

Administration & Finance

| | |
|------------------------------------|----|
| Administration & Finance..... | 7 |
| Administration & Finance | 9 |
| Administration & Finance | 15 |
| Assessing Department | 17 |
| Operations | 21 |
| Valuation | 22 |
| Executive..... | 23 |
| Auditing Department | 25 |
| Administration..... | 30 |
| Accounting | 31 |
| Central Payroll..... | 32 |
| Grants Monitoring..... | 33 |
| Accounts Payable..... | 34 |
| Budget Management | 37 |
| Administration..... | 42 |
| Budget & Management..... | 43 |
| Revenue Monitoring..... | 44 |
| Capital Budgeting | 45 |
| Risk Management | 46 |
| Execution of Courts | 49 |
| Health Insurance..... | 51 |
| Human Resources..... | 53 |
| Personnel..... | 57 |
| Affirmative Action..... | 58 |
| Health Benefits & Insurance | 59 |
| Employee Assistance | 60 |
| Workers' Compensation | 61 |
| Labor Relations..... | 63 |
| Labor Relations..... | 67 |
| Medicare Payments | 69 |
| Pensions & Annuities - City..... | 71 |
| Pensions & Annuities - County..... | 73 |
| Procurement | 75 |
| Purchasing Administration..... | 79 |
| Procurement | 80 |
| Central Services | 81 |
| Registry Division | 83 |
| Administration..... | 87 |
| Vital Statistics | 88 |
| Depositions..... | 89 |

| | |
|----------------------------------|-----|
| Treasury Department..... | 91 |
| Treasury Division | 97 |
| Administration | 103 |
| General Service/Payroll..... | 104 |
| Accounting..... | 105 |
| Accounts Receivable..... | 106 |
| Trust | 107 |
| Collecting Division..... | 108 |
| General Management..... | 112 |
| Special Collections..... | 113 |
| Payment Services | 114 |
| Accounting/Quality Control..... | 115 |
| Unemployment Compensation..... | 117 |
| Workers' Compensation Fund | 119 |

Administration & Finance

Justin Sterritt, 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 '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
| Administration & Finance | 757,336 | 2,056,989 | 2,572,150 | 1,246,207 |
| Assessing Department | 7,150,524 | 6,670,362 | 7,718,365 | 7,946,936 |
| Auditing Department | 2,735,312 | 2,996,261 | 2,978,291 | 3,015,636 |
| Budget Management | 2,702,650 | 2,827,300 | 3,270,970 | 3,520,571 |
| Execution of Courts | 18,233,939 | 7,083,289 | 5,000,000 | 5,000,000 |
| Health Insurance | 212,029,308 | 211,341,951 | 216,096,323 | 212,236,570 |
| Human Resources | 4,694,941 | 5,109,259 | 6,873,601 | 6,177,644 |
| Labor Relations | 1,122,845 | 1,309,176 | 1,459,896 | 1,605,222 |
| Medicare Payments | 10,673,357 | 10,618,969 | 11,200,000 | 12,635,794 |
| Pensions & Annuities - City | 3,699,484 | 3,515,768 | 3,900,000 | 3,900,000 |
| Pensions & Annuities - County | 13,147 | 0 | 0 | 0 |
| Procurement | 1,736,213 | 2,773,022 | 1,859,992 | 2,130,345 |
| Registry Division | 1,116,385 | 1,078,121 | 1,116,639 | 1,145,181 |
| Treasury Department | 20,169,845 | 20,087,307 | 4,776,638 | 4,855,544 |
| Unemployment Compensation | 0 | 634,863 | 350,000 | 350,000 |
| Workers' Compensation Fund | 1,618,544 | 1,767,314 | 2,000,000 | 2,000,000 |
| Total | 288,453,830 | 279,869,951 | 271,172,865 | 267,765,650 |

| External Funds Expenditures | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|-----------------------------|-------------------|-------------------|--------------------|--------------------|
| Administration & Finance | 0 | 0 | 205,208 | 265,091 |
| Auditing Department | 15,000 | 59,242 | 218,394 | 246,131 |
| Budget Management | 0 | 23,600,385 | 111,252,974 | 136,500,000 |
| Treasury Department | 35,263,150 | 24,705,360 | 26,300,000 | 29,491,975 |
| Total | 35,278,150 | 48,364,987 | 137,976,576 | 166,503,197 |

Administration & Finance Operating Budget

Justin Sterritt, Chief Financial Officer & Collector Treasurer, Appropriation 144000

Department Mission

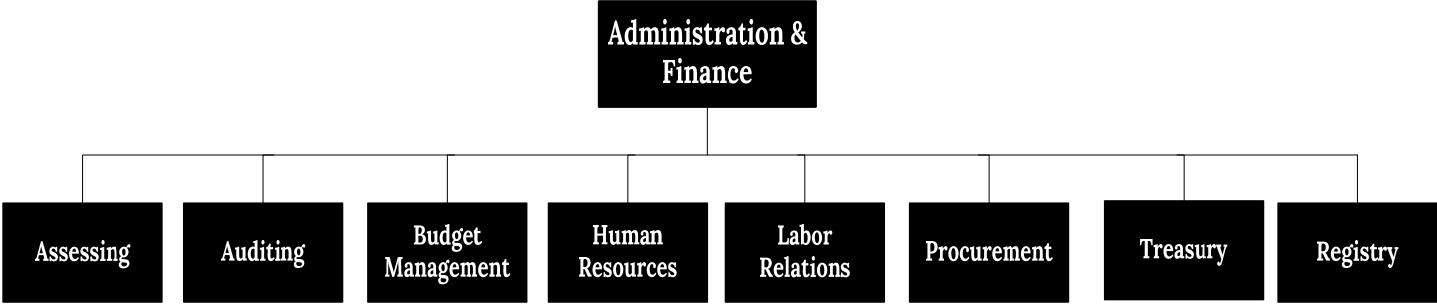
The Administration and Finance program supports the long-term growth and stability of the City through sound fiscal stewardship and results driven management of the City's human and financial resources.

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|--------------------------|------------------|------------------|------------------|------------------|
| | Administration & Finance | 757,336 | 2,056,989 | 2,572,150 | 1,246,207 |
| | Total | 757,336 | 2,056,989 | 2,572,150 | 1,246,207 |

| External Funds Budget | Fund Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|-----------------------|----------------------------------|------------------|------------------|------------------|------------------|
| | Office of Strategic Partnerships | 0 | 0 | 205,208 | 265,091 |
| | Total | 0 | 0 | 205,208 | 265,091 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|----------------|------------------|------------------|------------------|
| | Personnel Services | 660,178 | 734,473 | 899,942 | 873,999 |
| | Non Personnel | 97,158 | 1,322,516 | 1,672,208 | 372,208 |
| | Total | 757,336 | 2,056,989 | 2,572,150 | 1,246,207 |

Administration & Finance Operating Budget



Description of Services

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

Department History

| Personnel Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|-------------------|
| 51000 Permanent Employees | 655,018 | 732,489 | 872,567 | 846,624 | -25,943 |
| 51100 Emergency Employees | 5,160 | 1,984 | 27,375 | 27,375 | 0 |
| 51200 Overtime | 0 | 0 | 0 | 0 | 0 |
| 51600 Unemployment Compensation | 0 | 0 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 660,178 | 734,473 | 899,942 | 873,999 | -25,943 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 15,356 | 17,938 | 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 | 807 | 1,472 | 500 | 500 | 0 |
| 52800 Transportation of Persons | 1,027 | 1,097 | 700 | 700 | 0 |
| 52900 Contracted Services | 76,882 | 1,276,399 | 1,650,000 | 350,000 | -1,300,000 |
| Total Contractual Services | 94,072 | 1,296,906 | 1,667,700 | 367,700 | -1,300,000 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 1,307 | 934 | 2,000 | 2,000 | 0 |
| 53700 Clothing Allowance | 0 | 0 | 0 | 0 | 0 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 1,307 | 934 | 2,000 | 2,000 | 0 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 1,779 | 1,472 | 2,508 | 2,508 | 0 |
| Total Current Chgs & Oblig | 1,779 | 1,472 | 2,508 | 2,508 | 0 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 55000 Automotive Equipment | 0 | 0 | 0 | 0 | 0 |
| 55400 Lease/Purchase | 0 | 0 | 0 | 0 | 0 |
| 55600 Office Furniture & Equipment | 0 | 20,332 | 0 | 0 | 0 |
| 55900 Misc Equipment | 0 | 2,872 | 0 | 0 | 0 |
| Total Equipment | 0 | 23,204 | 0 | 0 | 0 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 757,336 | 2,056,989 | 2,572,150 | 1,246,207 | -1,325,943 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|---------------------------|------------|-------|----------|-------------|---------------------------------|------------|-------|----------------|----------------|
| Admin Assistant | EXM | 05 | 1.00 | 80,858 | Dir Administrative Services | CDH | NG | 1.00 | 182,500 |
| Administrative Assistant | EXM | 04 | 1.00 | 49,311 | Exec Assistant | MYO | 06 | 1.00 | 50,631 |
| Chief of Staff | EXM | NG | 1.00 | 109,542 | Proj Mgr, Alternative Financing | EXM | 10 | 1.00 | 122,950 |
| Data Proc Systems Analyst | EXM | 06 | 1.00 | 88,116 | Special Advisor | EXM | 10 | 1.00 | 122,950 |
| Total | | | | | | | | 8 | 806,858 |
| Adjustments | | | | | | | | | |
| Differential Payments | | | | | | | | | 0 |
| Other | | | | | | | | | 127,100 |
| Chargebacks | | | | | | | | | 0 |
| Salary Savings | | | | | | | | | -87,335 |
| FY22 Total Request | | | | | | | | 846,624 | |

External Funds History

| Personnel Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|--------------------------------------|------------------|------------------|--------------------|--------------|------------------|
| 51000 Permanent Employees | 0 | 0 | 205,208 | 211,091 | 5,883 |
| 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 | 32,000 | 32,000 |
| 51500 Pension & Annuity | 0 | 0 | 0 | 19,000 | 19,000 |
| 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 | 3,000 | 3,000 |
| Total Personnel Services | 0 | 0 | 205,208 | 265,091 | 59,883 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 0 | 0 | 0 | 0 | 0 |
| Total Contractual Services | 0 | 0 | 0 | 0 | 0 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 54300 Workers' Comp Medical | 0 | 0 | 0 | 0 | 0 |
| 54400 Legal Liabilities | 0 | 0 | 0 | 0 | 0 |
| 54600 Current Charges H&I | 0 | 0 | 0 | 0 | 0 |
| 54700 Indemnification | 0 | 0 | 0 | 0 | 0 |
| 54800 Reserve Account | 0 | 0 | 0 | 0 | 0 |
| 54900 Other Current Charges | 0 | 0 | 0 | 0 | 0 |
| Total Current Chgs & Oblig | 0 | 0 | 0 | 0 | 0 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 0 | 0 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 0 | 0 | 205,208 | 265,091 | 59,883 |

External Funds Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|-----------|------------|-------|----------|-------------|---------------------------|------------|-------|----------|----------------|
| Spec Asst | MYN | NG | 1.00 | 119,395 | Spec Asst I | MYO | 10 | 1.00 | 91,696 |
| | | | | | Total | | | | 211,091 |
| | | | | | Adjustments | | | | |
| | | | | | Differential Payments | 0 | | | |
| | | | | | Other | 0 | | | |
| | | | | | Chargebacks | 0 | | | |
| | | | | | Salary Savings | 0 | | | |
| | | | | | FY22 Total Request | | | | 211,091 |

Program 1. Administration & Finance

Justin Sterritt, Chief Financial Officer & 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|------------------|------------------|------------------|
| Personnel Services | 660,178 | 734,473 | 899,942 | 873,999 |
| Non Personnel | 97,158 | 1,322,516 | 1,672,208 | 372,208 |
| Total | 757,336 | 2,056,989 | 2,572,150 | 1,246,207 |

External Funds Projects

Strategic Partnerships

Project Mission

Strategic Partnerships is supported by earned indirect grant resources to support a unit whose mission is to catalyze and facilitate partnerships between the City and philanthropy, nonprofits, and other partners. This office provides leadership and strategy in cultivating and coordinating the pursuit of philanthropic funding, and other innovative partnership strategies that align with the City's priorities.

Assessing Department Operating Budget

Nicholas Ariniello, 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.

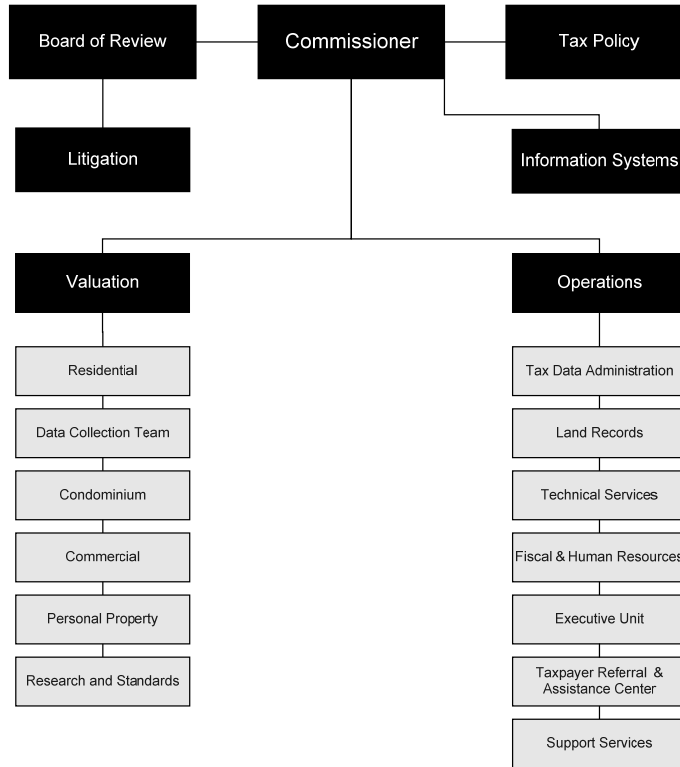
Executive

- To resolve taxpayer inquiries responsively and quickly.

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|--------------|------------------|------------------|------------------|------------------|
| | Operations | 2,403,289 | 2,446,938 | 2,602,011 | 2,719,377 |
| | Valuation | 3,572,662 | 3,208,034 | 3,770,517 | 3,850,724 |
| | Executive | 1,174,573 | 1,015,390 | 1,345,837 | 1,376,835 |
| | Total | 7,150,524 | 6,670,362 | 7,718,365 | 7,946,936 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 6,300,224 | 6,225,298 | 6,926,345 | 7,232,436 |
| | Non Personnel | 850,300 | 445,064 | 792,020 | 714,500 |
| | Total | 7,150,524 | 6,670,362 | 7,718,365 | 7,946,936 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 6,263,600 | 6,158,325 | 6,906,345 | 7,222,436 | 316,091 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 30,853 | 39,272 | 20,000 | 10,000 | -10,000 |
| 51600 Unemployment Compensation | 5,771 | 27,701 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 6,300,224 | 6,225,298 | 6,926,345 | 7,232,436 | 306,091 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 46,750 | 59,674 | 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 | 12,603 | 7,437 | 18,100 | 17,100 | -1,000 |
| 52800 Transportation of Persons | 18,866 | 13,210 | 18,000 | 16,000 | -2,000 |
| 52900 Contracted Services | 499,336 | 234,870 | 426,500 | 409,000 | -17,500 |
| Total Contractual Services | 577,555 | 315,191 | 502,600 | 482,100 | -20,500 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 53000 Auto Energy Supplies | 128 | 60 | 720 | 500 | -220 |
| 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 | 62,567 | 47,334 | 108,000 | 52,000 | -56,000 |
| 53700 Clothing Allowance | 12,000 | 9,500 | 14,000 | 13,500 | -500 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 74,695 | 56,894 | 122,720 | 66,000 | -56,720 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 54300 Workers' Comp Medical | 452 | 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 | 111,611 | 57,501 | 166,700 | 166,400 | -300 |
| Total Current Chgs & Oblig | 112,063 | 57,501 | 166,700 | 166,400 | -300 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 85,987 | 15,478 | 0 | 0 | 0 |
| Total Equipment | 85,987 | 15,478 | 0 | 0 | 0 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 7,150,524 | 6,670,362 | 7,718,365 | 7,946,936 | 228,571 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|--------------------------------|------------|-------|----------|-------------|--------------------------------|------------|-----------|----------|------------------|
| 121A Manager, BOR | EXM | 10 | 1.00 | 87,958 | Director of Valuation | EXM | 12 | 1.00 | 135,427 |
| Adm Asst | SU4 | 15 | 5.00 | 353,014 | Exec Asst | EXM | 11 | 1.00 | 96,280 |
| Admin Analyst | SU4 | 14 | 11.00 | 610,510 | Exec Asst (Asn) | EXM | 10 | 1.00 | 122,950 |
| Admin Assistant | SU4 | 16 | 2.00 | 138,973 | Jr Assessing Draftsperson | AFJ | 16A | 1.00 | 54,473 |
| Asst Assessor | AFL | 16A | 4.00 | 258,575 | Manager, Litigation Support | EXM | 10 | 1.00 | 122,950 |
| Asst Assessor (Trainee II) | AFL | 14 | 6.00 | 274,513 | Member-Bd of Review | EXM | NG | 1.00 | 97,687 |
| Asst Assessor (Trainee III) | AFL | 15A | 2.00 | 108,966 | Office Manager (ASN) | SU4 | 16 | 3.00 | 229,911 |
| Commissioner (ASN) | CDH | NG | 1.00 | 155,426 | Operations Manager, BOR | EXM | 12 | 1.00 | 110,975 |
| Dir Human Resources | EXM | 08 | 1.00 | 105,822 | Prin Admin Assistant | SE1 | 08 | 4.00 | 430,436 |
| Dir of Information Systems | SE1 | 11 | 1.00 | 133,756 | Prin Admin Asst | SE1 | 09 | 3.00 | 311,721 |
| Dir of Personal Property | EXM | 09 | 1.00 | 113,659 | Prin Data Proc Systems Analyst | SE1 | 10 | 1.00 | 87,958 |
| Dir of Tax Policy | EXM | 10 | 1.00 | 87,958 | Property Utilization Officer | SE1 | 06 | 1.00 | 85,301 |
| Dir-Assessing Services | SE1 | 07 | 6.00 | 576,255 | Sr Adm Anl | SE1 | 06 | 5.00 | 424,168 |
| Director of Opet | EXM | 13 | 1.00 | 140,945 | Sr Assessing Draftsperson | AFJ | 18A | 2.00 | 185,120 |
| Director of Research | EXM | 10 | 1.00 | 122,950 | Sr Data Proc Sys Analyst | SE1 | 08 | 3.00 | 278,747 |
| Director of Technical Services | SE1 | 11 | 1.00 | 117,415 | Sr Research Analyst (Asn) | SU4 | 18 | 4.00 | 270,769 |
| | | | | | Supv-Asst Assessors | AFL | 18 | 10.00 | 871,312 |
| | | | | | Total | | 88 | | 7,302,880 |
| | | | | | Adjustments | | | | |
| | | | | | Differential Payments | | | | 0 |
| | | | | | Other | | | | 183,470 |
| | | | | | Chargebacks | | | | 0 |
| | | | | | Salary Savings | | | | -263,915 |
| | | | | | FY22 Total Request | | | | 7,222,436 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|------------------|------------------|------------------|------------------|
| Personnel Services | 2,144,763 | 2,290,599 | 2,369,391 | 2,551,277 |
| Non Personnel | 258,526 | 156,339 | 232,620 | 168,100 |
| Total | 2,403,289 | 2,446,938 | 2,602,011 | 2,719,377 |

Performance

Goal: To review abatement applications in a timely manner

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|--|------------|------------|---------------|------------|
| % of residential exemption applications processed within 15 days | 100% | 100% | 100% | 100% |
| Residential exemption applications reviewed within 15 days | 9,315 | 11,035 | 8,296 | 8,900 |

Program 2. Valuation

John Taglilatela, 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|------------------|------------------|------------------|------------------|
| Personnel Services | 3,114,275 | 2,961,779 | 3,411,817 | 3,505,024 |
| Non Personnel | 458,387 | 246,255 | 358,700 | 345,700 |
| Total | 3,572,662 | 3,208,034 | 3,770,517 | 3,850,724 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|------------------|------------------|------------------|------------------|
| Personnel Services | 1,041,186 | 972,920 | 1,145,137 | 1,176,135 |
| Non Personnel | 133,387 | 42,470 | 200,700 | 200,700 |
| Total | 1,174,573 | 1,015,390 | 1,345,837 | 1,376,835 |

Performance

Goal: To resolve taxpayer inquiries responsively and quickly

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| # of calls to the Taxpayer Referral & Assistance Center (TRAC) | 33,203 | 18,454 | 33,288 | 32,000 |
| % 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 | 948 | 3,165 | 3,586 | 3,200 |

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

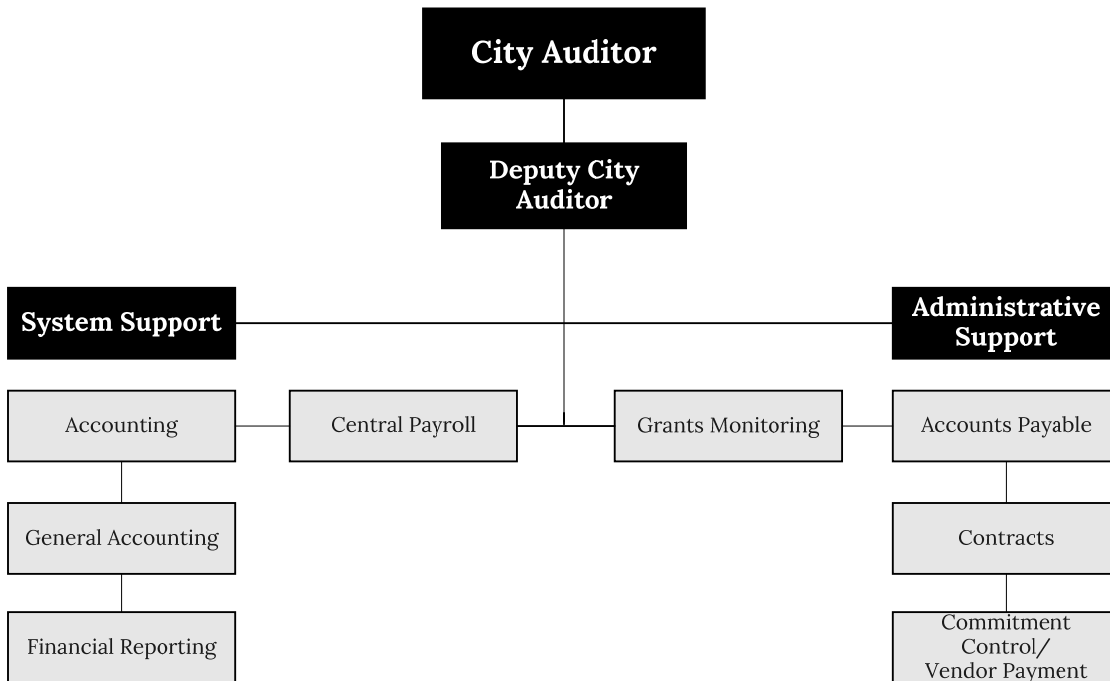
- % contracts routed within 3 days of receipt.
- % procurement documents approved within 3 days.
- % vendor invoices processed within 5 days.
- Improvement through the use of technology & resources to manage the City's Accounts Payable.

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|-------------------|------------------|------------------|------------------|------------------|
| | Administration | 441,154 | 689,775 | 618,921 | 702,741 |
| | Accounting | 741,514 | 688,913 | 797,333 | 800,931 |
| | Central Payroll | 632,572 | 617,072 | 659,719 | 600,535 |
| | Grants Monitoring | 265,563 | 325,109 | 246,864 | 149,440 |
| | Accounts Payable | 654,509 | 675,392 | 655,454 | 761,989 |
| | Total | 2,735,312 | 2,996,261 | 2,978,291 | 3,015,636 |

| External Funds Budget | Fund Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|-----------------------|-----------------|------------------|------------------|------------------|------------------|
| | Earned Indirect | 15,000 | 59,242 | 218,394 | 246,131 |
| | Total | 15,000 | 59,242 | 218,394 | 246,131 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 2,629,117 | 2,834,746 | 2,853,216 | 2,817,834 |
| | Non Personnel | 106,195 | 161,515 | 125,075 | 197,802 |
| | Total | 2,735,312 | 2,996,261 | 2,978,291 | 3,015,636 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 2,564,853 | 2,762,967 | 2,843,216 | 2,807,834 | -35,382 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 64,264 | 65,623 | 10,000 | 10,000 | 0 |
| 51600 Unemployment Compensation | 0 | 6,156 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 2,629,117 | 2,834,746 | 2,853,216 | 2,817,834 | -35,382 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 4,419 | 8,280 | 7,252 | 9,048 | 1,796 |
| 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 | 5,657 | 2,507 | 6,420 | 6,570 | 150 |
| 52800 Transportation of Persons | 13,651 | 10,462 | 7,707 | 7,684 | -23 |
| 52900 Contracted Services | 12,320 | 105,473 | 48,971 | 122,680 | 73,709 |
| Total Contractual Services | 36,047 | 126,722 | 70,350 | 145,982 | 75,632 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 53000 Auto Energy Supplies | 0 | 0 | 0 | 0 | 0 |
| 53200 Food Supplies | 0 | 467 | 0 | 0 | 0 |
| 53400 Custodial Supplies | 0 | 0 | 0 | 0 | 0 |
| 53500 Med, Dental, & Hosp Supply | 0 | 0 | 0 | 0 | 0 |
| 53600 Office Supplies and Materials | 8,368 | 5,043 | 9,002 | 9,028 | 26 |
| 53700 Clothing Allowance | 2,250 | 2,250 | 2,500 | 2,500 | 0 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 10,618 | 7,760 | 11,502 | 11,528 | 26 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 54300 Workers' Comp Medical | 946 | 99 | 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 | 58,584 | 26,934 | 40,274 | 40,292 | 18 |
| Total Current Chgs & Oblig | 59,530 | 27,033 | 40,274 | 40,292 | 18 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 2,949 | 0 | -2,949 |
| Total Equipment | 0 | 0 | 2,949 | 0 | -2,949 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 0 | 0 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 2,735,312 | 2,996,261 | 2,978,291 | 3,015,636 | 37,345 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|--------------------------|------------|-------|----------|-------------|-----------------------------|------------|-------|-----------|------------------|
| Admin Analyst (Aud) | SE1 | 04 | 3.00 | 207,901 | Prin Admin Assistant | SE1 | 08 | 2.00 | 202,103 |
| Admin Asst | SE1 | 05 | 1.00 | 73,198 | Senior Admin Asst | SE1 | 07 | 1.00 | 76,887 |
| Asst City Auditor | SE1 | 09 | 2.00 | 214,256 | Sr Accountant | SU4 | 13 | 4.00 | 220,293 |
| Asst Prin Accountant | SU4 | 14 | 2.00 | 105,479 | Sr Adm An(SpProjStff)(Aud) | SE1 | 06 | 4.00 | 339,901 |
| City Auditor | CDH | NG | 1.00 | 160,440 | Sr Adm Analyst | SE1 | 06 | 1.00 | 90,319 |
| Dep City Auditor | EXM | 14 | 1.00 | 149,334 | Sr Data Proc Sys An(Budget) | SE1 | 09 | 1.00 | 116,500 |
| Head Account Clerk | SU4 | 12 | 3.00 | 135,128 | Sr. Research Analyst | SE1 | 03 | 3.00 | 205,795 |
| P Admin Asst | SE1 | 10 | 2.00 | 252,048 | SrResAn(GrantsUnit)(Aud) | SE1 | 03 | 1.00 | 68,598 |
| Prin Admin Analyst (Aud) | SE1 | 07 | 2.00 | 195,320 | Supv-Acctng(TransDiv)(Aud) | SE1 | 05 | 1.00 | 82,880 |
| | | | | | Supv-Acntng(Auditing) | SE1 | 05 | 2.00 | 162,736 |
| | | | | | Total | | | 37 | 3,059,116 |
| | | | | | Adjustments | | | | |
| | | | | | Differential Payments | | | | 0 |
| | | | | | Other | | | | 22,784 |
| | | | | | Chargebacks | | | | -246,131 |
| | | | | | Salary Savings | | | | -27,935 |
| | | | | | FY22 Total Request | | | | 2,807,834 |

External Funds History

| Personnel Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|--------------------------------------|------------------|------------------|--------------------|--------------|------------------|
| 51000 Permanent Employees | 0 | 0 | 218,394 | 246,131 | 27,737 |
| 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 | 218,394 | 246,131 | 27,737 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 8,522 | 0 | 0 | 0 |
| 52900 Contracted Services | 0 | 34,970 | 0 | 0 | 0 |
| Total Contractual Services | 0 | 43,492 | 0 | 0 | 0 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 15,000 | 15,750 | 0 | 0 | 0 |
| Total Current Chgs & Oblig | 15,000 | 15,750 | 0 | 0 | 0 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 15,000 | 59,242 | 218,394 | 246,131 | 27,737 |

Program 1. Administration

Mark MacDonnell, *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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 421,102 | 579,292 | 604,983 | 574,671 |
| Non Personnel | 20,052 | 110,483 | 13,938 | 128,070 |
| Total | 441,154 | 689,775 | 618,921 | 702,741 |

Program 2. Accounting

Vacant, 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 682,002 | 656,862 | 753,871 | 754,317 |
| Non Personnel | 59,512 | 32,051 | 43,462 | 46,614 |
| Total | 741,514 | 688,913 | 797,333 | 800,931 |

Performance

Goal: Ensure Stability of Financial Reporting

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|-------------------------------------|------------|------------|---------------|------------|
| % 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

Michael O'Keefe, 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 626,720 | 613,102 | 615,701 | 594,824 |
| Non Personnel | 5,852 | 3,970 | 44,018 | 5,711 |
| Total | 632,572 | 617,072 | 659,719 | 600,535 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 261,870 | 321,741 | 242,459 | 144,943 |
| Non Personnel | 3,693 | 3,368 | 4,405 | 4,497 |
| Total | 265,563 | 325,109 | 246,864 | 149,440 |

Performance

Goal: Ensure Stability of Financial Reporting

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|----------------------------------|------------|------------|---------------|------------|
| % of Single Audit Completion | 100% | 100% | 100% | 100% |
| % of Single Audit Work Completed | 100% | 100% | 100% | 100% |

Program 5. Accounts Payable

Marie Murray, 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 637,423 | 663,749 | 636,202 | 749,079 |
| Non Personnel | 17,086 | 11,643 | 19,252 | 12,910 |
| Total | 654,509 | 675,392 | 655,454 | 761,989 |

Performance

Goal: % contracts routed within 3 days of receipt

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| % contracts routed within 3 days of receipt | 70.8% | 77.0% | 73.0% | 85.0% |

Goal: % procurement documents approved within 3 days

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|--|------------|------------|---------------|------------|
| % procurement documents approved within 3 days | 93.0% | 90.8% | 84.1% | 95.0% |

Goal: % vendor invoices processed within 5 days

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| % vendor invoices processed within 5 days | 99.0% | 100.0% | 97.4% | 100.0% |

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

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| % of Standard Contracts Completed On-Line | 41% | 50% | 100% | 100% |

External Funds Projects

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

James M. Williamson, Interim 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

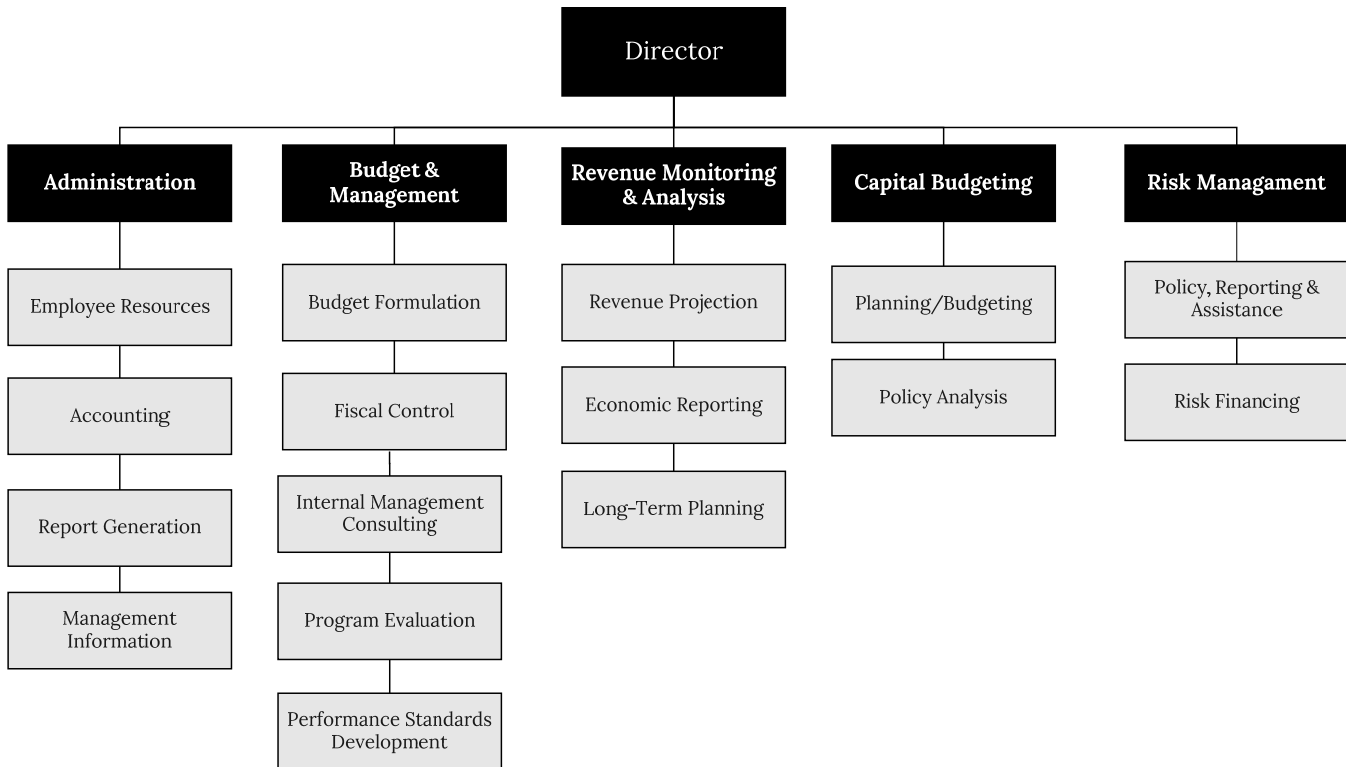
- Improve use of limited city resources.

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|---------------------|------------------|------------------|------------------|------------------|
| | Administration | 1,298,242 | 1,380,074 | 987,170 | 1,241,891 |
| | Budget & Management | 721,157 | 807,592 | 955,420 | 949,191 |
| | Revenue Monitoring | 152,799 | 84,407 | 721,860 | 671,131 |
| | Capital Budgeting | 352,578 | 370,042 | 411,015 | 393,753 |
| | Risk Management | 177,874 | 185,185 | 195,505 | 264,605 |
| | Total | 2,702,650 | 2,827,300 | 3,270,970 | 3,520,571 |

| External Funds Budget | Fund Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|-----------------------|-------------------------------|------------------|-------------------|--------------------|--------------------|
| | American Rescue Plan | 0 | 0 | 0 | 136,500,000 |
| | CARES-Coronavirus Relief Fund | 0 | 14,203,649 | 106,649,710 | 0 |
| | FEMA-Coronavirus Response | 0 | 9,396,736 | 4,603,264 | 0 |
| | Total | 0 | 23,600,385 | 111,252,974 | 136,500,000 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 2,149,392 | 2,251,768 | 2,460,680 | 2,585,681 |
| | Non Personnel | 553,258 | 575,532 | 810,290 | 934,890 |
| | Total | 2,702,650 | 2,827,300 | 3,270,970 | 3,520,571 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 2,130,420 | 2,221,018 | 2,422,680 | 2,547,681 | 125,001 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 18,972 | 30,750 | 38,000 | 38,000 | 0 |
| 51600 Unemployment Compensation | 0 | 0 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 2,149,392 | 2,251,768 | 2,460,680 | 2,585,681 | 125,001 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 2,902 | 5,719 | 4,700 | 6,700 | 2,000 |
| 52200 Utilities | 0 | 0 | 0 | 0 | 0 |
| 52400 Snow Removal | 0 | 0 | 0 | 0 | 0 |
| 52500 Garbage/Waste Removal | 0 | 0 | 0 | 0 | 0 |
| 52600 Repairs Buildings & Structures | 0 | 0 | 0 | 0 | 0 |
| 52700 Repairs & Service of Equipment | 2,060 | 1,139 | 3,500 | 3,500 | 0 |
| 52800 Transportation of Persons | 9,048 | 5,417 | 6,000 | 6,000 | 0 |
| 52900 Contracted Services | 405,724 | 421,656 | 652,320 | 777,320 | 125,000 |
| Total Contractual Services | 419,734 | 433,931 | 666,520 | 793,520 | 127,000 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 53000 Auto Energy Supplies | 0 | 0 | 0 | 0 | 0 |
| 53200 Food Supplies | 0 | 0 | 0 | 0 | 0 |
| 53400 Custodial Supplies | 0 | 74 | 0 | 0 | 0 |
| 53500 Med, Dental, & Hosp Supply | 0 | 0 | 0 | 0 | 0 |
| 53600 Office Supplies and Materials | 3,052 | 2,667 | 4,100 | 4,100 | 0 |
| 53700 Clothing Allowance | 250 | 500 | 500 | 500 | 0 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 898 | 135 | 1,500 | 1,500 | 0 |
| Total Supplies & Materials | 4,200 | 3,376 | 6,100 | 6,100 | 0 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 124,505 | 113,055 | 135,270 | 135,270 | 0 |
| Total Current Chgs & Oblig | 124,505 | 113,055 | 135,270 | 135,270 | 0 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 55000 Automotive Equipment | 0 | 0 | 0 | 0 | 0 |
| 55400 Lease/Purchase | 0 | 0 | 0 | 0 | 0 |
| 55600 Office Furniture & Equipment | 3,399 | 10,042 | 0 | 0 | 0 |
| 55900 Misc Equipment | 1,420 | 15,128 | 2,400 | 0 | -2,400 |
| Total Equipment | 4,819 | 25,170 | 2,400 | 0 | -2,400 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 0 | 0 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 2,702,650 | 2,827,300 | 3,270,970 | 3,520,571 | 249,601 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|--------------------------|------------|-------|----------|-------------|--------------------------------|------------|-------|-----------|------------------|
| Admin Sec | SU4 | 14 | 1.00 | 63,025 | Office Operations Mgr (Budget) | SE1 | 08 | 1.00 | 88,965 |
| Admin Assistant | SU4 | 16 | 1.00 | 61,309 | Risk Finance Manager | EXM | 10 | 1.00 | 122,950 |
| Assistant Director (OBM) | EXM | 10 | 3.00 | 349,031 | Sr Adm An(SpProjStff)(Aud) | SE1 | 06 | 1.00 | 90,319 |
| Dep Dir (Capital) | EXM | 12 | 1.00 | 135,427 | Sr Advisor (OBM) | EXM | 12 | 1.00 | 135,427 |
| Deputy Director (Budget) | EXM | 14 | 1.00 | 149,334 | Sr Data Proc Sys An(Budget) | SE1 | 09 | 1.00 | 79,904 |
| Exec Asst (Obpe) | EXM | 10 | 1.00 | 122,950 | Sr Finance Manager | EXM | 09 | 1.00 | 79,904 |
| Management Analyst | SE1 | 06 | 9.00 | 665,306 | Sr Management Analyst | EXM | 08 | 2.00 | 189,085 |
| | | | | | Supervisor of Budgets | CDH | NG | 1.00 | 150,412 |
| | | | | | Total | | | 26 | 2,483,348 |
| | | | | | Adjustments | | | | |
| | | | | | Differential Payments | | | | 0 |
| | | | | | Other | | | | 151,500 |
| | | | | | Chargebacks | | | | 61,307 |
| | | | | | Salary Savings | | | | -148,476 |
| | | | | | FY22 Total Request | | | | 2,547,681 |

External Funds History

| Personnel Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|--------------------------------------|------------------|------------------|--------------------|--------------|------------------|
| 51000 Permanent Employees | 0 | 0 | 1,900,000 | 0 | -1,900,000 |
| 51100 Emergency Employees | 0 | 0 | 2,800,000 | 0 | -2,800,000 |
| 51200 Overtime | 0 | 4,145,720 | 16,707,942 | 0 | -18,415,884 |
| 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 | 2,000,000 | 0 | -2,000,000 |
| 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 | 4,145,720 | 23,407,942 | 0 | -25,115,884 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 5,600,000 | 0 | -5,600,000 |
| 52700 Repairs & Service of Equipment | 0 | 0 | 0 | 0 | 0 |
| 52800 Transportation of Persons | 0 | 282,435 | 147,313 | 0 | -147,313 |
| 52900 Contracted Services | 0 | 13,506,807 | 66,393,427 | 136,500,000 | 70,106,573 |
| Total Contractual Services | 0 | 13,789,242 | 72,140,740 | 136,500,000 | 64,359,260 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 53000 Auto Energy Supplies | 0 | 0 | 0 | 0 | 0 |
| 53200 Food Supplies | 0 | 0 | 2,750,000 | 0 | -2,750,000 |
| 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 | 1,000,000 | 0 | -1,000,000 |
| 53900 Misc Supplies & Materials | 0 | 2,396,198 | 5,456,292 | 0 | -5,456,292 |
| Total Supplies & Materials | 0 | 2,396,198 | 9,206,292 | 0 | -9,206,292 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 54300 Workers' Comp Medical | 0 | 0 | 0 | 0 | 0 |
| 54400 Legal Liabilities | 0 | 0 | 0 | 0 | 0 |
| 54600 Current Charges H&I | 0 | 0 | 0 | 0 | 0 |
| 54700 Indemnification | 0 | 0 | 0 | 0 | 0 |
| 54800 Reserve Account | 0 | 0 | 0 | 0 | 0 |
| 54900 Other Current Charges | 0 | 0 | 298,000 | 0 | -298,000 |
| Total Current Chgs & Oblig | 0 | 0 | 298,000 | 0 | -298,000 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 3,269,225 | 6,200,000 | 0 | -6,200,000 |
| Total Equipment | 0 | 3,269,225 | 6,200,000 | 0 | -6,200,000 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 0 | 0 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 0 | 23,600,385 | 111,252,974 | 136,500,000 | 23,539,084 |

Program 1. Administration

James M. Williamson, *Interim Manager*, Organization 141100

Program Description

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

| Operating Budget | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|------------------|------------------|----------------|------------------|
| Personnel Services | 806,809 | 865,956 | 880,385 | 1,010,706 |
| Non Personnel | 491,433 | 514,118 | 106,785 | 231,185 |
| Total | 1,298,242 | 1,380,074 | 987,170 | 1,241,891 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 718,791 | 805,637 | 941,120 | 946,891 |
| Non Personnel | 2,366 | 1,955 | 14,300 | 2,300 |
| Total | 721,157 | 807,592 | 955,420 | 949,191 |

Performance

Goal: Improve use of limited city resources

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| % achieved of savings identified in budget process | 81% | 62% | 100% | 100% |
| % of new investments implemented | 87% | 84% | 95% | 100% |
| New healthcare savings achieved through the Public Employee Committee (PEC) | 1.5 | 0.6 | 8.6 | 22.8 |

Program 3. Revenue Monitoring

Todd Swisher, 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|---------------|----------------|----------------|
| Personnel Services | 152,799 | 84,407 | 106,560 | 110,831 |
| Non Personnel | 0 | 0 | 615,300 | 560,300 |
| Total | 152,799 | 84,407 | 721,860 | 671,131 |

Performance

Goal: Ensure long-term financial stability

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| % by which actual revenues exceed actual expenditures | 0.7% | 0.4% | 0.4% | 0.5% |

Goal: Maximize current and future revenues

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|--|------------|------------|---------------|------------|
| % achieved of new revenue identified in the budget process | 283% | 127% | 70% | 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 351,671 | 369,092 | 409,665 | 392,403 |
| Non Personnel | 907 | 950 | 1,350 | 1,350 |
| Total | 352,578 | 370,042 | 411,015 | 393,753 |

Performance

Goal: Improve use of limited city resources

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|--|------------|------------|---------------|------------|
| % of capital plan associated with City planning efforts (Imagine Boston, Build BPS, Go Boston 2030, City Hall) | 90.5% | 90.5% | 91.0% | 90.9% |

Program 6. Risk Management

Stephanie Miller, 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 119,322 | 126,676 | 122,950 | 124,850 |
| Non Personnel | 58,552 | 58,509 | 72,555 | 139,755 |
| Total | 177,874 | 185,185 | 195,505 | 264,605 |

External Funds Projects

American Rescue Plan Act (ARPA)

Project Mission

The American Rescue Plan Act of 2021 (ARPA) is a \$1.9 trillion economic stimulus bill passed by the 117th U.S. Congress and signed into law by the President on March 11, 2021. ARPA will provide an estimated \$424 million to the City of Boston, with funding availability through the end of calendar year 2024. ARPA funding is provided in two tranches: the first in May 2021, and the second a year later. Eligible uses of ARPA funding are broader than CARES-CRF funding and include: revenue replacement to strengthen support for vital public services and help retain jobs; urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control; assistance to small businesses, households, and hard-hit industries, and economic recovery; addressing systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations; and investments in water, sewer and broadband infrastructure.

CARES-Coronavirus Relief Fund

Project Mission

The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, is a \$2.2 trillion economic stimulus bill passed by the 116th U.S. Congress and signed into law by the President on March 27, 2020 in response to the economic fallout of the COVID-19 pandemic in the United States. The CARES Act is a broad-based economic stimulus bill, but the City of Boston is a direct recipient from a \$150 billion program called the Coronavirus Relief Fund (CRF) specifically for states, tribal governments and units of local government paid in advance by the United States Treasury. Boston with a population in excess of 500,000 was eligible for a direct payment totaling \$120.8 million. These funds were approved in the Boston City Council on May 6, 2020 and have been used to respond to COVID-19 crisis by providing resources to support rental relief; small business support, public health interventions and the funding will be spent by December 31, 2021.

FEMA-Coronavirus Response

Project Mission

The Federal Emergency Management Agency (FEMA) will provide reimbursement through the Commonwealth of Massachusetts for costs related to the emergency response funding for the COVID-19 emergency. The Boston City Council approved the first round of reimbursement on June 24, 2020. Additional reimbursement authorization has been submitted to City Council. Total reimbursable costs are estimated at \$14 million.

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 '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|---------------------|-------------------|------------------|------------------|------------------|
| | Execution of Courts | 18,233,939 | 7,083,289 | 5,000,000 | 5,000,000 |
| | Total | 18,233,939 | 7,083,289 | 5,000,000 | 5,000,000 |

Health Insurance Operating Budget

Appropriation 148000

Department Mission

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

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| | Health Insurance | 212,029,308 | 211,341,951 | 216,096,323 | 212,236,570 |
| | Total | 212,029,308 | 211,341,951 | 216,096,323 | 212,236,570 |

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.

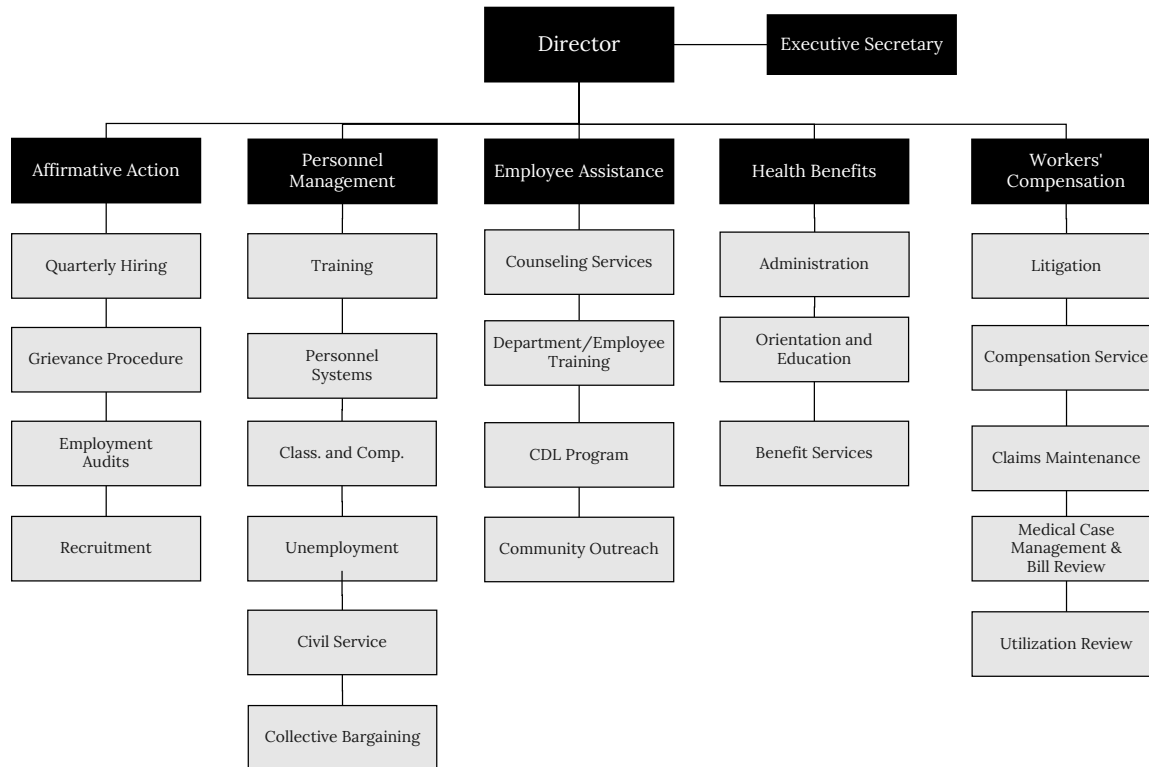
Affirmative Action

- Increase Diversity in COB Workforce.

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|-----------------------------|------------------|------------------|------------------|------------------|
| | Personnel | 2,751,269 | 2,832,764 | 3,483,604 | 4,097,383 |
| | Affirmative Action | 50,971 | 206,189 | 1,430,500 | 63,625 |
| | Health Benefits & Insurance | 842,744 | 915,301 | 944,739 | 923,632 |
| | Employee Assistance | 281,134 | 232,114 | 138,225 | 307,785 |
| | Workers' Compensation | 768,823 | 922,891 | 876,533 | 785,219 |
| | Total | 4,694,941 | 5,109,259 | 6,873,601 | 6,177,644 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 3,578,473 | 3,740,830 | 4,132,853 | 4,575,456 |
| | Non Personnel | 1,116,468 | 1,368,429 | 2,740,748 | 1,602,188 |
| | Total | 4,694,941 | 5,109,259 | 6,873,601 | 6,177,644 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|-------------------|
| 51000 Permanent Employees | 3,383,969 | 3,608,904 | 3,922,522 | 4,365,125 | 442,603 |
| 51100 Emergency Employees | 168,574 | 119,863 | 205,331 | 205,331 | 0 |
| 51200 Overtime | 4,774 | 5,388 | 5,000 | 5,000 | 0 |
| 51600 Unemployment Compensation | 21,156 | 6,675 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 3,578,473 | 3,740,830 | 4,132,853 | 4,575,456 | 442,603 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 15,639 | 16,477 | 15,718 | 19,018 | 3,300 |
| 52200 Utilities | 0 | 0 | 0 | 0 | 0 |
| 52400 Snow Removal | 0 | 0 | 0 | 0 | 0 |
| 52500 Garbage/Waste Removal | 0 | 0 | 0 | 0 | 0 |
| 52600 Repairs Buildings & Structures | 0 | 0 | 0 | 0 | 0 |
| 52700 Repairs & Service of Equipment | 4,051 | 6,087 | 5,350 | 6,400 | 1,050 |
| 52800 Transportation of Persons | 8,380 | 10,881 | 9,000 | 9,000 | 0 |
| 52900 Contracted Services | 150,097 | 291,597 | 1,545,100 | 449,375 | -1,095,725 |
| Total Contractual Services | 178,167 | 325,042 | 1,575,168 | 483,793 | -1,091,375 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 53000 Auto Energy Supplies | 20 | 0 | 500 | 500 | 0 |
| 53200 Food Supplies | 1,008 | 2,690 | 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 | 46,493 | 35,965 | 55,180 | 53,430 | -1,750 |
| 53700 Clothing Allowance | 3,750 | 4,000 | 4,000 | 4,000 | 0 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 51,271 | 42,655 | 59,680 | 57,930 | -1,750 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 54300 Workers' Comp Medical | 0 | 66 | 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 | 878,899 | 907,061 | 1,105,900 | 1,060,465 | -45,435 |
| Total Current Chgs & Oblig | 878,899 | 907,127 | 1,105,900 | 1,060,465 | -45,435 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 55000 Automotive Equipment | 0 | 0 | 0 | 0 | 0 |
| 55400 Lease/Purchase | 0 | 0 | 0 | 0 | 0 |
| 55600 Office Furniture & Equipment | 8,131 | 6,062 | 0 | 0 | 0 |
| 55900 Misc Equipment | 0 | 87,543 | 0 | 0 | 0 |
| Total Equipment | 8,131 | 93,605 | 0 | 0 | 0 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 4,694,941 | 5,109,259 | 6,873,601 | 6,177,644 | -695,957 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary | |
|--------------------------------|------------|-------|----------|-------------|-------------------------------|------------|-------|----------|-------------|------------------|
| Adm Asst | SU4 | 15 | 1.00 | 70,871 | Intern & Fellow Prog Coord | SE1 | 06 | 1.00 | 90,319 | |
| Ass Dir of Invest & Training | EXM | 08 | 1.00 | 73,198 | Manager, Leave Administration | EXM | 10 | 1.00 | 115,848 | |
| Assistant Compliance Manager | SE1 | 06 | 1.00 | 69,440 | Nurse Case Manager | SE1 | 07 | 1.00 | 99,243 | |
| Assoc Dir (EAP) | EXM | 09 | 1.00 | 113,659 | Personnel Analyst | SE1 | 05 | 1.00 | 54,409 | |
| Asst Director | EXM | 11 | 1.00 | 96,280 | Personnel Asst (Ads/Psd) | SU4 | 17 | 1.00 | 82,876 | |
| Benefits HRIS Manager | EXM | 08 | 1.00 | 73,198 | Policy Analyst & Project Mgr | EXM | 08 | 1.00 | 98,282 | |
| Dir (Class & Comp) | EXM | 11 | 1.00 | 123,055 | Prin Admin Assistant | SE1 | 08 | 3.00 | 290,134 | |
| Dir of Employee Asst (EAP) | EXM | 12 | 1.00 | 125,198 | Prin Admin Asst (ASD) | SE1 | 07 | 1.00 | 66,486 | |
| Dir of Health Benefits | EXM | 12 | 1.00 | 127,255 | Principal Clerk | SU4 | 10 | 1.00 | 51,282 | |
| Dir of Investg & Training(OHR) | EXM | 10 | 1.00 | 87,958 | Retiree Benefits Mgr | EXM | 08 | 1.00 | 105,822 | |
| Dir of Talent Aquisition Mgmt | EXM | 10 | 1.00 | 87,958 | Retiree Benefits Rep | SU4 | 16 | 1.00 | 72,725 | |
| Director Operations | EXM | 12 | 1.00 | 133,560 | Senior Admin Asst | SE1 | 07 | 2.00 | 195,320 | |
| DP Sys Analyst | SE1 | 06 | 1.00 | 90,319 | Special Advisor | EXM | NG | 1.00 | 178,990 | |
| Employee Assistance Clinician | EXM | 08 | 4.00 | 342,775 | Sr Adm Asst (OHR) | SE1 | 08 | 2.00 | 216,936 | |
| Head Account Clerk | SU4 | 12 | 4.00 | 214,095 | Sr Adm Asst (WC) | SE1 | 06 | 1.00 | 90,319 | |
| Head Clerk | SU4 | 12 | 1.00 | 56,052 | Sr Admin Asst | EXM | 06 | 1.00 | 86,356 | |
| HR Transformation Director | CDH | NG | 1.00 | 170,467 | Sr Data Proc Sys Analyst | SE1 | 08 | 1.00 | 75,881 | |
| HRIS Associate Manager | EXM | 08 | 1.00 | 105,822 | Sr Personnel Analyst | SE1 | 07 | 1.00 | 84,941 | |
| Human Resources Generalist | EXM | 07 | 1.00 | 96,823 | Supervisor of Personnel | CDH | NG | 1.00 | 135,371 | |
| Human Resources HRIS Mgr | EXM | 10 | 1.00 | 122,950 | Supvising Claims Agent (Asd) | EXM | 09 | 1.00 | 79,904 | |
| Human Resources Rep | SU4 | 15 | 4.00 | 255,386 | Worker's Comp Case Mgr | SU4 | 18 | 3.00 | 263,565 | |
| | | | | | Total | | | | 57 | 5,171,325 |
| | | | | | Adjustments | | | | | |
| | | | | | Differential Payments | | | | | 0 |
| | | | | | Other | | | | | 33,000 |
| | | | | | Chargebacks | | | | | -559,200 |
| | | | | | Salary Savings | | | | | -280,000 |
| | | | | | FY22 Total Request | | | | | 4,365,125 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|------------------|------------------|------------------|------------------|
| Personnel Services | 1,782,959 | 1,903,366 | 2,389,127 | 2,770,261 |
| Non Personnel | 968,310 | 929,398 | 1,094,477 | 1,327,122 |
| Total | 2,751,269 | 2,832,764 | 3,483,604 | 4,097,383 |

Performance

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

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| Days from Job Requisition Posting to Candidate Hire | 55 | 68 | 70 | 60 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|---------------|----------------|------------------|---------------|
| Personnel Services | 1,860 | 0 | 0 | 0 |
| Non Personnel | 49,111 | 206,189 | 1,430,500 | 63,625 |
| Total | 50,971 | 206,189 | 1,430,500 | 63,625 |

Performance

Goal: Increase Diversity in COB Workforce

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| % City Workforce - people of color | 39% | 39% | 40% | 41% |
| % City Workforce - women | 31% | 29% | 30% | 32% |
| % of total promotions - people of color | 43% | 43% | 48% | 45% |
| % of total promotions - women | 36% | 34% | 32% | 33% |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 793,573 | 856,081 | 882,284 | 861,177 |
| Non Personnel | 49,171 | 59,220 | 62,455 | 62,455 |
| Total | 842,744 | 915,301 | 944,739 | 923,632 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 280,591 | 231,557 | 135,673 | 306,433 |
| Non Personnel | 543 | 557 | 2,552 | 1,352 |
| Total | 281,134 | 232,114 | 138,225 | 307,785 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 719,490 | 749,826 | 725,769 | 637,585 |
| Non Personnel | 49,333 | 173,065 | 150,764 | 147,634 |
| Total | 768,823 | 922,891 | 876,533 | 785,219 |

Labor Relations Operating Budget

Kate Kleimola, Acting 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

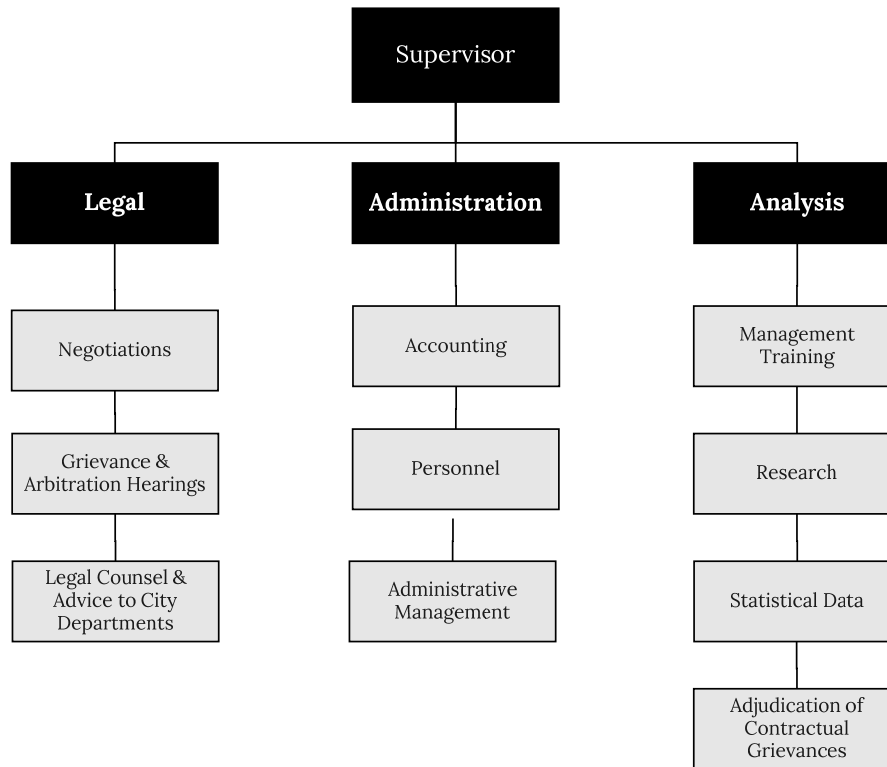
Labor Relations

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

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|-----------------|------------------|------------------|------------------|------------------|
| | Labor Relations | 1,122,845 | 1,309,176 | 1,459,896 | 1,605,222 |
| | Total | 1,122,845 | 1,309,176 | 1,459,896 | 1,605,222 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 768,311 | 804,291 | 864,127 | 1,009,358 |
| | Non Personnel | 354,534 | 504,885 | 595,769 | 595,864 |
| | Total | 1,122,845 | 1,309,176 | 1,459,896 | 1,605,222 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 768,311 | 795,971 | 864,127 | 1,009,358 | 145,231 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 0 | 0 | 0 | 0 | 0 |
| 51600 Unemployment Compensation | 0 | 8,320 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 768,311 | 804,291 | 864,127 | 1,009,358 | 145,231 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 791 | 2,480 | 1,750 | 2,875 | 1,125 |
| 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 | 1,000 | 770 | -230 |
| 52800 Transportation of Persons | 1,925 | 1,788 | 1,800 | 2,100 | 300 |
| 52900 Contracted Services | 318,656 | 470,518 | 552,200 | 551,095 | -1,105 |
| Total Contractual Services | 321,372 | 474,786 | 556,750 | 556,840 | 90 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 1,727 | 1,267 | 3,000 | 2,800 | -200 |
| 53700 Clothing Allowance | 0 | 0 | 0 | 0 | 0 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 1,727 | 1,267 | 3,000 | 2,800 | -200 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 31,435 | 28,832 | 36,019 | 36,224 | 205 |
| Total Current Chgs & Oblig | 31,435 | 28,832 | 36,019 | 36,224 | 205 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 0 | 0 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 1,122,845 | 1,309,176 | 1,459,896 | 1,605,222 | 145,326 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|---------------------------|------------|-------|----------|-------------|-------------------------|------------|-------|------------------|------------------|
| Asst Corp Counsel III | EXM | 08 | 6.00 | 519,980 | Labor Relations Analyst | EXM | 04 | 1.00 | 52,933 |
| Asst Supv/Labor Relations | EXM | 12 | 1.00 | 121,106 | Legal Secretary (OLR) | MYG | 17 | 1.00 | 58,534 |
| Exec Director | CDH | NG | 1.00 | 160,440 | Office Manager | EXM | 06 | 1.00 | 88,116 |
| Total | | | | | | | | 11 | 1,001,108 |
| Adjustments | | | | | | | | | |
| Differential Payments | | | | | | | | | 0 |
| Other | | | | | | | | | 8,250 |
| Chargebacks | | | | | | | | | 0 |
| Salary Savings | | | | | | | | | 0 |
| FY22 Total Request | | | | | | | | 1,009,358 | |

Program 1. Labor Relations

Kate Kleimola, Acting 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|------------------|------------------|------------------|------------------|
| Personnel Services | 768,311 | 804,291 | 864,127 | 1,009,358 |
| Non Personnel | 354,534 | 504,885 | 595,769 | 595,864 |
| Total | 1,122,845 | 1,309,176 | 1,459,896 | 1,605,222 |

Performance

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

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| % of city collective bargaining contracts settled | 100% | 95% | 5% | 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 '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Medicare Payments | 10,673,357 | 10,618,969 | 11,200,000 | 12,635,794 |
| | Total | 10,673,357 | 10,618,969 | 11,200,000 | 12,635,794 |

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 '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|-----------------------------|------------------|------------------|------------------|------------------|
| | Pensions & Annuities - City | 3,699,484 | 3,515,768 | 3,900,000 | 3,900,000 |
| | Total | 3,699,484 | 3,515,768 | 3,900,000 | 3,900,000 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 3,699,484 | 3,515,768 | 3,900,000 | 3,900,000 |
| | Total | 3,699,484 | 3,515,768 | 3,900,000 | 3,900,000 |

Pensions & Annuities - County Operating Budget

Appropriation 749000

Department Mission

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

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|-------------------------------|------------------|------------------|------------------|------------------|
| | Pensions & Annuities - County | 13,147 | 0 | 0 | 0 |
| | Total | 13,147 | 0 | 0 | 0 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|---------------|------------|------------|------------|
| | Personnel Services | 13,147 | 0 | 0 | 0 |
| | Total | 13,147 | 0 | 0 | 0 |

Procurement Operating Budget

Kevin Coyne, Purchasing Agent, Appropriation 143000

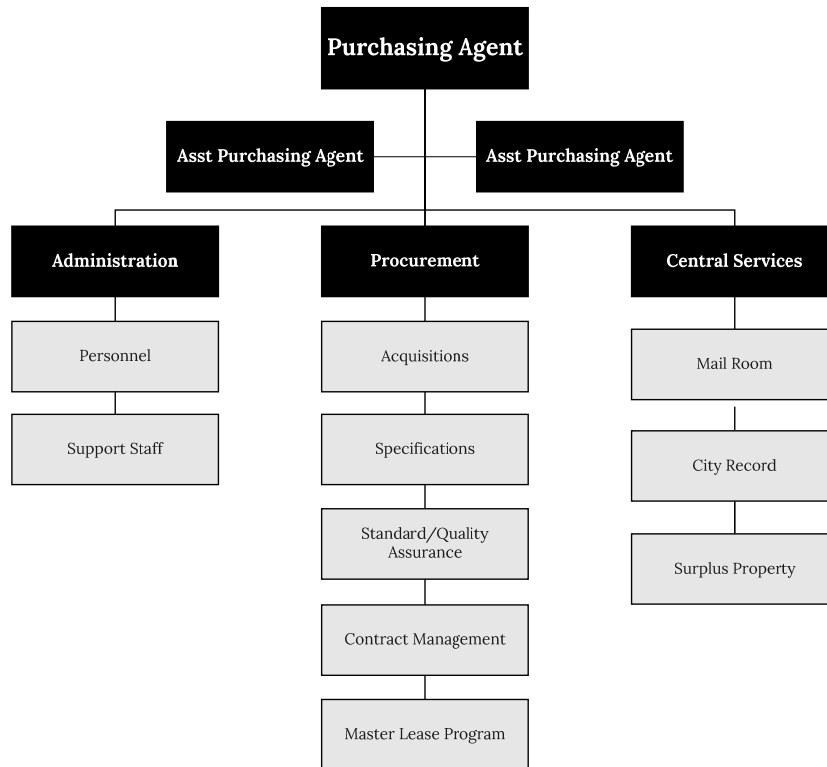
Department Mission

The Procurement Department mission is to purchase the best quality products using fair and Equitable Procurement Processes, inclusive of small and local businesses, including minority-owned businesses (MBEs), woman-owned businesses (WBEs), and veteran-owned small businesses. These products are to be purchased at the lowest possible price and delivered promptly to City departments. The department is also responsible for surplus property, processing mail, providing copier service and publishing the City Record.

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|------------------|------------------|------------------|------------------|------------------|
| | Administration | 627,043 | 1,681,843 | 862,647 | 874,988 |
| | Procurement | 940,361 | 747,960 | 643,963 | 902,718 |
| | Central Services | 168,809 | 343,219 | 353,382 | 352,639 |
| | Total | 1,736,213 | 2,773,022 | 1,859,992 | 2,130,345 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 1,679,446 | 1,777,022 | 1,767,742 | 1,835,854 |
| | Non Personnel | 56,767 | 996,000 | 92,250 | 294,491 |
| | Total | 1,736,213 | 2,773,022 | 1,859,992 | 2,130,345 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 1,676,131 | 1,730,820 | 1,767,742 | 1,835,854 | 68,112 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 687 | -368 | 0 | 0 | 0 |
| 51600 Unemployment Compensation | 0 | 0 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 2,628 | 46,570 | 0 | 0 | 0 |
| Total Personnel Services | 1,679,446 | 1,777,022 | 1,767,742 | 1,835,854 | 68,112 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 3,942 | 7,961 | 4,000 | 8,376 | 4,376 |
| 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 | 5,040 | 0 | 0 | 0 | 0 |
| 52700 Repairs & Service of Equipment | 26,443 | 55,282 | 30,000 | 30,000 | 0 |
| 52800 Transportation of Persons | 4,821 | 4,038 | 4,875 | 4,875 | 0 |
| 52900 Contracted Services | 7,439 | 7,162 | 5,544 | 200,618 | 195,074 |
| Total Contractual Services | 47,685 | 74,443 | 44,419 | 243,869 | 199,450 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 53000 Auto Energy Supplies | 0 | 0 | 0 | 0 | 0 |
| 53200 Food Supplies | 0 | 0 | 0 | 0 | 0 |
| 53400 Custodial Supplies | 0 | 0 | 0 | 0 | 0 |
| 53500 Med, Dental, & Hosp Supply | 0 | 0 | 0 | 0 | 0 |
| 53600 Office Supplies and Materials | 11,430 | 12,139 | 8,525 | 12,225 | 3,700 |
| 53700 Clothing Allowance | 2,750 | 3,000 | 3,000 | 3,000 | 0 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 14,180 | 15,139 | 11,525 | 15,225 | 3,700 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 54300 Workers' Comp Medical | 1,745 | 12,955 | 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 | 4,009 | 2,689 | 5,500 | 5,065 | -435 |
| Total Current Chgs & Oblig | 5,754 | 15,644 | 5,500 | 5,065 | -435 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 55000 Automotive Equipment | 0 | 0 | 0 | 0 | 0 |
| 55400 Lease/Purchase | 42,623 | 0 | 24,806 | 24,332 | -474 |
| 55600 Office Furniture & Equipment | 8,183 | 760 | 0 | 0 | 0 |
| 55900 Misc Equipment | 3,258 | 16,747 | 0 | 0 | 0 |
| Total Equipment | 54,064 | 17,507 | 24,806 | 24,332 | -474 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | -64,916 | 873,267 | 6,000 | 6,000 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | -64,916 | 873,267 | 6,000 | 6,000 | 0 |
| Grand Total | 1,736,213 | 2,773,022 | 1,859,992 | 2,130,345 | 270,353 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary | |
|-----------------------------|------------|-------|----------|-------------|-------------------------------|------------|-------|----------|------------------|------------------|
| Adm Assistant | SU4 | 15 | 2.00 | 141,741 | Manager - Print/Mail Services | EXM | 08 | 1.00 | 91,648 | |
| Adm Assistant | SU4 | 17 | 1.00 | 62,786 | Prin Acct Clerk | SU4 | 10 | 1.00 | 51,709 | |
| Admin Analyst | SU4 | 14 | 1.00 | 45,180 | 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 | 213,026 | Sr Adm Asst (WC) | SE1 | 06 | 2.00 | 180,637 | |
| Buyer/Purchasing | SU4 | 16 | 4.00 | 262,999 | Sr Buyer | SU4 | 17 | 2.00 | 165,752 | |
| Mailroom Equipment Operator | SU4 | 15 | 1.00 | 70,871 | Sr Data Proc Systems Anl I | SE1 | 09 | 1.00 | 116,500 | |
| | | | | | Total | | | | 24 | 1,964,352 |
| | | | | | Adjustments | | | | | |
| | | | | | Differential Payments | | | | 0 | |
| | | | | | Other | | | | 25,935 | |
| | | | | | Chargebacks | | | | -62,786 | |
| | | | | | Salary Savings | | | | -91,648 | |
| | | | | | FY22 Total Request | | | | 1,835,854 | |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|------------------|----------------|----------------|
| Personnel Services | 592,597 | 860,926 | 818,814 | 822,888 |
| Non Personnel | 34,446 | 820,917 | 43,833 | 52,100 |
| Total | 627,043 | 1,681,843 | 862,647 | 874,988 |

Program 2. Procurement

Gerard Bonaceto, Kevin Coyne, Managers, Organization 143200

Program Description

The Procurement Program procures goods and materials for use by all 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. All procurements are fully inclusive of small and local businesses, including minority-owned businesses (MBEs), woman-owned businesses (WBEs), and veteran-owned small businesses are conducted to ensure taxpayers money is spent appropriately. Our Procurement Program follows a Green Purchasing process and purchases products that has a lesser or reduced negative effect or increased positive effect on human health and the environment, when compared with competing products that serve the same purpose.

| Operating Budget | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 923,144 | 537,746 | 631,067 | 695,248 |
| Non Personnel | 17,217 | 210,214 | 12,896 | 207,470 |
| Total | 940,361 | 747,960 | 643,963 | 902,718 |

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 '19 | Actual '20 | Projected '21 | Target '22 |
|--|------------|------------|---------------|------------|
| Average time to create contract (days) | 17.63 | 21.50 | 24.92 | 15.00 |

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

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|--|------------|------------|---------------|------------|
| Requisition to Purchase Order savings in percent | 2% | 3% | 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 '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| Average Requisition to Purchase Order timeline (days) | 7.33 | 6.38 | 9.37 | 5.00 |

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 '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| Supplier Portal Vendor support requests | 44,268 | 14,303 | 11,868 | 7,500 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 163,705 | 378,350 | 317,861 | 317,718 |
| Non Personnel | 5,104 | -35,131 | 35,521 | 34,921 |
| Total | 168,809 | 343,219 | 353,382 | 352,639 |

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.

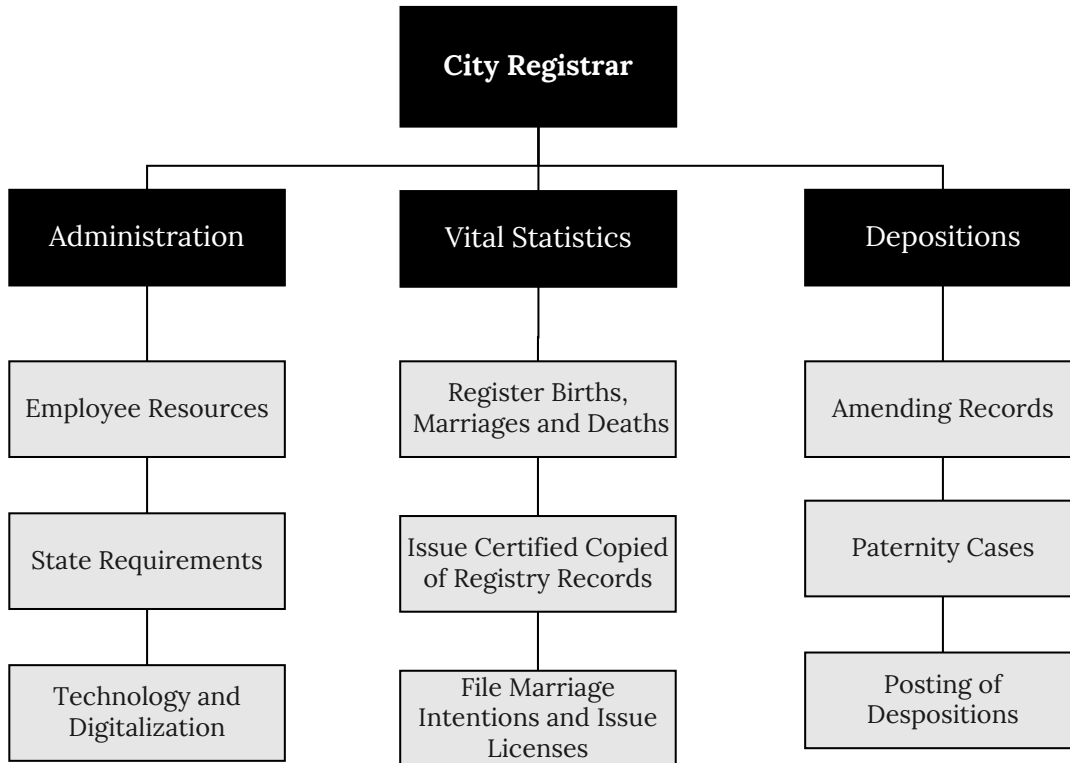
Vital Statistics

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

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|------------------|------------------|------------------|------------------|------------------|
| | Administration | 343,168 | 355,844 | 396,128 | 389,514 |
| | Vital Statistics | 643,256 | 602,744 | 569,913 | 609,754 |
| | Depositions | 129,961 | 119,533 | 150,598 | 145,913 |
| | Total | 1,116,385 | 1,078,121 | 1,116,639 | 1,145,181 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 956,814 | 980,148 | 1,015,714 | 1,064,241 |
| | Non Personnel | 159,571 | 97,973 | 100,925 | 80,940 |
| | Total | 1,116,385 | 1,078,121 | 1,116,639 | 1,145,181 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 956,814 | 980,148 | 1,015,714 | 1,064,241 | 48,527 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 0 | 0 | 0 | 0 | 0 |
| 51600 Unemployment Compensation | 0 | 0 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 956,814 | 980,148 | 1,015,714 | 1,064,241 | 48,527 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 930 | 2,066 | 3,000 | 2,700 | -300 |
| 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 | 539 | 0 | 2,500 | 2,000 | -500 |
| 52800 Transportation of Persons | 2,775 | 2,089 | 2,700 | 2,520 | -180 |
| 52900 Contracted Services | 120,799 | 34,902 | 64,645 | 35,040 | -29,605 |
| Total Contractual Services | 125,043 | 39,057 | 72,845 | 42,260 | -30,585 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 23,482 | 33,556 | 23,240 | 33,900 | 10,660 |
| 53700 Clothing Allowance | 3,750 | 3,750 | 3,750 | 3,750 | 0 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 27,232 | 37,306 | 26,990 | 37,650 | 10,660 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 934 | 975 | 1,090 | 1,030 | -60 |
| Total Current Chgs & Oblig | 934 | 975 | 1,090 | 1,030 | -60 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 6,362 | 20,635 | 0 | 0 | 0 |
| Total Equipment | 6,362 | 20,635 | 0 | 0 | 0 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 0 | 0 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 1,116,385 | 1,078,121 | 1,116,639 | 1,145,181 | 28,542 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary | |
|---------------------------|------------|-------|----------|-------------|------------------------------|------------|-------|----------|------------------|------------------|
| Admin Sec | SU4 | 14 | 1.00 | 63,025 | Deposition Clerk | SU4 | 14 | 2.00 | 110,160 | |
| Asst City Registrar | SE1 | 05 | 2.00 | 138,291 | First Asst City Registrar | SE1 | 07 | 1.00 | 97,428 | |
| City Registrar | CDH | NG | 1.00 | 109,299 | Prin Clerk (Vitals/Registry) | SU4 | 10 | 12.00 | 536,037 | |
| | | | | | Total | | | | 19 | 1,054,240 |
| Adjustments | | | | | | | | | | |
| Differential Payments | | | | | | | | | 0 | |
| Other | | | | | | | | | 10,000 | |
| Chargebacks | | | | | | | | | 0 | |
| Salary Savings | | | | | | | | | 0 | |
| FY22 Total Request | | | | | | | | | 1,064,241 | |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 325,345 | 331,367 | 350,828 | 357,774 |
| Non Personnel | 17,823 | 24,477 | 45,300 | 31,740 |
| Total | 343,168 | 355,844 | 396,128 | 389,514 |

Performance

Goal: Expand cross training

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|-----------------------------------|------------|------------|---------------|------------|
| 75% of staff competent in 2 areas | 74 | 74 | 83 | 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 502,511 | 530,096 | 515,138 | 561,404 |
| Non Personnel | 140,745 | 72,648 | 54,775 | 48,350 |
| Total | 643,256 | 602,744 | 569,913 | 609,754 |

Performance

Goal: Online Death requests

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|--|------------|------------|---------------|------------|
| Death Certificate requests by mail | 6,978 | 4,166 | 4,341 | 4,000 |
| Death Certificates requests at counter | 14,689 | 9,104 | 166 | 3,000 |
| Deaths registered | 7,700 | 7,088 | 8,347 | 7,850 |

Goal: Register new records and issue certified copies

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|--|------------|------------|---------------|------------|
| Birth Certificate requests by mail | 13,519 | 3,120 | 3,652 | 3,500 |
| Birth Certificate Request at counter | | 28,106 | 301 | 20,000 |
| Birth Records registered from Hospitals | 20,429 | 20,545 | 20,340 | 20,000 |
| Marriage Certificate requests at counter | 11,547 | 5,820 | 100 | 150 |
| Marriage Certificate requests by mail | 3,883 | 1,253 | 260 | 250 |
| Marriage Intentions Filed Electronically | 5,160 | 4,329 | 1,898 | 4,000 |

Goal: To Automate the certificate request process

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|-------------------------------------|------------|------------|---------------|------------|
| Birth Certificates Request online | 7,543 | 26,244 | 50,492 | 36,000 |
| Death Certificates Request online | 13,443 | 23,351 | 35,256 | 28,000 |
| Marriage Certificate Request online | | 3,826 | 6,111 | 5,000 |

Program 3. Depositions

Jessica Joyce, Manager, Organization 163300

Program Description

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

| Operating Budget | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 128,958 | 118,685 | 149,748 | 145,063 |
| Non Personnel | 1,003 | 848 | 850 | 850 |
| Total | 129,961 | 119,533 | 150,598 | 145,913 |

Performance

Goal: Register new records and issue certified copies

| Performance Measures | Actual '19 | Actual '20 | Projected '21 | Target '22 |
|---|------------|------------|---------------|------------|
| Depositions amendments and court orders processed | 3,457 | 3,509 | 2,848 | 3,200 |

Treasury Department Operating Budget

Justin Sterritt, 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 '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|---------------------|-------------------|-------------------|------------------|------------------|
| | Collecting Division | 3,227,798 | 3,071,539 | 2,791,876 | 2,914,768 |
| | Treasury Division | 16,942,047 | 17,015,768 | 1,984,762 | 1,940,776 |
| | Total | 20,169,845 | 20,087,307 | 4,776,638 | 4,855,544 |

| External Funds Budget | Fund Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|-----------------------|----------------------------|-------------------|-------------------|-------------------|-------------------|
| | Community Preservation Act | 35,263,150 | 24,705,360 | 26,300,000 | 29,491,975 |
| | Total | 35,263,150 | 24,705,360 | 26,300,000 | 29,491,975 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|-------------------|-------------------|------------------|------------------|
| | Personnel Services | 3,197,442 | 3,249,561 | 3,311,940 | 3,305,644 |
| | Non Personnel | 16,972,403 | 16,837,746 | 1,464,698 | 1,549,900 |
| | Total | 20,169,845 | 20,087,307 | 4,776,638 | 4,855,544 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|-------------------|-------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 3,151,809 | 3,219,536 | 3,268,740 | 3,262,444 | -6,296 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 45,633 | 30,025 | 43,200 | 43,200 | 0 |
| 51600 Unemployment Compensation | 0 | 0 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 3,197,442 | 3,249,561 | 3,311,940 | 3,305,644 | -6,296 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 15,909 | 19,170 | 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 | 20,500 | 19,901 | 27,250 | 27,250 | 0 |
| 52800 Transportation of Persons | 12,136 | 11,224 | 5,350 | 7,750 | 2,400 |
| 52900 Contracted Services | 263,640 | 560,900 | 550,000 | 622,250 | 72,250 |
| Total Contractual Services | 312,185 | 611,195 | 600,000 | 674,650 | 74,650 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 755,255 | 831,611 | 802,698 | 814,000 | 11,302 |
| 53700 Clothing Allowance | 5,750 | 5,250 | 6,500 | 5,750 | -750 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 761,005 | 836,861 | 809,198 | 819,750 | 10,552 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 29,050 | 28,438 | 35,500 | 35,500 | 0 |
| Total Current Chgs & Oblig | 29,050 | 28,438 | 35,500 | 35,500 | 0 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 248 | 20,000 | 20,000 | 0 |
| Total Equipment | 0 | 248 | 20,000 | 20,000 | 0 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 15,870,163 | 15,361,004 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 15,870,163 | 15,361,004 | 0 | 0 | 0 |
| Grand Total | 20,169,845 | 20,087,307 | 4,776,638 | 4,855,544 | 78,906 |

Department Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|---------------------------|------------|-------|----------|-------------|--------------------------------|------------|-------|-----------|------------------|
| Admin Analyst | SU4 | 14 | 1.00 | 45,180 | Mgmt Analyst | SE1 | 06 | 1.00 | 82,231 |
| Admin Asst (Law) | SU4 | 16 | 1.00 | 65,717 | Prin Accountant | SU4 | 16 | 6.00 | 416,399 |
| Chief of Staff | EXM | 10 | 1.00 | 122,950 | Prin Admin Asst (Treas/Treas) | SE1 | 06 | 1.00 | 90,319 |
| Collector-Treasurer | CDH | NG | 1.00 | 182,500 | Prin Admin Asst (Trs/Col) | SE1 | 06 | 3.00 | 250,780 |
| Data Proc Sys Analyst I | SE1 | 07 | 1.00 | 72,035 | Second Asst Coll-Trs (Trs/Col) | SE1 | 10 | 1.00 | 126,024 |
| Dep Collector | SU4 | 13 | 6.00 | 291,672 | Second Asst Coll-Trs (Trs/Trs) | SE1 | 14 | 1.00 | 153,068 |
| Director | 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 | 70,871 |
| Exec Asst (Treasury) | SE1 | 06 | 1.00 | 86,708 | Sr Adm Asst | SE1 | 05 | 4.00 | 298,353 |
| First Asst Coll-Trs | SE1 | 11 | 1.00 | 133,756 | Supervisor Accounting | SE1 | 08 | 8.00 | 797,203 |
| Head Administrative Clerk | SU4 | 14 | 2.00 | 115,002 | Tax Title Supv | SU4 | 15 | 2.00 | 141,741 |
| Head Clerk | SU4 | 12 | 3.00 | 140,205 | Tell. | SU4 | 13 | 4.00 | 210,205 |
| | | | | | Trust Manager | SE1 | 09 | 1.00 | 116,500 |
| | | | | | Total | | | 54 | 4,341,570 |
| | | | | | Adjustments | | | | |
| | | | | | Differential Payments | | | | 0 |
| | | | | | Other | | | | 37,400 |
| | | | | | Chargebacks | | | | -1,071,667 |
| | | | | | Salary Savings | | | | -44,860 |
| | | | | | FY22 Total Request | | | | 3,262,444 |

External Funds History

| Personnel Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|--------------------------------------|------------------|------------------|--------------------|--------------|------------------|
| 51000 Permanent Employees | 287,573 | 266,107 | 361,745 | 400,000 | 38,255 |
| 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 | 18,021 | 18,358 | 63,216 | 79,100 | 15,884 |
| 51500 Pension & Annuity | 0 | 0 | 0 | 36,000 | 36,000 |
| 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 | 3,625 | 3,102 | 5,231 | 5,800 | 569 |
| Total Personnel Services | 309,219 | 287,567 | 435,192 | 525,900 | 90,708 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 54 | 0 | 0 | 0 |
| 52800 Transportation of Persons | 698 | 588 | 2,000 | 2,000 | 0 |
| 52900 Contracted Services | 34,932,133 | 24,381,182 | 320,700 | 455,000 | 134,300 |
| Total Contractual Services | 34,932,831 | 24,381,824 | 322,700 | 457,000 | 134,300 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 706 | 3,285 | 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 | 706 | 3,285 | 1,000 | 1,000 | 0 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 25,517,608 | 28,479,575 | 2,961,967 |
| 54900 Other Current Charges | 20,394 | 27,637 | 21,000 | 21,000 | 0 |
| Total Current Chgs & Oblig | 20,394 | 27,637 | 25,538,608 | 28,500,575 | 2,961,967 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 55000 Automotive Equipment | 0 | 0 | 0 | 0 | 0 |
| 55400 Lease/Purchase | 0 | 0 | 0 | 0 | 0 |
| 55600 Office Furniture & Equipment | 0 | 0 | 0 | 5,000 | 5,000 |
| 55900 Misc Equipment | 0 | 5,047 | 2,500 | 2,500 | 0 |
| Total Equipment | 0 | 5,047 | 2,500 | 7,500 | 5,000 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 35,263,150 | 24,705,360 | 26,300,000 | 29,491,975 | 3,191,975 |

External Funds Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|-------------------------|------------|-------|----------|-------------|------------------------------|------------|-------|----------|----------------|
| Business Operations Mgr | EXM | 08 | 1.00 | 105,822 | Dir Community Pres Committee | EXM | 10 | 1.00 | 87,958 |
| | | | | | Special Assistant Admin | EXM | 05 | 2.00 | 132,593 |
| | | | | | Total | | | 4 | 326,373 |
| | | | | | Adjustments | | | | |
| | | | | | Differential Payments | | | | 0 |
| | | | | | Other | | | | 73,627 |
| | | | | | Chargebacks | | | | 0 |
| | | | | | Salary Savings | | | | 0 |
| | | | | | FY22 Total Request | | | | 400,000 |

Treasury Division Operating Budget

Maureen Garceau, First Assistant Collector-Treasurer, Appropriation 138

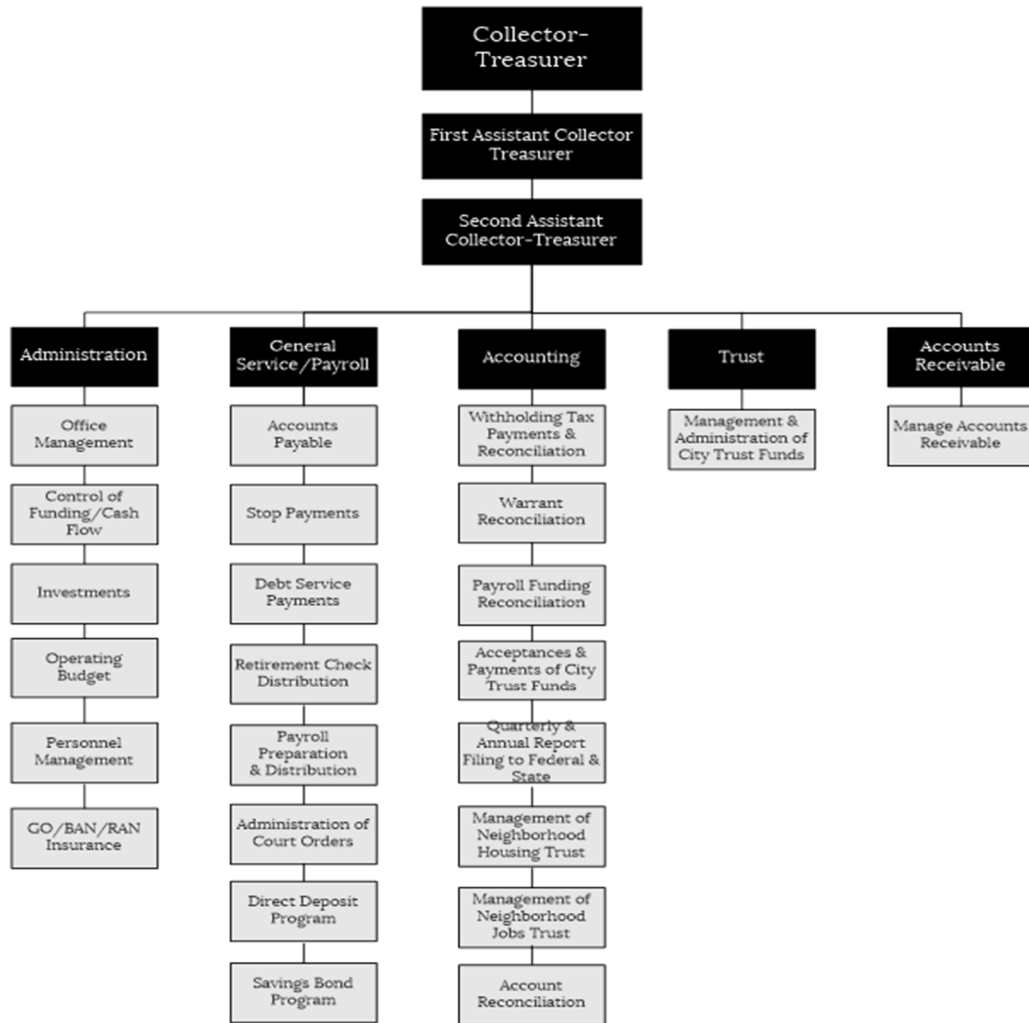
Division Mission

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

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|-------------------------|-------------------|-------------------|------------------|------------------|
| | Administration | 648,764 | 734,710 | 694,890 | 617,474 |
| | General Service/Payroll | 650,931 | 678,147 | 653,041 | 694,199 |
| | Accounting | 181,429 | 180,535 | 190,091 | 191,040 |
| | Accounts Receivable | 460,673 | 422,293 | 446,740 | 438,063 |
| | Trust | 15,000,250 | 15,000,083 | 0 | 0 |
| | Total | 16,942,047 | 17,015,768 | 1,984,762 | 1,940,776 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|-------------------|-------------------|------------------|------------------|
| | Personnel Services | 1,476,532 | 1,510,041 | 1,517,462 | 1,468,076 |
| | Non Personnel | 15,465,515 | 15,505,727 | 467,300 | 472,700 |
| | Total | 16,942,047 | 17,015,768 | 1,984,762 | 1,940,776 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|-------------------|-------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 1,457,739 | 1,505,792 | 1,497,462 | 1,448,076 | -49,386 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 18,793 | 4,249 | 20,000 | 20,000 | 0 |
| 51600 Unemployment Compensation | 0 | 0 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 1,476,532 | 1,510,041 | 1,517,462 | 1,468,076 | -49,386 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 13,347 | 15,492 | 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 | 19,738 | 17,514 | 25,750 | 25,750 | 0 |
| 52800 Transportation of Persons | 6,313 | 5,703 | 900 | 3,300 | 2,400 |
| 52900 Contracted Services | 112,489 | 175,997 | 131,500 | 130,250 | -1,250 |
| Total Contractual Services | 151,887 | 214,706 | 170,550 | 171,700 | 1,150 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 295,863 | 275,572 | 276,000 | 281,000 | 5,000 |
| 53700 Clothing Allowance | 1,500 | 1,000 | 1,750 | 1,000 | -750 |
| 53800 Educational Supplies & Mat | 0 | 0 | 0 | 0 | 0 |
| 53900 Misc Supplies & Materials | 0 | 0 | 0 | 0 | 0 |
| Total Supplies & Materials | 297,363 | 276,572 | 277,750 | 282,000 | 4,250 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 16,265 | 14,449 | 19,000 | 19,000 | 0 |
| Total Current Chgs & Oblig | 16,265 | 14,449 | 19,000 | 19,000 | 0 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 15,000,000 | 15,000,000 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 15,000,000 | 15,000,000 | 0 | 0 | 0 |
| Grand Total | 16,942,047 | 17,015,768 | 1,984,762 | 1,940,776 | -43,986 |

Division Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary | |
|------------------------|------------|-------|----------|-------------|--------------------------------|------------|-------|----------|---------------------------|------------------|
| Admin Analyst | SU4 | 14 | 1.00 | 45,180 | Mgmt Analyst | SE1 | 06 | 1.00 | 82,231 | |
| Admin Asst (Law) | SU4 | 16 | 1.00 | 65,717 | Prin Accountant | SU4 | 16 | 6.00 | 416,399 | |
| Chief of Staff | EXM | 10 | 1.00 | 122,950 | Prin Admin Asst (Treas/Treas) | SE1 | 06 | 1.00 | 90,319 | |
| Collector-Treasurer | CDH | NG | 1.00 | 182,500 | Second Asst Coll-Trs (Trs/Trs) | SE1 | 14 | 1.00 | 153,068 | |
| Director | CDH | NG | 1.00 | 135,371 | Sr Adm Asst | SE1 | 05 | 3.00 | 220,169 | |
| Exec Asst (Treas/Trea) | SE1 | 11 | 1.00 | 133,756 | Supervisor Accounting | SE1 | 08 | 7.00 | 688,735 | |
| Exec Asst (Treasury) | SE1 | 06 | 1.00 | 86,708 | Trust Manager | SE1 | 09 | 1.00 | 116,500 | |
| | | | | | Total | | | | 27 | 2,539,603 |
| Adjustments | | | | | | | | | | |
| | | | | | | | | | Differential Payments | 0 |
| | | | | | | | | | Other | 25,000 |
| | | | | | | | | | Chargebacks | -1,071,667 |
| | | | | | | | | | Salary Savings | -44,860 |
| | | | | | | | | | FY22 Total Request | 1,448,076 |

External Funds History

| Personnel Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|--------------------------------------|------------------|------------------|--------------------|--------------|------------------|
| 51000 Permanent Employees | 287,573 | 266,107 | 361,745 | 400,000 | 38,255 |
| 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 | 18,021 | 18,358 | 63,216 | 79,100 | 15,884 |
| 51500 Pension & Annuity | 0 | 0 | 0 | 36,000 | 36,000 |
| 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 | 3,625 | 3,102 | 5,231 | 5,800 | 569 |
| Total Personnel Services | 309,219 | 287,567 | 435,192 | 525,900 | 90,708 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 54 | 0 | 0 | 0 |
| 52800 Transportation of Persons | 698 | 588 | 2,000 | 2,000 | 0 |
| 52900 Contracted Services | 34,932,133 | 24,381,182 | 320,700 | 455,000 | 134,300 |
| Total Contractual Services | 34,932,831 | 24,381,824 | 322,700 | 457,000 | 134,300 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 706 | 3,285 | 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 | 706 | 3,285 | 1,000 | 1,000 | 0 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 25,517,608 | 28,479,575 | 2,961,967 |
| 54900 Other Current Charges | 20,394 | 27,637 | 21,000 | 21,000 | 0 |
| Total Current Chgs & Oblig | 20,394 | 27,637 | 25,538,608 | 28,500,575 | 2,961,967 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 55000 Automotive Equipment | 0 | 0 | 0 | 0 | 0 |
| 55400 Lease/Purchase | 0 | 0 | 0 | 0 | 0 |
| 55600 Office Furniture & Equipment | 0 | 0 | 0 | 5,000 | 5,000 |
| 55900 Misc Equipment | 0 | 5,047 | 2,500 | 2,500 | 0 |
| Total Equipment | 0 | 5,047 | 2,500 | 7,500 | 5,000 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 35,263,150 | 24,705,360 | 26,300,000 | 29,491,975 | 3,191,975 |

External Funds Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|-------------------------|------------|-------|----------|-------------|---------------------------|------------|-------|----------|----------------|
| Business Operations Mgr | EXM | 08 | 1.00 | 105,822 | Dir Community Pres Comm | EXM | 10 | 1.00 | 87,958 |
| | | | | | Special Assistant Admin | EXM | 05 | 2.00 | 132,593 |
| | | | | | Total | | | 4 | 326,373 |
| | | | | | Adjustments | | | | |
| | | | | | Differential Payments | | | | 0 |
| | | | | | Other | | | | 73,627 |
| | | | | | Chargebacks | | | | 0 |
| | | | | | Salary Savings | | | | 0 |
| | | | | | FY22 Total Request | | | | 400,000 |

Program 1. Administration

Maureen Garceau, 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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 490,510 | 507,926 | 515,740 | 438,974 |
| Non Personnel | 158,254 | 226,784 | 179,150 | 178,500 |
| Total | 648,764 | 734,710 | 694,890 | 617,474 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 417,464 | 421,850 | 387,491 | 423,549 |
| Non Personnel | 233,467 | 256,297 | 265,550 | 270,650 |
| Total | 650,931 | 678,147 | 653,041 | 694,199 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 176,015 | 175,415 | 185,391 | 185,390 |
| Non Personnel | 5,414 | 5,120 | 4,700 | 5,650 |
| Total | 181,429 | 180,535 | 190,091 | 191,040 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 392,543 | 404,767 | 428,840 | 420,163 |
| Non Personnel | 68,130 | 17,526 | 17,900 | 17,900 |
| Total | 460,673 | 422,293 | 446,740 | 438,063 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|-------------------|-------------------|------------|------------|
| Personnel Services | 0 | 83 | 0 | 0 |
| Non Personnel | 15,000,250 | 15,000,000 | 0 | 0 |
| Total | 15,000,250 | 15,000,083 | 0 | 0 |

Collecting Division Operating Budget

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

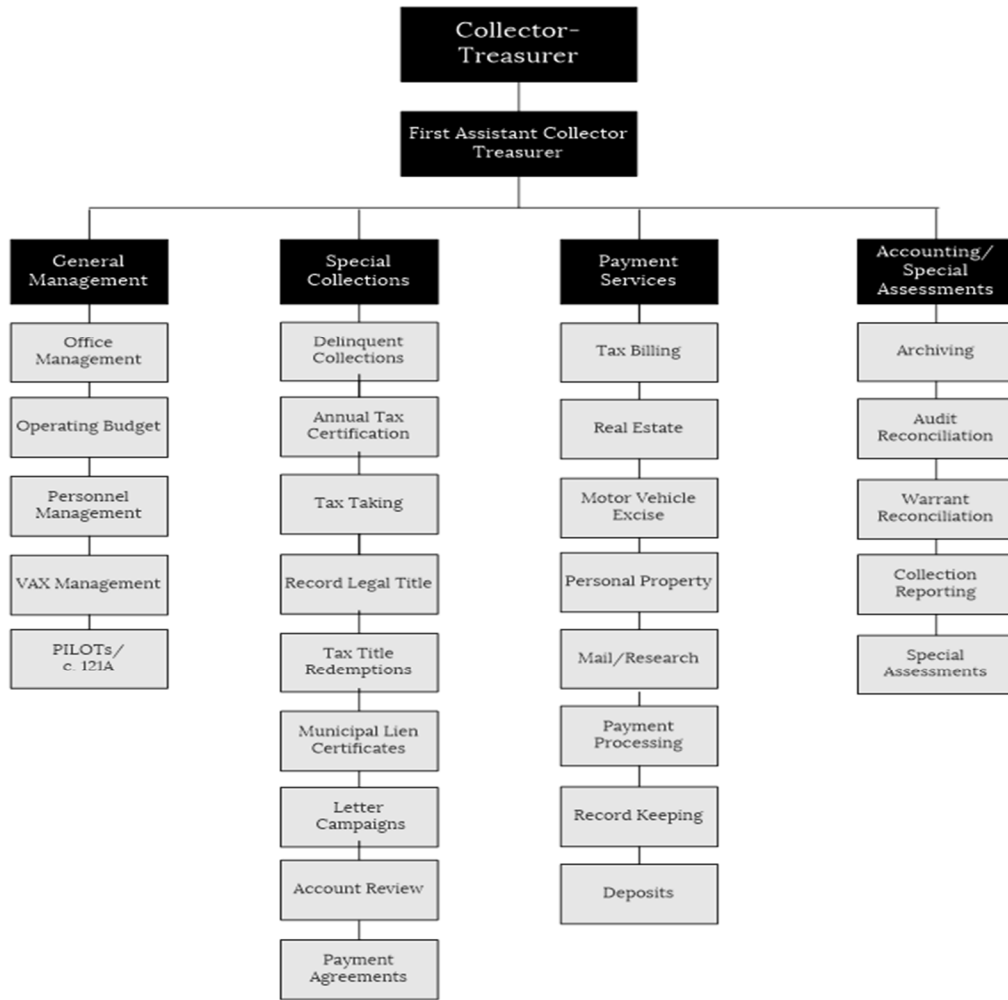
Division Mission

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

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|----------------------------|------------------|------------------|------------------|------------------|
| | General Management | 613,610 | 541,879 | 732,272 | 1,008,564 |
| | Special Collections | 548,973 | 587,052 | 606,299 | 627,054 |
| | Payment Services | 1,648,223 | 1,568,007 | 1,061,969 | 862,571 |
| | Accounting/Quality Control | 416,992 | 374,601 | 391,336 | 416,579 |
| | Total | 3,227,798 | 3,071,539 | 2,791,876 | 2,914,768 |

| Operating Budget | | Actual '19 | Actual '20 | Approp '21 | Budget '22 |
|------------------|--------------------|------------------|------------------|------------------|------------------|
| | Personnel Services | 1,720,910 | 1,739,520 | 1,794,478 | 1,837,568 |
| | Non Personnel | 1,506,888 | 1,332,019 | 997,398 | 1,077,200 |
| | Total | 3,227,798 | 3,071,539 | 2,791,876 | 2,914,768 |

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 | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
|---------------------------------------|------------------|------------------|--------------------|------------------|------------------|
| 51000 Permanent Employees | 1,694,070 | 1,713,744 | 1,771,278 | 1,814,368 | 43,090 |
| 51100 Emergency Employees | 0 | 0 | 0 | 0 | 0 |
| 51200 Overtime | 26,840 | 25,776 | 23,200 | 23,200 | 0 |
| 51600 Unemployment Compensation | 0 | 0 | 0 | 0 | 0 |
| 51700 Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| Total Personnel Services | 1,720,910 | 1,739,520 | 1,794,478 | 1,837,568 | 43,090 |
| Contractual Services | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 52100 Communications | 2,562 | 3,678 | 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 | 2,387 | 1,500 | 1,500 | 0 |
| 52800 Transportation of Persons | 5,823 | 5,521 | 4,450 | 4,450 | 0 |
| 52900 Contracted Services | 151,151 | 384,903 | 418,500 | 492,000 | 73,500 |
| Total Contractual Services | 160,298 | 396,489 | 429,450 | 502,950 | 73,500 |
| Supplies & Materials | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 459,392 | 556,039 | 526,698 | 533,000 | 6,302 |
| 53700 Clothing Allowance | 4,250 | 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 |
| Total Supplies & Materials | 463,642 | 560,289 | 531,448 | 537,750 | 6,302 |
| Current Chgs & Oblig | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 12,785 | 13,989 | 16,500 | 16,500 | 0 |
| Total Current Chgs & Oblig | 12,785 | 13,989 | 16,500 | 16,500 | 0 |
| Equipment | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 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 | 248 | 20,000 | 20,000 | 0 |
| Total Equipment | 0 | 248 | 20,000 | 20,000 | 0 |
| Other | FY19 Expenditure | FY20 Expenditure | FY21 Appropriation | FY22 Adopted | Inc/Dec 21 vs 22 |
| 56200 Special Appropriation | 870,163 | 361,004 | 0 | 0 | 0 |
| 57200 Structures & Improvements | 0 | 0 | 0 | 0 | 0 |
| 58000 Land & Non-Structure | 0 | 0 | 0 | 0 | 0 |
| Total Other | 870,163 | 361,004 | 0 | 0 | 0 |
| Grand Total | 3,227,798 | 3,071,539 | 2,791,876 | 2,914,768 | 122,892 |

Division Personnel

| Title | Union Code | Grade | Position | FY22 Salary | Title | Union Code | Grade | Position | FY22 Salary |
|---------------------------|------------|-------|----------|-------------|--------------------------------|------------|-------|-----------|------------------|
| Data Proc Sys Analyst I | SE1 | 07 | 1.00 | 72,035 | Second Asst Coll-Trs (Trs/Col) | SE1 | 10 | 1.00 | 126,024 |
| Dep Collector | SU4 | 13 | 6.00 | 291,672 | 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 | 70,871 |
| Head Administrative Clerk | SU4 | 14 | 2.00 | 115,002 | Sr Adm Asst | SE1 | 05 | 1.00 | 78,184 |
| Head Clerk | SU4 | 12 | 3.00 | 140,205 | Supervisor Accounting | SE1 | 08 | 1.00 | 108,468 |
| Prin Admin Asst (Trs/Col) | SE1 | 06 | 3.00 | 250,780 | Tax Title Supv | SU4 | 15 | 2.00 | 141,741 |
| | | | | | Teller | SU4 | 13 | 4.00 | 210,205 |
| | | | | | Total | | | 27 | 1,801,968 |
| | | | | | Adjustments | | | | |
| | | | | | Differential Payments | | | | 0 |
| | | | | | Other | | | | 12,400 |
| | | | | | Chargebacks | | | | 0 |
| | | | | | Salary Savings | | | | 0 |
| | | | | | FY22 Total Request | | | | 1,814,368 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|------------------|
| Personnel Services | 476,947 | 481,265 | 476,522 | 477,314 |
| Non Personnel | 136,663 | 60,614 | 255,750 | 531,250 |
| Total | 613,610 | 541,879 | 732,272 | 1,008,564 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 544,807 | 582,734 | 600,087 | 620,842 |
| Non Personnel | 4,166 | 4,318 | 6,212 | 6,212 |
| Total | 548,973 | 587,052 | 606,299 | 627,054 |

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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|------------------|------------------|------------------|----------------|
| Personnel Services | 283,941 | 302,800 | 328,246 | 324,546 |
| Non Personnel | 1,364,282 | 1,265,207 | 733,723 | 538,025 |
| Total | 1,648,223 | 1,568,007 | 1,061,969 | 862,571 |

Program 4. Accounting/Quality Control

Maryanne Peckham, *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 '19 | Actual '20 | Approp '21 | Budget '22 |
|--------------------|----------------|----------------|----------------|----------------|
| Personnel Services | 415,215 | 372,721 | 389,623 | 414,866 |
| Non Personnel | 1,777 | 1,880 | 1,713 | 1,713 |
| Total | 416,992 | 374,601 | 391,336 | 416,579 |

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 '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|---------------------------|------------------|------------------|------------------|------------------|
| | Unemployment Compensation | 0 | 634,863 | 350,000 | 350,000 |
| | Total | 0 | 634,863 | 350,000 | 350,000 |

Workers' Compensation Fund Operating Budget

Appropriation 341000

Department Mission

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

| Operating Budget | Program Name | Total Actual '19 | Total Actual '20 | Total Approp '21 | Total Budget '22 |
|------------------|----------------------------|------------------|------------------|------------------|------------------|
| | Workers' Compensation Fund | 1,618,544 | 1,767,314 | 2,000,000 | 2,000,000 |
| | Total | 1,618,544 | 1,767,314 | 2,000,000 | 2,000,000 |