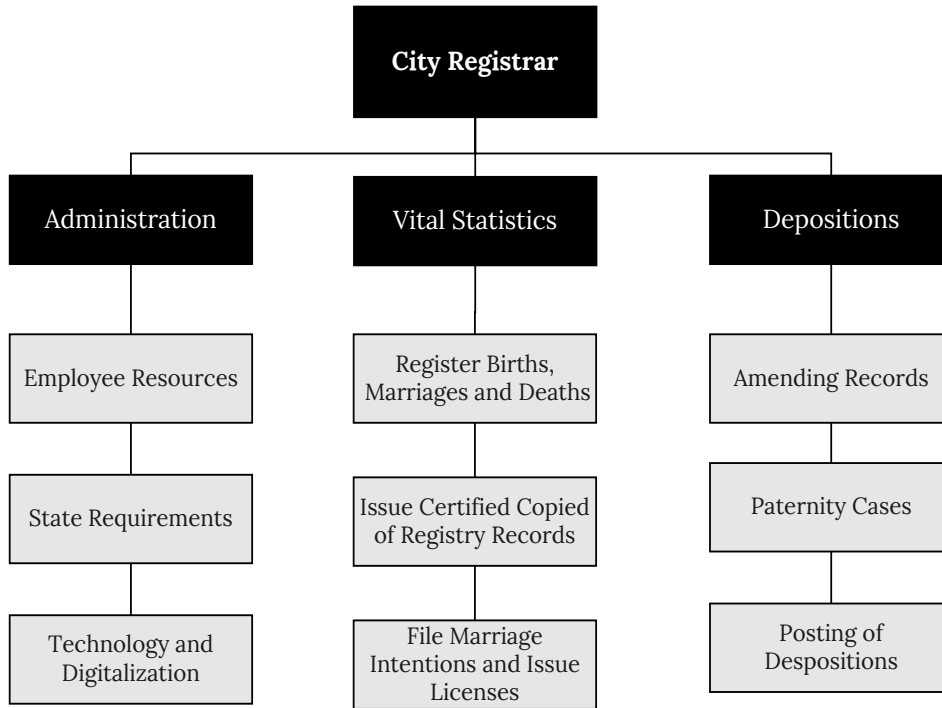
Vital Statistics

- Online Death requests.
- Register new records and issue certified copies.
- To automate the certificate request process.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Administration	247,264	288,136	363,163	358,524
	Vital Statistics	612,291	547,678	641,008	611,780
	Depositions	106,315	121,750	131,941	139,184
	Total	965,870	957,564	1,136,112	1,109,488

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	914,276	910,382	1,015,282	1,036,813
	Non Personnel	51,594	47,182	120,830	72,675
	Total	965,870	957,564	1,136,112	1,109,488

Registry Division Operating Budget



Authorizing Statutes

- Civil Service, M.G.L.A. c. 31.
- Births, Marriages, Deaths, and Depositions, M.G.L.A. cc. 46, 207, 209c, 210; M.G.L.A. c.190, § 7; M.G.L.A. c. 272, § 96.
- Fees & Charges, CBC Ord. § 18-1.2.

Description of Services

The Registry Division maintains custody of all birth, marriage, and death records dating back to 1630. Each year the Division adds approximately 33,000 new entries and issues more than 100,000 copies of certified records.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	914,276	910,382	1,015,282	1,036,813	21,531
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	914,276	910,382	1,015,282	1,036,813	21,531
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	183	183	3,000	3,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	300	2,500	2,500	0
52800 Transportation of Persons	2,100	2,183	2,700	2,700	0
52900 Contracted Services	27,162	19,211	88,940	39,645	-49,295
Total Contractual Services	29,445	21,877	97,140	47,845	-49,295
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	10,656	13,523	17,270	18,240	970
53700 Clothing Allowance	0	3,250	3,750	3,750	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	680	2,490	0	0	0
Total Supplies & Materials	11,336	19,263	21,020	21,990	970
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	4,021	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	972	887	890	1,060	170
Total Current Chgs & Oblig	4,993	887	890	1,060	170
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	5,820	5,155	1,780	1,780	0
Total Equipment	5,820	5,155	1,780	1,780	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	965,870	957,564	1,136,112	1,109,488	-26,624

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Adm Sec	SU4	14	1.00	62,578	Deposition Clerk	SU4	14	2.00	95,166
Asst City Registrar	SE1	05	2.00	139,869	First Asst City Registrar	SE1	07	1.00	88,867
City Registrar	CDH	NG	1.00	105,577	Prin Clerk (Vitals/Registry)	SU4	10	12.00	534,357
Total								19	1,026,414
Adjustments									
Differential Payments									0
Other									10,400
Chargebacks									0
Salary Savings									0
FY20 Total Request									1,036,814

Program 1. Administration

Jessica Fumarola, Manager, Organization 163100

Program Description

The Administration Program provides effective management of the day-to-day operations of the Division and monitors that the Registry's practices are in compliance with MGL and State Office of Vital Records regulations.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	233,672	278,702	288,423	343,224
Non Personnel	13,592	9,434	74,740	15,300
Total	247,264	288,136	363,163	358,524

Performance

Goal: Expand cross-training

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
75% of staff competent in 2 areas	47	72	74	75

Program 2. Vital Statistics

Deron Jackson, Manager, Organization 163200

Program Description

The Vital Statistics Program registers new records and issues certified copies of birth, marriage, and death records. This program also files marriage intentions and issues marriage licenses. The program also responds to requests for information from federal, state, and local authorities.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	574,505	510,934	595,668	555,255
Non Personnel	37,786	36,744	45,340	56,525
Total	612,291	547,678	641,008	611,780

Performance

Goal: Online Death requests

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Death Certificate requests by mail	16,792	17,469	6,978	6,500
Death Certificates requests at counter	18,946	18,234	14,689	14,000
Deaths registered	7,526	7,664	7,700	7,650

Goal: Register new records and issue certified copies

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Birth Certificate requests by mail	14,250	14,808	13,519	4,300
Birth Records registered from Hospitals	20,089	19,798	20,429	20,000
Marriage Certificate requests at counter	10,216	10,840	11,547	11,000
Marriage Certificate requests by mail	3,150	3,414	3,883	3,800
Marriage Intentions Filed Electronically	6,053	5,629	5,160	5,200

Goal: To Automate the certificate request process

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Birth Certificates Request online			7,543	24,000
Death Certificates Request online			13,443	14,500
Marriage Certificates online			0	3,000

Program 3. Depositions

Jessica Joyce, Manager, Organization 163300

Program Description

The Depositions Program is responsible for correcting and amending records in accordance with Massachusetts General Laws.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	106,099	120,746	131,191	138,334
Non Personnel	216	1,004	750	850
Total	106,315	121,750	131,941	139,184

Performance

Goal: Register new records and issue certified copies

Performance Measures	Actual '17	Actual '18	Projected '19	Target '20
Depositions amendments and court orders processed	3,102	3,183	3,457	3,400

Treasury Department Operating Budget

Emme Handy, Chief Financial Officer & Collector-Treasurer, Appropriation 137000

Department Mission

The mission of the Treasury Department is to collect and transfer all funds due to the City. The Department also deposits and invests City funds, manages the City's borrowings, and makes all disbursements.

Operating Budget	Division Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Collecting Division	2,557,383	3,286,394	2,897,466	2,550,306
	Treasury Division	1,912,396	1,929,703	17,003,611	17,099,880
	Total	4,469,779	5,216,097	19,901,077	19,650,186

External Funds Budget	Fund Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Community Preservation Act	0	8,150,478	35,686,363	25,512,150
	Total	0	8,150,478	35,686,363	25,512,150

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	3,148,756	3,186,190	3,505,255	3,532,413
	Non Personnel	1,321,023	2,029,907	16,395,822	16,117,773
	Total	4,469,779	5,216,097	19,901,077	19,650,186

Treasury Department Operating Budget

Authorizing Statutes

- Bonding Requirements, M.G.L.A. c. 41, § 35.
- Deposit on Funds, M.G.L.A. c. 40, § 35; M.G.L.A. c. 41, § 46; M.G.L.A. c. 44, §§ 53-55; M.G.L.A. c. 94C, § 47.
- Custody and Safekeeping of Municipal Funds, M.G.L.A. c. 40, § 5B; M.G.L.A. c. 41, §§ 36, 44, 46; M.G.L.A. c. 44, §§ 53-55.
- Payment of Bills, Payrolls, Withholding, M.G.L.A. c. 41, §§ 35, 41-43, 52, 56, 65-67; M.G.L.A. c.71, § 37B; M.G.L.A. c.149, §§ 148, 178B; M.G.L.A. c. 62B, § 2; M.G.L.A. c. 62, § 10; M.G.L.A. c. 32, § 22; M.G.L.A. c. 32B, § 7; M.G.L.A. c.154, § 8; M.G.L.A. c.175, §§ 138A, 193R; M.G.L.A. c. 180, § 17; 26 U.S.C. §§ 3401-3403, 3405-3406.
- Reporting of Indebtedness, M.G.L.A. c. 41, § 59; M.G.L.A. c.44, §§ 22-28.
- Appropriated Expenditures, M.G.L.A. c. 44, §§ 31, 53, 62-63.
- Tax Title Responsibilities, M.G.L.A. c. 60, §§ 61-63, 76-77, 79-80.
- Tax Rate Determination/Classification, M.G.L.A. c. 59, §§ 23, 38, 43, 53-55.
- Tax Abatements, M.G.L.A. c.58, § 8; M.G.L.A. c.59, §§ 5, 59, 63, 69.
- Collection of Local Taxes, M.G.L.A. c. 60, §§ 61-63, 76-77, 79-80.
- General Authorizing Statutes, 1943 Mass. Acts ch. 434, § 7.
- Motor Vehicle Excise Tax, M.G.L.A. c. 60A.
- Gifts and Grants, M.G.L.A. c. 44, § 53A.
- Municipal Indebtedness, M.G.L.A. c. 44, §§ 11,20.
- Sale/Disposal of Realty/Public Land, M.G.L.A. c. 44, §§ 63-63A.
- Excise on Boats, Ships & Vessels in Lieu of Local Property Taxes, M.G.L.A. c. 60B.

Description of Services

The Treasury Department receives, deposits, and invests funds and pays all warrants, drafts, and orders. The Department issues, redeems, and pays interest on all bonds and notes and maintains custody of all trusts and bequests left to the City. Additionally, the Department issues payroll and required federal and state tax forms. The Department issues and collects all current and delinquent tax billings and departmental revenue. The Department also prepares petitions for land court proceedings and municipal liens and processes abatements and refunds. Additionally, the Department prepares tax certifications and tax takings, and researches tax problems.

Department History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	3,083,294	3,124,702	3,462,055	3,489,213	27,158
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	65,462	61,488	43,200	43,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	3,148,756	3,186,190	3,505,255	3,532,413	27,158
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	14,344	13,689	17,400	17,400	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	17,675	18,515	27,750	27,750	0
52800 Transportation of Persons	11,070	8,455	10,174	10,175	1
52900 Contracted Services	174,312	178,345	496,300	202,000	-294,300
Total Contractual Services	217,401	219,004	551,624	257,325	-294,299
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	526,323	792,730	798,198	802,698	4,500
53700 Clothing Allowance	0	6,000	6,500	6,500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	526,323	798,730	804,698	809,198	4,500
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	18,354	29,860	19,500	31,250	11,750
Total Current Chgs & Oblig	18,354	29,860	19,500	31,250	11,750
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	119	3,263	20,000	20,000	0
Total Equipment	119	3,263	20,000	20,000	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	558,826	979,050	15,000,000	15,000,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	558,826	979,050	15,000,000	15,000,000	0
Grand Total	4,469,779	5,216,097	19,901,077	19,650,186	-250,891

Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Admin Analyst	SU4	14	1.00	44,860	Mgmt Analyst	SE1	06	1.00	74,608
Chief of Staff	EXM	10	1.00	122,079	Prin Accountant	SU4	16	6.00	455,249
Collector-Treasurer	CDH	NG	1.00	165,907	Prin Admin Asst (Treas/Treas)	SE1	06	2.00	147,299
Data Proc Sys Analyst I	SE1	07	1.00	74,832	Prin Admin Asst (Trs/Col)	SE1	06	4.00	310,274
Dep Collector	SU4	13	6.00	286,405	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	125,750
Director	CDH	NG	1.00	130,714	Second Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	152,735
Exec Asst (Treas/Trea)	SE1	11	1.00	133,465	Sr Adm Asst	SE1	05	4.00	302,106
Exec Asst (Treasury)	SE1	06	1.00	78,406	Sr Legal Asst	SU4	14	1.00	62,578
First Asst Coll-Trs	SE1	11	1.00	133,465	Sr Programmer	SU4	15	1.00	70,368
Head Administrative Clerk	SU4	14	2.00	125,156	Supervisor Accounting	SE1	08	8.00	829,791
Head Clerk	SU4	12	3.00	140,433	Tax Title Supv	SU4	15	2.00	140,157
					Teller	SU4	13	4.00	217,294
					Total			54	4,323,931
					Adjustments				
					Differential Payments				0
					Other				75,221
					Chargebacks				-865,078
					Salary Savings				-44,860
					FY20 Total Request				3,489,214

External Funds History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	0	102,628	425,000	364,167	-60,833
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	6,447	63,750	60,880	-2,870
51500 Pension & Annuity	0	0	38,250	32,775	-5,475
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	5,000	5,000
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	0	1,084	6,163	5,280	-883
Total Personnel Services	0	110,159	533,163	468,102	-65,061
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	0	179	2,000	2,000	0
52900 Contracted Services	0	8,036,781	35,126,700	600,000	-34,526,700
Total Contractual Services	0	8,036,960	35,128,700	602,000	-34,526,700
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	0	338	1,000	1,000	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	0	338	1,000	1,000	0
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	24,417,548	24,417,548
54900 Other Current Charges	0	15	21,000	21,000	0
Total Current Chgs & Oblig	0	15	21,000	24,438,548	24,417,548
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	343	0	0	0
55900 Misc Equipment	0	2,663	2,500	2,500	0
Total Equipment	0	3,006	2,500	2,500	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	0	8,150,478	35,686,363	25,512,150	-10,174,213

External Funds Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary	
Business Operations Mgr	EXM	08	1.00	102,347	Spec Asst	MYN	NG	1.00	59,886	
Dir Community Preserva Committee	EXM	10	1.00	121,650	Special Assistant Admin	EXM	05	1.00	80,285	
Total									4	364,168
Adjustments										
Differential Payments									0	
Other									0	
Chargebacks									0	
Salary Savings									0	
FY20 Total Request									364,168	

Treasury Division Operating Budget

W. Drew Smith, First Assistant Collector-Treasurer, Appropriation 138

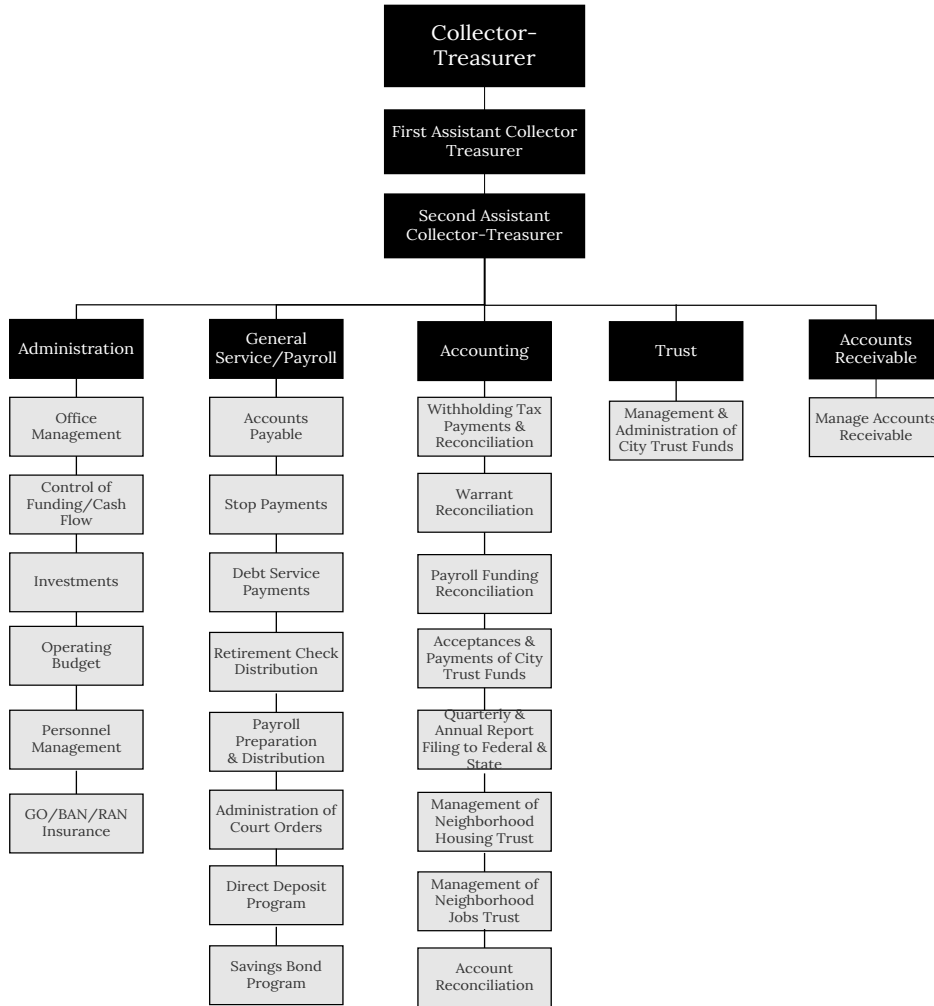
Division Mission

The Treasury Division receives and has care and custody of all monies, property, and securities acquired by virtue of any statute, ordinance, gift, devise, bequest, or deposit. In addition, the Division pays all warrants, drafts, bonds, and approved executions against the City.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Administration	777,275	700,236	665,970	722,133
	General Service/Payroll	655,271	714,766	690,779	706,196
	Accounting	159,383	161,520	188,383	189,470
	Accounts Receivable	320,467	350,490	458,479	482,081
	Trust	0	2,691	15,000,000	15,000,000
	Total	1,912,396	1,929,703	17,003,611	17,099,880

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	1,493,024	1,434,032	1,575,061	1,599,380
	Non Personnel	419,372	495,671	15,428,550	15,500,500
	Total	1,912,396	1,929,703	17,003,611	17,099,880

Treasury Division Operating Budget



Description of Services

The Treasury Division invests all City funds, including amounts held by the Collector-Treasurer as custodian of all City trust funds, is responsible for managing the City's tax-exempt debt transactions, processes the salaries of all City employees, makes payments on all warrants, drafts and orders, and processes disbursements to all City vendors and contractors. The Treasury Division is also responsible for making debt service payments on outstanding City bonds, notes and other tax-exempt financing.

Division History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	1,471,821	1,406,990	1,555,061	1,579,380	24,319
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	21,203	27,042	20,000	20,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,493,024	1,434,032	1,575,061	1,599,380	24,319
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	14,054	12,366	12,400	12,400	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	16,231	17,753	26,250	26,250	0
52800 Transportation of Persons	6,956	3,359	5,600	5,600	0
52900 Contracted Services	106,440	112,156	103,800	159,500	55,700
Total Contractual Services	143,681	145,634	148,050	203,750	55,700
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	265,741	328,252	271,500	276,000	4,500
53700 Clothing Allowance	0	1,250	1,750	1,750	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	265,741	329,502	273,250	277,750	4,500
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	9,950	18,089	7,250	19,000	11,750
Total Current Chgs & Oblig	9,950	18,089	7,250	19,000	11,750
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	2,446	0	0	0
Total Equipment	0	2,446	0	0	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	15,000,000	15,000,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	15,000,000	15,000,000	0
Grand Total	1,912,396	1,929,703	17,003,611	17,099,880	96,269

Division Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Admin Analyst	SU4	14	1.00	44,860	Mgmt Analyst	SE1	06	1.00	74,608
Chief of Staff	EXM	10	1.00	122,079	Prin Accountant	SU4	16	6.00	455,249
Collector-Treasurer	CDH	NG	1.00	165,907	Prin Admin Asst (Treas/Treas)	SE1	06	2.00	147,299
Director	CDH	NG	1.00	130,714	Second Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	152,735
Exec Asst (Treas/Trea)	SE1	11	1.00	133,465	Sr Adm Asst	SE1	05	3.00	238,438
Exec Asst (Treasury)	SE1	06	1.00	78,406	Supervisor Accounting	SE1	08	7.00	721,559
					Total			26	2,465,319
					Adjustments				
					Differential Payments				0
					Other				24,000
					Chargebacks				-865,078
					Salary Savings				-44,860
					FY20 Total Request				1,579,381

External Funds History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	0	102,628	425,000	364,167	-60,833
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	6,447	63,750	60,880	-2,870
51500 Pension & Annuity	0	0	38,250	32,775	-5,475
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	5,000	5,000
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	0	1,084	6,163	5,280	-883
Total Personnel Services	0	110,159	533,163	468,102	-65,061
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	0	179	2,000	2,000	0
52900 Contracted Services	0	8,036,781	35,126,700	600,000	-34,526,700
Total Contractual Services	0	8,036,960	35,128,700	602,000	-34,526,700
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	0	338	1,000	1,000	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	0	338	1,000	1,000	0
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	24,417,548	24,417,548
54900 Other Current Charges	0	15	21,000	21,000	0
Total Current Chgs & Oblig	0	15	21,000	24,438,548	24,417,548
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	343	0	0	0
55900 Misc Equipment	0	2,663	2,500	2,500	0
Total Equipment	0	3,006	2,500	2,500	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	0	8,150,478	35,686,363	25,512,150	-10,174,213

External Funds Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary	
Business Operations Mgr	EXM	08	1.00	102,347	Spec Asst	MYN	NG	1.00	59,886	
Dir Community Preserva Committee	EXM	10	1.00	121,650	Special Assistant Admin	EXM	05	1.00	80,285	
					Total				4	364,168
					Adjustments					
					Differential Payments					0
					Other					0
					Chargebacks					0
					Salary Savings					0
					FY20 Total Request				364,168	

Program 1. Administration

W. Drew Smith, *Manager*, Organization 138100

Program Description

The Administration Program hires, trains, and manages all Treasury Division personnel and ensures overall effective and efficient fund management.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	626,966	539,676	523,370	512,008
Non Personnel	150,309	160,560	142,600	210,125
Total	777,275	700,236	665,970	722,133

Program 2. General Service/Payroll

Chinele Velazquez, Manager, Organization 138200

Program Description

The program is responsible for the processing and distribution of all payroll, payroll deductions, garnishment payments, accounts payable, issuance of refund payments for real estate tax overpayments and tax title payments. In addition, the program is responsible for the distribution of retirement benefit payments. The program maintains schedules for principal and interest on City borrowings.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	387,130	400,038	426,029	438,946
Non Personnel	268,141	314,728	264,750	267,250
Total	655,271	714,766	690,779	706,196

Program 3. Accounting

Marirose Graham, *Manager*, Organization 138400

Program Description

The Accounting Program records and reconciles on a daily basis the cash and investment balances of the City. It reports daily on all financial transactions. Additionally, the program prepares and files federal and state forms and ensures payment of withholding taxes to state and federal agencies. The program is also responsible for ensuring the timely reconciliation of bank statements and city records.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	159,036	156,223	183,033	184,245
Non Personnel	347	5,297	5,350	5,225
Total	159,383	161,520	188,383	189,470

Program 4. Accounts Receivable

Maureen Garceau, Manager, Organization 138500

Program Description

The Accounts Receivable Program is responsible for establishing policies and procedures, monitoring compliance, and providing a central resource to revenue generating departments that utilize the accounts receivable and billing systems.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	319,892	335,404	442,879	464,181
Non Personnel	575	15,086	15,600	17,900
Total	320,467	350,490	458,479	482,081

Program 5. Trust

Richard DePiano, Manager, Organization 138600

Program Description

The Trust Program is charged with the responsibility of providing technical assistance to the City's various boards of trustees in the oversight of the investment programs for the more than 250 testamentary trust funds that have been entrusted to the City while ensuring that all beneficiary distributions are made in accordance with each benefactor's instructions.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	0	2,691	0	0
Non Personnel	0	0	15,000,000	15,000,000
Total	0	2,691	15,000,000	15,000,000

Collecting Division Operating Budget

Celia M. Barton, First Assistant Collector-Treasurer, Appropriation 137

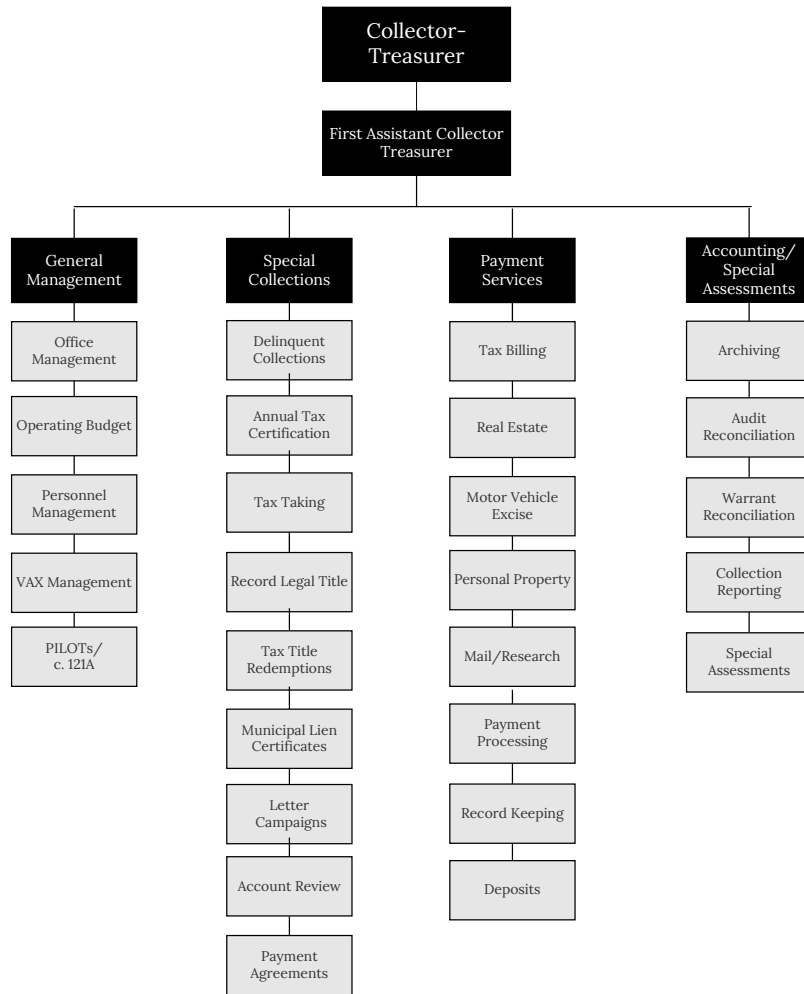
Division Mission

The Collecting Division collects property taxes and all other monies due to the City while serving taxpayers in a professional, courteous manner. The Division strives to achieve the highest property collection rate possible and pursues all collection remedies allowed under statute.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	General Management	547,512	633,376	574,887	589,608
	Special Collections	524,344	553,674	594,171	639,117
	Payment Services	1,135,639	1,728,702	1,338,016	917,880
	Accounting/Quality Control	349,888	370,642	390,392	403,701
	Total	2,557,383	3,286,394	2,897,466	2,550,306

Operating Budget		Actual '17	Actual '18	Approp '19	Budget '20
	Personnel Services	1,655,732	1,752,158	1,930,194	1,933,033
	Non Personnel	901,651	1,534,236	967,272	617,273
	Total	2,557,383	3,286,394	2,897,466	2,550,306

Collecting Division Operating Budget



Description of Services

The Collecting Division mails all tax bills and collects both current and delinquent taxes. The Division also prepares and files tax takings and tax certification liens, issues municipal lien certificates, and prepares petitions for foreclosures with the Law Department. Additionally, the Division prepares property redemption certificates, collects fees and fines and all other City revenue through teller windows.

Division History

Personnel Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
51000 Permanent Employees	1,611,473	1,717,712	1,906,994	1,909,833	2,839
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	44,259	34,446	23,200	23,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,655,732	1,752,158	1,930,194	1,933,033	2,839
Contractual Services	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
52100 Communications	290	1,323	5,000	5,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	1,444	762	1,500	1,500	0
52800 Transportation of Persons	4,114	5,096	4,575	4,575	0
52900 Contracted Services	67,872	66,189	392,500	42,500	-350,000
Total Contractual Services	73,720	73,370	403,575	53,575	-350,000
Supplies & Materials	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	260,582	464,478	526,698	526,698	0
53700 Clothing Allowance	0	4,750	4,750	4,750	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	260,582	469,228	531,448	531,448	0
Current Chgs & Oblig	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	8,404	11,771	12,250	12,250	0
Total Current Chgs & Oblig	8,404	11,771	12,250	12,250	0
Equipment	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	119	817	20,000	20,000	0
Total Equipment	119	817	20,000	20,000	0
Other	FY17 Expenditure	FY18 Expenditure	FY19 Appropriation	FY20 Adopted	Inc/Dec 19 vs 20
56200 Special Appropriation	558,826	979,050	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	558,826	979,050	0	0	0
Grand Total	2,557,383	3,286,394	2,897,467	2,550,306	-347,161

Division Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Data Proc Sys Analyst I	SE1	07	1.00	74,832	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	125,750
Dep Collector	SU4	13	6.00	286,405	Sr Adm Asst	SE1	05	1.00	63,668
First Asst Coll-Trs	SE1	11	1.00	133,465	Sr Legal Asst	SU4	14	1.00	62,578
Head Administrative Clerk	SU4	14	2.00	125,156	Sr Programmer	SU4	15	1.00	70,368
Head Clerk	SU4	12	3.00	140,433	Supervisor Accounting	SE1	08	1.00	108,232
Prin Admin Asst (Trs/Col)	SE1	06	4.00	310,274	Tax Title Supv	SU4	15	2.00	140,157
					Teller	SU4	13	4.00	217,294
					Total			28	1,858,612
					Adjustments				
					Differential Payments				0
					Other				51,221
					Chargebacks				0
					Salary Savings				0
					FY20 Total Request				1,909,833

Program 1. General Management

Celia M. Barton, *Manager*, Organization 137100

Program Description

The General Management Program is responsible for hiring, training, and supervising Collection Division staff and systems.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	450,344	558,881	499,387	514,108
Non Personnel	97,168	74,495	75,500	75,500
Total	547,512	633,376	574,887	589,608

Program 2. Special Collections

Michael Hutchinson, *Manager, Organization 137200*

Program Description

The Special Collections Program is responsible for collecting delinquent real estate, personal property and motor vehicle excise taxes. It manages City's recording of its legal title to properties with delinquent and actions involving each account up through and including foreclosure or payment of the tax liability.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	522,782	549,626	587,959	632,905
Non Personnel	1,562	4,048	6,212	6,212
Total	524,344	553,674	594,171	639,117

Program 3. Payment Services

Nancy Cincotti, Manager, Organization 137300

Program Description

The Payment Services Program processes all funds received by the City from taxpayers and City departments. It mails all current tax notices, resolves questions from taxpayers and financial institutions, provides duplicate tax bills, and processes all refunds and abatements.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	333,430	274,707	454,168	384,032
Non Personnel	802,209	1,453,995	883,848	533,848
Total	1,135,639	1,728,702	1,338,016	917,880

Program 4. Accounting/Quality Control

Robinson Butterworth, Manager, Organization 137400

Program Description

The Accounting/Special Assessments Program is responsible for maintaining the books of the Collecting Division, as well as managing the database used for controlling Collecting Division activities.

Operating Budget	Actual '17	Actual '18	Approp '19	Budget '20
Personnel Services	349,176	368,944	388,680	401,988
Non Personnel	712	1,698	1,712	1,713
Total	349,888	370,642	390,392	403,701

External Funds Projects

Community Preservation Act

Project Mission

The Massachusetts legislature passed the Community Preservation Act in 2000. The law gave individual cities and towns authority to mount a ballot campaign to add a surcharge on real estate taxes to fund affordable housing, parks and open space improvements, and historic restoration. Boston voters approved the ballot initiative in November 2016 to adopt the Community Preservation Act. By adopting the CPA, the City created a Community Preservation Fund and finances this fund in part by a 1% property tax-based surcharge on residential and business property tax bills. Beginning in FY18, funding will be available every year for affordable housing, parks and open space improvements, and historic restoration. Additionally, a statewide Community Preservation Trust Fund gives cities and towns that passed the act a “match.” Real estate transfer fees from across the state provide money for the Trust Fund.

Unemployment Compensation Operating Budget

Appropriation 199000

Department Mission

The Unemployment Compensation appropriation provides funds to carry out provisions of the Massachusetts Unemployment Security Law, MGLA c. 151A, as it pertains to former City and County employees. The appropriation facilitates payment of unemployment claims.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Unemployment Compensation	0	0	350,000	350,000
	Total	0	0	350,000	350,000

Workers' Compensation Fund Operating Budget

Appropriation 341000

Department Mission

The Workers' Compensation Fund provides for proper payments of compensation benefits, medical treatment and, if necessary, rehabilitation for employees permanently injured in work related accidents prior to July, 1995, or for employees from former City departments, e.g. Department of Health and Hospitals.

Operating Budget	Program Name	Total Actual '17	Total Actual '18	Total Approp '19	Total Budget '20
	Workers' Compensation Fund	1,478,695	1,385,669	2,200,000	2,200,000
	Total	1,478,695	1,385,669	2,200,000	2,200,000