

# Administration & Finance

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# Administration & Finance

*Lisa Calise Signori, Director of Administration & Finance and Collector-Treasurer*

## **Cabinet Mission**

To oversee the day-to-day management of the government of the City. The Administration & Finance Cabinet ensures that the performance of City managers at all levels is of high quality, high ethical standards, financially prudent, responsive to the needs of the citizens of Boston, and consistent with the laws and ordinances governing municipal government.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Assessing Department	5,969,131	6,412,743	6,634,718	6,223,003
	Auditing Department	2,136,266	2,258,875	2,406,050	2,257,441
	Budget Management	3,166,815	2,832,703	2,669,609	2,730,477
	Execution of Courts	7,107,017	3,499,841	3,500,000	3,500,000
	Graphic Arts Department	1,459,991	1,514,891	1,601,751	1,276,625
	Health Insurance	168,525,433	182,583,082	186,480,708	196,076,530
	Human Resources	2,846,725	3,075,990	3,341,622	3,217,704
	Labor Relations	1,326,587	1,349,570	1,538,240	1,360,114
	Library Department	28,550,479	29,600,665	31,230,176	29,714,692
	Medicare Payments	5,113,156	5,718,699	6,141,000	6,595,000
	Office of Administration & Finance	753,745	624,885	910,469	846,796
	Pensions & Annuities - City	4,599,896	4,100,000	4,100,000	4,100,000
	Pensions & Annuities - County	48,493	44,023	100,000	100,000
	Purchasing Division	1,364,157	1,340,535	1,399,710	1,230,391
	Registry Division	870,865	912,205	970,440	974,292
	Treasury Department	4,201,792	4,565,296	4,527,467	3,586,703
	Unemployment Compensation	31,800	12,275	50,000	50,000
	Workers' Compensation Fund	2,913,872	2,199,700	1,900,000	1,900,000
	<b>Total</b>	<b>240,986,220</b>	<b>252,645,978</b>	<b>259,501,960</b>	<b>265,739,768</b>

<i>Capital Budget Expenditures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Estimated '09</i>	<i>Projected '10</i>
Library Department	3,046,506	8,517,554	9,640,725	5,453,764
<b>Total</b>	<b>3,046,506</b>	<b>8,517,554</b>	<b>9,640,725</b>	<b>5,453,764</b>

<i>External Funds Expenditures</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
Human Resources	0	0	0	20,424
Library Department	12,020,793	12,373,485	11,951,651	8,245,125
<b>Total</b>	<b>12,020,793</b>	<b>12,373,485</b>	<b>11,951,651</b>	<b>8,265,549</b>



# Assessing Department Operating Budget

Ronald W. Rakow, Commissioner Appropriation: 136

## 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.

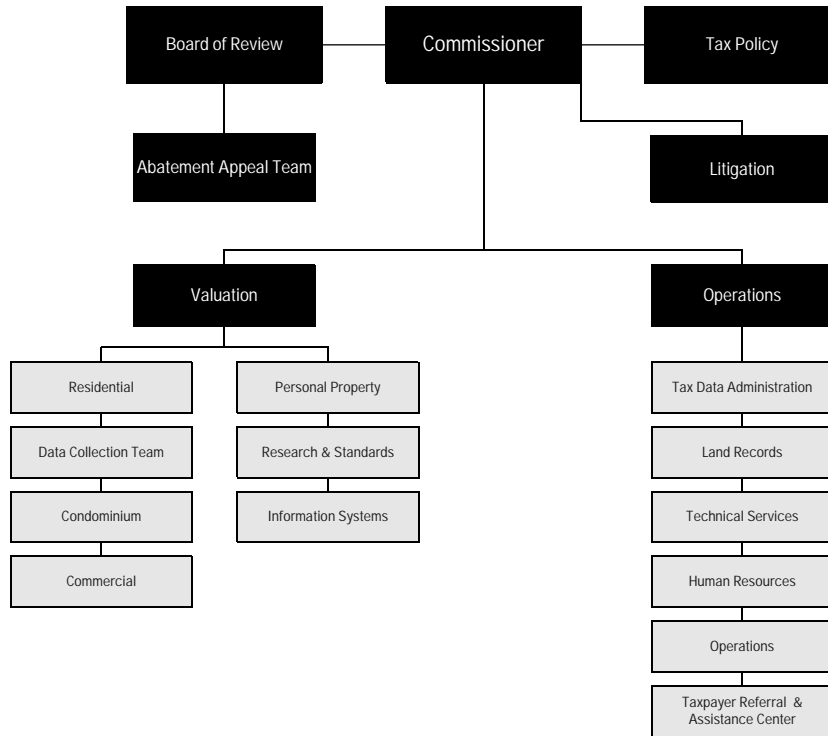
## FY10 Performance Strategies

- To maintain and ensure data quality for all real and personal property to produce consistent and accurate values.
- To resolve abatement appeal cases in a satisfactory manner through withdrawals, settlement, or trial.
- To resolve taxpayer inquiries in a timely and responsive manner.
- To maintain accurate parcel and ownership data so as to ensure a fair assessment system.

Operating Budget	Program Name	Total Actual '07	Total Actual '08	Total Approp '09	Total Budget '10
	Assessing Operations	1,833,770	1,953,748	1,996,044	1,876,019
	Valuation	3,057,733	2,978,069	3,208,482	2,946,529
	Executive	1,077,626	1,480,926	1,430,192	1,400,454
	<b>Total</b>	<b>5,969,129</b>	<b>6,412,743</b>	<b>6,634,718</b>	<b>6,223,002</b>

Selected Service Indicators		Actual '07	Actual '08	Approp '09	Budget '10
	Personnel Services	5,157,462	5,270,991	5,769,707	5,555,437
	Non Personnel	811,667	1,141,752	865,011	667,565
	<b>Total</b>	<b>5,969,129</b>	<b>6,412,743</b>	<b>6,634,718</b>	<b>6,223,002</b>

# 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

<i>Personnel Services</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees		5,089,605	5,253,357	5,745,707	5,543,437	-202,270
51100 Emergency Employees		0	0	0	0	0
51200 Overtime		67,857	15,350	24,000	12,000	-12,000
51600 Unemployment Compensation		0	2,284	0	0	0
51700 Workers' Compensation		0	0	0	0	0
<b>Total Personnel Services</b>		<b>5,157,462</b>	<b>5,270,991</b>	<b>5,769,707</b>	<b>5,555,437</b>	<b>-214,270</b>
<i>Contractual Services</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications		157,867	114,536	112,496	112,496	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		27,537	32,668	30,000	22,500	-7,500
52800 Transportation of Persons		0	0	0	0	0
52900 Contracted Services		354,950	709,660	510,400	377,900	-132,500
<b>Total Contractual Services</b>		<b>540,354</b>	<b>856,864</b>	<b>652,896</b>	<b>512,896</b>	<b>-140,000</b>
<i>Supplies &amp; Materials</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
53000 Auto Energy Supplies		4,599	6,038	9,823	9,823	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		127,360	63,818	54,000	44,000	-10,000
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
<b>Total Supplies &amp; Materials</b>		<b>131,959</b>	<b>69,856</b>	<b>63,823</b>	<b>53,823</b>	<b>-10,000</b>
<i>Current Chgs &amp; Oblig</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
54300 Workers' Comp Medical		0	301	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
54900 Other Current Charges		93,265	133,535	131,200	92,300	-38,900
<b>Total Current Chgs &amp; Oblig</b>		<b>93,265</b>	<b>133,836</b>	<b>131,200</b>	<b>92,300</b>	<b>-38,900</b>
<i>Equipment</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
55000 Automotive Equipment		0	0	0	0	0
55400 Lease/Purchase		8,546	17,092	17,092	8,546	-8,546
55600 Office Furniture & Equipment		15,671	0	0	0	0
55900 Misc Equipment		21,872	64,104	0	0	0
<b>Total Equipment</b>		<b>46,089</b>	<b>81,196</b>	<b>17,092</b>	<b>8,546</b>	<b>-8,546</b>
<i>Other</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Total Other</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>		<b>5,969,129</b>	<b>6,412,743</b>	<b>6,634,718</b>	<b>6,223,002</b>	<b>-411,716</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary	
Commissioner (ASN)	CDH	NG	1.00	126,797	Title Examiner	SU4	13	1.00	36,173	
Asst Dir-Assessing Plan Maint	AFJ	19A	1.00	78,575	Head_Clerk	SU4	12	6.00	214,158	
Sr Assessing Draftsperson	AFJ	18A	1.00	72,648	Exec Asst (Assess Oper Mgmt)	EXM	12	2.00	215,781	
Supv-Asst Assessors	AFL	18	11.00	733,404	Prin Data Proc Systems Analyst	SE1	10	2.00	195,900	
Research Assessor	AFL	18	1.00	69,853	Property Officer (Asn)	SU4	10	1.00	30,549	
AdminAsst(Finance)	SU4	18	1.00	73,150	Exec Asst (Asn)	EXM	10	4.00	391,801	
Sr Research Analyst (Asn)	SU4	18	3.00	196,191	Prin_Admin_Asst	SE1	09	2.00	181,096	
Asst Assessor	AFL	16A	7.00	353,375	Sr Data Proc Sys Analyst	SE1	08	1.00	60,274	
Jr Assessing Draftsperson	AFJ	16A	1.00	55,368	Prin_Admin_Assistant	SE1	08	6.00	482,244	
Office Manager(Asn)	SU4	16	3.00	173,949	Prin AdminAsst	EXM	08	2.00	151,225	
Adminis.Assistant	SU4	16	2.00	120,300	Dir-Assessing Services	SE1	07	1.00	77,135	
Research Analyst (Asn)	SU4	16	3.00	137,063	DP Sys Anl	SE1	06	2.00	137,594	
Adm_Asst.	SU4	15	3.00	146,556	Data Proc Info Mgr (AsnSvc)	SE1	06	1.00	70,199	
Asst Assessor (Trainee II)	AFL	14	3.00	117,739	Sr Adm Anl	SE1	06	3.00	190,068	
Adm.Anlst.	SU4	14	11.00	517,737	Management Analyst(TRAC)	SE1	06	1.00	70,199	
Head Clerk & Secretary	SU4	13	1.00	37,014	AdminSecretary(ASN)	SE1	03	1.00	53,317	
					<b>Total</b>				<b>89</b>	<b>5,567,432</b>
					<b>Adjustments</b>					
					Differential Payments				0	
					Other				32,000	
					Chargebacks				0	
					Salary Savings				-55,994	
					<b>FY10 Total Request</b>				<b>5,543,438</b>	



# Program 1. Assessing 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.

## **Program Strategies**

- To maintain accurate parcel and ownership data so as to ensure a fair assessment system.
- To process personal exemption applications in a timely and responsive manner.
- To process residential exemption applications in a timely and responsive manner.
- To resolve taxpayer inquiries in a timely and responsive manner.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% decrease in deed transaction lag time		40%	15%	20%
% of map requests completed in 5 days	100%	100%	100%	100%
% of personal exemption applications processed within 20 days	100%	100%	100%	100%
Map requests received	2,202	1,439	633	800
Personal exemption applications received	5,698	5,438	5,054	5,475
Residential exemption applications received	12,365	10,851	9,542	11,000

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	1,502,122	1,565,583	1,777,531	1,695,552
Non Personnel	331,648	388,165	218,513	180,467
<b>Total</b>	<b>1,833,770</b>	<b>1,953,748</b>	<b>1,996,044</b>	<b>1,876,019</b>

# Program 2. Valuation

*Richard Carlson, 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.

## **Program Strategies**

- To maintain and ensure data quality for all real and personal property to produce consistent and accurate values.
- To resolve abatements in a timely and responsive manner.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of commercial abatement applications reviewed	100%	100%	100%	100%
% of maintenance parcels inspected		100%	100%	100%
First time commercial abatement applications filed	1,102	456	632	600
Maintenance parcels inspected			2,791	6,149
Residential and condo abatement applications reviewed	3,748	1,483	1,317	1,300

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	2,886,121	2,723,405	2,941,182	2,791,129
Non Personnel	171,612	254,664	267,300	155,400
<b>Total</b>	<b>3,057,733</b>	<b>2,978,069</b>	<b>3,208,482</b>	<b>2,946,529</b>

# Program 3. Executive

Ronald W. Rakow, 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.

## Program Strategies

- To resolve abatement appeal cases in a satisfactory manner through withdrawals, settlement, or trial.
- To resolve taxpayer inquiries in a timely and responsive manner.

Performance Measures	Actual '07	Actual '08	Projected '09	Target '10
% of annual abatement cases closed		19%	18%	40%
% of public requests to Commissioner's office addressed within 3 days	99%	100%	100%	95%
Public requests received	1,271	1,010	690	900

Selected Service Indicators	Actual '07	Actual '08	Approp '09	Budget '10
Personnel Services	769,219	982,003	1,050,994	1,068,756
Non Personnel	308,407	498,923	379,198	331,698
<b>Total</b>	<b>1,077,626</b>	<b>1,480,926</b>	<b>1,430,192</b>	<b>1,400,454</b>



# Auditing Department Operating Budget

*Sally D. Glora, City Auditor Appropriation: 131*

## **Department Mission**

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

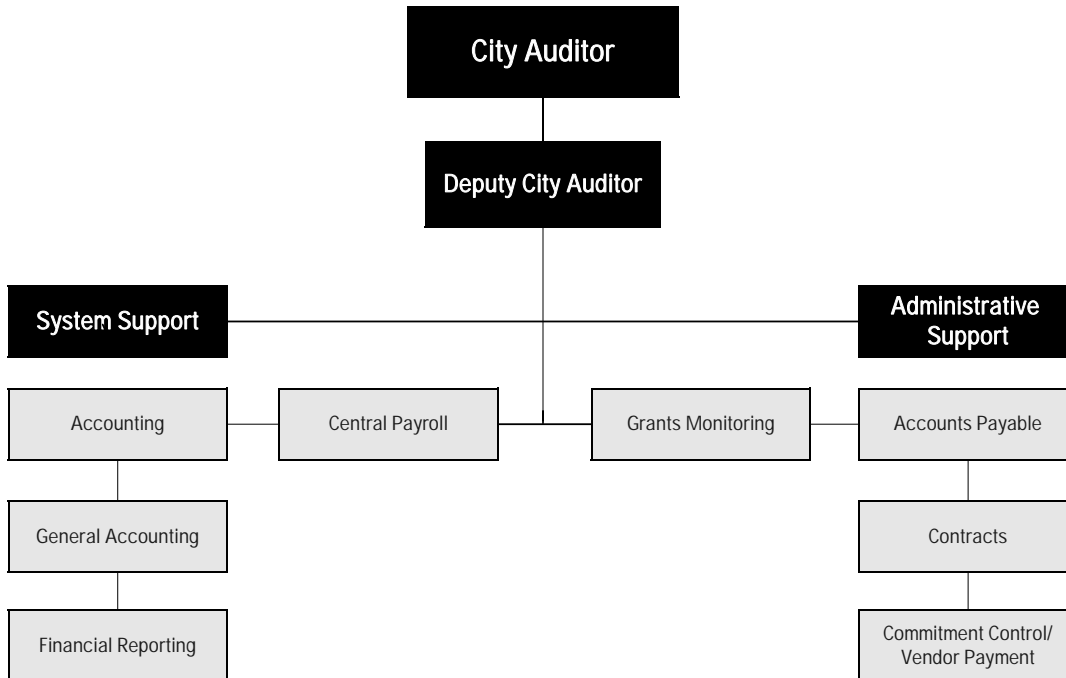
## **FY10 Performance Strategies**

- To review, process, and record financial transactions in a timely fashion.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Auditing Administration	453,355	506,874	476,655	421,346
	Accounting	504,012	558,094	588,129	605,121
	Central Payroll	504,968	410,350	498,633	473,888
	Grants Monitoring	226,320	203,209	254,606	224,811
	Accounts Payable	447,609	580,346	588,027	532,275
	<b>Total</b>	<b>2,136,264</b>	<b>2,258,873</b>	<b>2,406,050</b>	<b>2,257,441</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	2,043,776	2,091,446	2,277,572	2,151,496
Non Personnel	92,488	167,427	128,478	105,945
<b>Total</b>	<b>2,136,264</b>	<b>2,258,873</b>	<b>2,406,050</b>	<b>2,257,441</b>

# 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

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	1,909,360	2,060,141	2,246,372	2,106,947	-139,425
51100 Emergency Employees	0	0	0	33,349	33,349
51200 Overtime	117,867	31,305	31,200	11,200	-20,000
51600 Unemployment Compensation	16,549	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,043,776</b>	<b>2,091,446</b>	<b>2,277,572</b>	<b>2,151,496</b>	<b>-126,076</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	10,531	10,713	12,000	11,000	-1,000
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	5,725	6,942	6,800	6,800	0
52800 Transportation of Persons	2,369	4,281	4,500	200	-4,300
52900 Contracted Services	44,534	102,285	72,500	57,500	-15,000
<b>Total Contractual Services</b>	<b>63,159</b>	<b>124,221</b>	<b>95,800</b>	<b>75,500</b>	<b>-20,300</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	8,498	10,059	12,900	11,900	-1,000
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	1,285	0	1,000	1,000	0
<b>Total Supplies &amp; Materials</b>	<b>9,783</b>	<b>10,059</b>	<b>13,900</b>	<b>12,900</b>	<b>-1,000</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	9,760	5,688	6,450	5,217	-1,233
<b>Total Current Chgs &amp; Oblig</b>	<b>9,760</b>	<b>5,688</b>	<b>6,450</b>	<b>5,217</b>	<b>-1,233</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	8,016	10,172	12,328	12,328	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	1,770	17,287	0	0	0
<b>Total Equipment</b>	<b>9,786</b>	<b>27,459</b>	<b>12,328</b>	<b>12,328</b>	<b>0</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>2,136,264</b>	<b>2,258,873</b>	<b>2,406,050</b>	<b>2,257,441</b>	<b>-148,609</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
City Auditor	CDH	NG	1.00	117,920	Prin Admin Analyst(Aud)	SE1	07	2.00	154,270
Asst Prin Accountant	SU4	14	2.00	98,933	Senior Admin Asst	SE1	07	1.00	77,135
Sr Accountant	SU4	13	4.00	181,524	Sr Adm Anl	SE1	06	1.00	66,834
Head Account Clerk	SU4	12	4.00	153,528	Sr Adm An(SpProjStff)(Aud)	SE1	06	3.00	198,711
Dep City Auditor	EXM	11	1.00	103,960	Supv-Acctng(Auditing)	SE1	05	2.00	128,835
P Admin Asst	SE1	10	2.00	195,899	Supv-Acctng(TransDiv)(Aud)	SE1	05	1.00	64,418
Sr Data Proc Sys An(Budget)	SE1	09	1.00	82,474	Admin Asst	SE1	05	1.00	64,418
Asst City Auditor	SE1	09	2.00	181,095	Admin Analyst (Aud)	SE1	04	2.00	117,270
Prin Admin Assistant	SE1	08	2.00	160,782	Sr Research Analyst	SE1	03	3.00	159,949
					SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	35,648
					<b>Total</b>			<b>36</b>	<b>2,343,602</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				20,754
					Chargebacks				-53,274
					Salary Savings				-204,135
					<b>FY10 Total Request</b>				<b>2,106,947</b>



# Program 1. Auditing Administration

*Dennis Coughlin, Manager Organization: 131100*

### **Program Description**

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

### **Program Strategies**

- To provide a support structure for effective management and operations.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of information requests processed within 10 days	73%	75%	94%	90%
% of personnel transactions accurately processed in 5 days	93%	90%	85%	90%
% of procurement transactions accurately processed in 5 days	100%	100%	100%	95%
% of vendor invoices accurately processed within 3 days	100%	91%	87%	90%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	416,680	452,181	444,917	393,220
Non Personnel	36,675	54,693	31,738	28,126
<b>Total</b>	<b>453,355</b>	<b>506,874</b>	<b>476,655</b>	<b>421,346</b>

# Program 2. Accounting

*Paul F. Waple, 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).

## **Program Strategies**

- To ensure the City's financial records are complete and accurate.
- To review, process, and record financial transactions in a timely fashion.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
# of monthly financial reports distributed	715	1,056	913	900
# of pay periods posted within 7 days	49	52	52	50
% of account reconciliations completed within 5 days	99%	100%	100%	85%
% of journal vouchers completed within 3 days	98%	100%	99%	85%
% of payrolls posted within 7 days of pay period end	94%	100%	100%	85%
Account reconciliations completed	869	875	892	924
Journal vouchers processed accounting	23,633	22,822	21,459	18,500
Major auditing reports issued	5		5	5

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	499,275	553,024	575,879	593,996
Non Personnel	4,737	5,070	12,250	11,125
<b>Total</b>	<b>504,012</b>	<b>558,094</b>	<b>588,129</b>	<b>605,121</b>

# Program 3. Central Payroll

*Diane O'Malley, 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.

### **Program Strategies**

- To ensure the efficient management of payroll records and provide timely responses to all requests for information.
- To process payrolls and related transactions completely, accurately, and on-time.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of general deductions processed within two pay periods of receipt	93%	100%	100%	90%
% of payroll confirms met within scheduled time frame	100%	100%	87%	95%
General deductions processed	59,808	44,557	68,179	75,000
General deductions processed within two pay periods of receipt	55,402	44,557	68,179	67,500
Payrolls confirmed within scheduled time frame	52	52	45	49
Scheduled payroll confirms	52	52	52	52

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	496,944	406,170	490,723	467,072
Non Personnel	8,024	4,180	7,910	6,816
<b>Total</b>	<b>504,968</b>	<b>410,350</b>	<b>498,633</b>	<b>473,888</b>

# Program 4. Grants Monitoring

Mary L. Raysor, 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.

## **Program Strategies**

- To review, process, and record financial transactions in a timely fashion and undertake custody of financial records.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of journal vouchers processed within 3 days	85%	80%	78%	85%
Journal vouchers processed grants	1,206	1,511	1,591	1,400
Journal vouchers processed within 3 days	1,025	1,206	1,245	1,190
Subrecipient findings cleared	7	21	10	13
Subrecipient findings reported	18	21	10	15

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	223,237	199,535	248,806	219,469
Non Personnel	3,083	3,674	5,800	5,342
<b>Total</b>	<b>226,320</b>	<b>203,209</b>	<b>254,606</b>	<b>224,811</b>

# Program 5. Accounts Payable

*Julie Ann Tippett, 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.

## **Program Strategies**

- To review, process, and record financial transactions.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of contracts routed within 3 days of receipt	78%	84%	79%	80%
% of procurement documents approved within 3 days	85%	96%	90%	85%
% of vendor invoices processed within 5 days	85%	95%	98%	85%
Procurement documents approved	8,995	17,947	15,314	15,700

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	407,640	480,536	517,247	477,739
Non Personnel	39,969	99,810	70,780	54,536
<b>Total</b>	<b>447,609</b>	<b>580,346</b>	<b>588,027</b>	<b>532,275</b>



# Budget Management Operating Budget

Karen A. Connor, Director Appropriation: 141

## Department Mission

The mission of the Office of Budget Management is to allocate all financial resources available to the City through the operating and capital budgets enabling the City to deliver the best mix of services and to invest in the appropriate capital assets needed to support present and anticipated future service delivery needs at the lowest possible cost.

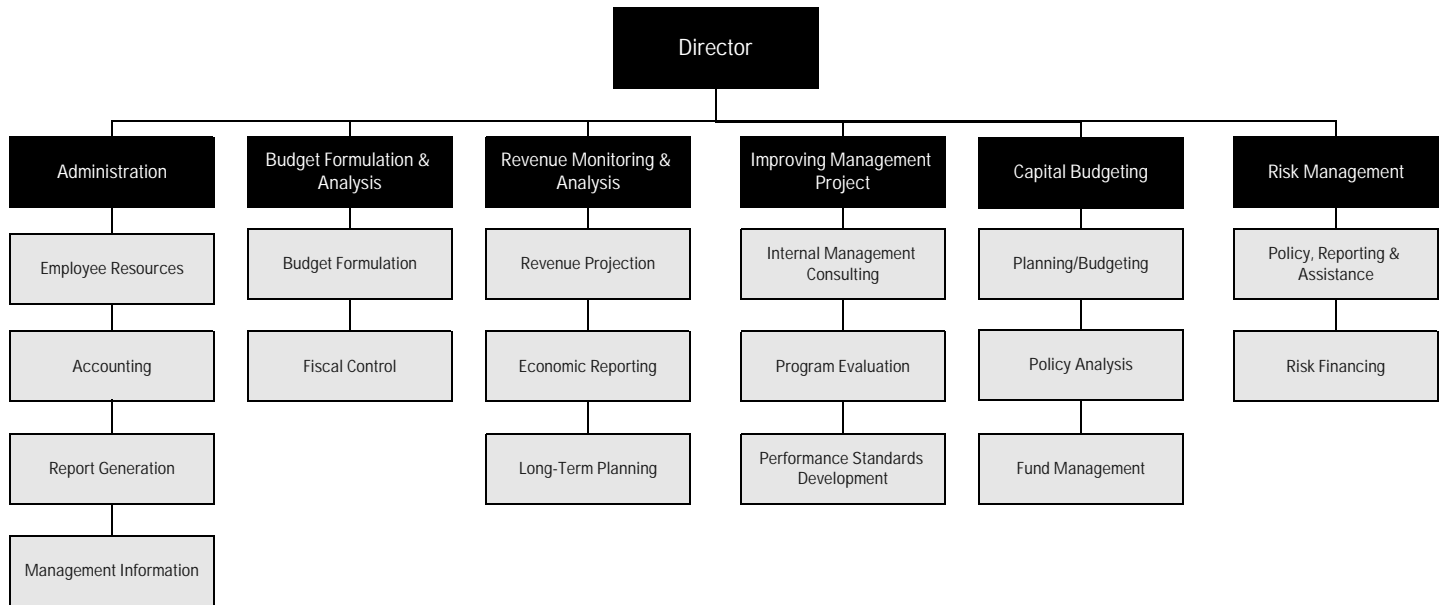
## FY10 Performance Strategies

- To conduct accurate, objective, and independent analysis of City programs.
- To develop and implement a city-wide risk financing strategy.
- To ensure a balanced budget that achieves its stated goals.
- To ensure a balanced budget that achieves its stated objectives.
- To monitor service delivery and its relationship to financial resources.

Operating Budget	Program Name	Total Actual '07	Total Actual '08	Total Approp '09	Total Budget '10
	Budget Administration	1,890,898	1,496,415	1,557,996	1,588,094
	Budget Formulation	409,735	488,765	581,890	553,959
	Revenue Monitoring	253,230	251,357	261,993	262,421
	Improving Management Project	41,737	9,842	51,750	62,014
	Capital Budgeting	434,304	445,046	82,899	98,363
	Risk Management	136,910	141,276	133,081	165,627
	<b>Total</b>	<b>3,166,814</b>	<b>2,832,701</b>	<b>2,669,609</b>	<b>2,730,478</b>

Selected Service Indicators	Actual '07	Actual '08	Approp '09	Budget '10
Personnel Services	1,845,135	1,888,945	1,634,857	1,681,738
Non Personnel	1,321,679	943,756	1,034,752	1,048,740
<b>Total</b>	<b>3,166,814</b>	<b>2,832,701</b>	<b>2,669,609</b>	<b>2,730,478</b>

# 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

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	1,782,409	1,850,887	1,614,857	1,661,738	46,881
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	61,018	34,548	20,000	20,000	0
51600 Unemployment Compensation	1,708	3,510	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,845,135</b>	<b>1,888,945</b>	<b>1,634,857</b>	<b>1,681,738</b>	<b>46,881</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	38,612	37,987	39,800	37,015	-2,785
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	4,189	1,171	2,500	2,500	0
52800 Transportation of Persons	1,688	285	400	275	-125
52900 Contracted Services	1,031,374	699,612	744,350	817,000	72,650
<b>Total Contractual Services</b>	<b>1,075,863</b>	<b>739,055</b>	<b>787,050</b>	<b>856,790</b>	<b>69,740</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	3,391	2,172	4,600	4,600	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	1,504	936	2,000	2,000	0
<b>Total Supplies &amp; Materials</b>	<b>4,895</b>	<b>3,108</b>	<b>6,600</b>	<b>6,600</b>	<b>0</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	229,874	190,657	230,650	185,350	-45,300
<b>Total Current Chgs &amp; Oblig</b>	<b>229,874</b>	<b>190,657</b>	<b>230,650</b>	<b>185,350</b>	<b>-45,300</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	9,952	9,952	9,952	0	-9,952
55600 Office Furniture & Equipment	670	854	0	0	0
55900 Misc Equipment	425	130	500	0	-500
<b>Total Equipment</b>	<b>11,047</b>	<b>10,936</b>	<b>10,452</b>	<b>0</b>	<b>-10,452</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>3,166,814</b>	<b>2,832,701</b>	<b>2,669,609</b>	<b>2,730,478</b>	<b>60,869</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Supv-Budget	CDH	NG	1.00	111,225	Sr Data Proc Sys An(Budget)	SE1	09	1.00	90,547
Adminis.Assistant	SU4	16	1.00	60,150	Prin Budget Analyst (Ads-Bdd)	SE1	09	1.00	90,547
Dep Director	MYO	14	1.00	98,929	Prin_Admin_Assistant	SE1	08	1.00	84,305
Adm.Sec.	SU4	14	1.00	37,738	Sr Management Analyst	SE1	08	3.00	215,831
Budget Supervisor	MYO	12	1.00	89,597	Budget Policy Analyst	MYO	07	1.00	63,692
Exec Asst(Management Serv,Asd)	EXM	12	1.00	107,890	Prin Admin Asst(Asd)	EXM	07	1.00	52,967
Sr Finance Manager	MYO	10	1.00	80,591	Management Analyst (Obpe)	SE1	06	7.00	410,208
Exec Asst (Obpe)	EXM	10	5.00	489,752	Sr Adm An(SpProjStff)(Aud)	SE1	06	1.00	70,199
					<b>Total</b>			<b>28</b>	<b>2,154,170</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				25,400
					Chargebacks				-376,160
					Salary Savings				-141,672
					<b>FY10 Total Request</b>				<b>1,661,738</b>

# Program 1. Budget Administration

*Karen A. Connor, 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, MIS support and training, and internal report production.

## **Program Strategies**

- To maintain the operational efficiency of the department to support achievement of department objectives.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of available hours worked	98%	97%	98%	99%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	647,019	642,130	609,544	635,654
Non Personnel	1,243,879	854,285	948,452	952,440
<b>Total</b>	<b>1,890,898</b>	<b>1,496,415</b>	<b>1,557,996</b>	<b>1,588,094</b>

# Program 2. Budget Formulation

*James M. Williamson, Manager Organization: 141200*

## **Program Description**

The Budget Formulation and Analysis 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.

## **Program Strategies**

- To ensure a balanced budget that achieves its stated objectives.
- To monitor service delivery and its relationship to financial resources.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Balanced budget submitted to City Council	1	1	1	1
Monthly expenditure variance reports available to city departments	10	10	10	10

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	405,874	476,989	568,890	540,959
Non Personnel	3,861	11,776	13,000	13,000
<b>Total</b>	<b>409,735</b>	<b>488,765</b>	<b>581,890</b>	<b>553,959</b>

# Program 3. Revenue Monitoring

*Chris Giuliani, 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.

## **Program Strategies**

- To ensure a balanced budget that achieves its stated goals.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% by which actual revenues exceed actual expenditures	0.7%	0.7%	0.2%	0.2%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	249,369	247,938	258,293	258,721
Non Personnel	3,861	3,419	3,700	3,700
<b>Total</b>	<b>253,230</b>	<b>251,357</b>	<b>261,993</b>	<b>262,421</b>

# Program 4. Improving Management Project

*Karen A. Connor, Manager Organization: 141400*

## **Program Description**

The primary mission of the Improving Management Project is evaluating City programs and services to inform the allocation of resources. This program encourages organizational changes or operational improvements that increase the effectiveness or productivity of City departments. The program provides reliable, objective, and independent information to City managers about department performance and operations, assists in reviewing the effectiveness of service delivery, and identifies the extent to which programs overlap or duplicate one another. In addition, we assist departments and cabinets in establishing performance standards to determine the effectiveness of programs. The program also invests in department personnel through training.

## **Program Strategies**

- To conduct accurate, objective, and independent analysis of City programs.
- To plan, develop, and deliver training programs in response to needs to strengthen and upgrade workplace skills.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Hours of continuing Professional Education Training	70	64	223	65
Program or service analyses completed	3	3	3	3
Project benefits realized	2	2	2	2

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	37,876	6,423	48,050	58,314
Non Personnel	3,861	3,419	3,700	3,700
<b>Total</b>	<b>41,737</b>	<b>9,842</b>	<b>51,750</b>	<b>62,014</b>

# Program 5. Capital Budgeting

Laurie Pessah, 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.

### Program Strategies

- To effectively manage the capital appropriation system.
- To maintain debt service costs at 7% or less of operating budget expenditures.

Performance Measures	Actual '07	Actual '08	Projected '09	Target '10
% of anticipated external revenue collected	90%	90%	90%	90%
% of funds expended in accordance with bond requirements	100%	100%	100%	100%
Debt service costs as a % of operating expenditures	5%	5%	5.2%	5.5%

Selected Service Indicators	Actual '07	Actual '08	Approp '09	Budget '10
Personnel Services	427,740	438,968	75,999	91,463
Non Personnel	6,564	6,078	6,900	6,900
<b>Total</b>	<b>434,304</b>	<b>445,046</b>	<b>82,899</b>	<b>98,363</b>

# 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.

## ***Program Strategies***

- To develop and implement a city-wide risk financing strategy.
- To promote improved city-wide risk management efforts and lower related costs.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Risk financing strategy implemented	87%	87%	87%	87%
Risk related cost increases as a % of medical inflation	119%	89%	80%	100%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	77,257	76,497	74,081	96,627
Non Personnel	59,653	64,779	59,000	69,000
<b><i>Total</i></b>	<b><i>136,910</i></b>	<b><i>141,276</i></b>	<b><i>133,081</i></b>	<b><i>165,627</i></b>



# Execution of Courts Operating Budget

*Appropriation: 333*

## ***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.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Execution of Courts	7,107,017	3,499,842	3,500,000	3,500,000
	<b><i>Total</i></b>	<b><i>7,107,017</i></b>	<b><i>3,499,842</i></b>	<b><i>3,500,000</i></b>	<b><i>3,500,000</i></b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	0	0	0	0
Non Personnel	7,107,017	3,499,842	3,500,000	3,500,000
<b><i>Total</i></b>	<b><i>7,107,017</i></b>	<b><i>3,499,842</i></b>	<b><i>3,500,000</i></b>	<b><i>3,500,000</i></b>



# Graphic Arts Department Operating Budget

*Paul Dennehy, Superintendent Appropriation: 145*

## **Department Mission**

The mission of the Graphic Arts Department is to supply quality, timely and reasonably priced design, prepress, printing and binding services to City Departments.

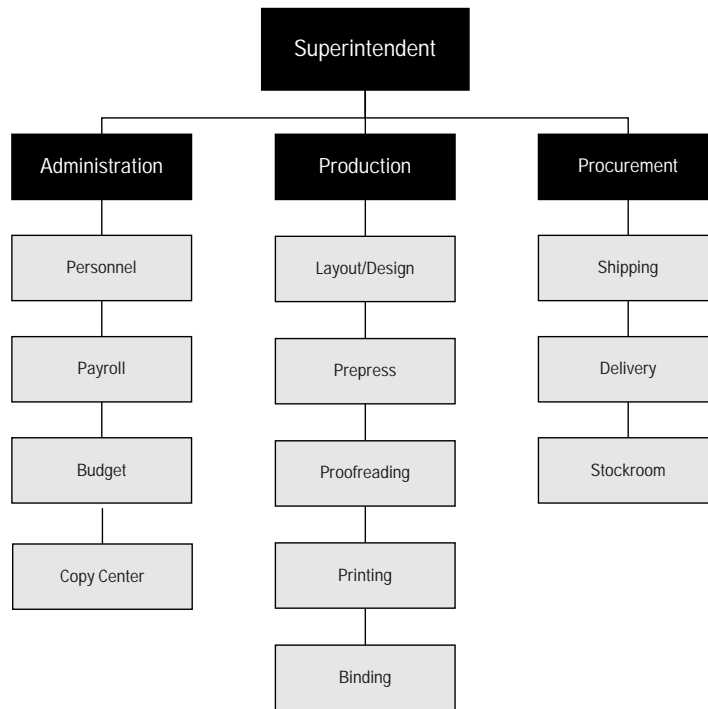
## **FY10 Performance Strategies**

- To provide printing services at the lowest possible cost and maintain high utilization.
- To provide quality printing to all city departments.
- To provide timely printing services.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Graphic Arts Administration	359,988	373,098	372,891	523,047
	Production	1,100,002	1,141,793	1,228,860	753,577
	<b>Total</b>	<b>1,459,990</b>	<b>1,514,891</b>	<b>1,601,751</b>	<b>1,276,624</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	1,171,140	1,232,544	1,299,602	958,111
Non Personnel	288,850	282,347	302,149	318,513
<b>Total</b>	<b>1,459,990</b>	<b>1,514,891</b>	<b>1,601,751</b>	<b>1,276,624</b>

# Graphic Arts Department Operating Budget



### ***Authorizing Statutes***

- Printing Plant; Union Label, CBC Ord. § 5-1.9.
- City Documents, CBC Ord. § 5-1.10.
- Departmental Charges, CBC Ord. § 6-1.6.
- Printing and Office Supplies, CBC Ord. § 5-5.24.

### ***Description of Services***

The Graphic Arts Department supplies quality, timely and reasonably priced design, typesetting, printing and binding services to City departments.

# Department History

<i>Personnel Services</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees		1,125,112	1,174,768	1,274,602	933,111	-341,491
51100 Emergency Employees		0	0	0	0	0
51200 Overtime		22,536	31,594	15,000	15,000	0
51600 Unemployment Compensation		0	0	0	0	0
51700 Workers' Compensation		23,492	26,182	10,000	10,000	0
<b>Total Personnel Services</b>		<b>1,171,140</b>	<b>1,232,544</b>	<b>1,299,602</b>	<b>958,111</b>	<b>-341,491</b>
<i>Contractual Services</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications		9,307	9,357	9,000	9,000	0
52200 Utilities		109,998	113,591	118,308	118,697	389
52400 Snow Removal		0	0	0	0	0
52500 Garbage/Waste Removal		530	640	1,000	1,000	0
52600 Repairs Buildings & Structures		0	1,289	0	0	0
52700 Repairs & Service of Equipment		62,560	48,916	70,000	45,000	-25,000
52800 Transportation of Persons		0	0	0	0	0
52900 Contracted Services		11,807	14,293	24,000	20,200	-3,800
<b>Total Contractual Services</b>		<b>194,202</b>	<b>188,086</b>	<b>222,308</b>	<b>193,897</b>	<b>-28,411</b>
<i>Supplies &amp; Materials</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
53000 Auto Energy Supplies		1,739	1,704	2,768	1,500	-1,268
53200 Food Supplies		0	0	0	0	0
53400 Custodial Supplies		1,116	1,436	1,500	1,500	0
53500 Med, Dental, & Hosp Supply		57	173	300	300	0
53600 Office Supplies and Materials		2,364	1,018	2,000	2,000	0
53700 Clothing Allowance		2,250	2,250	2,250	2,250	0
53800 Educational Supplies & Mat		0	0	0	0	0
53900 Misc Supplies & Materials		933	596	1,000	500	-500
<b>Total Supplies &amp; Materials</b>		<b>8,459</b>	<b>7,177</b>	<b>9,818</b>	<b>8,050</b>	<b>-1,768</b>
<i>Current Chgs &amp; Oblig</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
54300 Workers' Comp Medical		3,474	8,892	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
54900 Other Current Charges		3,574	3,911	4,280	3,500	-780
<b>Total Current Chgs &amp; Oblig</b>		<b>7,048</b>	<b>12,803</b>	<b>4,280</b>	<b>3,500</b>	<b>-780</b>
<i>Equipment</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
55000 Automotive Equipment		0	0	0	0	0
55400 Lease/Purchase		0	5,372	10,743	52,066	41,323
55600 Office Furniture & Equipment		0	0	0	0	0
55900 Misc Equipment		941	4,181	0	0	0
<b>Total Equipment</b>		<b>941</b>	<b>9,553</b>	<b>10,743</b>	<b>52,066</b>	<b>41,323</b>
<i>Other</i>		FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
56200 Special Appropriation		78,200	64,728	55,000	61,000	6,000
57200 Structures & Improvements		0	0	0	0	0
58000 Land & Non-Structure		0	0	0	0	0
<b>Total Other</b>		<b>78,200</b>	<b>64,728</b>	<b>55,000</b>	<b>61,000</b>	<b>6,000</b>
<b>Grand Total</b>		<b>1,459,990</b>	<b>1,514,891</b>	<b>1,601,751</b>	<b>1,276,624</b>	<b>-325,127</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Offset Compositor	TGU	NG	2.00	114,997	Wkg Frperson-Printing Section	TGU	NG	1.00	65,654
Offset Press/Camera Op Hd Pres	NPP	NG	1.00	62,493	Fprs-Pressroom	NPP	NG	1.00	70,915
Offset Pressprs & Camera Oper	NPP	NG	3.00	167,261	Gen Foreperson	TGU	NG	1.00	85,381
Head Proofreader	TGU	NG	1.00	65,653	Adm.Assistant	SU4	17	1.00	65,047
Bookbinder	GR1	NG	2.00	98,476	Adm.Sec.	SU4	14	1.00	49,150
Wkg Frperson-Bindery	GR1	NG	1.00	61,682	Maint Mech (Mach Repair)	SU4	12L	1.00	44,776
Asst Sheet Stckprs&Layout Per	GR1	NG	1.00	61,682	Supn-Printing	CDH	NG	1.00	102,046
Head Sht Stkpr & Layout Prs	GR1	NG	1.00	69,637	MotorEquipOper&Lbr	SU4	08L	1.00	32,815
Wkg Frprs-Pressroom	GRA	NG	1.00	65,385	Prin_Admin_Assistant	SE1	08	2.00	168,609
					Sr Research Analyst(Asd/Prin)	SE1	06	1.00	70,199
					<b>Total</b>			<b>24</b>	<b>1,521,860</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				11,344
					Chargebacks				-565,017
					Salary Savings				-35,076
					<b>FY10 Total Request</b>				<b>933,111</b>

# Program 1. Graphic Arts Administration

*Paul Dennehy, Manager Organization: 145100*

## **Program Description**

The Administration Program provides overall management, and financial and clerical services to the department. It develops budget estimates, maintains department records, prepares weekly payrolls, and submits billing for printing services. This section procures the materials needed for printing and maintains the physical plant. It provides a large volume and fast copy reproduction service through its copy center.

## **Program Strategies**

- To produce copies at lower than commercially available costs.
- To provide printing services at the lowest possible cost and maintain high utilization.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Comparable avg. commercial price	.06	.06	.06	.06
Department chargebacks as a % of direct operating cost	33%	32%	28%	29%
In-house copying costs as a % of commercial copy prices	85%	80%	75%	72%
Avg. internal copy cost	.051	.048	.045	.043

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	343,682	356,280	358,881	469,840
Non Personnel	16,306	16,818	14,010	53,207
<b>Total</b>	<b>359,988</b>	<b>373,098</b>	<b>372,891</b>	<b>523,047</b>

# Program 2. Production

Brian Leard, Manager Organization: 145200

## ***Program Description***

The Production Program is responsible for layout, design, press room operations, and binding of finished materials. The program allocates paper stock and other supplies, assigns jobs, oversees shipping and delivery of orders, and ensures the quality of printed materials.

## ***Program Strategies***

- To provide quality printing to all city departments.
- To provide timely printing services.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of jobs completed by client deadline	97%	98%	97%	97%
Overall level of satisfaction; average of graded survey responses	97	97	96	96

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	827,458	876,264	940,721	488,271
Non Personnel	272,544	265,529	288,139	265,306
<b><i>Total</i></b>	<b><i>1,100,002</i></b>	<b><i>1,141,793</i></b>	<b><i>1,228,860</i></b>	<b><i>753,577</i></b>



# Health Insurance Operating Budget

*Appropriation: 148*

## ***Department Mission***

The Health Insurance appropriation provides funding for a variety of health insurance, dental care, vision care, and life insurance plans to approximately 28,765 active employee and retiree subscribers within the guidelines of MGL Chapter 32B.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Health Insurance	168,525,433	182,583,082	186,480,708	196,076,530
	<b><i>Total</i></b>	<b><i>168,525,433</i></b>	<b><i>182,583,082</i></b>	<b><i>186,480,708</i></b>	<b><i>196,076,530</i></b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	0	0	0	0
Non Personnel	168,525,433	182,583,082	186,480,708	196,076,530
<b><i>Total</i></b>	<b><i>168,525,433</i></b>	<b><i>182,583,082</i></b>	<b><i>186,480,708</i></b>	<b><i>196,076,530</i></b>



# Human Resources Operating Budget

Vivian Leonard, Director Appropriation: 142

## 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.

## FY10 Performance Strategies

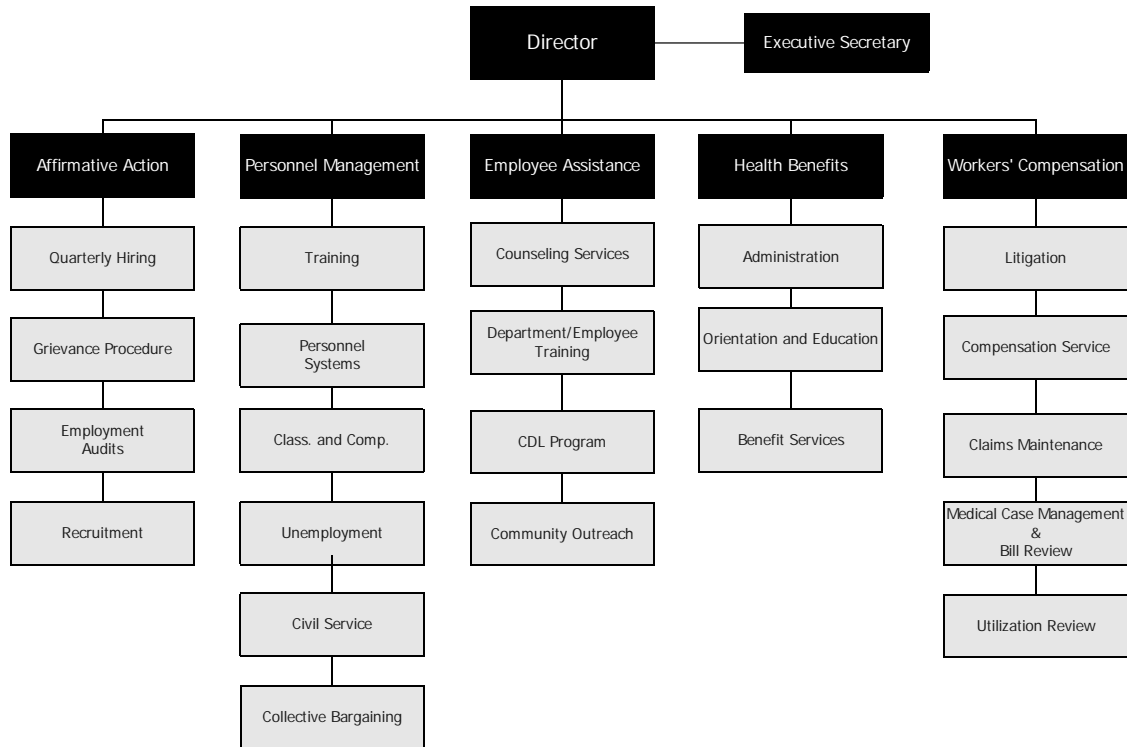
- To recruit and sustain a workforce that reflects Boston's diverse population.
- To reduce medical and indemnity costs associated with workers' compensation claims.
- To return injured employees to work as soon as possible.
- To track all new hires by race, gender and salary on a monthly basis.

Operating Budget	Program Name	Total Actual '07	Total Actual '08	Total Approp '09	Total Budget '10
	Personnel	1,156,632	1,387,662	1,739,754	1,622,817
	Affirmative Action	156,993	140,876	110,178	84,446
	Health Benefits & Insurance	502,589	518,221	556,088	567,449
	Employee Assistance	220,856	161,429	138,800	136,341
	Workers Comp	809,654	867,802	796,802	806,653
	<b>Total</b>	<b>2,846,724</b>	<b>3,075,990</b>	<b>3,341,622</b>	<b>3,217,706</b>

External Funds Budget	Fund Name	Total Actual '07	Total Actual '08	Total Approp '09	Total Budget '10
	Occupational Safety & Health Education & Training	0	0	0	20,424
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,424</b>

Selected Service Indicators		Actual '07	Actual '08	Approp '09	Budget '10
	Personnel Services	2,672,908	2,787,283	3,042,329	2,999,906
	Non Personnel	173,816	288,707	299,293	217,800
	<b>Total</b>	<b>2,846,724</b>	<b>3,075,990</b>	<b>3,341,622</b>	<b>3,217,706</b>

# 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

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	2,665,459	2,740,379	2,923,216	2,934,727	11,511
51100 Emergency Employees	77	36,159	119,113	65,179	-53,934
51200 Overtime	1,231	1,434	0	0	0
51600 Unemployment Compensation	6,141	9,311	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,672,908</b>	<b>2,787,283</b>	<b>3,042,329</b>	<b>2,999,906</b>	<b>-42,423</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	46,680	70,875	49,415	41,000	-8,415
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	1,703	1,766	2,668	2,000	-668
52800 Transportation of Persons	1,806	0	0	0	0
52900 Contracted Services	15,756	47,996	63,850	26,850	-37,000
<b>Total Contractual Services</b>	<b>65,945</b>	<b>120,637</b>	<b>115,933</b>	<b>69,850</b>	<b>-46,083</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	27,744	30,656	28,511	25,225	-3,286
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
<b>Total Supplies &amp; Materials</b>	<b>27,744</b>	<b>30,656</b>	<b>28,511</b>	<b>25,225</b>	<b>-3,286</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	76,678	99,653	145,515	114,271	-31,244
<b>Total Current Chgs &amp; Oblig</b>	<b>76,678</b>	<b>99,653</b>	<b>145,515</b>	<b>114,271</b>	<b>-31,244</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	4,227	8,454	8,454	0
55600 Office Furniture & Equipment	0	18,801	0	0	0
55900 Misc Equipment	3,449	14,733	880	0	-880
<b>Total Equipment</b>	<b>3,449</b>	<b>37,761</b>	<b>9,334</b>	<b>8,454</b>	<b>-880</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>2,846,724</b>	<b>3,075,990</b>	<b>3,341,622</b>	<b>3,217,706</b>	<b>-123,916</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Supervisor of Personnel	CDH	NG	1.00	109,604	Supvising Claims Agent	EXM	09	1.00	82,662
Alcoholism Coord I	SU4	18	1.00	65,886	Sr Adm Asst (PPerAnl/C&C)	EXM	09	1.00	90,548
Personnel Asst (Ads/Psd)	SU4	17	4.00	260,189	Prin Admin Asst Asd Pers	EXM	09	1.00	95,218
Supv-Management Svcs	SU4	17	2.00	121,759	Exec Asst (EAP/OHR)	EXM	09	1.00	90,548
Alcoholism Coordinator	SU4	16	1.00	43,976	Asst Corp Counsel III	EXM	08	1.00	87,241
Adm_Asst.	SU4	15	1.00	55,624	Employee Devel Coor(Supv/Pers)	SE1	08	1.00	84,305
Adm.Sec.	SU4	14	1.00	49,466	Sr Adm Asst (Ohr)	SE1	08	2.00	168,609
Employee Servs Representative	SU4	14	2.00	78,503	Prin Admin Assistant	SE1	08	2.00	168,609
Claims Investigator (Unemployment)	SU4	14	1.00	49,466	Senior Admin Asst	SE1	07	1.00	77,135
Adm Analyst.	SU4	14	1.00	49,466	Prin Admin Asst (ASD)	SE1	07	1.00	77,135
Sr Adm Analyst	SU4	14	1.00	42,852	DP Sys Anl	SE1	06	1.00	70,199
Head Clerk & Secretary	SU4	13	1.00	44,723	Sr Adm Asst(W.C)	SE1	06	2.00	140,397
Asst Director (HR)	EXM	12	2.00	200,289	Sr Adm Assistant	SE1	06	1.00	70,199
Head Clerk	SU4	12	4.00	139,889	Utilization Review Spec	SE1	06	1.00	63,123
Health Insurance Coordinator	EXM	12	1.00	107,890	Internship & Fellowship recruiter	SE1	05	1.00	48,442
Head Account Clerk	SU4	12	3.00	114,927	Personnel Analyst	SE1	05	1.00	60,494
Workmens Compensation Agent	EXM	11	1.00	103,959	Affirm Action Monitor	SE1	05	1.00	64,418
Principal Clerk	SU4	10	1.00	40,686	Admin Secretary (ASD)	SE1	04	1.00	58,635
					<b>Total</b>			<b>50</b>	<b>3,277,075</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				46,331
					Chargebacks				-291,301
					Salary Savings				-97,378
					<b>FY10 Total Request</b>				<b>2,934,727</b>

# External Funds History

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	0	0	0	0	0
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	1,336	1,336
51900 Medicare	0	0	0	0	0
Total Personnel Services	0	0	0	1,336	1,336
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52300 Contracted Ed. Services	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	0	0	0	19,088	19,088
Total Contractual Services	0	0	0	19,088	19,088
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	0	0	0	0	0
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	0	0	0	0	0
Total Current Chgs & Oblig	0	0	0	0	0
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	0	0	20,424	20,424

# 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.

## **Program Strategies**

- To improve attendance by monitoring and reducing absenteeism (non-public safety/BPS).
- To track all new hires by race, gender and salary on a monthly basis.
- To track city-wide promotions by race, gender, and salary on a monthly basis.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of total new hires - people of color	44%	41%	44%	45%
% of total new hires - women	45%	44%	50%	53%
% of total promotions - people of color	24%	23%	18%	25%
% of total promotions - women	28%	23%	27%	30%
Citywide % of total person hours absent	3.77	3.79	3.90	TBR
Citywide Hours absent per employee	67.11	70.66	72.76	TBR
Total employees in the city workforce	8,443	8,695	8,392	TBR
Total new hires	721	646	325	TBR
Total promotions	148	73	107	TBR

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	1,053,026	1,190,094	1,512,850	1,467,952
Non Personnel	103,606	197,568	226,904	154,865
<b>Total</b>	<b>1,156,632</b>	<b>1,387,662</b>	<b>1,739,754</b>	<b>1,622,817</b>



# 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.

### **Program Strategies**

- To recruit and sustain a workforce that reflects Boston's diverse population.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of city workforce - people of color	34%	33%	35%	35%
% of city workforce - women	33%	32%	31%	33%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	156,993	130,877	100,178	74,446
Non Personnel	0	9,999	10,000	10,000
<b>Total</b>	<b>156,993</b>	<b>140,876</b>	<b>110,178</b>	<b>84,446</b>

# Program 3. Health Benefits & Insurance

Eugene Pastore, Director 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.

## Program Strategies

- To provide eligible employees and retirees with life and health insurance benefits that meet as many of their individual needs as possible at a reasonable cost to the City.

Performance Measures	Actual '07	Actual '08	Projected '09	Target '10
% of active employees enrolled in HMOs			92%	92%
Active employees enrolled in health insurance	16,103	16,143	15,273	15,273
Employees enrolled in dental/vision benefit plan	6,232	6,339	6,323	6,323
Employer cost of most utilized HMO family plan			14,945	TBR

Selected Service Indicators	Actual '07	Actual '08	Approp '09	Budget '10
Personnel Services	462,623	476,844	526,138	537,499
Non Personnel	39,966	41,377	29,950	29,950
<b>Total</b>	<b>502,589</b>	<b>518,221</b>	<b>556,088</b>	<b>567,449</b>

# Program 4. Employee Assistance

Jay Donovan, Director Organization: 142400

## ***Program Description***

The Employee Assistance Program 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, alcohol, drug, emotional stress and other personal concerns which may adversely affect job performance.

## ***Program Strategies***

- To provide immediate and proper response to those seeking assistance through EAP.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Assessments completed	288	310	321	325
Referrals made	309	315	316	320

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	211,834	161,429	138,800	136,341
Non Personnel	9,022	0	0	0
<b>Total</b>	<b>220,856</b>	<b>161,429</b>	<b>138,800</b>	<b>136,341</b>

# Program 5. Workers Comp

*Vivian Leonard, 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.

## **Program Strategies**

- To process injury claims promptly.
- To reduce medical and indemnity costs associated with workers' compensation claims.
- To return injured employees to work as soon as possible.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of total person hours lost due to workplace injury				TBR
Average number of claimants on Workers Compensation payroll (non-uniform)	274	239	255	255
Total medical costs paid to Workers Compensation claimants (non-uniform)	2,014,302	2,247,584	2,873,735	2,900,000
Total wages paid to Workers Compensation claimants (non-uniform)	9,089,273	8,139,892	8,900,000	8,800,000

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	788,432	828,039	764,363	783,668
Non Personnel	21,222	39,763	32,439	22,985
<b>Total</b>	<b>809,654</b>	<b>867,802</b>	<b>796,802</b>	<b>806,653</b>

# External Funds Projects

## *Occupational Safety and Health Education and Training Program*

### ***Project Mission***

This one year grant from the Commonwealth of MA Department of Industrial Accidents funds a pilot safety training program for employees in order to decrease work related injuries.



# Labor Relations Operating Budget

*John Dunlap, Director Appropriation: 147*

## **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.

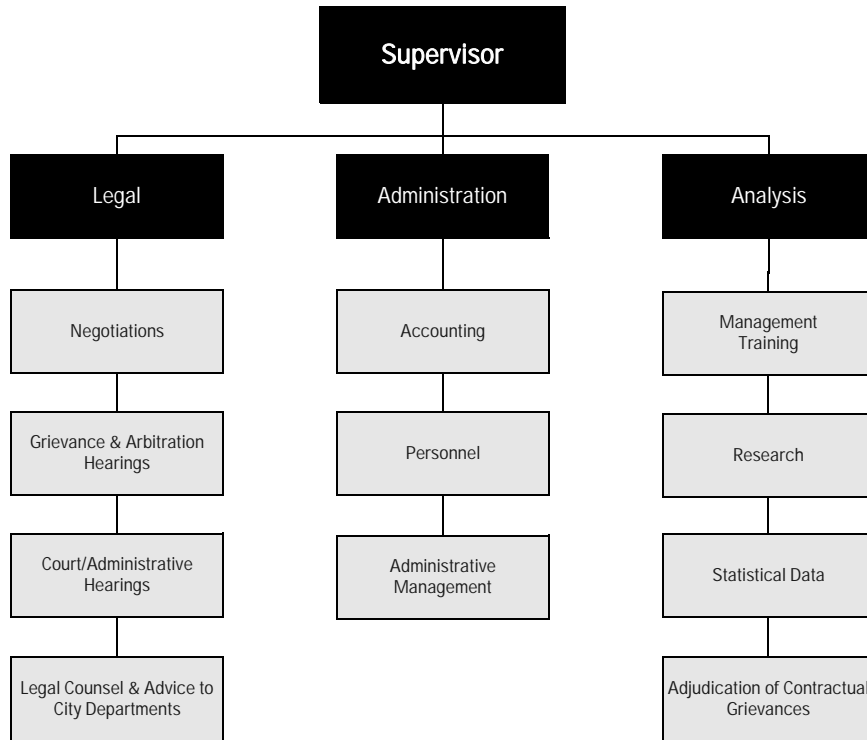
## **FY10 Performance Strategies**

- To negotiate labor contracts and meet other bargaining obligations with the City's labor unions.
- To resolve and/or arbitrate contract disputes which arise between the City and Labor.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Labor Relations	1,326,588	1,349,570	1,538,240	1,360,115
	<b>Total</b>	<b>1,326,588</b>	<b>1,349,570</b>	<b>1,538,240</b>	<b>1,360,115</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	705,439	762,308	827,323	739,137
Non Personnel	621,149	587,262	710,917	620,978
<b>Total</b>	<b>1,326,588</b>	<b>1,349,570</b>	<b>1,538,240</b>	<b>1,360,115</b>

# 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 24 unions covering 7,500 employees. Additionally, the Office advises City managers and supervisors on labor matters regarding policy issues.



# Department History

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	704,551	758,768	822,317	734,131	-88,186
51100 Emergency Employees	888	3,540	5,006	5,006	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>705,439</b>	<b>762,308</b>	<b>827,323</b>	<b>739,137</b>	<b>-88,186</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	6,409	6,549	6,660	6,660	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	2,271	1,237	2,750	2,750	0
52800 Transportation of Persons	2,998	3,525	7,100	1,200	-5,900
52900 Contracted Services	580,017	548,260	657,950	578,200	-79,750
<b>Total Contractual Services</b>	<b>591,695</b>	<b>559,571</b>	<b>674,460</b>	<b>588,810</b>	<b>-85,650</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
53000 Auto Energy Supplies	163	31	1,157	627	-530
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	4,233	3,323	5,700	4,351	-1,349
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
<b>Total Supplies &amp; Materials</b>	<b>4,396</b>	<b>3,354</b>	<b>6,857</b>	<b>4,978</b>	<b>-1,879</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	20,143	24,337	28,100	27,190	-910
<b>Total Current Chgs &amp; Oblig</b>	<b>20,143</b>	<b>24,337</b>	<b>28,100</b>	<b>27,190</b>	<b>-910</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	4,915	0	1,500	0	-1,500
<b>Total Equipment</b>	<b>4,915</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>-1,500</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>1,326,588</b>	<b>1,349,570</b>	<b>1,538,240</b>	<b>1,360,115</b>	<b>-178,125</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Supv-Labor Relations	CDH	NG	1.00	111,526	Asst Supv/Labor Relations	EXM	11	1.00	103,959
Admin Asst	EXM	15	1.00	53,083	Asst Corp Counsel III	EXM	08	4.00	285,972
Legal Secretary (OLR)	EXM	14	1.00	37,041	ExecAsst(LaborRelations)	EXM	06	1.00	70,199
					LaborRelationsAnl(LabRel)	EXM	04	1.00	58,635
					<b>Total</b>			<b>10</b>	<b>720,415</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				13,716
					Chargebacks				0
					Salary Savings				0
					<b>FY10 Total Request</b>				<b>734,131</b>

# Program 1. Labor Relations

*John Dunlap, 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.

## ***Program Strategies***

- To negotiate labor contracts and meet other bargaining obligations with the City's labor unions.
- To resolve and/or arbitrate contract disputes which arise between the City and Labor.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of city collective bargaining contracts settled	46%	92%	96%	100%
% of grievances filed for arbitration		47%	55%	56%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	705,439	762,308	827,323	739,137
Non Personnel	621,149	587,262	710,917	620,978
<b><i>Total</i></b>	<b><i>1,326,588</i></b>	<b><i>1,349,570</i></b>	<b><i>1,538,240</i></b>	<b><i>1,360,115</i></b>



# Library Department Operating Budget

Amy Ryan, President Appropriation: 110

## Department Mission

The Boston Public Library's mission is to preserve and provide access to the historical record of our society, and to serve the cultural, educational, and informational needs of the City and the Commonwealth.

## FY10 Performance Strategies

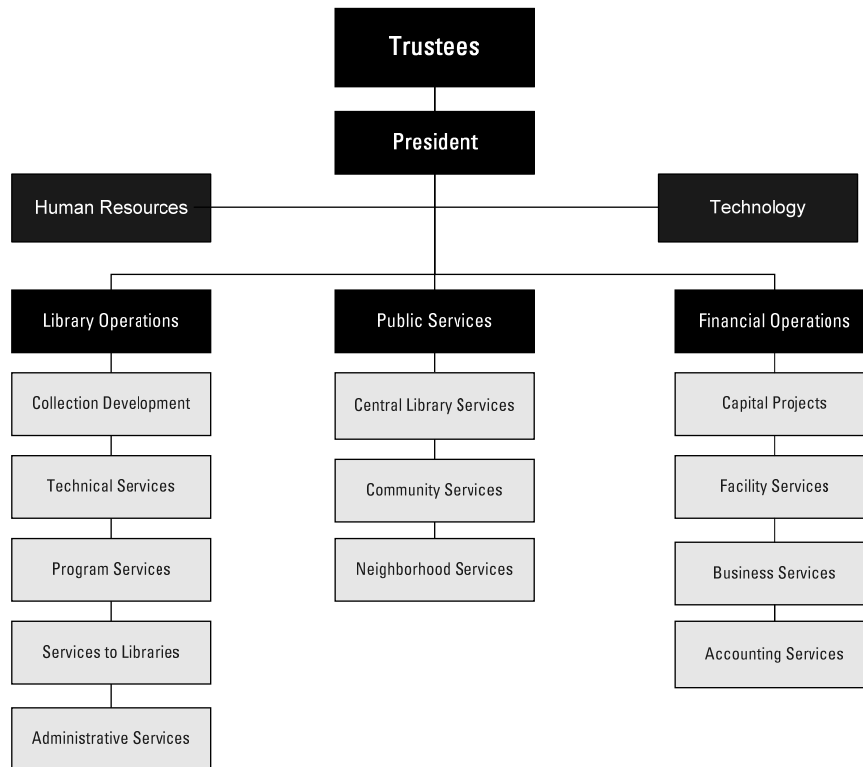
- To assist people of all ages, backgrounds, and stages of learning by offering a variety of programs to meet identified needs and interests.
- To provide access to and encourage the use of print and non-print resources that respond to the needs and interests of all segments of the population.
- To provide and preserve access to information and collections by supporting the acquisition, maintenance, preservation, and access to materials and information in all fields of knowledge.

Operating Budget	Program Name	Total Actual '07	Total Actual '08	Total Approp '09	Total Budget '10
	Library Administration	15,626,056	16,071,902	16,685,231	15,809,140
	Community Library Services	10,688,063	11,179,268	12,187,135	11,638,878
	Research Library Services	2,236,359	2,349,500	2,357,810	2,266,673
	<b>Total</b>	<b>28,550,478</b>	<b>29,600,670</b>	<b>31,230,176</b>	<b>29,714,691</b>

External Funds Budget	Fund Name	Total Actual '07	Total Actual '08	Total Approp '09	Total Budget '10
	Boston Regional Library System	850,461	881,551	932,368	939,056
	Donations	573,311	509,834	500,000	450,000
	Library of Last Recourse	6,515,958	7,598,846	7,069,201	2,671,520
	State Aid to Libraries	689,407	702,766	787,979	561,238
	Trust Fund Income	3,391,656	2,680,481	2,662,103	3,623,311
	<b>Total</b>	<b>12,020,793</b>	<b>12,373,478</b>	<b>11,951,651</b>	<b>8,245,125</b>

Selected Service Indicators		Actual '07	Actual '08	Approp '09	Budget '10
	Personnel Services	18,872,614	19,603,368	20,469,887	20,274,031
	Non Personnel	9,677,864	9,997,302	10,760,289	9,440,660
	<b>Total</b>	<b>28,550,478</b>	<b>29,600,670</b>	<b>31,230,176</b>	<b>29,714,691</b>

# Library Department Operating Budget



## ***Authorizing Statutes***

- Power of City to Establish and Maintain a Library, 1848 Mass. Acts ch. 52, §1.
- Library Department: Trustees of the Public Library, Appointment, Compensation, etc., 1878 Mass. Acts ch. 114, §3; 1994 Mass. Acts ch. 157, §3.
- Organization of Board; Powers and Duties, 1878 Mass. Acts ch. 114, §4-5.
- Librarian and Other Officers, 1878 Mass. Acts ch. 114, §1-2, 6; 1943 Mass. Acts ch. 218; 1953 Mass. Acts ch. 167.
- Reports to Mayor and City Council, 1887 Mass. Acts ch. 60.
- Incorporation of the Trustees, Duties, 1878 Mass. Acts ch. 114 §1.
- Authority of Corporation to Take and Hold Property; Limitation, 1878 Mass. Acts ch. 114 §2.

## ***Description of Services***

The Boston Public Library system consists of the Central Library at Copley Square, the Edward Kirstein Business Library, 26 branch libraries located throughout Boston's neighborhoods, nine virtual libraries, and three remote storage facilities. Library staff assists users in locating and using resources, and provides public programming, exhibits, and outreach. Internet, wireless, and online technology resources connect people to informational resources aimed at enriching individuals, organizations, and the entire community.

# Department History

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	18,361,471	19,107,539	20,049,887	19,822,185	-227,702
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	374,487	340,318	315,000	266,846	-48,154
51600 Unemployment Compensation	67,135	56,042	35,000	105,000	70,000
51700 Workers' Compensation	69,521	99,469	70,000	80,000	10,000
<b>Total Personnel Services</b>	<b>18,872,614</b>	<b>19,603,368</b>	<b>20,469,887</b>	<b>20,274,031</b>	<b>-195,856</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	45,000	45,000	90,000	45,000	-45,000
52200 Utilities	4,026,295	4,204,225	4,296,929	3,862,153	-434,776
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	1,494,543	1,812,104	1,874,873	1,519,565	-355,308
52700 Repairs & Service of Equipment	212,284	57,162	420,392	165,392	-255,000
52800 Transportation of Persons	4,259	35,815	65,500	65,500	0
52900 Contracted Services	767,898	796,875	958,135	929,866	-28,269
<b>Total Contractual Services</b>	<b>6,550,279</b>	<b>6,951,181</b>	<b>7,705,829</b>	<b>6,587,476</b>	<b>-1,118,353</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	6,713	6,720	6,739	6,739	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	48,439	67,555	53,000	3,000	-50,000
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	2,774,716	2,639,571	2,609,788	2,609,788	0
<b>Total Supplies &amp; Materials</b>	<b>2,829,868</b>	<b>2,713,846</b>	<b>2,669,527</b>	<b>2,619,527</b>	<b>-50,000</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
54300 Workers' Comp Medical	11,709	23,720	15,000	20,000	5,000
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
54900 Other Current Charges	192,671	245,524	232,677	188,657	-44,020
<b>Total Current Chgs &amp; Oblig</b>	<b>204,380</b>	<b>269,244</b>	<b>247,677</b>	<b>208,657</b>	<b>-39,020</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	68,337	36,051	112,256	0	-112,256
<b>Total Equipment</b>	<b>68,337</b>	<b>36,051</b>	<b>112,256</b>	<b>0</b>	<b>-112,256</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	25,000	26,980	25,000	25,000	0
<b>Total Other</b>	<b>25,000</b>	<b>26,980</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>
<b>Grand Total</b>	<b>28,550,478</b>	<b>29,600,670</b>	<b>31,230,176</b>	<b>29,714,691</b>	<b>-1,515,485</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Library_Aide	EXO	NG	154.00	308,994	BookConservatorProjDirec	PSA	04	0.60	45,502
President	CDH	NG	0.60	101,850	BranchLibrarianII	PSA	04	7.00	497,966
Dir Public Services	PL2	NG	0.60	70,427	Chief-Cataloging	PSA	04	0.75	56,877
Dir Operations	PL2	NG	0.60	74,683	Curator-Microtext&Newspapers	PSA	04	0.60	45,502
Asst Supv Of Custodians	PL2	11	1.20	95,300	Jr Building Custodian	AFP	04	1.20	39,099
Accountant	AFP	09	0.60	40,139	JrBldgCust	AFP	04	9.60	362,888
Prin Clerk & Stenographer (RC)	AFP	07	0.60	33,377	Laborer	AFP	04	3.00	113,610
Special Library Asst V	AFP	08	9.70	590,458	SrReader&InfoLibrarianI	PSA	04	1.00	75,837
Special Library Asst V	PL1	08	0.60	35,805	SpecLibraryAsstI	AFP	04	7.80	327,517
Wkg Frprs Carpenter	AFP	08	1.00	51,848	Interlibrary Loan Officer	PSA	04	0.75	56,877
Wkg Frperson Painter	AFP	08	1.00	50,108	Curator-ProfessionalLibIV	PSA	04	1.80	136,506
Systems Officer	PL2	08	1.00	109,770	BranchLibrarian	PSA	04	2.00	151,704
Facilities Officer	PL2	08	0.60	65,862	HeadCentralChildServ.	PSA	04	1.00	75,837
Technical Specialist	AFP	08	1.00	47,004	Head.GeneralRefService	PSA	04	0.60	45,503
Wkg Foreprs,Oper/Labor BPL	AFP	08	1.00	51,848	CuratorOfSocialSciences	PSA	04	0.60	43,422
Manager of Budget & Finance	PL2	08	0.60	69,907	PublicRelationsWrite/Editor	PSA	04	0.60	40,181
Special Library Assistant V	PL1	08	0.60	37,238	Digital Systems Librarian IV	PSA	04	0.60	44,502
Events Planner	PL1	08	0.60	27,414	Asst_Prin_Acct	PSA	03	0.60	40,376
CentrallibraryServicesManager	PL2	08	0.60	65,862	Cleaner	AFP	03	0.60	22,405
Neigh Library Service Manager	PL2	08	1.00	83,285	Clerk	AFP	03	3.00	108,252
Spec Library Asst V (BPL)	AFP	08	3.00	198,057	PrinLibraryAsst	AFP	03	23.75	911,169
Carpenter	AFP	07	2.00	91,712	BranchLibrarianI	PSA	03	14.00	955,823
Hvy Mtr Equip Oper & Lbr	AFP	07	1.00	48,744	Curator-Manuscripts	PSA	03	0.60	31,531
Painter	AFP	07	1.00	47,109	ProfessionalLibrarianIII	PSA	03	2.75	189,148
Spec Library Asst IV	AFP	07	1.60	72,707	Reader&InfoLibrarianIII	PSA	03	1.00	67,293
Budget & Procurement Manager	PL2	07	0.60	44,260	SrCataloger&Classifier	PSA	03	0.75	50,470
Technical Services Manager	PL2	07	0.75	74,682	BusinessAnalyst	PSA	03	0.60	40,376
Assoc Neigh Serv Manager	PL2	07	0.60	59,745	AcquisitionsLibrarianIIIBPL	PSA	03	0.75	51,719
Keeper of Special Collections	PL2	07	0.60	54,767	PrinLibraryAssistant	PL1	03	0.60	20,871
Human Resources Manager (BPL)	PL2	07	0.60	44,261	HdOfBibliographicServMetrBLNet	PSA	03	0.75	50,470
Special Library Asst IV	PL1	07	1.80	100,702	SeniorLibraryAsst(Branch)	AFP	03	48.00	1,705,404
Sr Bldg Cust	AFP	06	21.20	917,162	AdultsLibrarianII	PSA	02	4.60	277,522
Sr Bldg Cust(T)	AFP	06	1.00	45,964	ChildrensLibrarianII	PSA	02	19.00	1,124,133
Spec Library Asst III	AFP	06	2.95	149,208	Reader&InfoLibrarianII	PSA	02	3.00	186,525
Supn-Library Buildings	PL2	06	0.60	55,230	ReferenceLibrarianII	PSA	02	3.00	177,714
Supv-Accounting	PL2	06	0.60	54,209	SrLibAsst	AFP	02	34.65	1,092,842
Communications Manager	PL2	06	0.60	52,060	YoungAdultsLibrarianII	PSA	02	2.00	90,538
Network & Server Manager	PL2	06	1.00	90,348	CatalogerAndClassifierI	PSA	02	0.75	47,048
Jr Bld Cust-Traveling	AFP	06	1.20	47,060	GeneralistII	PSA	02	8.00	481,242
Network Services Manager	PL2	06	1.00	82,539	SystemsLibrarianII	PSA	02	0.60	37,638
Operating System & ProgrMangr	PL2	06	1.00	90,348	Development Office Asst	PL1	02	1.20	68,736
EndServ. & Systems SupportMnger	PL2	06	1.00	90,348	SrLibraryAsst	AFP	02	5.00	78,997
Sp Library Asst II (Branch)	AFP	06	8.00	406,760	InterLibraryLoanLibrarian	PSA	02	0.60	27,161
Collection Development Manager	PL2	06	0.60	44,836	TechnicalSupportAnalyst	PSA	02	1.00	61,064
Motor_Equip_Operator_&_Lbr	AFP	05	2.00	86,351	Collection Librarian II	PSA	02	0.75	47,048
SrClerk	AFP	05	2.00	92,713	CatalogerAndClassifierI	PSA	01	2.25	127,169
Spec Library Asst II	AFP	05	12.55	575,699	Children'sLibrarianI	PSA	01	9.00	456,158
Staff Officer-SpecialProjects	PL2	05	1.20	91,968	Reader&InfoLibrarianI	PSA	01	4.00	201,098
Coord-Ship&Rec&Stocks&Supplies	PL2	05	1.00	81,950	ReferenceLibrarianI	PSA	01	10.80	572,613
Applications Manager	PL2	05	1.00	60,706	YoungAdultsLibrarianI	PSA	01	5.00	222,544
Coord of Literacy Services	PL2	05	1.00	74,868	Generalist I	PSA	01	6.00	282,594
Quality Services Manager	PL2	05	0.60	49,170	AcquisitionsLibrarianI	PSA	01	0.75	35,142
DigitalImaging Production Manger	PL2	05	0.60	44,390	LibrarianI	PSA	01	1.00	41,088
Access Manager (BPL)	PL2	05	0.60	49,170	SpecCollectionLibI	PSA	01	0.60	34,263



Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary	
Asst Neighborhood Services Mgr	PL2	05	1.20	72,847	InterLibraryLoanLibrarianI	PSA	01	0.60	34,245	
Special Lib Asst I (Branch)	AFP	05	22.00	968,639	Digital Librian I	PSA	01	0.60	29,189	
Programming Coordinator	PL2	05	0.60	38,371	Floater Librarian I	PSA	01	1.20	57,301	
								<b>Total</b>	<b>541.35</b>	<b>19,557,088</b>
<b>Adjustments</b>										
								Differential Payments	0	
								Other	125,264	
								Chargebacks	300,000	
								Salary Savings	-160,166	
								<b>FY10 Total Request</b>	<b>19,822,186</b>	

# External Funds History

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	4,866,030	4,904,933	5,023,025	3,800,884	-1,222,141
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	84,062	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	188,499	166,095	238,744	183,954	-54,790
51500 Pension & Annuity	146,428	95,297	133,958	107,415	-26,543
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	9,399	11,184	21,583	17,550	-4,033
<b>Total Personnel Services</b>	<b>5,210,356</b>	<b>5,261,571</b>	<b>5,417,310</b>	<b>4,109,803</b>	<b>-1,307,507</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	7,857	47,566	6,950	2,300	-4,650
52200 Utilities	106,705	103,057	99,738	499,738	400,000
52300 Contracted Ed. Services	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	6,008	28,955	5,950	4,950	-1,000
52700 Repairs & Service of Equipment	51,794	79,403	46,750	35,750	-11,000
52800 Transportation of Persons	109,124	121,879	46,500	37,000	-9,500
52900 Contracted Services	2,032,559	2,223,265	2,008,675	998,455	-1,010,220
<b>Total Contractual Services</b>	<b>2,314,047</b>	<b>2,604,125</b>	<b>2,214,563</b>	<b>1,578,193</b>	<b>-636,370</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	37,513	9,077	0	0	0
53400 Custodial Supplies	71,041	98,880	70,151	70,151	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	57,615	9,567	12,194	27,194	15,000
53800 Educational Supplies & Mat	32,141	51,493	26,000	0	-26,000
53900 Misc Supplies & Materials	3,473,395	3,677,012	3,204,408	1,615,305	-1,589,103
<b>Total Supplies &amp; Materials</b>	<b>3,671,705</b>	<b>3,846,029</b>	<b>3,312,753</b>	<b>1,712,650</b>	<b>-1,600,103</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	589,893	479,640	760,885	600,639	-160,246
<b>Total Current Chgs &amp; Oblig</b>	<b>589,893</b>	<b>479,640</b>	<b>760,885</b>	<b>600,639</b>	<b>-160,246</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	33,800	1,787	27,300	25,000	-2,300
55900 Misc Equipment	200,992	180,323	218,840	218,840	0
<b>Total Equipment</b>	<b>234,792</b>	<b>182,110</b>	<b>246,140</b>	<b>243,840</b>	<b>-2,300</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Grand Total</b>	<b>12,020,793</b>	<b>12,373,475</b>	<b>11,951,651</b>	<b>8,245,125</b>	<b>-3,706,526</b>

# External Funds Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary	
Library_Aide	EXO	NG	4.00	8,026	Chief-Cataloging	PSA	04	0.25	18,959	
President	CDH	NG	0.40	65,922	Curator-Microtext&Newspapers	PSA	04	0.40	30,335	
Dir Public Services	PL2	NG	0.40	46,952	Jr Building Custodian	AFP	04	0.80	26,066	
Dir Operations	PL2	NG	0.40	49,788	JrBldgCust	AFP	04	6.40	241,925	
Asst Supv Of Custodians	PL2	11	0.80	63,534	SpecLibraryAsstI	AFP	04	4.20	175,905	
Accountant	AFP	09	0.40	26,759	Interlibrary Loan Officer	PSA	04	0.25	18,959	
Prin Clerk & Stenographer (RC)	AFP	07	0.40	22,251	Curator-ProfessionalLibIV	PSA	04	2.20	166,841	
Special Library Asst V	AFP	08	3.30	200,072	Head,GeneralRefService	PSA	04	0.40	30,335	
Special Library Asst V	PL1	08	0.40	23,870	CuratorOfSocialSciences	PSA	04	0.40	28,948	
Regional Administrator	PL2	08	1.00	104,631	PublicRelationsWrite/Editor	PSA	04	0.40	26,788	
Facilities Officer	PL2	08	0.40	43,908	PrincipalLibraryAsst(Branch)	AFP	04	1.00	40,838	
Manager of Budget & Finance	PL2	08	0.40	46,604	Digital Systems Librarian IV	PSA	04	0.40	29,668	
Special Library Assistant V	PL1	08	0.40	24,825	Asst Prin Acct	PSA	03	0.40	26,917	
Events Planner	PL1	08	0.40	18,276	Cleaner	AFP	03	0.40	14,937	
CentrallibraryServicesManager	PL2	08	0.40	43,908	PrinLibraryAsst	AFP	03	11.25	430,831	
Spec Library Asst IV	AFP	07	0.40	22,251	Curator-Manuscripts	PSA	03	0.40	21,021	
Budget & Procurement Manager	PL2	07	0.40	29,507	ProfessionalLibrarianIII	PSA	03	2.25	155,158	
Technical Services Manager	PL2	07	0.25	24,894	AsstKeeperOfPrints	PSA	03	1.00	68,959	
Assoc Neigh Serv Manager	PL2	07	0.40	39,830	SrCataloger&Classifier	PSA	03	0.25	16,823	
Keeper of Special Collections	PL2	07	0.40	36,511	BusinessAnalyst	PSA	03	0.40	26,917	
Human Resources Manager (BPL)	PL2	07	0.40	29,507	AcquisitionsLibrarianIIIBPL	PSA	03	0.25	17,240	
Special Library Asst IV	PL1	07	1.20	67,135	PrinLibraryAssistant	PL1	03	0.40	13,914	
Sr Bldg Cust	AFP	06	2.80	127,247	HdOfBibliographicServMetrBLNet	PSA	03	0.25	16,823	
Spec Library Asst III	AFP	06	1.05	53,126	AdultsLibrarianII	PSA	02	0.40	25,092	
Supn-Library Buildings	PL2	06	0.40	36,820	ReferenceLibrarianII	PSA	02	3.00	181,237	
Supv-Accounting	PL2	06	0.40	36,139	SrLibAsst	AFP	02	6.35	209,620	
Communications Manager	PL2	06	0.40	34,707	YoungAdultsLibrarianII	PSA	02	1.00	45,269	
Jr Bld Cust-Traveling	AFP	06	0.80	31,374	CatalogerAndClassifierII	PSA	02	0.25	15,683	
Coord of Regional AdmnrtrServ	PL2	06	1.00	86,442	SystemsLibrarianII	PSA	02	0.40	25,092	
Collection Development Manager	PL2	06	0.40	29,890	Development Office Asst	PL1	02	0.80	45,824	
Coord of Services to Libraries	PL2	05	1.00	82,719	InterLibraryLoanLibrarian	PSA	02	0.40	18,108	
Spec Library Asst II	AFP	05	4.45	203,707	Collection Librarian II	PSA	02	0.25	15,683	
Staff Officer-SpecialProjects	PL2	05	0.80	61,312	Literacy Specialist II (BPL)	PSA	02	1.00	50,093	
Manager of Education, Interpretation & Outreach	PL2	05	1.00	78,413	CatalogerAndClassifierI	PSA	01	0.75	42,390	
Quality Services Manager	PL2	05	0.40	32,780	ReferenceLibrarianI	PSA	01	7.20	381,742	
DigitalImaging Production Manger	PL2	05	0.40	29,594	AcquisitionsLibrarianI	PSA	01	0.25	11,714	
Access Manager (BPL)	PL2	05	0.40	32,780	SpecCollectionLibI	PSA	01	0.40	22,842	
Asst Neighborhood Services Mgr	PL2	05	0.80	48,565	InterLibraryLoanLibrarianI	PSA	01	0.40	22,830	
Programming Coordinator	PL2	05	0.40	25,581	Digital Librian I	PSA	01	0.40	19,459	
BookConservatorProjDirec	PSA	04	0.40	30,335	Floater Librarian I	PSA	01	0.80	38,201	
					<b>Total</b>				<b>92.65</b>	<b>4,916,476</b>
<b>Adjustments</b>										
Differential Payments									0	
Other									0	
Chargebacks									-300,000	
Salary Savings									-815,590	
					<b>FY10 Total Request</b>				<b>3,800,886</b>	

# Program 1. Library Administration

Amy Ryan, President Organization: 110100

## *Program Description*

The Administration Program proposes goals and objectives to the Board of Trustees, manages the library to continuously improve service to the public, and provides centralized functional support for the library. The program functions through the centralized offices of the President, Human Resources, Finance, Facilities, Systems, Technical Services, and Communications and Community Affairs. Support for the ReadBoston and WriteBoston initiatives is also included.

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	5,985,269	6,140,601	6,029,324	6,427,187
Non Personnel	9,640,787	9,931,301	10,655,907	9,381,953
<b>Total</b>	<b>15,626,056</b>	<b>16,071,902</b>	<b>16,685,231</b>	<b>15,809,140</b>

# Program 2. Community Library Services

Amy Ryan, President Organization: 110200

## Program Description

The Community Library Services Program supports the strategic goal of the library being a center for, and facilitator of, lifelong learning. Its objective is to assist people of various ages, backgrounds, and stages of learning through the development of a variety of materials and programs, including those designed to teach information literacy.

## Program Strategies

- To assist people of all ages, backgrounds, and stages of learning by offering a variety of programs to meet identified needs and interests.
- To compile and deliver, via www.bpl.org, online resources.
- To provide access to and encourage the use of print and non-print resources that respond to the needs and interests of all segments of the population.

Performance Measures	Actual '07	Actual '08	Projected '09	Target '10
Adults using library cards	283,425	291,679	315,613	300,000
Books and audiovisual materials borrowed and downloaded	2,848,813	3,116,540	3,403,538	3,300,000
Books and audiovisual materials borrowed and downloaded by Boston residents	2,303,119	2,471,436	2,610,877	2,500,000
Boston residents signing up for new library cards	33,462	33,305	40,332	37,000
Boston residents using library cards	276,452	284,554	314,104	300,000
BPL website visits	4,891,030	4,560,465	5,284,022	5,000,000
Children using library cards	61,310	58,838	66,980	65,000
Digital downloads of books, music, videos and maps		62,874	86,964	75,000
English as a Second Language Programs		1,232	1,520	1,400
Homework Assistance Program (HAP) participants	8,557	12,431	15,535	10,000
Program attendance total	192,833	185,905	187,621	170,000
Public use of BPL computers	593,948	673,735	678,069	675,000
Public wireless internet sessions	87,934	108,365	158,572	150,000
Student programs (visits to and from schools)		1,965	2,044	1,650
Teens using library cards	24,062	26,613	29,840	26,000

Selected Service Indicators	Actual '07	Actual '08	Approp '09	Budget '10
Personnel Services	10,650,986	11,116,713	12,082,753	11,580,171
Non Personnel	37,077	62,555	104,382	58,707
<b>Total</b>	<b>10,688,063</b>	<b>11,179,268</b>	<b>12,187,135</b>	<b>11,638,878</b>

# Program 3. Research Library Services

Amy Ryan, President Organization: 110300

## Program Description

The Research Library Services Program provides and preserves access to information and collections in all fields of knowledge for users at the local, state, and national levels through the assistance of professionally skilled staff. The program also provides Internet use and wireless access to the Internet.

## Program Strategies

- To implement recommendations of a system-wide preservation team created to ensure ongoing preservation of irreplaceable materials from the library collection.
- To provide and preserve access to information and collections by supporting the acquisition, maintenance, preservation, and access to materials and information in all fields of knowledge.

Performance Measures	Actual '07	Actual '08	Projected '09	Target '10
Books and other materials provided to other libraries via the InterLibrary Loan Program	43,693	18,925	22,003	18,000
Books and other materials received from other libraries via the InterLibrary Loan Program	18,553	15,832	17,780	18,000
Computers available for public access		513	520	520
Digital images added	18,940	11,570	22,850	11,000
In-building use of library materials	638,205	888,088	892,210	850,000

Selected Service Indicators	Actual '07	Actual '08	Approp '09	Budget '10
Personnel Services	2,236,359	2,346,054	2,357,810	2,266,673
Non Personnel	0	3,446	0	0
<b>Total</b>	<b>2,236,359</b>	<b>2,349,500</b>	<b>2,357,810</b>	<b>2,266,673</b>

# External Funds Projects

## *Boston Regional Library System*

### ***Project Mission***

The Boston Regional Library System (BRLS) combines the resources of a voluntary organization of public, academic, and special libraries serving cities, towns, and institutions in Boston. Headquartered at the Boston Public Library and comprised of seven subregions, BRLS provides reference and information services, interlibrary loan and delivery services, and access to a variety of audiovisual materials to libraries that are part of this regional system. Regional activities and responsibilities are delineated in an annual Plan of Service and program budget approved by the Commonwealth of Massachusetts Board of Library Commissioners. The Board decides the amount of the budget and the BRLS operates on a cost reimbursement system up to that amount. Allocations are based on the population in each region.

## *Donations*

### ***Project Mission***

Donations are gifts and grants received from individuals, governmental organizations, corporations, foundations, and other private donors for the benefit of the public library. Donations are often one-time funding sources for specific programs or projects that are generally of a temporary nature.

## *Library of Last Recourse*

### ***Project Mission***

The Library of Last Recourse provides reference and research services for individual residents of the Commonwealth at the Boston Public Library through developing, maintaining, and preserving comprehensive collections of a research and archival nature to supplement library resources available throughout Massachusetts. The Massachusetts Board of Library Commissioners provides this appropriation for the Library to maintain the human resources, expertise, and bibliographic skills needed to develop and provide access to these reference and research collections. The appropriation is calculated on a statewide per capita basis and distributed annually.

## *State Aid To Libraries*

### ***Project Mission***

The Library Incentive Grant/Municipal Equalization Grant is granted by the Commonwealth of Massachusetts Board of Library Commissioners to the Trustees of the Public Library of the City of Boston annually. The Library is required to meet certain minimum standards of free public service established by the Board to receive the grant. Standards considered include but are not limited to: meeting the Municipal Appropriation Requirement, the percent of the total budget spent on library materials, the hours of operation, and the ability to lend books to other libraries in the Commonwealth. Funds are used to buy goods and services to support library operations.

## *Trust Fund Income*

### ***Project Mission***

The majority of the Library's assets are held in trust in accordance with the intentions of the donors. The principal of the trust funds is invested in various types of investment securities that generate income. This income is used to purchase library materials and support certain library positions and functions.

# Library Department Capital Budget

## *Overview*

Fiscal year 2010 capital investments will further enhance the Boston Public Library by continuing to preserve existing buildings and build new library spaces to provide better services for all.

## *FY10 Major Initiatives*

- Complete extensive renovation work at the Brighton Branch library. The City will apply for U.S. Green Building Council LEED certification of this project.
- Repair or replace roofs at the South End, West Roxbury and Fields Corner (Dorchester) branches.
- Procure the City's first energy savings contract to implement an energy conservation program at the Johnson Library in Copley Square.

<i>Capital Budget Expenditures</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Estimated '09</i>	<i>Total Projected '10</i>
<i>Total Department</i>	<i>3,046,506</i>	<i>8,517,554</i>	<i>9,640,725</i>	<i>5,453,764</i>



# Library Department Project Profiles

## ADAMS BRANCH LIBRARY

### Project Mission

Assess interior space requirements of the Children's and Adults sections. Replace front doors and repair or replace windows. Improve handicap access and replace VCT flooring. Install a new circulation desk.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** Dorchester

### Authorizations

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	129,300	0	845,000	0	974,300
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>129,300</b>	<b>0</b>	<b>845,000</b>	<b>0</b>	<b>974,300</b>

### Expenditures (Actual and Planned)

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	1,609	0	0	972,691	974,300
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>1,609</b>	<b>0</b>	<b>0</b>	<b>972,691</b>	<b>974,300</b>

## BRIGHTON BRANCH LIBRARY

### Project Mission

Major renovation including HVAC systems, windows, interior upgrade and installation of an elevator.

**Managing Department,** Construction Management **Status,** In Construction

**Location,** Allston/Brighton

### Authorizations

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	5,540,610	0	0	0	5,540,610
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>5,540,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,540,610</b>

### Expenditures (Actual and Planned)

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	276,297	400,000	3,400,000	1,464,313	5,540,610
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>276,297</b>	<b>400,000</b>	<b>3,400,000</b>	<b>1,464,313</b>	<b>5,540,610</b>

# Library Department Project Profiles

## CRITICAL FACILITY REPAIRS

### **Project Mission**

A critical repair fund to be used for emergency repairs to library facilities including roofs, windows, masonry, electrical and HVAC systems.

**Managing Department,** Library Department **Status,** Ongoing Program

**Location,** Citywide

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	750,000	250,000	750,000	0	1,750,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>750,000</b>	<b>250,000</b>	<b>750,000</b>	<b>0</b>	<b>1,750,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	375,665	250,000	250,000	874,335	1,750,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>375,665</b>	<b>250,000</b>	<b>250,000</b>	<b>874,335</b>	<b>1,750,000</b>

## EAST BOSTON BRANCH LIBRARY

### **Project Mission**

Repair stairs and floor in auditorium. Replace first floor ceiling, repair concrete stairs and install a new circulation desk.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** East Boston

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	217,745	0	750,000	0	967,745
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>217,745</b>	<b>0</b>	<b>750,000</b>	<b>0</b>	<b>967,745</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	2,788	0	0	964,956	967,745
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>2,788</b>	<b>0</b>	<b>0</b>	<b>964,956</b>	<b>967,745</b>

# Library Department Project Profiles

## EAST BOSTON LIBRARY STUDY

### Project Mission

Develop a library program and evaluate existing and potential sites for a new branch library.

**Managing Department,** Construction Management **Status,** Study Underway

**Location,** East Boston

### Authorizations

Source	Existing	FY10	Non Capital		Total
			Future	Fund	
City Capital	120,000	0	0	0	120,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,000</b>

### Expenditures (Actual and Planned)

Source	Thru	FY09	FY10	FY11-14	Total
	6/30/08				
City Capital	0	60,000	0	60,000	120,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>	<b>120,000</b>

## EGLESTON SQUARE BRANCH LIBRARY

### Project Mission

Improve driveway, parking, and garden path areas. Replace fence and install window treatment at south wall. Add lighting to rear of lecture hall and install a handicap ramp. Perform partial window glazing at garden window wall and upgrade HVAC system.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** Roxbury

### Authorizations

Source	Existing	FY10	Non Capital		Total
			Future	Fund	
City Capital	206,267	0	710,000	0	916,267
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>206,267</b>	<b>0</b>	<b>710,000</b>	<b>0</b>	<b>916,267</b>

### Expenditures (Actual and Planned)

Source	Thru	FY09	FY10	FY11-14	Total
	6/30/08				
City Capital	2,145	0	0	914,122	916,267
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>2,145</b>	<b>0</b>	<b>0</b>	<b>914,122</b>	<b>916,267</b>

# Library Department Project Profiles

## FANEUIL BRANCH LIBRARY PHASE II

### Project Mission

Upgrade HVAC system, install new fire alarm system, repoint stairs, refurbish interior finishes and improve interior lighting. Provide exterior signage and improve access.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** Allston/Brighton

### Authorizations

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	358,650	0	760,000	0	1,118,650
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>358,650</b>	<b>0</b>	<b>760,000</b>	<b>0</b>	<b>1,118,650</b>

### Expenditures (Actual and Planned)

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	0	8,373	0	1,110,277	1,118,650
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>8,373</b>	<b>0</b>	<b>1,110,277</b>	<b>1,118,650</b>

## HVAC REPLACEMENT AT 3 BRANCH LIBRARIES

### Project Mission

Replace HVAC systems at branch libraries in Charlestown, Roslindale and the West End.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** Various neighborhoods

### Authorizations

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	0	0	1,935,000	0	1,935,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,935,000</b>	<b>0</b>	<b>1,935,000</b>

### Expenditures (Actual and Planned)

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	0	0	0	1,935,000	1,935,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,935,000</b>	<b>1,935,000</b>

# Library Department Project Profiles

## JAMAICA PLAIN BRANCH LIBRARY

### Project Mission

Construct an addition and renovate the existing branch to improve access and programming.

**Managing Department,** Construction Management **Status,** In Design

**Location,** Jamaica Plain

### Authorizations

Source	Existing	FY10	Non Capital		Total
			Future	Fund	
City Capital	500,000	0	8,000,000	0	8,500,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>500,000</b>	<b>0</b>	<b>8,000,000</b>	<b>0</b>	<b>8,500,000</b>

### Expenditures (Actual and Planned)

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>8,460,000</b>	<b>8,500,000</b>

## JOHNSON BUILDING

### Project Mission

Assess building system needs, waterproofing, accessibility and other infrastructure repairs in conjunction with McKim IID.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** Back Bay/Beacon Hill

### Authorizations

Source	Existing	FY10	Non Capital		Total
			Future	Fund	
City Capital	750,000	0	0	0	750,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>750,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750,000</b>

### Expenditures (Actual and Planned)

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>730,000</b>	<b>750,000</b>

# Library Department Project Profiles

## JOHNSON BUILDING ENERGY IMPROVEMENTS

### **Project Mission**

Implementation of comprehensive energy study recommendations for the main branch at Copley Square.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** Back Bay/Beacon Hill

### **Authorizations**

Source	Existing	FY10	Non Capital		Total
			Future	Fund	
City Capital	350,000	0	1,900,000	0	2,250,000
Grants/Other	0	0	0	750,000	750,000
<b>Total</b>	<b>350,000</b>	<b>0</b>	<b>1,900,000</b>	<b>750,000</b>	<b>3,000,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru	FY09	FY10	FY11-14	Total
	6/30/08				
City Capital	0	30,000	250,000	1,970,000	2,250,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>30,000</b>	<b>250,000</b>	<b>1,970,000</b>	<b>2,250,000</b>

## MCKIM / JOHNSON SOUND DAMPENING

### **Project Mission**

Modify HVAC system to reduce sound impact to the surrounding community.

**Managing Department,** Construction Management **Status,** In Construction

**Location,** Back Bay/Beacon Hill

### **Authorizations**

Source	Existing	FY10	Non Capital		Total
			Future	Fund	
City Capital	335,000	0	0	0	335,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>335,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>335,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru	FY09	FY10	FY11-14	Total
	6/30/08				
City Capital	0	242,250	42,750	50,000	335,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>242,250</b>	<b>42,750</b>	<b>50,000</b>	<b>335,000</b>

# Library Department Project Profiles

## MCKIM II C SIGNAGE

### **Project Mission**

Update directional and room signage in conjunction with the ongoing restoration project.

**Managing Department,** Library Department **Status,** Ongoing Program

**Location,** Back Bay/Beacon Hill

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	0	0	0	0	0
Grants/Other	500,000	0	0	0	500,000
<b>Total</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	0	0	0	0	0
Grants/Other	5,904	0	0	494,096	500,000
<b>Total</b>	<b>5,904</b>	<b>0</b>	<b>0</b>	<b>494,096</b>	<b>500,000</b>

## MCKIM II C SUPPLEMENTAL LIGHTING

### **Project Mission**

Design and install supplemental lighting in the Cheverus Room.

**Managing Department,** Construction Management **Status,** In Construction

**Location,** Back Bay/Beacon Hill

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	0	0	0	0	0
Grants/Other	416,852	0	0	0	416,852
<b>Total</b>	<b>416,852</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>416,852</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	0	0	0	0	0
Grants/Other	45,838	285,000	86,014	0	416,852
<b>Total</b>	<b>45,838</b>	<b>285,000</b>	<b>86,014</b>	<b>0</b>	<b>416,852</b>

# Library Department Project Profiles

## MCKIM LIBRARY PHASE II D

### Project Mission

Extraordinary repairs and rehabilitation of the McKim Building. Phase II D includes renovations to the Print Gallery, Music and Fine Arts Departments, Rare Books and Manuscripts Department, and the Map Center.

**Managing Department,** Construction Management **Status,** In Design

**Location,** Back Bay/Beacon Hill

### Authorizations

Source	Existing	FY10	Non Capital		Total
			Future	Fund	
City Capital	2,150,000	0	0	0	2,150,000
Grants/Other	1,685,000	0	0	0	1,685,000
<b>Total</b>	<b>3,835,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,835,000</b>

### Expenditures (Actual and Planned)

Source	Thru		FY10	FY11-14	Total
	6/30/08	FY09			
City Capital	63,630	0	0	2,086,370	2,150,000
Grants/Other	318,925	400,000	0	966,075	1,685,000
<b>Total</b>	<b>382,555</b>	<b>400,000</b>	<b>0</b>	<b>3,052,445</b>	<b>3,835,000</b>

## NORTH END BRANCH LIBRARY

### Project Mission

Upgrade HVAC system, interior repairs, lighting upgrade, new circulation desk, repaint windows and new exterior signage.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** North End

### Authorizations

Source	Existing	FY10	Non Capital		Total
			Future	Fund	
City Capital	330,550	0	610,000	0	940,550
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>330,550</b>	<b>0</b>	<b>610,000</b>	<b>0</b>	<b>940,550</b>

### Expenditures (Actual and Planned)

Source	Thru		FY10	FY11-14	Total
	6/30/08	FY09			
City Capital	4,183	0	0	936,367	940,550
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>4,183</b>	<b>0</b>	<b>0</b>	<b>936,367</b>	<b>940,550</b>



# Library Department Project Profiles

## PARKER HILL LIBRARY

### **Project Mission**

Replace windows and repoint masonry walls.

**Managing Department**, Construction Management **Status**, To Be Scheduled

**Location**, Roxbury

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	0	0	2,400,000	0	2,400,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,400,000</b>	<b>0</b>	<b>2,400,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	0	0	0	2,400,000	2,400,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,400,000</b>	<b>2,400,000</b>

## ROOF REPLACEMENT AT 7 BRANCH LIBRARIES

### **Project Mission**

Replace roof and repair/replace windows at Fields Corner, South End, West Roxbury. Replace roof at West End and repair/replace roof and windows at Adams Street, Charlestown and North End branches.

**Managing Department**, Construction Management **Status**, In Design

**Location**, Various neighborhoods

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	5,350,000	0	0	0	5,350,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>5,350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,350,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	217,990	350,000	1,425,000	3,357,010	5,350,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>217,990</b>	<b>350,000</b>	<b>1,425,000</b>	<b>3,357,010</b>	<b>5,350,000</b>

# Library Department Project Profiles

## SECURITY AUDIT RECOMMENDATIONS IMPLEMENTATION

### **Project Mission**

Implement security upgrades at all branch library locations.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** Citywide

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	500,000	0	0	0	500,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	0	0	0	500,000	500,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>

## TELEPHONE SYSTEM UPGRADE

### **Project Mission**

Replacement of the Library Department's telephone system with an Internet Protocol Telephony system. The new technology will run over the Library's network infrastructure. The project is eligible for partial E-rate funding support.

**Managing Department,** Library Department **Status,** To Be Scheduled

**Location,** Citywide

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	250,000	0	0	0	250,000
Grants/Other	0	0	0	750,000	750,000
<b>Total</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>750,000</b>	<b>1,000,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	0	0	0	250,000	250,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>

# Library Department Project Profiles

## UPHAMS CORNER LIBRARY (NEW)

### **Project Mission**

Site acquisition, design, construction and furnishings for the development of a new branch library.

**Managing Department,** Construction Management **Status,** To Be Scheduled

**Location,** Dorchester

### **Authorizations**

Source	Existing	FY10	Future	Non Capital Fund	Total
City Capital	690,000	0	12,290,000	0	12,980,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>690,000</b>	<b>0</b>	<b>12,290,000</b>	<b>0</b>	<b>12,980,000</b>

### **Expenditures (Actual and Planned)**

Source	Thru 6/30/08	FY09	FY10	FY11-14	Total
City Capital	0	0	0	12,980,000	12,980,000
Grants/Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,980,000</b>	<b>12,980,000</b>



# Medicare Payments Operating Budget

*Appropriation: 139*

## ***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.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Medicare Payments	5,113,156	5,718,699	6,141,000	6,595,000
	<b><i>Total</i></b>	<b><i>5,113,156</i></b>	<b><i>5,718,699</i></b>	<b><i>6,141,000</i></b>	<b><i>6,595,000</i></b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	5,113,156	5,718,699	6,141,000	6,595,000
Non Personnel	0	0	0	0
<b><i>Total</i></b>	<b><i>5,113,156</i></b>	<b><i>5,718,699</i></b>	<b><i>6,141,000</i></b>	<b><i>6,595,000</i></b>



# Office of Administration & Finance Operating Budget

*Lisa Calise Signori, Director Appropriation: 144*

### **Department Mission**

The Office of Administration and Finance 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.

### **FY10 Performance Strategies**

- To attract and retain the personnel needed for the City's continuous growth and improvement.
- To continuously improve the services the City provides.
- To ensure financial accountability and preserve the City's long-term fiscal stability.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Administration & Finance	753,745	624,883	910,469	846,796
	<b>Total</b>	<b>753,745</b>	<b>624,883</b>	<b>910,469</b>	<b>846,796</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	671,856	441,379	737,368	744,646
Non Personnel	81,889	183,504	173,101	102,150
<b>Total</b>	<b>753,745</b>	<b>624,883</b>	<b>910,469</b>	<b>846,796</b>

# Office of Administration & Finance Operating Budget

## *Description of Services*

The Office of Administration and Finance 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 and administrative health.



# Department History

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	671,856	441,379	737,368	744,646	7,278
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
<b>Total Personnel Services</b>	<b>671,856</b>	<b>441,379</b>	<b>737,368</b>	<b>744,646</b>	<b>7,278</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	8,393	7,967	8,100	8,100	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	5,763	0	2,000	1,000	-1,000
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	57,428	159,569	159,500	90,650	-68,850
<b>Total Contractual Services</b>	<b>71,584</b>	<b>167,536</b>	<b>169,600</b>	<b>99,750</b>	<b>-69,850</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	270	3,189	2,001	2,000	-1
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
<b>Total Supplies &amp; Materials</b>	<b>270</b>	<b>3,189</b>	<b>2,001</b>	<b>2,000</b>	<b>-1</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	244	181	500	400	-100
<b>Total Current Chgs &amp; Oblig</b>	<b>244</b>	<b>181</b>	<b>500</b>	<b>400</b>	<b>-100</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	9,791	12,598	1,000	0	-1,000
<b>Total Equipment</b>	<b>9,791</b>	<b>12,598</b>	<b>1,000</b>	<b>0</b>	<b>-1,000</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>753,745</b>	<b>624,883</b>	<b>910,469</b>	<b>846,796</b>	<b>-63,673</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary	
Dir-Administrative Services	CDH	NG	1.00	141,812	Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	77,802	
Spec_Asst	MYN	NG	1.00	111,281	Exec Asst (Obpe)	EXM	10	1.00	89,555	
Dep Director Fis Affairs	CDH	NG	1.00	121,512	Prin AdminAsst	EXM	08	1.00	84,305	
Adm.Sec.	EXM	14	1.00	38,613	Data Proc Systems Anl	EXM	06	1.00	70,199	
					<b>Total</b>				<b>8</b>	<b>735,078</b>
					<b>Adjustments</b>					
					Differential Payments				0	
					Other				9,569	
					Chargebacks				0	
					Salary Savings				0	
					<b>FY10 Total Request</b>				<b>744,647</b>	

# Program 1. Administration & Finance

*Lisa Calise Signori, Director Organization: 144100*

## ***Program Description***

The Administration & 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.

## ***Program Strategies***

- To attract and retain the personnel needed for the City's continuous growth and improvement.
- To continuously improve the services the City provides.
- To ensure financial accountability and preserve the City's long-term fiscal stability.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of city workforce - women	33%	35%	31%	33%
% of city workforce - people of color	34%	33%	35%	35%
Average return on city investments	5.4%	4.4%	2.0%	1.2%
Current year property tax collection rate	98.6%	98.7%	98.8%	99.0%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	671,856	441,379	737,368	744,646
Non Personnel	81,889	183,504	173,101	102,150
<b><i>Total</i></b>	<b><i>753,745</i></b>	<b><i>624,883</i></b>	<b><i>910,469</i></b>	<b><i>846,796</i></b>



# Pensions & Annuities - City Operating Budget

*Appropriation: 374*

## ***Department Mission***

The Pensions and Annuities appropriation funds the City's payments to retired City officials and employees who were not members of the contributory retirement systems. There are approximately 169 individuals currently in the City's non-contributory system. These are largely members 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. Also included are approximately 32 Police and Fire members who received special legislation retirements due to extreme workplace injuries.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Pensions & Annuities - City	4,599,896	4,100,000	4,100,000	4,100,000
	<b><i>Total</i></b>	<b><i>4,599,896</i></b>	<b><i>4,100,000</i></b>	<b><i>4,100,000</i></b>	<b><i>4,100,000</i></b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	4,599,896	4,100,000	4,100,000	4,100,000
Non Personnel	0	0	0	0
<b><i>Total</i></b>	<b><i>4,599,896</i></b>	<b><i>4,100,000</i></b>	<b><i>4,100,000</i></b>	<b><i>4,100,000</i></b>



# Pensions & Annuities - County Operating Budget

*Appropriation: 749*

## ***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.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Pensions & Annuities - County	48,493	44,023	100,000	100,000
	<b><i>Total</i></b>	<b><i>48,493</i></b>	<b><i>44,023</i></b>	<b><i>100,000</i></b>	<b><i>100,000</i></b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	48,493	44,023	100,000	100,000
Non Personnel	0	0	0	0
<b><i>Total</i></b>	<b><i>48,493</i></b>	<b><i>44,023</i></b>	<b><i>100,000</i></b>	<b><i>100,000</i></b>





# Purchasing Division Operating Budget

*William Hannon, Purchasing Agent Appropriation: 143*

## **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.

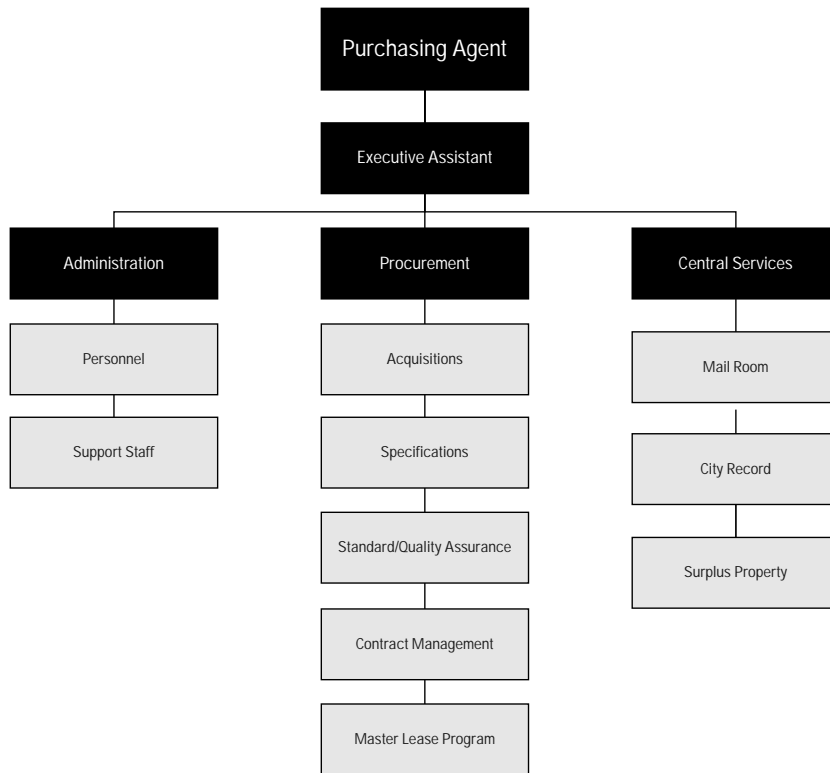
## **FY10 Performance Strategies**

- To ensure the price the City pays for electricity and gasoline is less than alternatives.
- To increase customer satisfaction with Purchasing Department services.
- To increase items purchased through a purchase contract.
- To promote the purchasing of goods in compliance with the Environmentally Preferred Procurement guidelines.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Purchasing Administration	236,179	233,820	234,708	228,068
	Procurement	798,350	779,521	832,588	732,297
	Central Services	329,628	327,193	332,414	270,025
	<b>Total</b>	<b>1,364,157</b>	<b>1,340,534</b>	<b>1,399,710</b>	<b>1,230,390</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	1,207,143	1,191,870	1,254,530	1,155,275
Non Personnel	157,014	148,664	145,180	75,115
<b>Total</b>	<b>1,364,157</b>	<b>1,340,534</b>	<b>1,399,710</b>	<b>1,230,390</b>

# 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 and County 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

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	1,206,388	1,191,462	1,254,530	1,155,275	-99,255
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	755	408	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,207,143</b>	<b>1,191,870</b>	<b>1,254,530</b>	<b>1,155,275</b>	<b>-99,255</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	16,566	16,283	17,075	16,488	-587
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	29,643	30,748	35,029	22,593	-12,436
52800 Transportation of Persons	0	14	0	0	0
52900 Contracted Services	28,926	26,792	26,000	21,379	-4,621
<b>Total Contractual Services</b>	<b>75,135</b>	<b>73,837</b>	<b>78,104</b>	<b>60,460</b>	<b>-17,644</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	9,430	14,425	12,175	10,200	-1,975
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
<b>Total Supplies &amp; Materials</b>	<b>9,430</b>	<b>14,425</b>	<b>12,175</b>	<b>10,200</b>	<b>-1,975</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	2,336	3,743	2,589	1,962	-627
<b>Total Current Chgs &amp; Oblig</b>	<b>2,336</b>	<b>3,743</b>	<b>2,589</b>	<b>1,962</b>	<b>-627</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	57,753	47,090	46,312	2,493	-43,819
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	1,669	9,569	0	0	0
<b>Total Equipment</b>	<b>59,422</b>	<b>56,659</b>	<b>46,312</b>	<b>2,493</b>	<b>-43,819</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
56200 Special Appropriation	10,691	0	6,000	0	-6,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>10,691</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>-6,000</b>
<b>Grand Total</b>	<b>1,364,157</b>	<b>1,340,534</b>	<b>1,399,710</b>	<b>1,230,390</b>	<b>-169,320</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary	
Purchasing Agent (Ads/Pud)	CDH	NG	1.00	116,284	Asst Buyer	SU4	12	1.00	43,150	
Sr Buyer	SU4	17	3.00	195,142	Exec Asst	EXM	11	1.00	103,959	
Buyer/Purchasing	SU4	16	2.00	97,158	Prin Acct Clerk	SU4	10	1.00	32,175	
Mailroom Equipment Operator	SU4	15	1.00	46,184	Asst Purchasing Agent	SE1	09	2.00	176,109	
Adm_Asst.	SU4	15	2.00	106,058	Sr Adm Anl	SE1	06	1.00	70,199	
Adm.Anlst.	SU4	14	1.00	40,021	Admin Asst (Asd/Cab)	SE1	05	1.00	64,418	
					Sr_Adm_Asst	SE1	05	1.00	64,418	
					<b>Total</b>				<b>18</b>	<b>1,155,275</b>
					<b>Adjustments</b>					
					Differential Payments					0
					Other					0
					Chargebacks					0
					Salary Savings					0
					<b>FY10 Total Request</b>					<b>1,155,275</b>

# Program 1. Purchasing Administration

*Barry Fadden, Manager Organization: 143100*

## ***Program Description***

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

## ***Program Strategies***

- To increase customer satisfaction with Purchasing Department services.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of user departments that rate purchasing services satisfactory	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	216,522	218,715	225,746	220,244
Non Personnel	19,657	15,105	8,962	7,824
<b><i>Total</i></b>	<b><i>236,179</i></b>	<b><i>233,820</i></b>	<b><i>234,708</i></b>	<b><i>228,068</i></b>

# Program 2. Procurement

Vincent Caiani, 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. The program maintains the major vendor account for the City's Copier Lease/Purchase Program.

## Program Strategies

- To ensure the price the City pays for electricity and gasoline is less than alternatives.
- To increase items purchased through a purchase contract.
- To promote the purchasing of goods in compliance with the Environmentally Preferred Procurement guidelines.

Performance Measures	Actual '07	Actual '08	Projected '09	Target '10
% of requisition items purchased on contract	70%	90%	92%	91%
Average per gallon price the City pays for gasoline		2.81	2.17	1.95
Dollar amount that the City pays on average for gasoline below the quoted fixed price			0.73	TBR
Dollar value of items purchased meeting EPP guidelines				TBR
Total purchase orders	6,570	6,674	5,805	6,000

Selected Service Indicators	Actual '07	Actual '08	Approp '09	Budget '10
Personnel Services	787,749	765,266	810,303	714,210
Non Personnel	10,601	14,255	22,285	18,087
<b>Total</b>	<b>798,350</b>	<b>779,521</b>	<b>832,588</b>	<b>732,297</b>

# Program 3. Central Services

*William Hannon, Purchasing Agent Organization: 143300*

***Program Description***

The Central Services Program provides mail service, disposal of surplus property, and publishing of the City Record. This program is responsible for handling all incoming and outgoing mail for departments within City Hall. The Surplus Property Unit ensures the efficient and economical disposal of all the City's surplus property excluding land and buildings. This program is responsible for publishing, distribution, billing, and marketing of the City Record.

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	202,872	207,889	218,481	220,821
Non Personnel	126,756	119,304	113,933	49,204
<b><i>Total</i></b>	<b><i>329,628</i></b>	<b><i>327,193</i></b>	<b><i>332,414</i></b>	<b><i>270,025</i></b>





# Registry Division Operating Budget

*Judith A. McCarthy, Registrar Appropriation: 163*

## **Department Mission**

The mission of the Registry Division is to respond to public requests for certified births, marriages, and deaths promptly and accurately and maintain compliance with the State Registrar's Office.

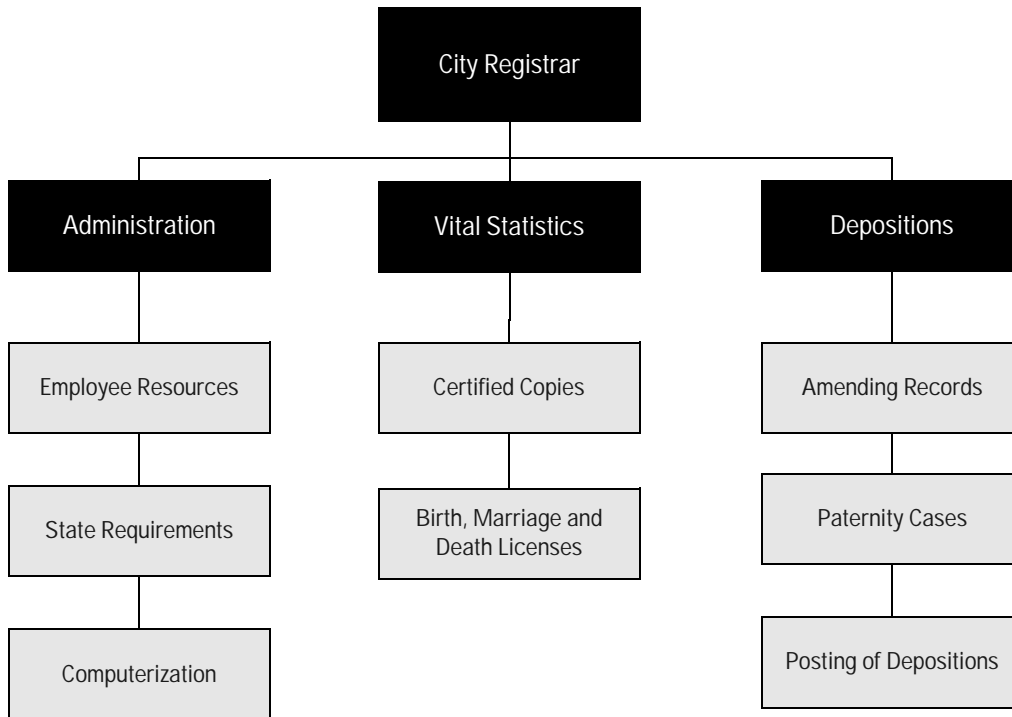
## **FY10 Performance Strategies**

- To achieve overall customer satisfaction.
- To record and deliver correct information in accordance with MGL.
- To reduce waiting time for handling of birth, marriage and death requests.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Administration	264,006	259,105	262,069	245,405
	Vital Statistics	508,674	549,466	594,188	612,685
	Depositions	98,184	103,634	114,183	116,203
	<b>Total</b>	<b>870,864</b>	<b>912,205</b>	<b>970,440</b>	<b>974,293</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	788,957	839,672	897,940	919,129
Non Personnel	81,907	72,533	72,500	55,164
<b>Total</b>	<b>870,864</b>	<b>912,205</b>	<b>970,440</b>	<b>974,293</b>

# 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 37,000 new entries and issues more than 100,000 copies of certified records.

# Department History

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	779,014	839,360	897,940	919,129	21,189
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	9,943	312	0	0	0
<b>Total Personnel Services</b>	<b>788,957</b>	<b>839,672</b>	<b>897,940</b>	<b>919,129</b>	<b>21,189</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	7,446	7,215	7,200	7,200	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	8,510	7,405	4,100	4,100	0
52800 Transportation of Persons	868	940	1,000	0	-1,000
52900 Contracted Services	46,153	35,305	41,400	28,500	-12,900
<b>Total Contractual Services</b>	<b>62,977</b>	<b>50,865</b>	<b>53,700</b>	<b>39,800</b>	<b>-13,900</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	11,924	12,619	17,000	13,564	-3,436
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	204	528	750	750	0
<b>Total Supplies &amp; Materials</b>	<b>12,128</b>	<b>13,147</b>	<b>17,750</b>	<b>14,314</b>	<b>-3,436</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
54300 Workers' Comp Medical	5,985	1,372	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
54900 Other Current Charges	817	807	1,050	1,050	0
<b>Total Current Chgs &amp; Oblig</b>	<b>6,802</b>	<b>2,179</b>	<b>1,050</b>	<b>1,050</b>	<b>0</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	6,342	0	0	0
<b>Total Equipment</b>	<b>0</b>	<b>6,342</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>870,864</b>	<b>912,205</b>	<b>970,440</b>	<b>974,293</b>	<b>3,853</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Adm.Sec.	SU4	14	1.00	49,466	Principa_Clerk	SU4	10	4.00	146,205
Head Cashier(Vitals/Registry)	SU4	14	1.00	49,466	Prin Clerk(Vitals/Registry)	SU4	10	8.00	318,995
Deposition Clerk	SU4	13	1.00	44,285	First Asst City Registrar	SE1	07	1.00	77,135
City Registrar	CDH	NG	1.00	105,107	Asst City Registrar	SE1	05	2.00	123,458
					<b>Total</b>			<b>19</b>	<b>914,118</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				5,010
					Chargebacks				0
					Salary Savings				0
					<b>FY10 Total Request</b>				<b>919,128</b>

# Program 1. Administration

*Marie D. Reppucci, Manager Organization: 163100*

## ***Program Description***

The Administration Program maintains an efficient staff, complies with the State Registrar's Office requirements, and provides for the effective management of the day-to-day operations of the Division.

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	235,375	231,513	235,069	235,741
Non Personnel	28,631	27,592	27,000	9,664
<b><i>Total</i></b>	<b><i>264,006</i></b>	<b><i>259,105</i></b>	<b><i>262,069</i></b>	<b><i>245,405</i></b>

# Program 2. Vital Statistics

Marie D. Reppucci, Manager Organization: 163200

## Program Description

The Vital Statistics Program issues certified copies of birth, marriage, and death certificates, and processes marriage licenses. The program also responds to requests for information from federal, state, and local authorities.

## Program Strategies

- To achieve overall customer satisfaction.
- To reduce waiting time for handling of birth, marriage and death requests.

Performance Measures	Actual '07	Actual '08	Projected '09	Target '10
% of customers surveyed who rate services as satisfactory	95%	99%	99%	90%
Average waiting time for counter requests (mins)	8	8	8	8
Average waiting time for mail requests (days)	3	3	4	5
Counter requests for certificates	81,567	80,592	72,174	75,000
Customers rating services as satisfactory	1,684	1,887	1,969	1,800
Customers surveyed	1,772	1,911	1,990	2,000
Mail requests for certificates	31,076	29,604	29,136	30,000

Selected Service Indicators	Actual '07	Actual '08	Approp '09	Budget '10
Personnel Services	457,930	506,978	556,188	574,685
Non Personnel	50,744	42,488	38,000	38,000
<b>Total</b>	<b>508,674</b>	<b>549,466</b>	<b>594,188</b>	<b>612,685</b>

# Program 3. Depositions

Rosalie Boylan, Manager Organization: 163300

## *Program Description*

The Depositions Program is responsible for recording correct information in accordance with Massachusetts General Laws.

## *Program Strategies*

- To record and deliver correct information in accordance with MGL.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Affidavits completed	2,375	2,690	2,208	2,000

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	95,652	101,181	106,683	108,703
Non Personnel	2,532	2,453	7,500	7,500
<b>Total</b>	<b>98,184</b>	<b>103,634</b>	<b>114,183</b>	<b>116,203</b>





# Treasury Department Operating Budget

*Lisa Calise Signori, Collector-Treasurer Appropriation: 137*

## **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.

## **FY10 Performance Strategies**

- To conduct monthly account reconciliations between Collecting and Auditing.
- To issue tax bills in compliance with statutory requirements.
- To manage debt issuance.
- To maximize the collection of current year taxes.
- To maximize the collection of delinquent taxes.
- To monitor the City return on Trust Fund investments.
- To optimize the return on invested City funds.
- To prepare an instrument of taking for each delinquent property tax account.

<i>Operating Budget</i>	<i>Division Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Collecting Division	2,196,455	2,476,410	2,474,980	1,741,459
	Treasury Division	2,005,334	2,088,886	2,052,487	1,845,244
	<b>Total</b>	<b>4,201,789</b>	<b>4,565,296</b>	<b>4,527,467</b>	<b>3,586,703</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	2,905,833	2,906,928	3,019,141	2,840,549
Non Personnel	1,295,956	1,658,368	1,508,326	746,154
<b>Total</b>	<b>4,201,789</b>	<b>4,565,296</b>	<b>4,527,467</b>	<b>3,586,703</b>

# 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

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	2,858,041	2,861,863	2,973,091	2,794,499	-178,592
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	47,792	45,065	46,050	46,050	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,905,833</b>	<b>2,906,928</b>	<b>3,019,141</b>	<b>2,840,549</b>	<b>-178,592</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	48,716	60,382	53,246	53,042	-204
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	12,876	15,234	37,050	35,062	-1,988
52800 Transportation of Persons	4	0	1,000	0	-1,000
52900 Contracted Services	296,345	347,403	230,830	122,850	-107,980
<b>Total Contractual Services</b>	<b>357,941</b>	<b>423,019</b>	<b>322,126</b>	<b>210,954</b>	<b>-111,172</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	495,624	550,016	517,800	517,800	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	100	100	0
<b>Total Supplies &amp; Materials</b>	<b>495,624</b>	<b>550,016</b>	<b>517,900</b>	<b>517,900</b>	<b>0</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	12,858	77,613	17,300	17,300	0
<b>Total Current Chgs &amp; Oblig</b>	<b>12,858</b>	<b>77,613</b>	<b>17,300</b>	<b>17,300</b>	<b>0</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	39,700	16,272	0	0	0
<b>Total Equipment</b>	<b>39,700</b>	<b>16,272</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
56200 Special Appropriation	389,833	591,448	651,000	0	-651,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>389,833</b>	<b>591,448</b>	<b>651,000</b>	<b>0</b>	<b>-651,000</b>
<b>Grand Total</b>	<b>4,201,789</b>	<b>4,565,296</b>	<b>4,527,467</b>	<b>3,586,703</b>	<b>-940,764</b>

# Department Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Sr Programmer	SU4	15	1.00	55,624	Prin Accountant	SU4	16	8.00	441,849
Tax Title Supv	SU4	15	2.00	111,249	First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	118,969
Adm_Asst.	SU4	15	1.00	45,880	Adm.Anlst.	SU4	14	1.00	49,466
Head Administrative Clerk	SU4	14	1.00	49,466	Exec Asst (Treas/Trea)	SE1	11	1.00	103,959
Sr Legal Asst	SU4	14	1.00	41,346	Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	97,950
Dep Collector	SU4	13	6.00	273,601	Second Asst Coll-Trs	SE1	10	1.00	97,950
Tell.	SU4	13	4.00	161,184	Asst Corp Counsel V	EXM	10	1.00	97,950
Head_Clerk	SU4	12	3.00	111,015	Exec Sec (Treasury/Trust)	SE1	09	1.00	90,547
First Asst Coll-Trs	SE1	11	1.00	103,959	Supv_Accounting	SE1	08	5.00	421,525
Supv_Accounting	SE1	08	2.00	168,609	PrinAdminAsst(Treas/Treas)	SE1	06	1.00	70,199
Data Proc Sys Analyst 1	SE1	07	1.00	77,135	Sr Adm Anl	SE1	06	1.00	70,199
Prin Admin Asst(Trs/Col)	SE1	06	3.00	188,447	Exec Asst(Treasury)	SE1	06	1.00	70,199
Collector-Treasurer	CDH	NG	1.00	141,662	Sr_Adm_Asst	SE1	05	3.00	193,253
Adm._Secretary	SU4	17	1.00	65,047	AdminAsst(Trs/Col)	SE1	04	1.00	54,288
					<b>Total</b>			<b>55</b>	<b>3,572,528</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				30,335
					Chargebacks				-780,138
					Salary Savings				-28,227
					<b>FY10 Total Request</b>				<b>2,794,498</b>

# Treasury Division Operating Budget

*Vivian M. Leo, Division Head 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.

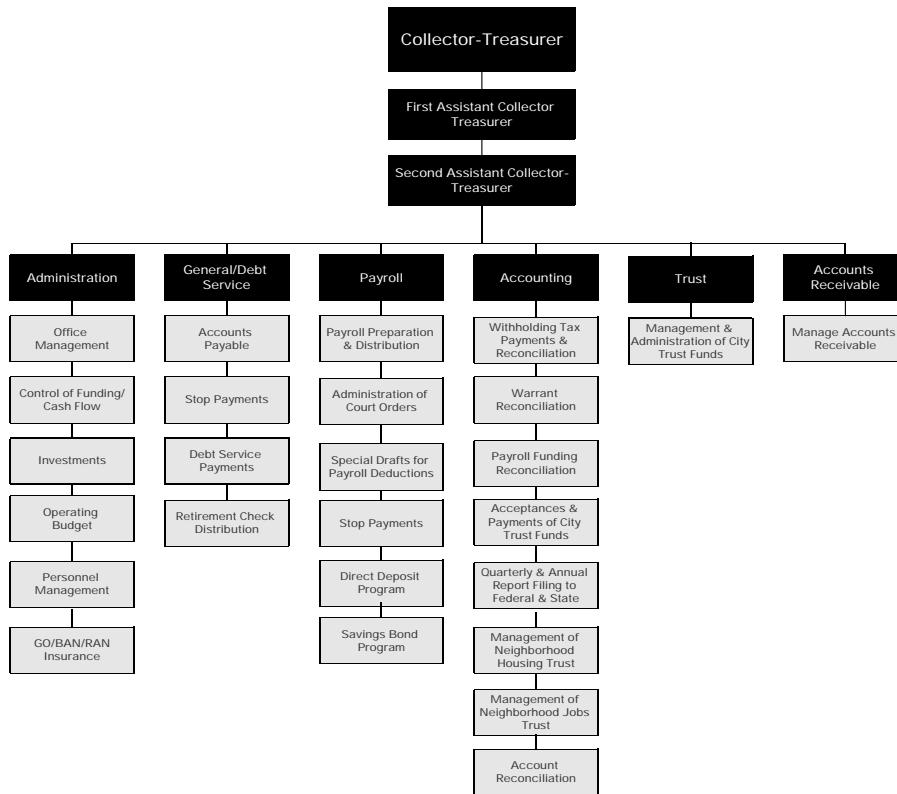
## **FY10 Performance Strategies**

- To manage debt issuance.
- To monitor the City return on Trust Fund investments.
- To optimize the return on invested City funds.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Treasury Administration	713,945	815,031	599,322	524,575
	General Service/Debt Service	322,239	340,425	334,865	251,298
	Payroll	425,195	399,890	459,105	421,951
	Treasury Accounting	303,712	200,066	244,990	232,189
	Accounts Receivable	240,174	318,476	414,205	415,231
	Trust	69	14,998	0	0
	<b>Total</b>	<b>2,005,334</b>	<b>2,088,886</b>	<b>2,052,487</b>	<b>1,845,244</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	1,601,612	1,616,472	1,564,625	1,406,382
Non Personnel	403,722	472,414	487,862	438,862
<b>Total</b>	<b>2,005,334</b>	<b>2,088,886</b>	<b>2,052,487</b>	<b>1,845,244</b>

# 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

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	1,592,793	1,604,709	1,550,225	1,391,982	-158,243
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	8,819	11,763	14,400	14,400	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,601,612</b>	<b>1,616,472</b>	<b>1,564,625</b>	<b>1,406,382</b>	<b>-158,243</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	21,515	26,783	23,062	23,062	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	9,226	13,460	19,050	19,050	0
52800 Transportation of Persons	4	0	1,000	0	-1,000
52900 Contracted Services	84,589	144,527	148,350	100,350	-48,000
<b>Total Contractual Services</b>	<b>115,334</b>	<b>184,770</b>	<b>191,462</b>	<b>142,462</b>	<b>-49,000</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	265,862	277,104	286,300	286,300	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
<b>Total Supplies &amp; Materials</b>	<b>265,862</b>	<b>277,104</b>	<b>286,300</b>	<b>286,300</b>	<b>0</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	7,561	10,540	10,100	10,100	0
<b>Total Current Chgs &amp; Oblig</b>	<b>7,561</b>	<b>10,540</b>	<b>10,100</b>	<b>10,100</b>	<b>0</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	14,965	0	0	0	0
<b>Total Equipment</b>	<b>14,965</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>2,005,334</b>	<b>2,088,886</b>	<b>2,052,487</b>	<b>1,845,244</b>	<b>-207,243</b>

# Division Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Collector-Treasurer	CDH	NG	1.00	141,662	Asst Corp Counsel V	EXM	10	1.00	97,950
Adm._Secretary	SU4	17	1.00	65,047	Exec Sec (Treasury/Trust)	SE1	09	1.00	90,547
Prin Accountant	SU4	16	8.00	441,849	Supv_Accounting	SE1	08	5.00	421,525
First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	118,969	PrinAdminAsst(Treas/Treas)	SE1	06	1.00	70,199
Adm.Anlst.	SU4	14	1.00	49,466	Sr Adm Anl	SE1	06	1.00	70,199
Exec Asst (Treas/Trea)	SE1	11	1.00	103,959	Exec Asst(Treasury)	SE1	06	1.00	70,199
Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	97,950	Sr_Adm_Asst	SE1	05	3.00	193,253
Second Asst Coll-Trs	SE1	10	1.00	97,950	AdminAsst(Trs/Col)	SE1	04	1.00	54,288
<b>Total</b>								<b>29</b>	<b>2,185,012</b>
<b>Adjustments</b>									
Differential Payments									0
Other									15,335
Chargebacks									-780,138
Salary Savings									-28,227
<b>FY10 Total Request</b>									<b>1,391,982</b>



# Program 1. Treasury Administration

*Vivian M. Leo, Manager Organization: 138100*

## ***Program Description***

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

## ***Program Strategies***

- To manage debt issuance.
- To optimize the return on invested City funds.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Average return on city investments	5.4%	4.4%	2.0%	1.2%
Bank statements analyzed	12	12	12	12
GO, BAN/RAN, refundings, lease financings	3	4	3	3

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	588,465	630,423	409,176	382,429
Non Personnel	125,480	184,608	190,146	142,146
<b><i>Total</i></b>	<b><i>713,945</i></b>	<b><i>815,031</i></b>	<b><i>599,322</i></b>	<b><i>524,575</i></b>

# Program 2. General Service/Debt Service

*Judith Cataldo, Manager Organization: 138200*

## **Program Description**

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

## **Program Strategies**

- To pay all registered interest and registered debt of the City.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of interest and principal paid by the due date	100%	100%	100%	100%
Non-payroll payments prepared monthly	10,433	10,724	21,120	18,000

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	243,526	276,232	267,350	183,783
Non Personnel	78,713	64,193	67,515	67,515
<b>Total</b>	<b>322,239</b>	<b>340,425</b>	<b>334,865</b>	<b>251,298</b>

# Program 3. Payroll

*Priscilla Russell, Manager Organization: 138300*

## ***Program Description***

The Payroll Program issues, on a timely basis, all payroll for City employees. Additionally, the program pays all deductions and garnishments.

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	266,045	237,302	278,909	242,755
Non Personnel	159,150	162,588	180,196	179,196
<b><i>Total</i></b>	<b><i>425,195</i></b>	<b><i>399,890</i></b>	<b><i>459,105</i></b>	<b><i>421,951</i></b>

# Program 4. Treasury 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.

## ***Program Strategies***

- To monitor and reconcile all withheld taxes.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of withheld taxes paid on due date	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	270,844	192,066	233,750	220,949
Non Personnel	32,868	8,000	11,240	11,240
<b><i>Total</i></b>	<b><i>303,712</i></b>	<b><i>200,066</i></b>	<b><i>244,990</i></b>	<b><i>232,189</i></b>

# Program 5. 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.

## Program Strategies

- To increase the number of units utilizing the AR and billing system.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Billable units utilizing the accounts receivable and billing system	18	20	22	23

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	232,663	265,451	375,440	376,466
Non Personnel	7,511	53,025	38,765	38,765
<b>Total</b>	<b>240,174</b>	<b>318,476</b>	<b>414,205</b>	<b>415,231</b>

# Program 6. Trust

*Robert Fleming, 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.

### **Program Strategies**

- To monitor the City return on Trust Fund investments.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Annual Trust Fund investment return	14%	2%	-14%	5%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	69	14,998	0	0
Non Personnel	0	0	0	0
<b>Total</b>	<b>69</b>	<b>14,998</b>	<b>0</b>	<b>0</b>

# Collecting Division Operating Budget

*Lisa Calise Signori, Collector Treasurer Appropriation: 137*

## **Division Mission**

The Collecting Division collects property and excise taxes and fees due to the City using statutorily permitted collection techniques. The Division is also responsible for recording and depositing collections of monies from other City departments with the Treasury Division.

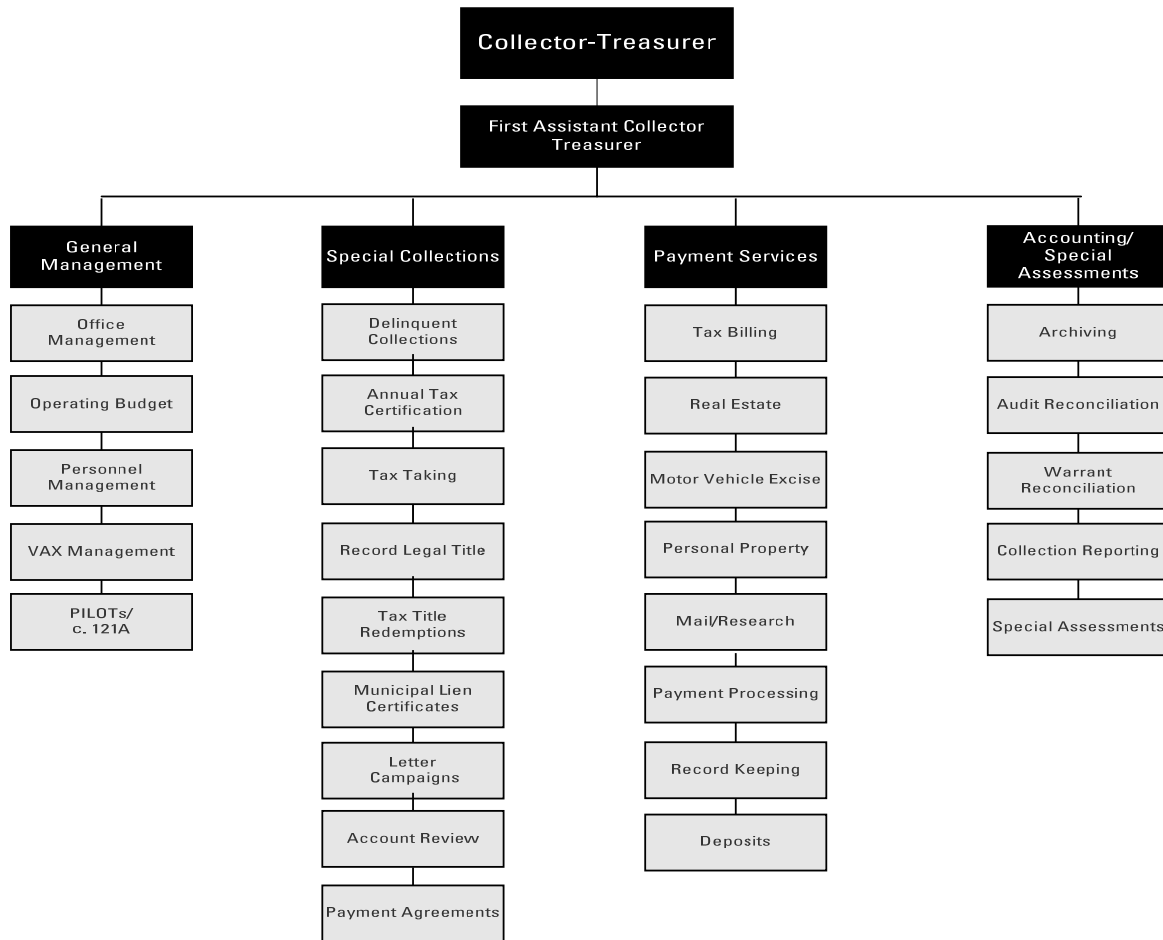
## **FY10 Performance Strategies**

- To conduct monthly account reconciliations between Collecting and Auditing.
- To issue tax bills in compliance with statutory requirements.
- To maximize the collection of current year taxes.
- To maximize the collection of delinquent taxes.
- To prepare an instrument of taking for each delinquent property tax account.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	General Management	458,069	600,594	444,395	379,293
	Special Collections	918,193	1,247,757	1,228,508	619,674
	Payment Services	750,215	581,336	694,965	683,534
	Accounting/Special Assessments	69,978	46,723	107,112	58,958
	<b>Total</b>	<b>2,196,455</b>	<b>2,476,410</b>	<b>2,474,980</b>	<b>1,741,459</b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	1,304,221	1,290,456	1,454,516	1,434,167
Non Personnel	892,234	1,185,954	1,020,464	307,292
<b>Total</b>	<b>2,196,455</b>	<b>2,476,410</b>	<b>2,474,980</b>	<b>1,741,459</b>

# 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

<i>Personnel Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
51000 Permanent Employees	1,265,248	1,257,154	1,422,866	1,402,517	-20,349
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	38,973	33,302	31,650	31,650	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,304,221</b>	<b>1,290,456</b>	<b>1,454,516</b>	<b>1,434,167</b>	<b>-20,349</b>
<i>Contractual Services</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
52100 Communications	27,201	33,599	30,184	29,980	-204
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	3,650	1,774	18,000	16,012	-1,988
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	211,756	202,876	82,480	22,500	-59,980
<b>Total Contractual Services</b>	<b>242,607</b>	<b>238,249</b>	<b>130,664</b>	<b>68,492</b>	<b>-62,172</b>
<i>Supplies &amp; Materials</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	229,762	272,912	231,500	231,500	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	100	100	0
<b>Total Supplies &amp; Materials</b>	<b>229,762</b>	<b>272,912</b>	<b>231,600</b>	<b>231,600</b>	<b>0</b>
<i>Current Chgs &amp; Oblig</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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
54900 Other Current Charges	5,297	67,073	7,200	7,200	0
<b>Total Current Chgs &amp; Oblig</b>	<b>5,297</b>	<b>67,073</b>	<b>7,200</b>	<b>7,200</b>	<b>0</b>
<i>Equipment</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
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	24,735	16,272	0	0	0
<b>Total Equipment</b>	<b>24,735</b>	<b>16,272</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	FY07 Expenditure	FY08 Expenditure	FY09 Appropriation	FY10 Adopted	Inc/Dec 09 vs 10
56200 Special Appropriation	389,833	591,448	651,000	0	-651,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>389,833</b>	<b>591,448</b>	<b>651,000</b>	<b>0</b>	<b>-651,000</b>
<b>Grand Total</b>	<b>2,196,455</b>	<b>2,476,410</b>	<b>2,474,980</b>	<b>1,741,459</b>	<b>-733,521</b>

# Division Personnel

Title	Union Code	Grade	Position	FY10 Salary	Title	Union Code	Grade	Position	FY10 Salary
Sr Programmer	SU4	15	1.00	55,624	Tell.	SU4	13	4.00	161,184
Tax Title Supv	SU4	15	2.00	111,249	Head Clerk	SU4	12	3.00	111,015
Adm_Asst.	SU4	15	1.00	45,880	First Asst Coll-Trs	SE1	11	1.00	103,959
Head Administrative Clerk	SU4	14	1.00	49,466	Supv Accounting	SE1	08	2.00	168,609
Sr Legal Asst	SU4	14	1.00	41,346	Data Proc Sys Analyst 1	SE1	07	1.00	77,135
Dep Collector	SU4	13	6.00	273,601	Prin Admin Asst(Trs/Col)	SE1	06	3.00	188,447
					<b>Total</b>			<b>26</b>	<b>1,387,516</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				15,000
					Chargebacks				0
					Salary Savings				0
					<b>FY10 Total Request</b>				<b>1,402,516</b>

# 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.

## ***Program Strategies***

- To maximize the collection of current year taxes.
- To use enhanced technology to improve service delivery in the Collecting Division.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Current year property tax collection rate	99%	99%	98.8%	99%
PILOT accounts monitored	45	45	44	44
Real estate bill paid online	12,061	17,475	20,297	20,000

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	317,911	328,184	336,791	334,861
Non Personnel	140,158	272,410	107,604	44,432
<b><i>Total</i></b>	<b><i>458,069</i></b>	<b><i>600,594</i></b>	<b><i>444,395</i></b>	<b><i>379,293</i></b>

# 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.

## **Program Strategies**

- To certify subsequent delinquent property taxes to existing tax title accounts.
- To maximize the collection of delinquent taxes.
- To prepare an instrument of taking for each delinquent property tax account.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Annual certification amount	6,313,113	8,313,385	9,574,117	9,000,000
Annual certifications	2,427	2,786	3,309	3,200
Annual tax taking amount	5,745,939	7,790,075	6,246,228	6,000,000
Annual tax takings	2,562	3,349	2,787	2,600
Delinquent motor vehicle excise tax collected	7,470,526	6,928,788	8,019,189	7,000,000
Delinquent personal property taxes collected	919,393	2,818,186	349,482	400,000
Delinquent real estate taxes collected	11,789,398	8,156,882	7,122,512	7,000,000
Municipal lien certificates processed	20,251	16,962	17,474	14,000
Tax title accounts resolved	2,987	3,095	2,709	2,600
Tax title amount collected	12,276,992	16,879,927	16,136,799	14,000,000

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	508,951	510,598	546,084	587,250
Non Personnel	409,242	737,159	682,424	32,424
<b>Total</b>	<b>918,193</b>	<b>1,247,757</b>	<b>1,228,508</b>	<b>619,674</b>

# Program 3. Payment Services

*Ellen Higginbottom, 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.

### **Program Strategies**

- To issue tax bills in compliance with statutory requirements.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
Boat excise bills issued	2,594	2,805	2,314	2,800
Delinquent real estate notices sent	61,407	59,148	58,639	59,000
Personal property tax bills issued	18,653	28,848	22,785	19,600

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	408,815	406,737	470,437	459,006
Non Personnel	341,400	174,599	224,528	224,528
<b>Total</b>	<b>750,215</b>	<b>581,336</b>	<b>694,965</b>	<b>683,534</b>

# Program 4. Accounting/Special Assessments

*Celia Barton, 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.

## **Program Strategies**

- To conduct monthly account reconciliations between Collecting and Auditing.

<i>Performance Measures</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Projected '09</i>	<i>Target '10</i>
% of reports completed by the tenth of the month	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	68,544	44,937	101,204	53,050
Non Personnel	1,434	1,786	5,908	5,908
<b>Total</b>	<b>69,978</b>	<b>46,723</b>	<b>107,112</b>	<b>58,958</b>

# Unemployment Compensation Operating Budget

*Appropriation: 199*

## ***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.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Unemployment Compensation	31,800	12,275	50,000	50,000
	<b><i>Total</i></b>	<b><i>31,800</i></b>	<b><i>12,275</i></b>	<b><i>50,000</i></b>	<b><i>50,000</i></b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	31,800	12,275	50,000	50,000
Non Personnel	0	0	0	0
<b><i>Total</i></b>	<b><i>31,800</i></b>	<b><i>12,275</i></b>	<b><i>50,000</i></b>	<b><i>50,000</i></b>





# Workers' Compensation Fund Operating Budget

*Appropriation: 341*

## ***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.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '07</i>	<i>Total Actual '08</i>	<i>Total Approp '09</i>	<i>Total Budget '10</i>
	Workers' Compensation Fund	2,913,872	2,199,701	1,900,000	1,900,000
	<b><i>Total</i></b>	<b><i>2,913,872</i></b>	<b><i>2,199,701</i></b>	<b><i>1,900,000</i></b>	<b><i>1,900,000</i></b>

<i>Selected Service Indicators</i>	<i>Actual '07</i>	<i>Actual '08</i>	<i>Approp '09</i>	<i>Budget '10</i>
Personnel Services	0	0	0	0
Non Personnel	2,913,872	2,199,701	1,900,000	1,900,000
<b><i>Total</i></b>	<b><i>2,913,872</i></b>	<b><i>2,199,701</i></b>	<b><i>1,900,000</i></b>	<b><i>1,900,000</i></b>