

# Administration & Finance

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# Administration & Finance

Emme Handy, Chief Financial Officer & Collector-Treasurer

## Cabinet Mission

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

Operating Budget	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
Administration & Finance	1,205,918	757,336	1,737,927	1,272,150
Assessing Department	7,190,084	7,150,524	7,746,305	7,718,365
Auditing Department	2,680,026	2,735,312	2,947,262	2,828,291
Budget Management	2,811,864	2,702,650	3,541,745	3,270,970
Execution of Courts	19,513,268	18,233,939	5,000,000	5,000,000
Health Insurance	210,986,298	212,029,308	221,381,299	216,096,323
Human Resources	4,251,958	4,694,941	5,849,712	5,970,601
Labor Relations	1,250,129	1,122,845	1,465,905	1,459,896
Medicare Payments	9,815,432	10,673,357	11,200,000	11,200,000
Pensions & Annuities - City	3,636,293	3,699,484	4,100,000	3,900,000
Pensions & Annuities - County	30,129	13,147	100,000	0
Procurement	1,658,909	1,736,213	1,888,611	1,859,992
Registry Division	957,564	1,116,385	1,109,488	1,086,639
Treasury Department	5,216,097	20,169,845	19,800,186	4,576,638
Unemployment Compensation	0	0	350,000	350,000
Workers' Compensation Fund	1,385,669	1,618,544	2,200,000	2,000,000
<b>Total</b>	<b>272,589,638</b>	<b>288,453,830</b>	<b>290,418,440</b>	<b>268,589,865</b>

External Funds Expenditures	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
Auditing Department	70,295	15,000	215,477	218,394
Budget Management	0	0	24,203,649	106,647,710
Treasury Department	8,150,478	3,203,698	25,512,150	26,300,000
<b>Total</b>	<b>8,220,773</b>	<b>3,218,698</b>	<b>49,931,276</b>	<b>133,166,104</b>



# Administration & Finance Operating Budget

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

## Department Mission

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Administration & Finance	1,205,918	757,336	1,737,927	1,272,150
	<b>Total</b>	<b>1,205,918</b>	<b>757,336</b>	<b>1,737,927</b>	<b>1,272,150</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	737,509	660,178	904,344	899,942
	Non Personnel	468,409	97,158	833,583	372,208
	<b>Total</b>	<b>1,205,918</b>	<b>757,336</b>	<b>1,737,927</b>	<b>1,272,150</b>

# Administration & Finance Operating Budget

Administration &  
Finance



**Description of Services**

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



# Department History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	737,509	655,018	904,344	872,567	-31,777
51100 Emergency Employees	0	5,160	0	27,375	27,375
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>737,509</b>	<b>660,178</b>	<b>904,344</b>	<b>899,942</b>	<b>-4,402</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	14,699	15,356	16,500	16,500	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	626	807	500	500	0
52800 Transportation of Persons	704	1,027	575	700	125
52900 Contracted Services	448,682	76,882	811,500	350,000	-461,500
<b>Total Contractual Services</b>	<b>464,711</b>	<b>94,072</b>	<b>829,075</b>	<b>367,700</b>	<b>-461,375</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	338	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	1,702	1,307	2,000	2,000	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>2,040</b>	<b>1,307</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	1,658	1,779	2,508	2,508	0
<b>Total Current Chgs &amp; Oblig</b>	<b>1,658</b>	<b>1,779</b>	<b>2,508</b>	<b>2,508</b>	<b>0</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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
<b>Total Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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>1,205,918</b>	<b>757,336</b>	<b>1,737,927</b>	<b>1,272,150</b>	<b>-465,777</b>

# Department Personnel

Title	Union Code	Grade	Position	FY21 Salary	Title	Union Code	Grade	Position	FY21 Salary
Admin Assistant	EXM	05	1.00	80,858	Prin Admin Asst (Fin Cabinet)	EXM	10	1.00	87,958
Chief of Staff	EXM	NG	1.00	107,394	Project Manager, Alternative Financing	EXM	10	1.00	119,459
Data Proc Systems Analyst	EXM	06	1.00	88,116	Special Assistant	EXM	08	1.00	73,198
Director Administrative Services	CDH	NG	1.00	178,155	Special Advisor	EXM	10	1.00	122,950
					Staff Asst III	MYO	07	1.00	60,291
					<b>Total</b>			<b>9</b>	<b>918,379</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				64,600
					Chargebacks				0
					Salary Savings				-110,413
					<b>FY21 Total Request</b>				<b>872,566</b>

# Program 1. Administration & Finance

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

**Program Description**

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	737,509	660,178	904,344	899,942
Non Personnel	468,409	97,158	833,583	372,208
<b>Total</b>	<b>1,205,918</b>	<b>757,336</b>	<b>1,737,927</b>	<b>1,272,150</b>



# Assessing Department Operating Budget

Nicholas Ariniello, Interim Commissioner, Appropriation 136000

## Department Mission

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

## Selected Performance Goals

### Assessing Operations

- To review abatement applications in a timely manner.

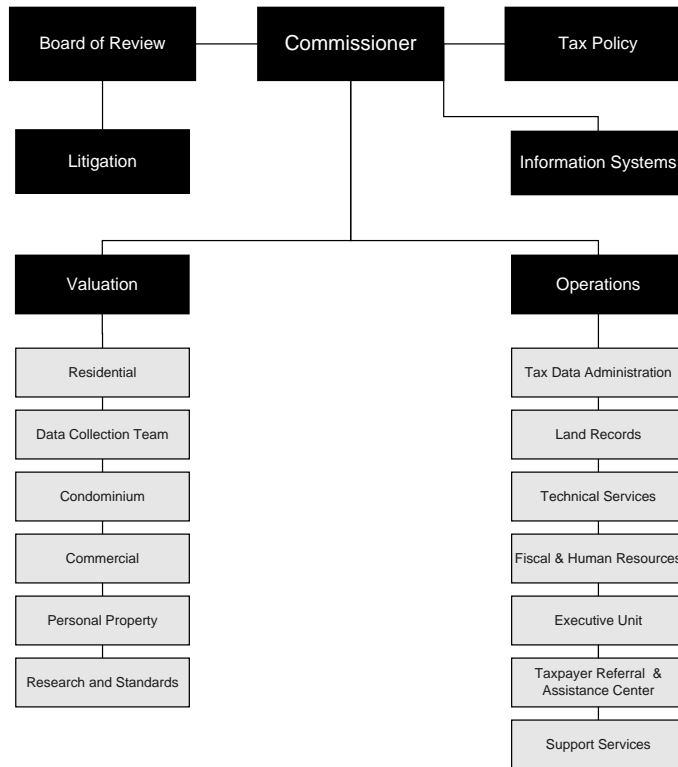
### Executive

- To resolve taxpayer inquiries responsively and quickly.

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Operations	2,319,571	2,403,289	2,456,206	2,602,011
	Valuation	3,566,167	3,572,662	3,915,437	3,770,517
	Executive	1,304,346	1,174,573	1,374,662	1,345,837
	<b>Total</b>	<b>7,190,084</b>	<b>7,150,524</b>	<b>7,746,305</b>	<b>7,718,365</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	6,493,323	6,300,224	7,120,085	6,926,345
	Non Personnel	696,761	850,300	626,220	792,020
	<b>Total</b>	<b>7,190,084</b>	<b>7,150,524</b>	<b>7,746,305</b>	<b>7,718,365</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

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	6,393,929	6,263,600	7,110,085	6,906,345	-203,740
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	6,223	30,853	10,000	20,000	10,000
51600 Unemployment Compensation	0	5,771	0	0	0
51700 Workers' Compensation	93,171	0	0	0	0
<b>Total Personnel Services</b>	<b>6,493,323</b>	<b>6,300,224</b>	<b>7,120,085</b>	<b>6,926,345</b>	<b>-193,740</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	37,306	46,750	40,000	40,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	9,384	12,603	18,100	18,100	0
52800 Transportation of Persons	15,899	18,866	20,000	18,000	-2,000
52900 Contracted Services	412,981	499,336	377,400	426,500	49,100
<b>Total Contractual Services</b>	<b>475,570</b>	<b>577,555</b>	<b>455,500</b>	<b>502,600</b>	<b>47,100</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
53000 Auto Energy Supplies	100	128	720	720	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	54,951	62,567	46,000	108,000	62,000
53700 Clothing Allowance	12,750	12,000	14,000	14,000	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>67,801</b>	<b>74,695</b>	<b>60,720</b>	<b>122,720</b>	<b>62,000</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	19,707	452	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	78,781	111,611	110,000	166,700	56,700
<b>Total Current Chgs &amp; Oblig</b>	<b>98,488</b>	<b>112,063</b>	<b>110,000</b>	<b>166,700</b>	<b>56,700</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	54,902	85,987	0	0	0
<b>Total Equipment</b>	<b>54,902</b>	<b>85,987</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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>7,190,084</b>	<b>7,150,524</b>	<b>7,746,305</b>	<b>7,718,365</b>	<b>-27,940</b>

# Department Personnel

Title	Union Code	Grade	Position	FY21 Salary	Title	Union Code	Grade	Position	FY21 Salary
121A Manager, BOR	EXM	10	1.00	87,958	Director of Technical Services	SE1	11	1.00	113,838
Adm Asst	SU4	15	5.00	334,544	Director of Valuation	EXM	12	1.00	135,428
Adm.Anlst.	SU4	14	10.00	552,164	Exec Asst	EXM	11	1.00	96,280
Adminis.Assistant	SU4	16	3.00	189,648	Exec Asst (Asn)	EXM	10	1.00	122,950
Asst Assessor	AFL	16A	6.00	357,555	Manager, Litigation Support	EXM	10	1.00	122,950
Asst Assessor (Trainee II)	AFL	14	4.00	182,913	Member-Bd of Review	EXM	NG	1.00	95,771
Asst Assessor (Trainee III)	AFL	15A	2.00	104,775	Office Manager (ASN)	SU4	16	3.00	229,342
Commissioner (ASN)	CDH	NG	1.00	155,426	Operations Manager, BOR	EXM	12	1.00	106,544
Dir Human Resources Assessing	EXM	08	1.00	105,822	Prin Admin Assistant	SE1	08	4.00	425,688
Dir of Information Systems	SE1	11	1.00	133,756	Prin_Admin Asst	SE1	09	3.00	307,994
Dir of Personal Property	EXM	09	1.00	113,658	Property Utilization Officer	SE1	06	1.00	81,899
Dir of Tax Policy	EXM	10	1.00	87,958	Sr Adm Analyst	SE1	06	5.00	414,843
Dir-Assessing Services	SE1	07	7.00	636,126	Sr Assessing Draftsperson	AFJ	18A	2.00	185,121
Director of Oper	EXM	13	1.00	140,945	Sr Data Proc Sys Analyst	SE1	08	2.00	201,168
Director of Research	EXM	10	1.00	119,459	Sr Research Analyst (Asn)	SU4	18	4.00	308,861
					Supv-Asst Assessors	AFL	18	10.00	863,162
					<b>Total</b>			<b>86</b>	<b>7,114,546</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				46,000
					Chargebacks				0
					Salary Savings				-254,201
					<b>FY21 Total Request</b>				<b>6,906,345</b>



# Program 1. Operations

**Emmanuel Dikibo, Manager, Organization 136100**

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	2,085,918	2,144,763	2,304,936	2,369,391
Non Personnel	233,653	258,526	151,270	232,620
<b>Total</b>	<b>2,319,571</b>	<b>2,403,289</b>	<b>2,456,206</b>	<b>2,602,011</b>

## Performance

**Goal:** To review abatement applications in a timely manner

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% of residential exemption applications processed within 15 days	100%	100%	100%	100%
Residential exemption applications reviewed within 15 days	8,319	9,315	9,396	8,700

# Program 2. Valuation

John Tagliatela, Manager, Organization 136200

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	3,242,260	3,114,275	3,646,437	3,411,817
Non Personnel	323,907	458,387	269,000	358,700
<b>Total</b>	<b>3,566,167</b>	<b>3,572,662</b>	<b>3,915,437</b>	<b>3,770,517</b>

# Program 3. Executive

Nicholas Ariniello, Commissioner, Organization 136300

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	1,165,145	1,041,186	1,168,712	1,145,137
Non Personnel	139,201	133,387	205,950	200,700
<b>Total</b>	<b>1,304,346</b>	<b>1,174,573</b>	<b>1,374,662</b>	<b>1,345,837</b>

## Performance

**Goal:** To resolve taxpayer inquiries responsively and quickly

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
# of calls to the Taxpayer Referral & Assistance Center (TRAC)	36,934	33,203	10,772	30,000
% of calls to TRAC answered within 3 minutes	100%	100%	100%	100%
% of public requests to Commissioner's office addressed within 2 days	100%	100%	100%	100%
Public request received	980	948	2,142	1,300



# Auditing Department Operating Budget

Maureen Ann Joyce, City Auditor, Appropriation 131000

## Department Mission

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

### Selected Performance Goals

#### Accounting

- Ensure Stability of Financial Reporting.

#### Grants Monitoring

- Ensure Stability of Financial Reporting.

#### Accounts Payable

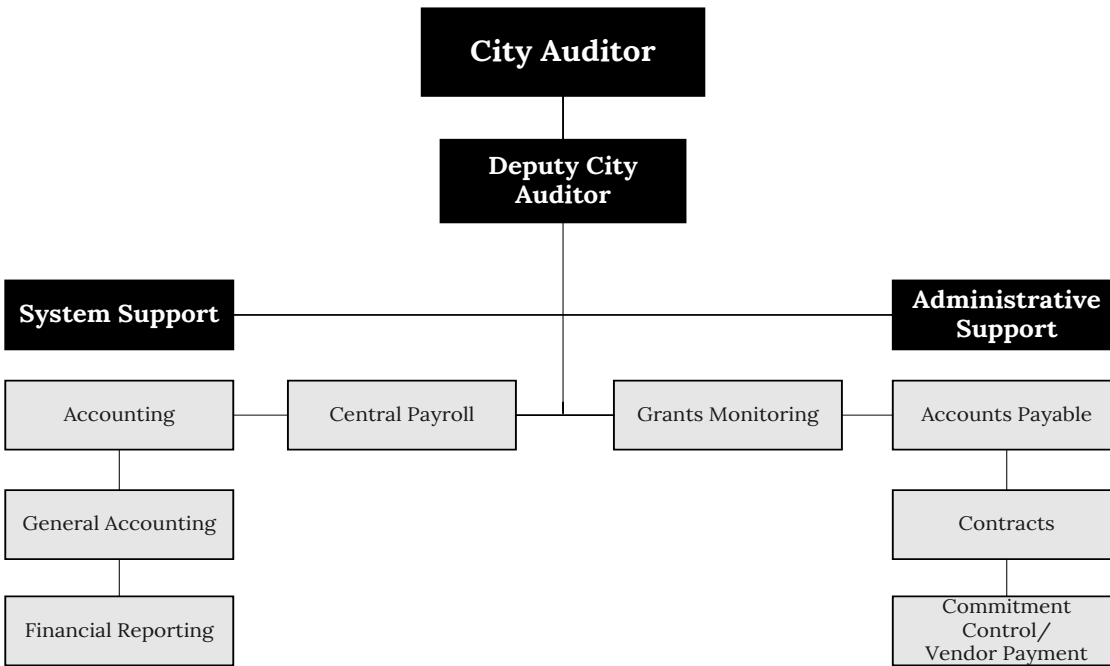
- % contracts routed within 3 days of receipt.
- % procurement documents approved within 3 days.
- % vendor invoices processed within 5 days.
- Improvement through the use of technology & resources to manage the City's Accounts Payable.

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Administration	437,220	441,154	567,754	583,921
	Accounting	754,429	741,514	786,014	797,333
	Central Payroll	562,140	632,572	615,469	624,719
	Grants Monitoring	198,473	265,563	158,436	166,864
	Accounts Payable	727,764	654,509	819,589	655,454
	<b>Total</b>	<b>2,680,026</b>	<b>2,735,312</b>	<b>2,947,262</b>	<b>2,828,291</b>

External Funds Budget	Fund Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	ARRA - Earned Indirect	0	0	0	0
	BAIS Financials Upgrade	0	0	0	0
	Earned Indirect	70,295	15,000	215,477	218,394
	FEMA Disaster Recovery Asst	0	0	0	0
	<b>Total</b>	<b>70,295</b>	<b>15,000</b>	<b>215,477</b>	<b>218,394</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	2,549,951	2,629,117	2,861,030	2,738,216
	Non Personnel	130,075	106,195	86,232	90,075
	<b>Total</b>	<b>2,680,026</b>	<b>2,735,312</b>	<b>2,947,262</b>	<b>2,828,291</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

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	2,453,556	2,564,853	2,851,030	2,728,216	-122,814
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	52,296	64,264	10,000	10,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	44,099	0	0	0	0
<b>Total Personnel Services</b>	<b>2,549,951</b>	<b>2,629,117</b>	<b>2,861,030</b>	<b>2,738,216</b>	<b>-122,814</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	2,411	4,419	2,413	7,252	4,839
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	7,269	5,657	6,708	6,420	-288
52800 Transportation of Persons	7,310	13,651	12,461	7,707	-4,754
52900 Contracted Services	30,875	12,320	9,755	13,971	4,216
<b>Total Contractual Services</b>	<b>47,865</b>	<b>36,047</b>	<b>31,337</b>	<b>35,350</b>	<b>4,013</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	5,816	8,368	9,003	9,002	-1
53700 Clothing Allowance	2,500	2,250	2,500	2,500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	63	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>8,379</b>	<b>10,618</b>	<b>11,503</b>	<b>11,502</b>	<b>-1</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	11,512	946	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	32,629	58,584	39,443	40,274	831
<b>Total Current Chgs &amp; Oblig</b>	<b>44,141</b>	<b>59,530</b>	<b>39,443</b>	<b>40,274</b>	<b>831</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	29,690	0	3,949	2,949	-1,000
<b>Total Equipment</b>	<b>29,690</b>	<b>0</b>	<b>3,949</b>	<b>2,949</b>	<b>-1,000</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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>2,680,026</b>	<b>2,735,312</b>	<b>2,947,262</b>	<b>2,828,291</b>	<b>-118,971</b>

# Department Personnel

Title	Union Code	Grade	Position	FY21 Salary	Title	Union Code	Grade	Position	FY21 Salary
Admin Analyst (Aud.)	SE1	04	3.00	199,517	Prin. Admin Assistant	SE1	08	2.00	216,054
Admin Asst.	SE1	05	1.00	71,744	Senior Admin Asst.	SE1	07	1.00	99,243
Asst. City Auditor	SE1	09	2.00	210,632	Sr. Accountant	SU4	13	4.00	227,252
Asst. Prin. Accountant	SU4	14	2.00	102,269	Sr. Adm. An(SpProjStff)(Aud)	SE1	06	4.00	336,486
City Auditor	CDH	NG	1.00	160,439	Sr. Adm. Analyst	SE1	06	1.00	90,319
Dep City Auditor	EXM	11	1.00	125,036	Sr. Data Proc Sys An(Budget)	SE1	09	1.00	116,500
Head Account Clerk	SU4	12	3.00	146,779	Sr. Research Analyst	SE1	03	3.00	205,794
Prin. Admin Asst.	SE1	10	2.00	252,048	Sr. ResAn(GrantsUnit)(Aud)	SE1	03	1.00	68,041
Prin. Admin Analyst (Aud.)	SE1	07	2.00	190,859	Supv-Acctng (TransDiv)(Aud)	SE1	05	1.00	82,880
					Supv-Acctng (Auditing)	SE1	05	2.00	157,804
					<b>Total</b>			<b>37</b>	<b>3,059,696</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				30,810
					Chargebacks				-218,394
					Salary Savings				-143,896
					<b>FY21 Total Request</b>				<b>2,728,216</b>



# External Funds History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	0	0	215,477	218,394	2,917
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	0	0	0	0
51500 Pension & Annuity	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	0	0	0	0	0
Total Personnel Services	0	0	215,477	218,394	2,917
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	70,295	0	0	0	0
Total Contractual Services	70,295	0	0	0	0
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	0	0	0	0	0
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	0	15,000	0	0	0
Total Current Chgs & Oblig	0	15,000	0	0	0
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
Total Equipment	0	0	0	0	0
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	70,295	15,000	215,477	218,394	2,917

# Program 1. Administration

Maureen Joyce, *Manager*, Organization 131100

### Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	376,592	421,102	559,539	569,983
Non Personnel	60,628	20,052	8,215	13,938
<b>Total</b>	<b>437,220</b>	<b>441,154</b>	<b>567,754</b>	<b>583,921</b>

# Program 2. Accounting

Licia C. Lima-Pires, Manager, Organization 131200

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	706,764	682,002	741,505	753,871
Non Personnel	47,665	59,512	44,509	43,462
<b>Total</b>	<b>754,429</b>	<b>741,514</b>	<b>786,014</b>	<b>797,333</b>

## Performance

**Goal:** Ensure Stability of Financial Reporting

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% of Financial Audit Work Completed	100%	100%	100%	100%
% of New GASB Standards Implemented	100%	100%	100%	100%
Financial Audit Completion	1	1	1	1

# Program 3. Central Payroll

MacDonnell, Mark J., Manager, Organization 131300

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	556,857	626,720	605,738	615,701
Non Personnel	5,283	5,852	9,731	9,018
<b>Total</b>	<b>562,140</b>	<b>632,572</b>	<b>615,469</b>	<b>624,719</b>

# Program 4. Grants Monitoring

Scott Finn, Manager, Organization 131400

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	195,700	261,870	151,022	162,459
Non Personnel	2,773	3,693	7,414	4,405
<b>Total</b>	<b>198,473</b>	<b>265,563</b>	<b>158,436</b>	<b>166,864</b>

## Performance

**Goal:** Ensure Stability of Financial Reporting

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% of Single Audit Completion	100%	100%	100%	100%
% of Single Audit Work Completed	100%	100%	100%	100%

# Program 5. Accounts Payable

Naveen Reddy, Manager, Organization 131500

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	714,038	637,423	803,226	636,202
Non Personnel	13,726	17,086	16,363	19,252
<b>Total</b>	<b>727,764</b>	<b>654,509</b>	<b>819,589</b>	<b>655,454</b>

## Performance

**Goal:** % contracts routed within 3 days of receipt

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% contracts routed within 3 days of receipt	87.4%	70.8%	77%	85%

**Goal:** % procurement documents approved within 3 days

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% procurement documents approved within 3 days	93.3%	93%	91%	95%

**Goal:** % vendor invoices processed within 5 days

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% vendor invoices processed within 5 days	99.4%	99%	100%	100%

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

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% of Standard Contracts Completed On-Line	66.2%	41%	50%	50%

# External Funds Projects

## BAIS Financials Upgrade

### **Project Mission**

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

## Earned Indirect

### **Project Mission**

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





# Budget Management Operating Budget

Justin Sterritt, Director, Appropriation 141000

## Department Mission

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

## Selected Performance Goals

### Budget & Management

- Improve use of limited city resources.

### Revenue Monitoring

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

### Capital Budgeting

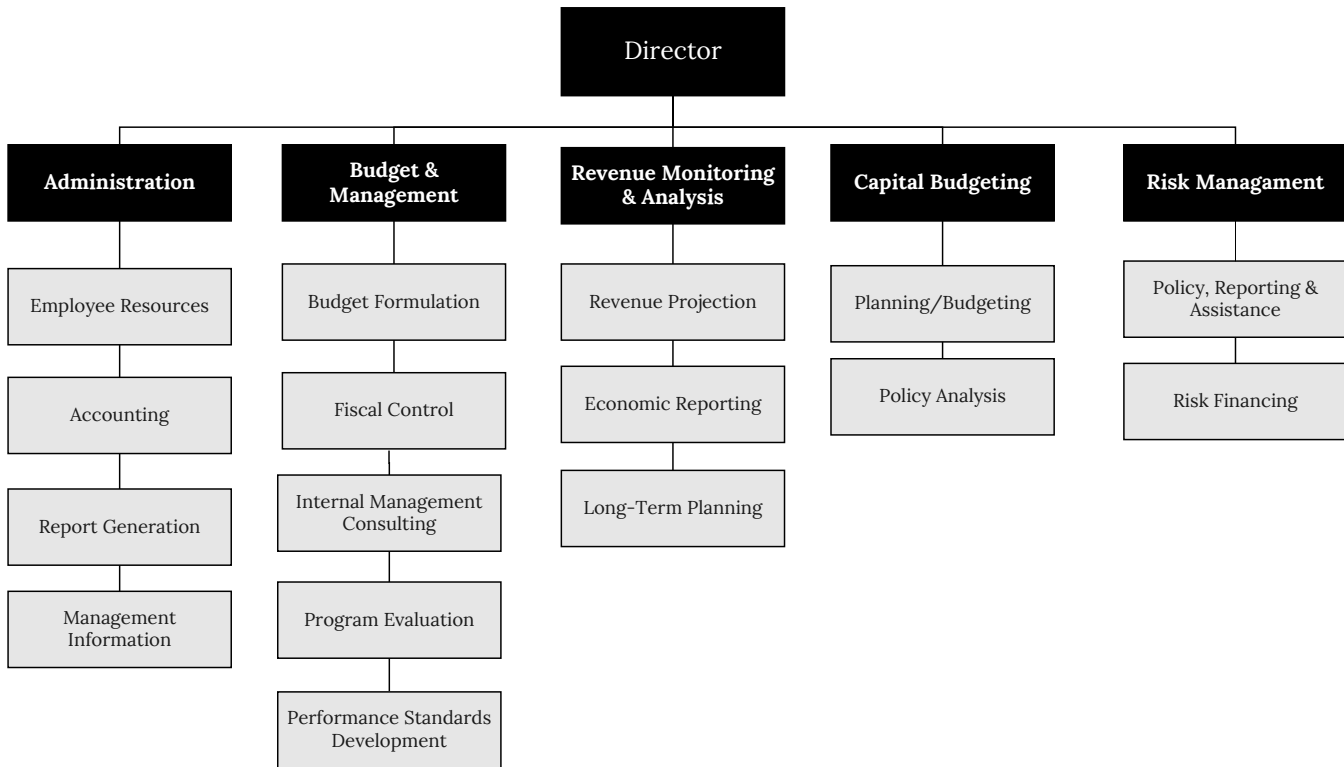
- Improve use of limited city resources.

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Budget Administration	1,282,996	1,298,242	1,022,001	987,170
	Budget & Management	671,926	721,157	1,118,633	955,420
	Revenue Monitoring	228,519	152,799	749,497	721,860
	Capital Budgeting	451,081	352,578	453,580	411,015
	Risk Management	177,342	177,874	198,034	195,505
	<b>Total</b>	<b>2,811,864</b>	<b>2,702,650</b>	<b>3,541,745</b>	<b>3,270,970</b>

External Funds Budget	Fund Name	Actual '18	Actual '19	Approp '20	Budget '21
	CARES- Coronavirus Relief Fund	0	0	14,203,649	106,647,710
	FEMA- Coronavirus Response	0	0	10,000,000	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>24,203,649</b>	<b>106,647,710</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	2,197,175	2,149,392	2,444,815	2,460,680
	Non Personnel	614,689	553,258	1,096,930	810,290
	<b>Total</b>	<b>2,811,864</b>	<b>2,702,650</b>	<b>3,541,745</b>	<b>3,270,970</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

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	2,174,229	2,130,420	2,406,815	2,422,680	15,865
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	22,946	18,972	38,000	38,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,197,175</b>	<b>2,149,392</b>	<b>2,444,815</b>	<b>2,460,680</b>	<b>15,865</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	1,641	2,902	2,000	4,700	2,700
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	2,009	2,060	3,500	3,500	0
52800 Transportation of Persons	5,249	9,048	6,275	6,000	-275
52900 Contracted Services	477,563	405,724	937,320	652,320	-285,000
<b>Total Contractual Services</b>	<b>486,462</b>	<b>419,734</b>	<b>949,095</b>	<b>666,520</b>	<b>-282,575</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	2,521	3,052	4,100	4,100	0
53700 Clothing Allowance	500	250	500	500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	100	898	1,500	1,500	0
<b>Total Supplies &amp; Materials</b>	<b>3,121</b>	<b>4,200</b>	<b>6,100</b>	<b>6,100</b>	<b>0</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	125,106	124,505	139,335	135,270	-4,065
<b>Total Current Chgs &amp; Oblig</b>	<b>125,106</b>	<b>124,505</b>	<b>139,335</b>	<b>135,270</b>	<b>-4,065</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	3,399	0	0	0
55900 Misc Equipment	0	1,420	2,400	2,400	0
<b>Total Equipment</b>	<b>0</b>	<b>4,819</b>	<b>2,400</b>	<b>2,400</b>	<b>0</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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>2,811,864</b>	<b>2,702,650</b>	<b>3,541,745</b>	<b>3,270,970</b>	<b>-270,775</b>

# Department Personnel

Title	Union Code	Grade	Position	FY21 Salary	Title	Union Code	Grade	Position	FY21 Salary	
Adm Sec	SU4	14	1.00	63,025	Office Operations Mgr (Budget)	SE1	08	1.00	84,941	
Admin Assistant	SU4	16	1.00	61,310	Sr Adm An(SpProjStff)(Aud)	SE1	06	1.00	90,319	
Assistant Director (OBM)	EXM	10	3.00	339,393	Sr Advisor (OBM)	EXM	12	1.00	135,428	
Dep Dir (Capital)	EXM	12	1.00	135,428	Sr Data Proc Sys An(Budget)	SE1	09	1.00	79,904	
Deputy Director (Budget)	EXM	14	1.00	149,334	Sr Finance Manager	EXM	09	1.00	79,904	
Exec Asst (Obpe)	EXM	10	2.00	245,900	Sr Management Analyst	EXM	08	2.00	179,021	
Management Analyst (Obpe)	SE1	06	9.00	672,284	Supervisor of Budgets	CDH	NG	1.00	135,371	
					<b>Total</b>				<b>26</b>	<b>2,451,562</b>
					<b>Adjustments</b>					
					Differential Payments				0	
					Other				18,000	
					Chargebacks				61,307	
					Salary Savings				-108,186	
					<b>FY21 Total Request</b>				<b>2,422,683</b>	

# Program 1. Administration

**Justin Sterritt, Manager, Organization 141100**

**Program Description**

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	814,290	806,809	913,576	880,385
Non Personnel	468,706	491,433	108,425	106,785
<b>Total</b>	<b>1,282,996</b>	<b>1,298,242</b>	<b>1,022,001</b>	<b>987,170</b>

# Program 2. Budget & Management

James M. Williamson, Manager, Organization 141200

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	585,940	718,791	854,333	941,120
Non Personnel	85,986	2,366	264,300	14,300
<b>Total</b>	<b>671,926</b>	<b>721,157</b>	<b>1,118,633</b>	<b>955,420</b>

## Performance

**Goal:** Improve use of limited city resources

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% achieved of savings identified in budget process	76%	81%	62%	100%
% of new investments implemented	92%	87%	84%	100%
New healthcare savings achieved through the Public Employee Committee (PEC)	2.6M	1.5M	0.6M	8.6M

# Program 3. Revenue Monitoring

Mor Zoran, Manager, Organization 141300

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	228,519	152,799	99,197	106,560
Non Personnel	0	0	650,300	615,300
<b>Total</b>	<b>228,519</b>	<b>152,799</b>	<b>749,497</b>	<b>721,860</b>

## Performance

**Goal:** Ensure long-term financial stability

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% by which actual revenues exceed actual expenditures	0.7%	0.7%	0.4%	0.5%

**Goal:** Maximize current and future revenues

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% achieved of new revenue identified in the budget process	140.9%	283%	127%	100%

# Program 5. Capital Budgeting

John Hanlon, Manager, Organization 141500

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	449,636	351,671	452,230	409,665
Non Personnel	1,445	907	1,350	1,350
<b>Total</b>	<b>451,081</b>	<b>352,578</b>	<b>453,580</b>	<b>411,015</b>

## Performance

**Goal:** Improve use of limited city resources

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% of capital plan associated with City planning efforts (Imagine Boston, Build BPS, Go Boston 2030, City Hall)	77.6%	90.5%	90.5%	90.5%



# Program 6. Risk Management

**Lynda Fraley, Manager, Organization 141600**

**Program Description**

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	118,790	119,322	125,479	122,950
Non Personnel	58,552	58,552	72,555	72,555
<b>Total</b>	<b>177,342</b>	<b>177,874</b>	<b>198,034</b>	<b>195,505</b>



# Execution of Courts Operating Budget

**Appropriation 333000**

**Department Mission**

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Execution of Courts	19,513,268	18,233,939	5,000,000	5,000,000
	<b>Total</b>	<b>19,513,268</b>	<b>18,233,939</b>	<b>5,000,000</b>	<b>5,000,000</b>



# Health Insurance Operating Budget

**Appropriation 148000**

**Department Mission**

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Health Insurance	210,986,298	212,029,308	221,381,299	216,096,323
	<b>Total</b>	<b>210,986,298</b>	<b>212,029,308</b>	<b>221,381,299</b>	<b>216,096,323</b>



# Human Resources Operating Budget

Vivian Leonard, Director, Appropriation 142000

## Department Mission

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

## Selected Performance Goals

### Personnel

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

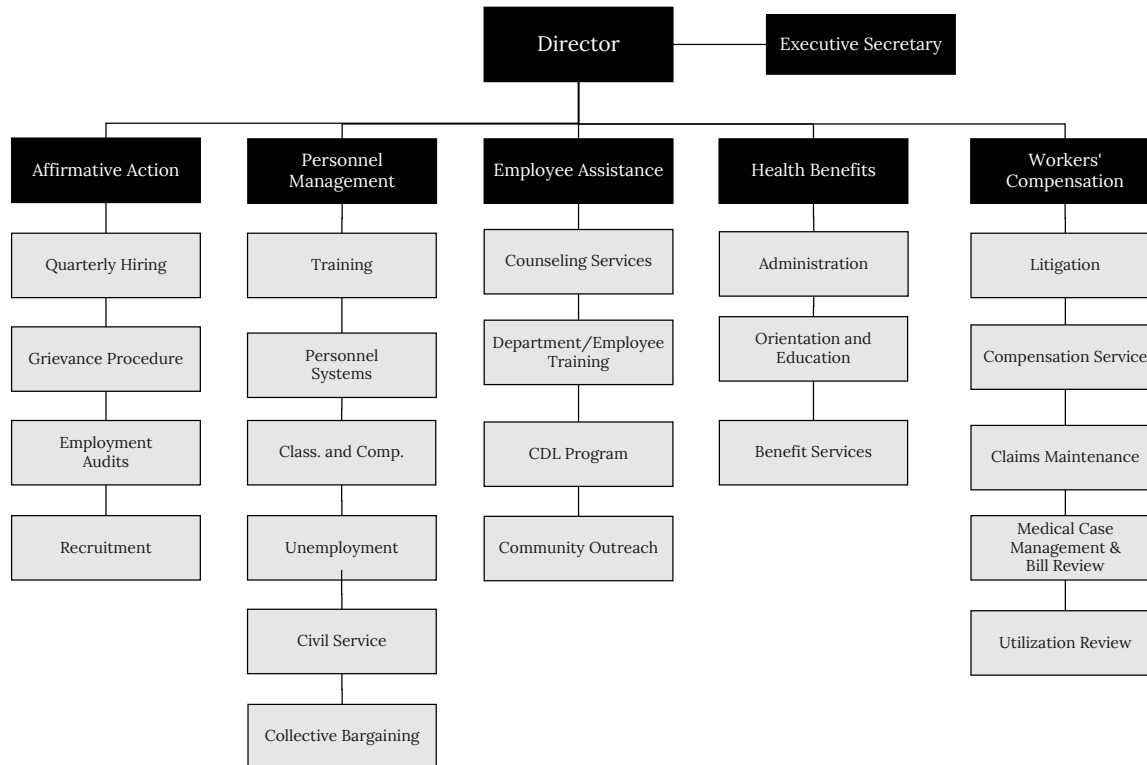
### Affirmative Action

- Increase Diversity in COB Workforce.

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Personnel	2,432,203	2,751,269	3,382,819	3,483,604
	Affirmative Action	31,044	50,971	530,500	527,500
	Health Benefits & Insurance	714,772	842,744	922,880	944,739
	Employee Assistance	272,059	281,134	125,081	138,225
	Workers Comp	801,880	768,823	888,432	876,533
	<b>Total</b>	<b>4,251,958</b>	<b>4,694,941</b>	<b>5,849,712</b>	<b>5,970,601</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	3,478,443	3,578,473	3,957,748	4,132,853
	Non Personnel	773,515	1,116,468	1,891,964	1,837,748
	<b>Total</b>	<b>4,251,958</b>	<b>4,694,941</b>	<b>5,849,712</b>	<b>5,970,601</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

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	3,273,132	3,383,969	3,746,854	3,922,522	175,668
51100 Emergency Employees	185,788	168,574	205,894	205,331	-563
51200 Overtime	4,998	4,774	5,000	5,000	0
51600 Unemployment Compensation	14,525	21,156	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>3,478,443</b>	<b>3,578,473</b>	<b>3,957,748</b>	<b>4,132,853</b>	<b>175,105</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	11,342	15,639	8,175	15,718	7,543
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	5,291	4,051	5,350	5,350	0
52800 Transportation of Persons	9,137	8,380	8,200	9,000	800
52900 Contracted Services	141,509	150,097	674,950	642,100	-32,850
<b>Total Contractual Services</b>	<b>167,279</b>	<b>178,167</b>	<b>696,675</b>	<b>672,168</b>	<b>-24,507</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
53000 Auto Energy Supplies	27	20	2,000	500	-1,500
53200 Food Supplies	937	1,008	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	43,617	46,493	65,180	55,180	-10,000
53700 Clothing Allowance	4,000	3,750	3,750	4,000	250
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>48,581</b>	<b>51,271</b>	<b>70,930</b>	<b>59,680</b>	<b>-11,250</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	166	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	545,446	878,899	1,124,359	1,105,900	-18,459
<b>Total Current Chgs &amp; Oblig</b>	<b>545,612</b>	<b>878,899</b>	<b>1,124,359</b>	<b>1,105,900</b>	<b>-18,459</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	4,690	8,131	0	0	0
55900 Misc Equipment	7,353	0	0	0	0
<b>Total Equipment</b>	<b>12,043</b>	<b>8,131</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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>4,251,958</b>	<b>4,694,941</b>	<b>5,849,712</b>	<b>5,970,601</b>	<b>120,889</b>

# Department Personnel

Title	Union Code	Grade	Position	FY21 Salary	Title	Union Code	Grade	Position	FY21 Salary	
Adm Asst	SU4	15	1.00	70,637	Human Resources Representative	SU4	15	4.00	265,103	
Ass Dir of Investns & Training	EXM	08	1.00	95,206	Intern & Fellowship Program Coord	SE1	06	1.00	90,319	
Assistant Compliance Manager	SE1	06	1.00	66,218	Manager of Class and Comp	SE1	08	1.00	96,280	
Assoc Dir (EAP)	EXM	09	1.00	113,658	Nurse Case Manager	SE1	07	1.00	99,243	
Benefits HRIS Manager	EXM	08	1.00	105,822	Personnel Asst (Ads/Psd)	SU4	17	1.00	82,876	
Dep Chief Staff	EXM	07	1.00	96,823	Policy Analyst & Project Manager	EXM	08	1.00	91,984	
Dir of Employee Asst (EAP)	EXM	12	1.00	123,253	Prin Admin Assistant	SE1	08	3.00	325,404	
Dir of Health Benefits	EXM	12	1.00	123,432	Prin Admin Asst_(ASD)	SE1	07	1.00	66,486	
Dir of Investg & Training(OHR)	EXM	10	1.00	107,931	Principal_Clerk	SU4	10	1.00	50,654	
Dir of Talent Aquisition Mgmt	EXM	10	1.00	122,950	Retiree Benefits Mgr	EXM	08	1.00	105,822	
Director Operations	EXM	12	1.00	103,525	Retiree Benefits Rep	SU4	16	1.00	69,913	
DP Sys Anl	SE1	06	1.00	90,319	Senior Admin Asst	SE1	07	2.00	188,639	
Employee Assistance Clinician	EXM	08	2.00	167,527	Sr Adm Asst (OHR)	SE1	08	2.00	216,936	
Head Account Clerk	SU4	12	4.00	215,366	Sr Adm Asst (WC)	SE1	06	1.00	90,319	
Head Clerk	SU4	12	1.00	56,052	Sr Human Resources Generalist	EXM	09	1.00	79,904	
HR Transformation Director	EXM	NG	1.00	170,467	Sr Personnel Analyst	SE1	07	1.00	80,912	
HRIS Associate Manager	EXM	08	1.00	102,663	Supervisor of Personnel	CDH	NG	1.00	135,371	
Human Resources Generalist	EXM	07	1.00	95,704	Supvising Claims Agent (Asd)	EXM	09	1.00	113,658	
Human Resources HRIS Manager	EXM	10	1.00	122,950	Worker's Compensation Case Mgr	SU4	18	3.00	256,709	
					<b>Total</b>				<b>51</b>	<b>4,657,035</b>
					<b>Adjustments</b>					
					Differential Payments					0
					Other					19,100
					Chargebacks					-578,821
					Salary Savings					-174,795
					<b>FY21 Total Request</b>					<b>3,922,519</b>

# Program 1. Personnel

Vivian Leonard, Manager, Organization 142100

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	1,780,111	1,782,959	2,276,088	2,389,127
Non Personnel	652,092	968,310	1,106,731	1,094,477
<b>Total</b>	<b>2,432,203</b>	<b>2,751,269</b>	<b>3,382,819</b>	<b>3,483,604</b>

## Performance

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

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Days from Job Requisition Posting to Candidate Hire	73	55	68	55

# Program 2. Affirmative Action

Vivian Leonard, Manager, Organization 142200

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	2,494	1,860	0	0
Non Personnel	28,550	49,111	530,500	527,500
<b>Total</b>	<b>31,044</b>	<b>50,971</b>	<b>530,500</b>	<b>527,500</b>

## Performance

**Goal:** Increase Diversity in COB Workforce

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% City Workforce - people of color	37%	39%	39%	40%
% City Workforce - women	30%	31%	29%	32%
% of total promotions - people of color	47%	43%	43%	50%
% of total promotions - women	39%	36%	34%	37%

# Program 3. Health Benefits & Insurance

**Marianna Gil, Manager, Organization 142300**

**Program Description**

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	671,363	793,573	845,325	882,284
Non Personnel	43,409	49,171	77,555	62,455
<b>Total</b>	<b>714,772</b>	<b>842,744</b>	<b>922,880</b>	<b>944,739</b>

# Program 4. Employee Assistance

Wendolyn M. Costello-Cook, Manager, Organization 142400

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	270,604	280,591	122,379	135,673
Non Personnel	1,455	543	2,702	2,552
<b>Total</b>	<b>272,059</b>	<b>281,134</b>	<b>125,081</b>	<b>138,225</b>

# Program 5. Workers Compensation

Kerry Gillian Nero, Manager, Organization 142500

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	753,871	719,490	713,956	725,769
Non Personnel	48,009	49,333	174,476	150,764
<b>Total</b>	<b>801,880</b>	<b>768,823</b>	<b>888,432</b>	<b>876,533</b>





# Labor Relations Operating Budget

Ann Marie Noonan, Director, Appropriation 147000

## Department Mission

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

## Selected Performance Goals

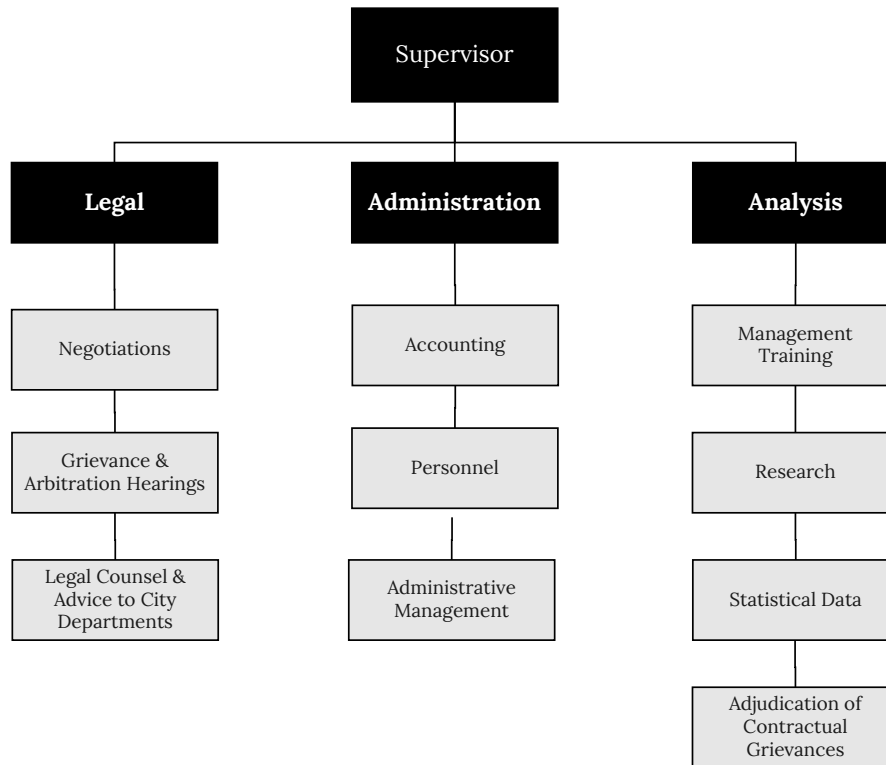
### Labor Relations

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Labor Relations	1,250,129	1,122,845	1,465,905	1,459,896
	<b>Total</b>	<b>1,250,129</b>	<b>1,122,845</b>	<b>1,465,905</b>	<b>1,459,896</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	706,709	768,311	874,341	864,127
	Non Personnel	543,420	354,534	591,564	595,769
	<b>Total</b>	<b>1,250,129</b>	<b>1,122,845</b>	<b>1,465,905</b>	<b>1,459,896</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 19 unions covering 7,200 employees. Additionally, the Office advises City managers and supervisors on labor matters regarding policy issues.

# Department History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	706,709	768,311	874,341	864,127	-10,214
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>706,709</b>	<b>768,311</b>	<b>874,341</b>	<b>864,127</b>	<b>-10,214</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	643	791	1,000	1,750	750
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	1,726	0	1,000	1,000	0
52800 Transportation of Persons	1,956	1,925	2,500	1,800	-700
52900 Contracted Services	502,242	318,656	548,350	552,200	3,850
<b>Total Contractual Services</b>	<b>506,567</b>	<b>321,372</b>	<b>552,850</b>	<b>556,750</b>	<b>3,900</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	3,297	1,727	3,400	3,000	-400
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>3,297</b>	<b>1,727</b>	<b>3,400</b>	<b>3,000</b>	<b>-400</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	25,209	31,435	35,314	36,019	705
<b>Total Current Chgs &amp; Oblig</b>	<b>25,209</b>	<b>31,435</b>	<b>35,314</b>	<b>36,019</b>	<b>705</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	8,347	0	0	0	0
<b>Total Equipment</b>	<b>8,347</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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>1,250,129</b>	<b>1,122,845</b>	<b>1,465,905</b>	<b>1,459,896</b>	<b>-6,009</b>

# Department Personnel

Title	Union Code	Grade	Position	FY21 Salary	Title	Union Code	Grade	Position	FY21 Salary
Asst Corp Counsel III	EXM	08	5.00	456,417	Legal Secretary (OLR)	MYG	17	1.00	55,955
Asst Supv/Labor Relations	EXM	12	1.00	112,116	Office Manager	EXM	06	1.00	84,245
Labor Relations Analyst	EXM	04	1.00	50,384	Supervisor of Labor Relations	CDH	NG	1.00	135,371
<b>Total</b>								<b>10</b>	<b>894,488</b>
<b>Adjustments</b>									
Differential Payments									0
Other									8,250
Chargebacks									0
Salary Savings									-38,611
<b>FY21 Total Request</b>									<b>864,127</b>

# Program 1. Labor Relations

Ann Marie Noonan, Manager, Organization 147100

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	706,709	768,311	874,341	864,127
Non Personnel	543,420	354,534	591,564	595,769
<b>Total</b>	<b>1,250,129</b>	<b>1,122,845</b>	<b>1,465,905</b>	<b>1,459,896</b>

## Performance

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

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
% of city collective bargaining contracts settled	60%	100%	95%	100%



# Medicare Payments Operating Budget

## Appropriation 139000

### Department Mission

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Medicare Payments	9,815,432	10,673,357	11,200,000	11,200,000
	<b>Total</b>	<b>9,815,432</b>	<b>10,673,357</b>	<b>11,200,000</b>	<b>11,200,000</b>





# Pensions & Annuities - City Operating Budget

**Appropriation 374000**

**Department Mission**

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Pensions & Annuities - City	3,636,293	3,699,484	4,100,000	3,900,000
	<b>Total</b>	<b>3,636,293</b>	<b>3,699,484</b>	<b>4,100,000</b>	<b>3,900,000</b>



# Pensions & Annuities - County Operating Budget

**Appropriation 749000**

**Department Mission**

The Pensions and Annuities appropriation funds the County's payments to retired County officials and employees who were not members of the contributory retirement systems. Individuals paid under this system are veterans of World War II, have 30 years of service, and were employed prior to 1939. **\*With no remaining beneficiaries, this budget has terminated in FY21**

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Pensions & Annuities - County	30,129	13,147	100,000	0
	<b>Total</b>	<b>30,129</b>	<b>13,147</b>	<b>100,000</b>	<b>0</b>



# Procurement Operating Budget

Kevin Coyne, Purchasing Agent, Appropriation 143000

## Department Mission

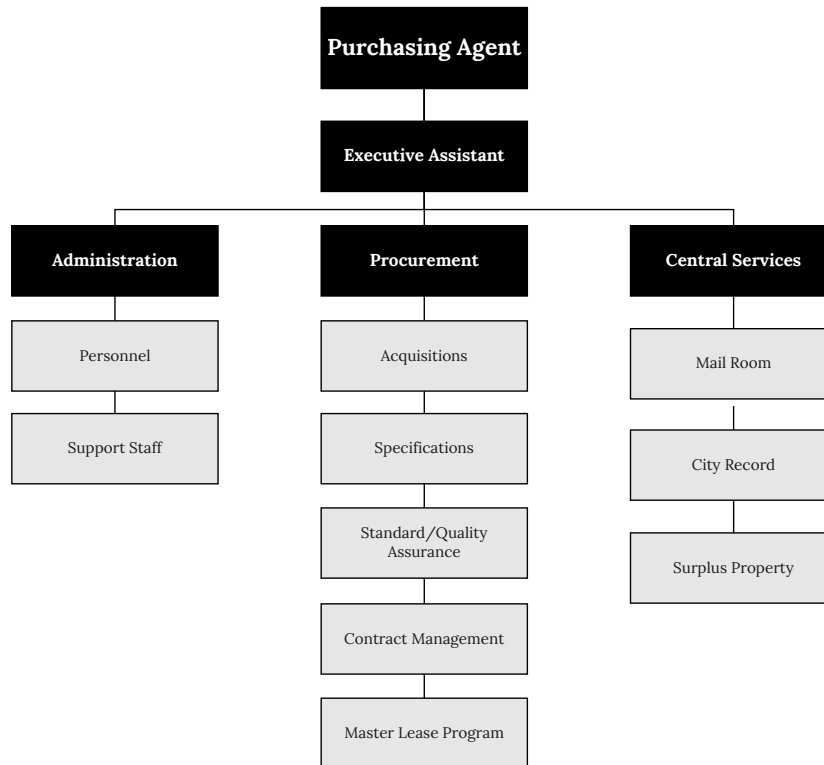
The mission of the Procurement Department is to purchase the best quality products at the lowest possible price and to deliver those products to City departments promptly. The department is also responsible for surplus property, processing mail, providing copier service and publishing the City Record.

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Purchasing Administration	549,633	627,043	823,125	862,647
	Procurement	888,261	940,361	625,348	643,963
	Central Services	221,015	168,809	440,138	353,382
	<b>Total</b>	<b>1,658,909</b>	<b>1,736,213</b>	<b>1,888,611</b>	<b>1,859,992</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	1,545,436	1,679,446	1,756,567	1,767,742
	Non Personnel	113,473	56,767	132,044	92,250
	<b>Total</b>	<b>1,658,909</b>	<b>1,736,213</b>	<b>1,888,611</b>	<b>1,859,992</b>

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

# Department History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	1,544,642	1,676,131	1,756,567	1,767,742	11,175
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	793	687	0	0	N/A
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	2,628	0	0	N/A
<b>Total Personnel Services</b>	<b>1,545,435</b>	<b>1,679,446</b>	<b>1,756,567</b>	<b>1,797,299</b>	<b>11,175</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	3,997	3,942	4,000	4000	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	5,040	0	0	0
52700 Repairs & Service of Equipment	31,308	26,444	30,000	30,000	0
52800 Transportation of Persons	6,474	4,821	4,875	4,875	0
52900 Contracted Services	5,155	7,439	5,544	5,544	0
<b>Total Contractual Services</b>	<b>46,934</b>	<b>47,687</b>	<b>44,419</b>	<b>44,419</b>	<b>0</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	6,455	11,431	9,125	8,525	(600)
53700 Clothing Allowance	3,000	2,750	3,000	3,000	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>9,455</b>	<b>14,181</b>	<b>12,125</b>	<b>11,525</b>	<b>(600)</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	1,030	1,745	0	0	N/A
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	5,504	4,008	0	0	0
<b>Total Current Chgs &amp; Oblig</b>	<b>6,534</b>	<b>5,753</b>	<b>5,500</b>	<b>5,500</b>	<b>0</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	85,246	42,623	0	24,806	24,806
55600 Office Furniture & Equipment	0	8,183	0	0	0
55900 Misc Equipment	0	3,258	0	0	0
<b>Total Equipment</b>	<b>85,246</b>	<b>54,064</b>	<b>0</b>	<b>24,806</b>	<b>24,806</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
56200 Special Appropriation	(34,694)	64,916	70,000	6,000	(64,000)
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>(34,694)</b>	<b>(64,916)</b>	<b>70,000</b>	<b>6000</b>	<b>(64,000)</b>
<b>Grand Total</b>	<b>1,658,911</b>	<b>1,736,215</b>	<b>1,888,611</b>	<b>1,859,992</b>	<b>(28,619)</b>

# Department Personnel

Title	Union Code	Grade	Position	FY21 Salary	Title	Union Code	Grade	Position	FY21 Salary
Admin Analyst	SU4	14	1.00	58,456	Manager - Print/Mail Services	EXM	08	1.00	85,905
Admin Assistant	SU4	15	2.00	141,741	Prin Acct Clerk	SU4	10	1.00	51,197
Admin Assistant	SU4	17	1.00	82,876	Prin Admin Assistant	SE1	08	2.00	216,936
Admin Asst (Asd/Cab)	SE1	05	1.00	82,880	Purchasing Agent	CDH	NG	1.00	115,316
Asst Buyer	SU4	12	1.00	56,052	Sr Adm Analyst	SE1	06	1.00	90,319
Asst Purchasing Agent	SE1	09	2.00	203,063	Sr Adm Asst (WC)	SE1	06	2.00	178,618
Buyer/Purchasing	SU4	16	3.00	227,197	Sr Buyer	SU4	17	2.00	165,753
Mailroom Equipment Operator	SU4	15	1.00	70,870	Sr Data Proc Systems Anl I	SE1	09	1.00	116,5007
					<b>Total</b>			<b>23</b>	<b>1,943,679</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				22,400
					Chargebacks				-82,876
					Salary Savings				-115,462
					<b>FY20 Total Request</b>				<b>1,767,742</b>



# Program 1. Administration

Kevin Coyne, Manager, Organization 143100

**Program Description**

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	536,0081	592,597	803,681	818,814
Non Personnel	13,625	34,447	19,444	43,833
<b>Total</b>	<b>549,633</b>	<b>627,045</b>	<b>823,125</b>	<b>862,647</b>

# Program 2. Procurement

Gerard Bonaceto, Kevin Coyne, Managers, Organization 143200

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	875,214	923,144	547,298	631,067
Non Personnel	13,046	17,217	78,050	12,896
<b>Total</b>	<b>888,260</b>	<b>940,361</b>	<b>625,348</b>	<b>643,963</b>

## Performance

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

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Average time to create contract (days)	15.3	17.63	17	15

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

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Requisition to Purchase Order savings in percents	2.97%	2%	3%	3%

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

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Average Requisition to Purchase Order timeline (days)	8.59	7.33	5.5	5

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

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Supplier Portal Vendor support requests	5,876	6,269	6,500	7,000

# Program 3. Central Services

Kevin Coyne, Manager, Organization 143300

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	134,312	163,705	405,588	317,861
Non Personnel	86,804	5,104	43,550	35,521
<b>Total</b>	<b>221,016</b>	<b>168,809</b>	<b>440,138</b>	<b>353,382</b>



# Registry Division Operating Budget

Patricia A. McMahon, Registrar, Appropriation 163000

## Department Mission

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

## Selected Performance Goals

### Administration

- Expand cross training.

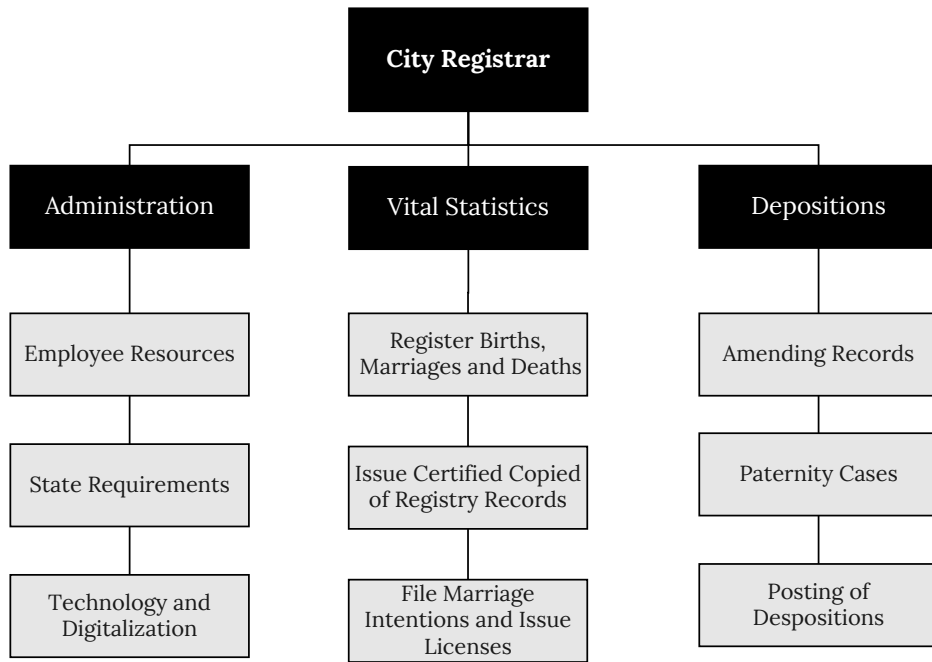
### Vital Statistics

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Administration	288,136	343,168	358,524	396,128
	Vital Statistics	547,678	643,256	611,780	569,913
	Depositions	121,750	129,961	139,184	120,598
	<b>Total</b>	<b>957,564</b>	<b>1,116,385</b>	<b>1,109,488</b>	<b>1,086,639</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	910,382	956,814	1,036,813	985,714
	Non Personnel	47,182	159,571	72,675	100,925
	<b>Total</b>	<b>957,564</b>	<b>1,116,385</b>	<b>1,109,488</b>	<b>1,086,639</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 33,000 new entries and issues more than 100,000 copies of certified records.

# Department History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	910,382	956,814	1,036,813	985,714	-51,099
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>910,382</b>	<b>956,814</b>	<b>1,036,813</b>	<b>985,714</b>	<b>-51,099</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	183	930	3,000	3,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	300	539	2,500	2,500	0
52800 Transportation of Persons	2,183	2,775	2,700	2,700	0
52900 Contracted Services	19,211	120,799	39,645	64,645	25,000
<b>Total Contractual Services</b>	<b>21,877</b>	<b>125,043</b>	<b>47,845</b>	<b>72,845</b>	<b>25,000</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	13,523	23,482	18,240	23,240	5,000
53700 Clothing Allowance	3,250	3,750	3,750	3,750	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	2,490	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>19,263</b>	<b>27,232</b>	<b>21,990</b>	<b>26,990</b>	<b>5,000</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	887	934	1,060	1,090	30
<b>Total Current Chgs &amp; Oblig</b>	<b>887</b>	<b>934</b>	<b>1,060</b>	<b>1,090</b>	<b>30</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	5,155	6,362	1,780	0	-1,780
<b>Total Equipment</b>	<b>5,155</b>	<b>6,362</b>	<b>1,780</b>	<b>0</b>	<b>-1,780</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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>957,564</b>	<b>1,116,385</b>	<b>1,109,488</b>	<b>1,086,639</b>	<b>-22,849</b>

# Department Personnel

Title	Union Code	Grade	Position	FY21 Salary	Title	Union Code	Grade	Position	FY21 Salary	
Admin. Sec	SU4	14	1.00	63,025	Deposition Clerk	SU4	14	2.00	113,991	
Asst. City Registrar	SE1	05	2.00	130,343	First Asst. City Registrar	SE1	07	1.00	93,466	
City Registrar	CDH	NG	1.00	105,288	Prin. Clerk (Vitals/Registry)	SU4	10	12.00	514,657	
					<b>Total</b>				<b>19</b>	<b>1,020,770</b>
					<b>Adjustments</b>					
					Differential Payments				0	
					Other				10,720	
					Chargebacks				0	
					Salary Savings				-45,776	
					<b>FY21 Total Request</b>				<b>985,714</b>	



# Program 1. Administration

Jessica Fumarola, Manager, Organization 163100

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	278,702	325,345	343,224	350,828
Non Personnel	9,434	17,823	15,300	45,300
<b>Total</b>	<b>288,136</b>	<b>343,168</b>	<b>358,524</b>	<b>396,128</b>

## Performance

**Goal:** Expand cross training

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
75% of staff competent in 2 areas	72 %	74%	74%	75%

# Program 2. Vital Statistics

Deron Jackson, Manager, Organization 163200

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	510,934	502,511	555,255	515,138
Non Personnel	36,744	140,745	56,525	54,775
<b>Total</b>	<b>547,678</b>	<b>643,256</b>	<b>611,780</b>	<b>569,913</b>

## Performance

**Goal:** Online Death requests

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Death Certificate requests by mail	17,469	6,978	4,984	3,600
Death Certificates requests at counter	18,234	14,689	19,298	12,500
Deaths registered	7,664	7,700	8,734	7,700

**Goal:** Register new records and issue certified copies

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Birth Certificate requests by mail	14,808	13,519	3,120	2,100
Birth Records registered from Hospitals	19,798	20,429	20,545	20,200
Marriage Certificate requests at counter	10,840	11,547	5,690	5,100
Marriage Certificate requests by mail	3,414	3,883	1,253	480
Marriage Intentions Filed Electronically	5,629	5,160	4,329	5,200

**Goal:** To Automate the certificate request process

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Birth Certificates Request online		7,543	26,244	24,000
Death Certificates Request online		13,443	23,351	16,500

# Program 3. Depositions

Jessica Joyce, Manager, Organization 163300

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	120,746	128,958	138,334	119,748
Non Personnel	1,004	1,003	850	850
<b>Total</b>	<b>121,750</b>	<b>129,961</b>	<b>139,184</b>	<b>120,598</b>

## Performance

**Goal:** Register new records and issue certified copies

Performance Measures	Actual '18	Actual '19	Projected '20	Target '21
Depositions amendments and court orders processed	3,183	3,457	3,501	3,500



# Treasury Department Operating Budget

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

## Department Mission

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

Operating Budget	Division Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Collecting Division	3,286,394	3,227,798	2,700,306	2,591,876
	Treasury Division	1,929,703	16,942,047	17,099,880	1,984,762
	<b>Total</b>	<b>5,216,097</b>	<b>20,169,845</b>	<b>19,800,186</b>	<b>4,576,638</b>

External Funds Budget	Fund Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Community Preservation Act	8,150,478	3,203,698	25,512,150	26,300,000
	<b>Total</b>	<b>8,150,478</b>	<b>3,203,698</b>	<b>25,512,150</b>	<b>26,300,000</b>

Operating Budget		Actual '18	Actual '19	Approp '20	Budget '21
	Personnel Services	3,186,190	3,197,442	3,532,413	3,311,940
	Non Personnel	2,029,907	16,972,403	16,267,773	1,264,698
	<b>Total</b>	<b>5,216,097</b>	<b>20,169,845</b>	<b>19,800,186</b>	<b>4,576,638</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

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	3,124,702	3,151,809	3,489,213	3,268,740	-220,473
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	61,488	45,633	43,200	43,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>3,186,190</b>	<b>3,197,442</b>	<b>3,532,413</b>	<b>3,311,940</b>	<b>-220,473</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	13,689	15,909	17,400	17,400	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	18,515	20,500	27,750	27,250	-500
52800 Transportation of Persons	8,455	12,136	10,175	5,350	-4,825
52900 Contracted Services	178,345	263,640	352,000	350,000	-2,000
<b>Total Contractual Services</b>	<b>219,004</b>	<b>312,185</b>	<b>407,325</b>	<b>400,000</b>	<b>-7,325</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	792,730	755,255	802,698	802,698	0
53700 Clothing Allowance	6,000	5,750	6,500	6,500	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>798,730</b>	<b>761,005</b>	<b>809,198</b>	<b>809,198</b>	<b>0</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	29,860	29,050	31,250	35,500	4,250
<b>Total Current Chgs &amp; Oblig</b>	<b>29,860</b>	<b>29,050</b>	<b>31,250</b>	<b>35,500</b>	<b>4,250</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	3,263	0	20,000	20,000	0
<b>Total Equipment</b>	<b>3,263</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
56200 Special Appropriation	979,050	15,870,163	15,000,000	0	-15,000,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>979,050</b>	<b>15,870,163</b>	<b>15,000,000</b>	<b>0</b>	<b>-15,000,000</b>
<b>Grand Total</b>	<b>5,216,097</b>	<b>20,169,845</b>	<b>19,800,186</b>	<b>4,576,638</b>	<b>-15,223,548</b>

# Department Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Admin Asst (Law)	SU4	16	1.00	60,782	Mgmt Analyst	SE1	06	1.00	78,228
Asst Assessor (Trainee II)	AFL	14	1.00	43,911	Prin Accountant	SU4	16	6.00	459,253
Chief of Staff	EXM	10	1.00	122,950	Prin Admin Asst (Treas/Treas)	SE1	06	2.00	158,925
Collector-Treasurer	CDH	NG	1.00	182,500	Prin Admin Asst (Trs/Col)	SE1	06	3.00	242,508
Data Proc Sys Analyst I	SE1	07	1.00	66,486	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	126,024
Dep Collector	SU4	13	6.00	276,916	Second Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	153,068
Dirctr	CDH	NG	1.00	135,371	Sr Legal Asst	SU4	14	1.00	63,025
Exec Asst (Treas/Trea)	SE1	11	1.00	133,756	Sr Programmer	SU4	15	1.00	70,870
Exec Asst (Treasury)	SE1	06	1.00	82,564	Sr_Adm_Asst	SE1	05	4.00	297,016
First Asst Coll-Trs	SE1	11	1.00	133,756	Supervisor Accounting	SE1	08	7.00	757,292
Head Administrative Clerk	SU4	14	2.00	113,011	Tax Title Supv	SU4	15	2.00	141,741
Head_Clerk	SU4	12	3.00	138,563	Tell.	SU4	13	4.00	223,099
					Trust Manager	SE1	09	1.00	116,500
					<b>Total</b>			<b>54</b>	<b>4,378,116</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				37,400
					Chargebacks				-994,129
					Salary Savings				-152,647
					<b>FY21 Total Request</b>				<b>3,268,740</b>



# External Funds History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	102,628	287,573	364,167	361,745	-2,422
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	6,447	18,021	60,880	63,216	2,336
51500 Pension & Annuity	0	0	32,775	0	-32,775
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	5,000	5,000	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	1,084	3,625	5,280	5,231	-49
Total Personnel Services	110,159	309,219	468,102	435,192	-32,910
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	179	698	2,000	2,000	0
52900 Contracted Services	8,036,781	2,872,338	600,000	320,700	-279,300
Total Contractual Services	8,036,960	2,873,036	602,000	322,700	-279,300
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	338	706	1,000	1,000	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	338	706	1,000	1,000	0
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	24,417,548	25,517,608	1,100,060
54900 Other Current Charges	15	20,394	21,000	21,000	0
Total Current Chgs & Oblig	15	20,394	24,438,548	25,538,608	1,100,060
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	343	343	0	0	0
55900 Misc Equipment	2,663	0	2,500	2,500	0
Total Equipment	3,006	343	2,500	2,500	0
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	8,150,478	3,203,698	25,512,150	26,300,000	787,850

# External Funds Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Business Operations Mgr	EXM	08	1.00	105,822	Special Assistant Admin	EXM	05	2.00	132,972
Dir Community Preserva Committee	EXM	10	1.00	122,950					
					<b>Total</b>			<b>4</b>	<b>361,745</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				0
					Chargebacks				0
					Salary Savings				0
					<b>FY20 Total Request</b>				<b>361,745</b>

# Treasury Division Operating Budget

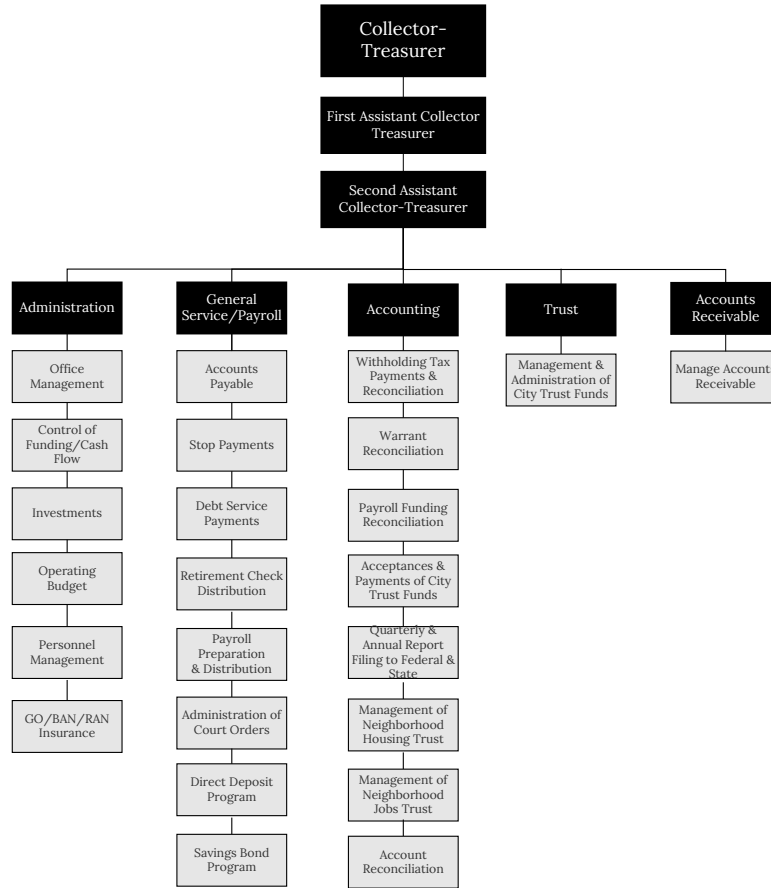
W. Drew Smith, First Assistant Collector-Treasurer, Appropriation 138

## Division Mission

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	1,434,032	1,476,532	1,599,380	1,517,462
Non Personnel	495,671	15,465,515	15,500,500	467,300
<b>Total</b>	<b>1,929,703</b>	<b>16,942,047</b>	<b>17,099,880</b>	<b>1,984,762</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

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	1,406,990	1,457,739	1,579,380	1,497,462	-81,918
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	27,042	18,793	20,000	20,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,434,032</b>	<b>1,476,532</b>	<b>1,599,380</b>	<b>1,517,462</b>	<b>-81,918</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	12,366	13,347	12,400	12,400	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	17,753	19,738	26,250	25,750	-500
52800 Transportation of Persons	3,359	6,313	5,600	900	-4,700
52900 Contracted Services	112,156	112,489	159,500	131,500	-28,000
<b>Total Contractual Services</b>	<b>145,634</b>	<b>151,887</b>	<b>203,750</b>	<b>170,550</b>	<b>-33,200</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	328,252	295,863	276,000	276,000	0
53700 Clothing Allowance	1,250	1,500	1,750	1,750	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>329,502</b>	<b>297,363</b>	<b>277,750</b>	<b>277,750</b>	<b>0</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	18,089	16,265	19,000	19,000	0
<b>Total Current Chgs &amp; Oblig</b>	<b>18,089</b>	<b>16,265</b>	<b>19,000</b>	<b>19,000</b>	<b>0</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	2,446	0	0	0	0
<b>Total Equipment</b>	<b>2,446</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
56200 Special Appropriation	0	15,000,000	15,000,000	0	-15,000,000
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>15,000,000</b>	<b>15,000,000</b>	<b>0</b>	<b>-15,000,000</b>
<b>Grand Total</b>	<b>1,929,703</b>	<b>16,942,047</b>	<b>17,099,880</b>	<b>1,984,762</b>	<b>-15,115,118</b>

# Division Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Admin Asst	SU4	16	1.00	60,782	Mgmt Analyst	SE1	06	1.00	78,228
Asst Assessor (Trainee II)	AFL	14	1.00	43,911	Prin Accountant	SU4	16	6.00	459,253
Chief of Staff	EXM	10	1.00	122,950	Prin Admin Asst (Treas/Treas)	SE1	06	2.00	158,925
Collector-Treasurer	CDH	NG	1.00	182,500	Second Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	153,068
Dirctr	CDH	NG	1.00	135,371	Sr Adm Asst	SE1	05	3.00	242,607
Exec Asst (Treas/Trea)	SE1	11	1.00	133,756	Supervisor Accounting	SE1	08	6.00	648,824
Exec Asst (Treasury)	SE1	06	1.00	82,564	Trust Manager	SE1	09	1.00	116,500
					<b>Total</b>			<b>27</b>	<b>2,619,238</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				25,000
					Chargebacks				-994,129
					Salary Savings				0
					<b>FY20 Total Request</b>				<b>1,650,109</b>

# External Funds History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	102,628	287,573	364,167	361,745	-2,422
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	6,447	18,021	60,880	63,216	2,336
51500 Pension & Annuity	0	0	32,775	0	-32,775
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	5,000	5,000	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	1,084	3,625	5,280	5,231	-49
Total Personnel Services	110,159	309,219	468,102	435,192	-32,910
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	179	698	2,000	2,000	0
52900 Contracted Services	8,036,781	2,872,338	600,000	320,700	-279,300
Total Contractual Services	8,036,960	2,873,036	602,000	322,700	-279,300
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	338	706	1,000	1,000	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	338	706	1,000	1,000	0
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	24,417,548	25,517,608	1,100,060
54900 Other Current Charges	15	20,394	21,000	21,000	0
Total Current Chgs & Oblig	15	20,394	24,438,548	25,538,608	1,100,060
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	343	343	0	0	0
55900 Misc Equipment	2,663	0	2,500	2,500	0
Total Equipment	3,006	343	2,500	2,500	0
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	8,150,478	3,203,698	25,512,150	26,300,000	787,850

# External Funds Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Business Operations Mgr	EXM	08	1.00	105,822	Special Assistant Admin	EXM	05	2.00	132,972
Dir Community Preserva Committee	EXM	10	1.00	122,950					
					<b>Total</b>			<b>4</b>	<b>361,745</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				0
					Chargebacks				0
					Salary Savings				0
					<b>FY20 Total Request</b>				<b>361,745</b>



# Program 1. Administration

W. Drew Smith, *Manager*, Organization 138100

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	539,676	490,510	512,008	515,740
Non Personnel	160,560	158,254	210,125	179,150
<b>Total</b>	<b>700,236</b>	<b>648,764</b>	<b>722,133</b>	<b>694,890</b>

# Program 2. General Service/Payroll

Chinele Velazquez, Manager, Organization 138200

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	400,038	417,464	438,946	387,491
Non Personnel	314,728	233,467	267,250	265,550
<b>Total</b>	<b>714,766</b>	<b>650,931</b>	<b>706,196</b>	<b>653,041</b>

# Program 3. Accounting

Marirose Graham, *Manager*, Organization 138400

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	156,223	176,015	184,245	185,391
Non Personnel	5,297	5,414	5,225	4,700
<b>Total</b>	<b>161,520</b>	<b>181,429</b>	<b>189,470</b>	<b>190,091</b>

# Program 4. Accounts Receivable

Maureen Garceau, Manager, Organization 138500

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	335,404	392,543	464,181	428,840
Non Personnel	15,086	68,130	17,900	17,900
<b>Total</b>	<b>350,490</b>	<b>460,673</b>	<b>482,081</b>	<b>446,740</b>

# Program 5. Trust

**Richard DePiano, Manager, Organization 138600**

**Program Description**

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	2,691	0	0	0
Non Personnel	0	15,000,250	15,000,000	0
<b>Total</b>	<b>2,691</b>	<b>15,000,250</b>	<b>15,000,000</b>	<b>0</b>

# Collecting Division Operating Budget

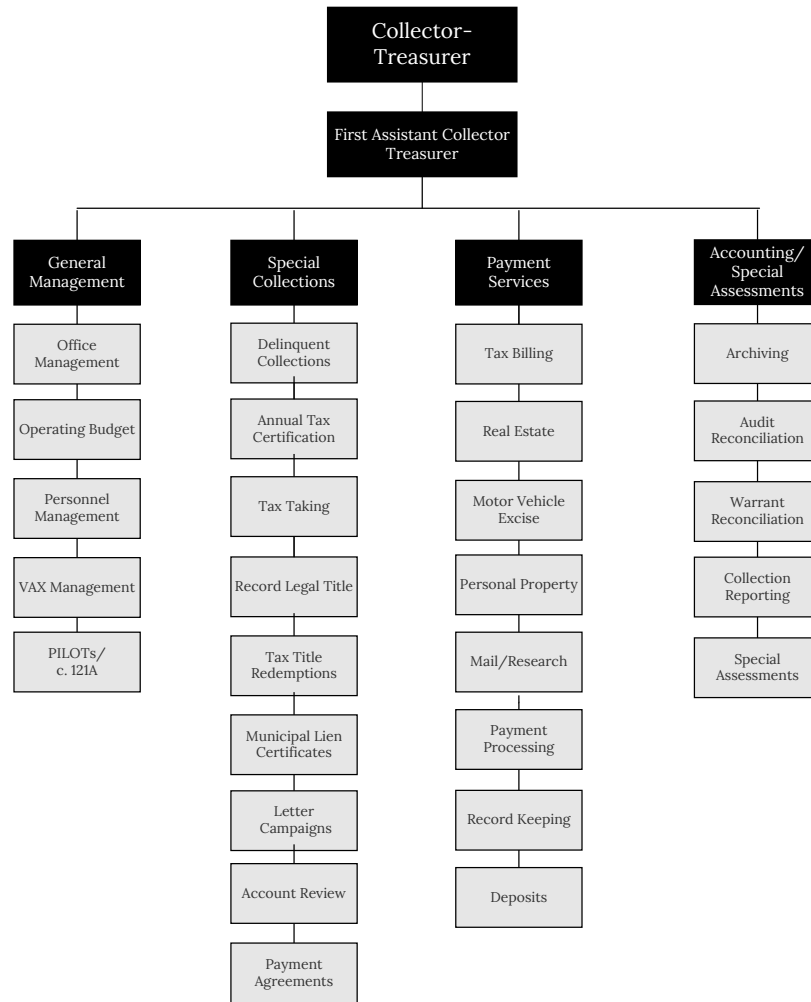
Celia M. Barton, First Assistant Collector-Treasurer, Appropriation 137

## Division Mission

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	1,752,158	1,720,910	1,933,033	1,794,478
Non Personnel	1,534,236	1,506,888	767,273	797,398
<b>Total</b>	<b>3,286,394</b>	<b>3,227,798</b>	<b>2,700,306</b>	<b>2,591,876</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

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
51000 Permanent Employees	1,717,712	1,694,070	1,909,833	1,771,278	-138,555
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	34,446	26,840	23,200	23,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,752,158</b>	<b>1,720,910</b>	<b>1,933,033</b>	<b>1,794,478</b>	<b>-138,555</b>
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
52100 Communications	1,323	2,562	5,000	5,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	762	762	1,500	1,500	0
52800 Transportation of Persons	5,096	5,823	4,575	4,450	-125
52900 Contracted Services	66,189	151,151	192,500	218,500	26,000
<b>Total Contractual Services</b>	<b>73,370</b>	<b>160,298</b>	<b>203,575</b>	<b>229,450</b>	<b>25,875</b>
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	464,478	459,392	526,698	526,698	0
53700 Clothing Allowance	4,750	4,250	4,750	4,750	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>469,228</b>	<b>463,642</b>	<b>531,448</b>	<b>531,448</b>	<b>0</b>
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	11,771	12,785	12,250	16,500	4,250
<b>Total Current Chgs &amp; Oblig</b>	<b>11,771</b>	<b>12,785</b>	<b>12,250</b>	<b>16,500</b>	<b>4,250</b>
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
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	817	0	20,000	20,000	0
<b>Total Equipment</b>	<b>817</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Adopted	Inc/Dec 20 vs 21
56200 Special Appropriation	979,050	870,163	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>979,050</b>	<b>870,163</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>3,286,394</b>	<b>3,227,798</b>	<b>2,700,306</b>	<b>2,591,876</b>	<b>-108,430</b>



# Division Personnel

Title	Union Code	Grade	Position	FY20 Salary	Title	Union Code	Grade	Position	FY20 Salary
Data Proc Sys Analyst I	SE1	07	1.00	66,486	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	126,024
Dep Collector	SU4	13	6.00	276,916	Sr Legal Asst	SU4	14	1.00	63,025
First Asst Coll-Trs	SE1	11	1.00	133,756	Sr Programmer	SU4	15	1.00	70,870
Head Administrative Clerk	SU4	14	2.00	113,011	Sr_Adm_Asst	SE1	05	1.00	54,409
Head Clerk	SU4	12	3.00	138,563	Supervisor Accounting	SE1	08	1.00	108,468
Prin Admin Asst (Trs/Col)	SE1	06	3.00	242,508	Tax Title Supv	SU4	15	2.00	141,741
					Tell.	SU4	13	4.00	223,099
					<b>Total</b>			<b>27</b>	<b>1,758,878</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				12,400
					Chargebacks				0
					Salary Savings				0
					<b>FY20 Total Request</b>				<b>1,771,278</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.

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	558,881	476,947	514,108	476,522
Non Personnel	74,495	136,663	75,500	255,750
<b>Total</b>	<b>633,376</b>	<b>613,610</b>	<b>589,608</b>	<b>732,272</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.

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	549,626	544,807	632,905	600,087
Non Personnel	4,048	4,166	6,212	6,212
<b>Total</b>	<b>553,674</b>	<b>548,973</b>	<b>639,117</b>	<b>606,299</b>

# Program 3. Payment Services

Nancy Cincotti, Manager, Organization 137300

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	274,707	283,941	384,032	328,246
Non Personnel	1,453,995	1,364,282	683,848	533,723
<b>Total</b>	<b>1,728,702</b>	<b>1,648,223</b>	<b>1,067,880</b>	<b>861,969</b>

# Program 4. Accounting/Quality Control

Robinson Butterworth, Manager, Organization 137400

## Program Description

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

Operating Budget	Actual '18	Actual '19	Approp '20	Budget '21
Personnel Services	368,944	415,215	401,988	389,623
Non Personnel	1,698	1,777	1,713	1,713
<b>Total</b>	<b>370,642</b>	<b>416,992</b>	<b>403,701</b>	<b>391,336</b>

# External Funds Projects

## Community Preservation Act

### **Project Mission**

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

# Unemployment Compensation Operating Budget

## Appropriation 199000

### Department Mission

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Unemployment Compensation	0	0	350,000	350,000
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>





# Workers' Compensation Fund Operating Budget

## Appropriation 341000

### Department Mission

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

Operating Budget	Program Name	Total Actual '18	Total Actual '19	Total Approp '20	Total Budget '21
	Workers' Compensation Fund	1,385,669	1,618,544	2,200,000	2,000,000
	<b>Total</b>	<b>1,385,669</b>	<b>1,618,544</b>	<b>2,200,000</b>	<b>2,000,000</b>