

# Administration & Finance

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# Administration & Finance

Emme Handy, Chief Financial Officer & Collector-Treasurer

## Cabinet Mission

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

Operating Budget	Total Actual '19	Total Actual '20	Total Approp '21	Total Budget '22
Administration & Finance	757,336	2,056,989	1,272,150	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	2,863,291	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	5,970,601	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	1,880,345
Registry Division	1,116,385	1,078,121	1,086,639	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
<b>Total</b>	<b>288,453,830</b>	<b>279,869,951</b>	<b>268,824,865</b>	<b>267,515,650</b>

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	113,252,974	0
Treasury Department	35,263,149	24,705,360	26,300,000	29,489,763S
<b>Total</b>	<b>35,278,149</b>	<b>48,364,987</b>	<b>139,976,576</b>	<b>30,000,985</b>



# Administration & Finance Operating Budget

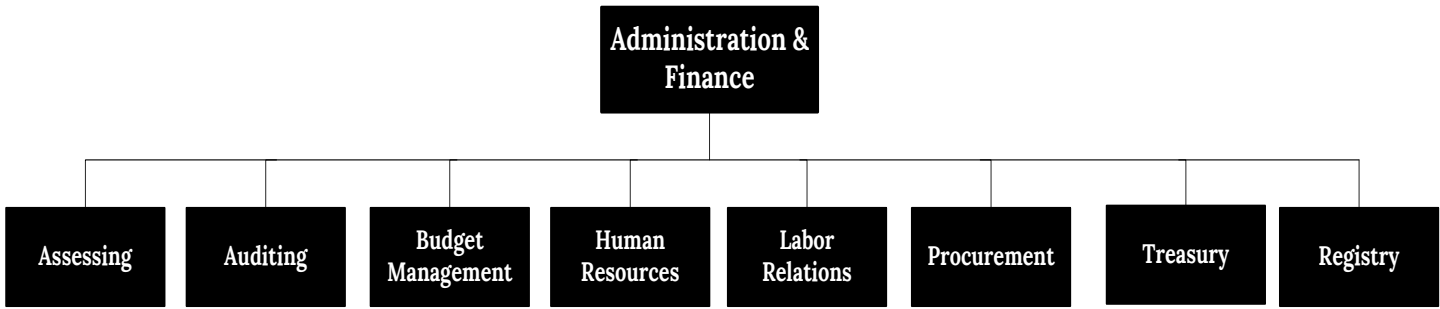
Emme Handy, Chief Financial Officer & Collector Treasurer, Appropriation 144000

## Department Mission

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

Operating Budget	Program Name	Total Actual '19	Total Actual '20	Total Approp '21	Total Budget '22
	A & F	757,336	2,056,989	1,272,150	1,246,207
	<b>Total</b>	<b>757,336</b>	<b>2,056,989</b>	<b>1,272,150</b>	<b>1,246,207</b>
External Funds Budget	Fund Name	Total Actual '19	Total Actual '20	Total Approp '21	Total Budget '22
	Strategic Partnerships	0	0	205,208	265,091
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>205,208</b>	<b>265,091</b>
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	372,208	372,208
	<b>Total</b>	<b>757,336</b>	<b>2,056,989</b>	<b>1,272,150</b>	<b>1,246,207</b>

# 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 Recommended	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 Recommended	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	350,000	350,000	0
Total Contractual Services	94,072	1,296,906	367,700	367,700	0
Supplies & Materials	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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	1,272,150	1,246,207	-25,943

# Department Personnel

Title	Union Code	Grade	Position	FY22 Salary	Title	Union Code	Grade	Position	FY22 Salary
Admin Assistant	EXM	05	1.00	80,858	Director Administrative Services	CDH	NG	1.00	182,500
Administrative Assistant	EXM	04	1.00	49,311	Exec Asst	MYO	06	1.00	50,631
Ch of Staff	EXM	NG	1.00	109,542	Project Manager, Alternative Financing	EXM	10	1.00	122,950
Data Proc Systems Anl	EXM	06	1.00	88,116	Special Advisor	EXM	10	1.00	122,950
					<b>Total</b>			<b>8</b>	<b>806,858</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				127,100
					Chargebacks				0
					Salary Savings				-87,335
					<b>FY22 Total Request</b>				<b>846,623</b>



# External Funds History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 I	MYO	10	1.00	91,696	Spec Asst	MYN	NG	1.00	119,395
					<b>Total</b>			<b>2</b>	<b>211,091</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				0
					Chargebacks				0
					Salary Savings				0
					<b>FY22 Total Request</b>				<b>211,091</b>

# Program 1. Administration & Finance

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

## Program Description

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

Operating Budget	Actual '19	Actual '20	Approp '21	Budget '22
Personnel Services	660,178	734,473	899,942	873,999
Non Personnel	97,158	1,322,516	372,208	372,208
<b>Total</b>	<b>757,336</b>	<b>2,056,989</b>	<b>1,272,150</b>	<b>1,246,207</b>

# External Funds Projects

## Strategic Partnerships

### **Project Mission**

The 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.

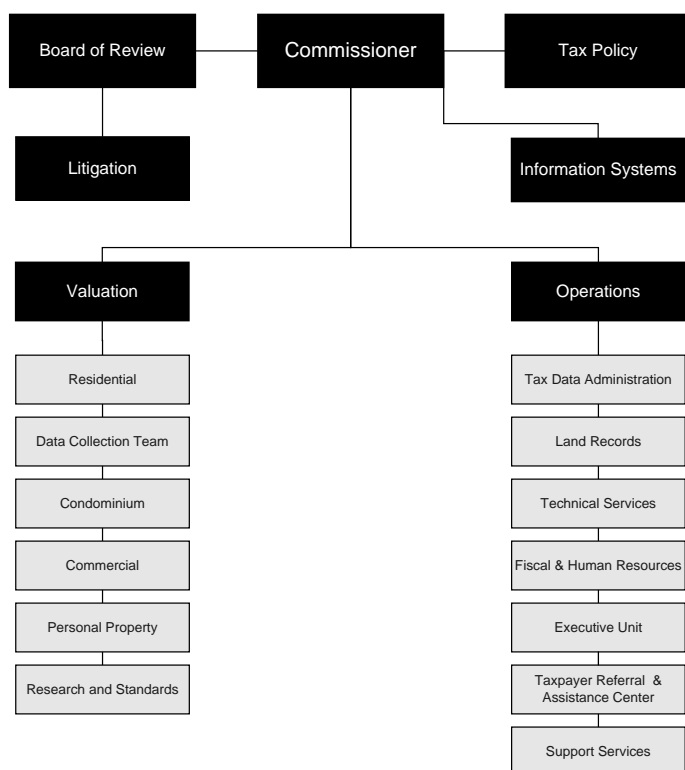
### Executive

- 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
	<b>Total</b>	<b>7,150,524</b>	<b>6,670,362</b>	<b>7,718,365</b>	<b>7,946,936</b>

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
	<b>Total</b>	<b>7,150,524</b>	<b>6,670,362</b>	<b>7,718,365</b>	<b>7,946,936</b>

# Assessing Department Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Analyst	SU4	14	11.00	610,510	Exec Asst	EXM	11	1.00	96,280
Adm Asst	SU4	15	5.00	353,014	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 Assessing	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 Analyst	SE1	06	5.00	424,168
Director of Oper	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
					<b>Total</b>		<b>88</b>		<b>7,302,880</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				183,470
					Chargebacks				0
					Salary Savings				-263,915
					<b>FY22 Total Request</b>				<b>7,222,435</b>



# Program 1. Operations

**Emmanuel Dikibo, Manager, Organization 136100**

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>2,403,289</b>	<b>2,446,938</b>	<b>2,602,011</b>	<b>2,719,377</b>

## 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	8,900	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
<b>Total</b>	<b>3,572,662</b>	<b>3,208,034</b>	<b>3,770,517</b>	<b>3,850,724</b>

# Program 3. Executive

Nicholas Ariniello, Commissioner, Organization 136300

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>1,174,573</b>	<b>1,015,390</b>	<b>1,345,837</b>	<b>1,376,835</b>

## 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	32,000	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	3,200	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

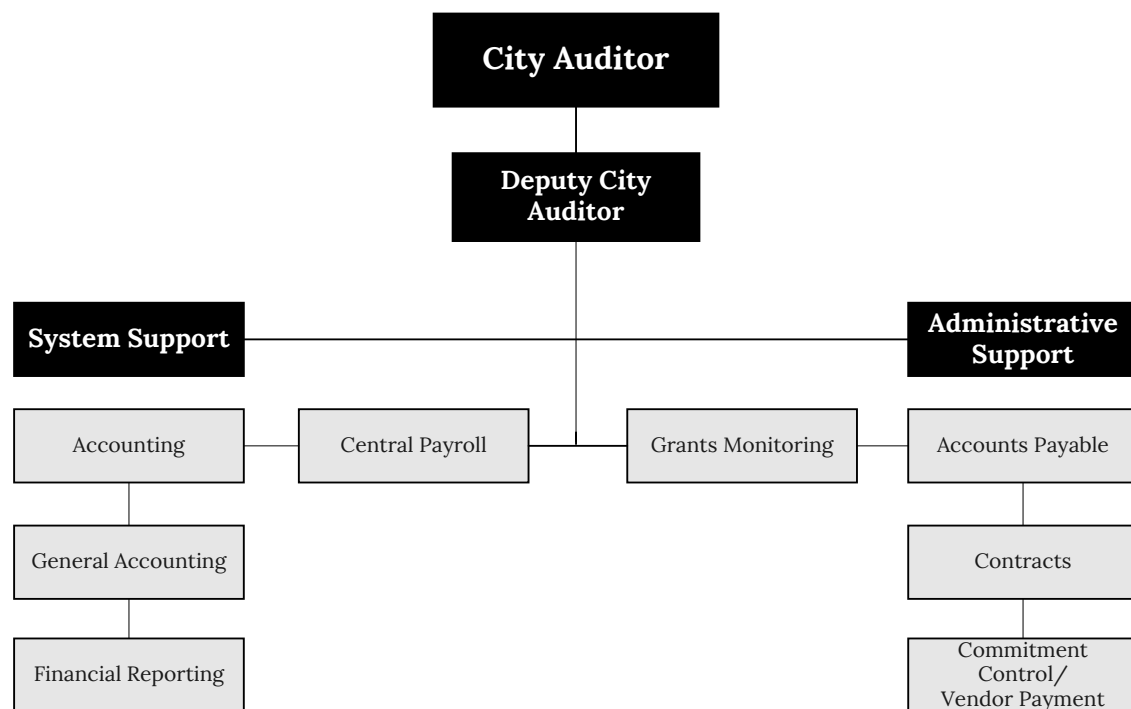
- % contracts routed within 3 days of receipt.
- % procurement documents approved within 3 days.
- % vendor invoices processed within 5 days.
- Improvement through the use of technology & resources to manage the City's Accounts Payable.

Operating Budget	Program Name	Total Actual '19	Total Actual '20	Total Approp '21	Total Budget '22
	Administration	441,154	689,775	583,921	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	166,864	149,440
	Accounts Payable	654,509	675,392	655,454	761,989
	<b>Total</b>	<b>2,735,312</b>	<b>2,996,261</b>	<b>2,863,291</b>	<b>3,015,636</b>

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
	<b>Total</b>	<b>15,000</b>	<b>59,242</b>	<b>218,394</b>	<b>246,131</b>

Operating Budget		Actual '19	Actual '20	Approp '21	Budget '22
	Personnel Services	2,629,117	2,834,746	2,738,216	2,817,834
	Non Personnel	106,195	161,515	125,075	197,802
	<b>Total</b>	<b>2,735,312</b>	<b>2,996,261</b>	<b>2,863,291</b>	<b>3,015,636</b>

# Auditing Department Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
51000 Permanent Employees	2,564,853	2,762,967	2,728,216	2,807,834	79,618
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	2,738,216	2,817,834	79,618
Contractual Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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	2,863,291	3,015,636	152,345

# 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
					<b>Total</b>			<b>37</b>	<b>3,059,116</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				22,784
					Chargebacks				-246,131
					Salary Savings				-27,935
					<b>FY22 Total Request</b>				<b>2,807,834</b>



# External Funds History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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	569,983	574,671
Non Personnel	20,052	110,483	13,938	128,070
<b>Total</b>	<b>441,154</b>	<b>689,775</b>	<b>583,921</b>	<b>702,741</b>

# Program 2. Accounting

Licia C. Lima-Pires, Manager, Organization 131200

## Program Description

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

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
	<b>Total</b>	<b>741,514</b>	<b>688,913</b>	<b>797,333</b>	<b>800,931</b>

## 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
<b>Total</b>	<b>632,572</b>	<b>617,072</b>	<b>659,719</b>	<b>600,535</b>

# Program 4. Grants Monitoring

Scott Finn, Manager, Organization 131400

## Program Description

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

Operating Budget		Actual '19	Actual '20	Approp '21	Budget '22
	Personnel Services	261,870	321,741	162,459	144,943
	Non Personnel	3,693	3,368	4,405	4,497
	<b>Total</b>	<b>265,563</b>	<b>325,109</b>	<b>166,864</b>	<b>149,440</b>

## 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
	<b>Total</b>	<b>654,509</b>	<b>675,392</b>	<b>655,454</b>	<b>761,989</b>

## 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%	85%	85%

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

Performance Measures	Actual '19	Actual '20	Projected '21	Target '22
% procurement documents approved within 3 days	93%	90.8%	95%	95%

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

Performance Measures	Actual '19	Actual '20	Projected '21	Target '22
% vendor invoices processed within 5 days	99%	100%	100%	100%

**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

Justin Sterritt, Director, Appropriation 141000

## Department Mission

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

## Selected Performance Goals

### Budget & Management

- Improve use of limited city resources.

### Revenue Monitoring

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

### Capital Budgeting

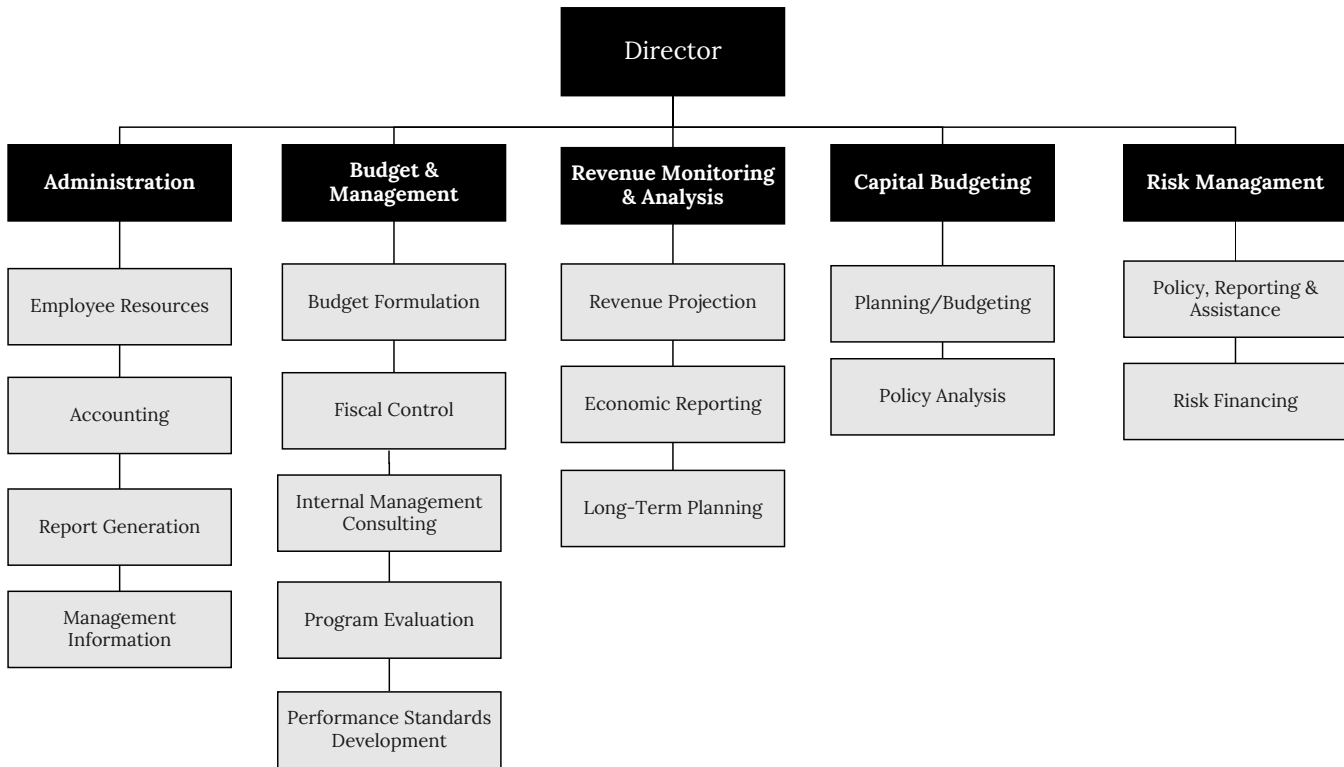
- Improve use of limited city resources.

Operating Budget	Program Name	Total Actual '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
	<b>Total</b>	<b>2,702,650</b>	<b>2,827,300</b>	<b>3,270,970</b>	<b>3,520,571</b>

External Funds Budget	Fund Name	Total Actual '19	Total Actual '20	Total Approp '21	Total Budget '22
	CARES-Coronavirus Relief Fund	0	14,203,649	106,649,710	0
	FEMA-Coronavirus Response	0	9,396,736	6,603,264	0
	<b>Total</b>	<b>0</b>	<b>23,600,385</b>	<b>113,252,974</b>	<b>0</b>

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
	<b>Total</b>	<b>2,702,650</b>	<b>2,827,300</b>	<b>3,270,970</b>	<b>3,520,571</b>

# Budget Management Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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
Adm Sec	SU4	14	1.00	63,025	Office Operations Mgr (Budget)	SE1	08	1.00	88,965
Adminis Assistant	SU4	16	1.00	61,309	Risk Finance Mgr	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 (Obpe)	SE1	06	9.00	665,306	Sr Management Analyst	EXM	08	2.00	189,085
					Supervisor of Budgets	CDH	NG	1.00	150,412
					<b>Total</b>			<b>26</b>	<b>2,483,348</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				151,500
					Chargebacks				61,307
					Salary Savings				-148,476
					<b>FY22 Total Request</b>				<b>2,547,679</b>

# External Funds History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
51000 Permanent Employees	0	0	0	0	0
51100 Emergency Employees	0	0	2,500,000	0	-2,500,000
51200 Overtime	0	4,145,720	21,707,942	0	-21,707,942
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	4,145,720	24,207,942	0	-24,207,942
Contractual Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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	282,435	147,313	0	-147,313
52900 Contracted Services	0	13,506,807	72,641,427	0	-72,641,427
Total Contractual Services	0	13,789,242	72,788,740	0	-72,788,740
Supplies & Materials	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	3,000,000	0	-3,000,000
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	0	0	0
53900 Misc Supplies & Materials	0	2,396,198	1,256,292	0	-1,256,292
Total Supplies & Materials	0	2,396,198	4,256,292	0	-4,256,292
Current Chgs & Oblig	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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	12,000,000	0	-12,000,000
Total Equipment	0	3,269,225	12,000,000	0	-12,000,000
Other	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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	113,252,974	0	-113,252,974

# Program 1. Administration

Justin Sterritt, Manager, Organization 141100

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>1,298,242</b>	<b>1,380,074</b>	<b>987,170</b>	<b>1,241,891</b>

# Program 2. Budget & Management

James M. Williamson, Manager, Organization 141200

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>721,157</b>	<b>807,592</b>	<b>955,420</b>	<b>949,191</b>

## 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%	97%	100%
New healthcare savings achieved through the Public Employee Committee (PEC)	1.5M	0.6M	8.6M	22.8M

# Program 3. Revenue Monitoring

Mor Zoran, Manager, Organization 141300

## Program Description

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

Operating Budget	Actual '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%	0.5%	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%	62%	100%



# Program 4. 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
	<b>Total</b>	<b>352,578</b>	<b>370,042</b>	<b>411,015</b>	<b>393,753</b>

## 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%	90.9%	90.9%

# Program 5. 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
<b>Total</b>	<b>177,874</b>	<b>185,185</b>	<b>195,505</b>	<b>264,605</b>

# External Funds Projects

## 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 based on a recent extension will be used 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.



# 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
	<b>Total</b>	<b>18,233,939</b>	<b>7,083,289</b>	<b>5,000,000</b>	<b>5,000,000</b>



# Health Insurance Operating Budget

## Appropriation 148000

### Department Mission

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

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





# Human Resources Operating Budget

Vivian Leonard, Director, Appropriation 142000

## Department Mission

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

## Selected Performance Goals

### Personnel

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

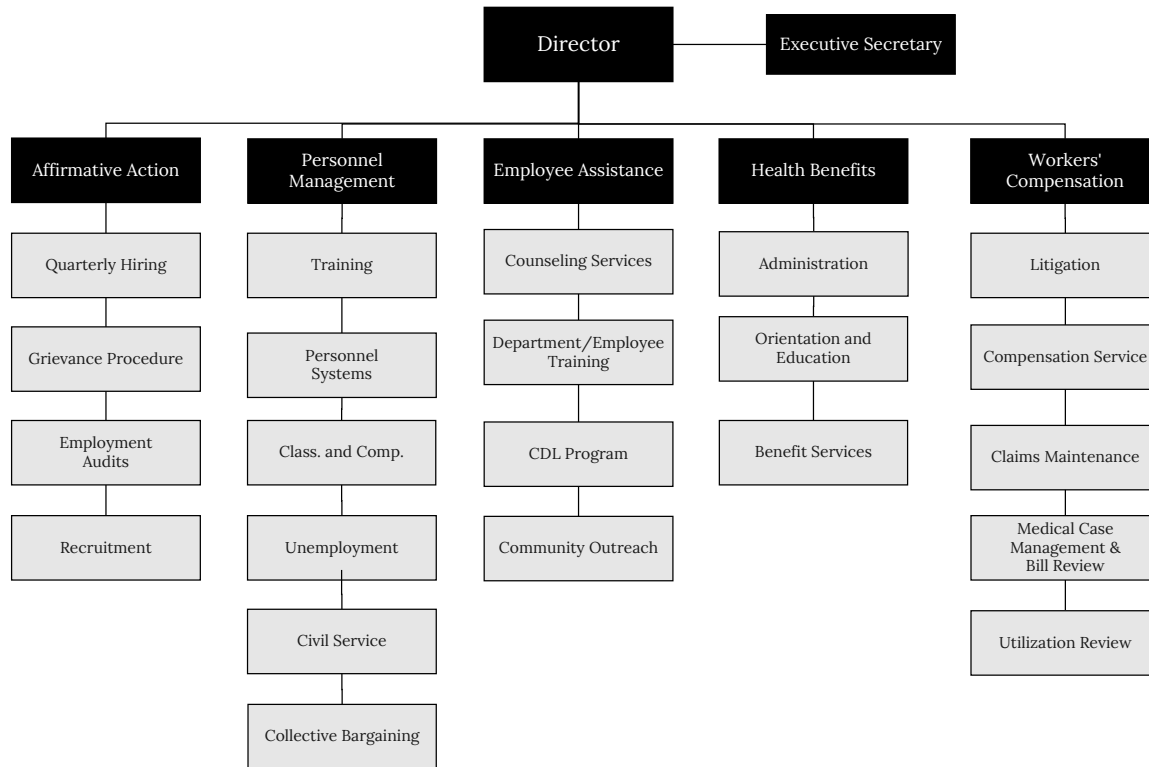
### Affirmative Action

- Increase Diversity in COB Workforce.

Operating Budget	Program Name	Total Actual '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	527,500	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
	<b>Total</b>	<b>4,694,941</b>	<b>5,109,259</b>	<b>5,970,601</b>	<b>6,177,644</b>

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	1,837,748	1,602,188
	<b>Total</b>	<b>4,694,941</b>	<b>5,109,259</b>	<b>5,970,601</b>	<b>6,177,644</b>

# Human Resources Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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	642,100	449,375	-192,725
Total Contractual Services	178,167	325,042	672,168	483,793	-188,375
Supplies & Materials	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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	5,970,601	6,177,644	207,043

# 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 & Fellowship Program Coord	SE1	06	1.00	90,319
Ass Dir of Investns & 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 Dirtr	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 Manager	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 Anl	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	EXM	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 Manager	EXM	10	1.00	122,950	Supvising Claims Agent (Asd)	EXM	09	1.00	79,904
Human Resources Representative	SU4	15	4.00	255,386	Worker's Compensation Case Mgr	SU4	18	3.00	263,565
					<b>Total</b>				<b>57</b>
									<b>5,171,328</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				33,000
					Chargebacks				-559,200
					Salary Savings				-280,000
					<b>FY22 Total Request</b>				<b>4,365,128</b>

# Program 1. Personnel

Vivian Leonard, Manager, Organization 142100

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>2,751,269</b>	<b>2,832,764</b>	<b>3,483,604</b>	<b>4,097,383</b>

## 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	85	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	527,500	63,625
Total	50,971	206,189	527,500	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%	31%	32%
% of total promotions - people of color	43%	43%	45%	45%
% of total promotions - women	36%	34%	31%	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
<b>Total</b>	<b>842,744</b>	<b>915,301</b>	<b>944,739</b>	<b>923,632</b>

# Program 4. Employee Assistance

Wendolyn M. Costello-Cook, Manager, Organization 142400

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>281,134</b>	<b>232,114</b>	<b>138,225</b>	<b>307,785</b>



# Program 5. Workers' Compensation

Kerry Gillian Nero, Manager, Organization 142500

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>768,823</b>	<b>922,891</b>	<b>876,533</b>	<b>785,219</b>



# 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

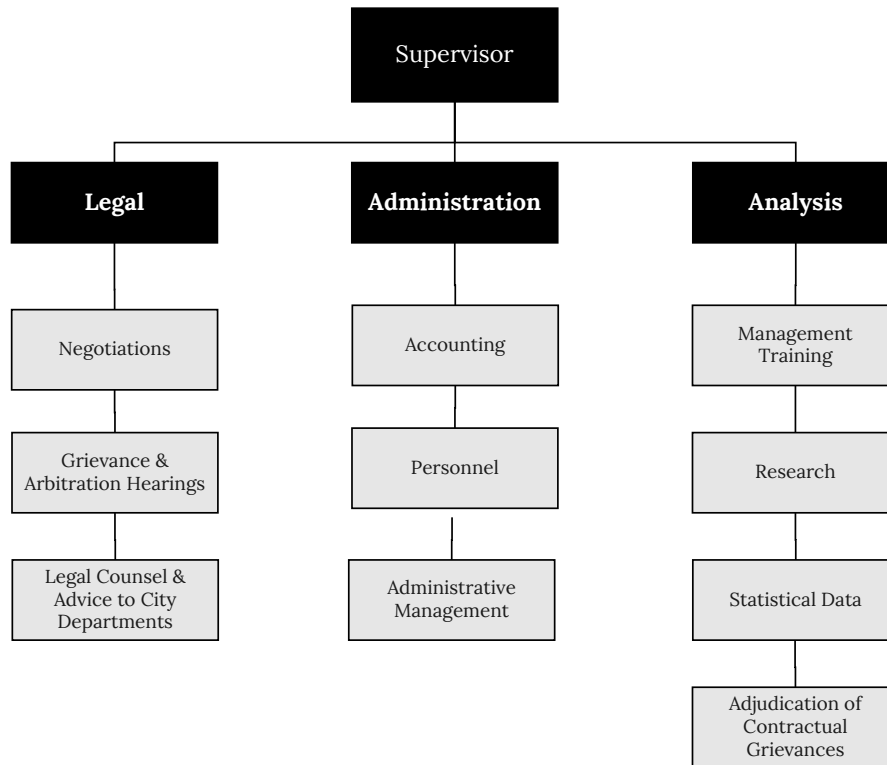
### Labor Relations

- 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
	<b>Total</b>	<b>1,122,845</b>	<b>1,309,176</b>	<b>1,459,896</b>	<b>1,605,222</b>

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
	<b>Total</b>	<b>1,122,845</b>	<b>1,309,176</b>	<b>1,459,896</b>	<b>1,605,222</b>

# Labor Relations Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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
					<b>Total</b>				<b>11 1,001,109</b>
					<b>Adjustments</b>				
					Differential Payments				
					Other				
					Chargebacks				
					Salary Savings				
					<b>FY22 Total Request</b>				

# 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
<b>Total</b>	<b>1,122,845</b>	<b>1,309,176</b>	<b>1,459,896</b>	<b>1,605,222</b>

## 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
	<b>Total</b>	<b>10,673,357</b>	<b>10,618,969</b>	<b>11,200,000</b>	<b>12,635,794</b>



# Pensions & Annuities - City Operating Budget

## Appropriation 374000

### Department Mission

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

Operating Budget	Program Name	Total Actual '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
	<b>Total</b>	<b>3,699,484</b>	<b>3,515,768</b>	<b>3,900,000</b>	<b>3,900,000</b>

Operating Budget		Actual '19	Actual '20	Approp '21	Budget '22
	Personnel Services	3,699,484	3,515,768	3,900,000	3,900,000
	<b>Total</b>	<b>3,699,484</b>	<b>3,515,768</b>	<b>3,900,000</b>	<b>3,900,000</b>



# Pensions & Annuities - County Operating Budget

## Appropriation 749000

### Department Mission

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

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

Operating Budget	Actual '19	Actual '20	Approp '21	Budget '22
Personnel Services	13,147	0	0	0
<b>Total</b>	<b>13,147</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Procurement Operating Budget

Kevin Coyne, Purchasing Agent, Appropriation 143000

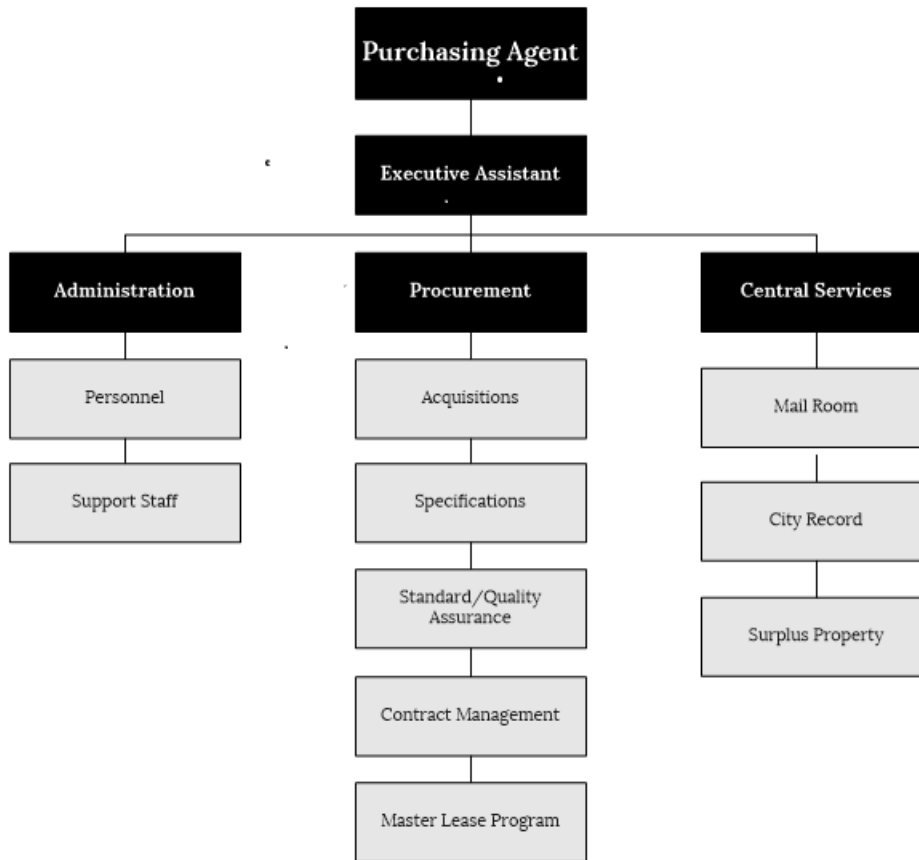
## Department Mission

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	652,718
	Central Services	168,809	343,219	353,382	352,639
	<b>Total</b>	<b>1,736,213</b>	<b>2,773,022</b>	<b>1,859,992</b>	<b>1,880,345</b>

Operating Budget		Actual '19	Actual '20	Approp '21	Budget '22
	Personnel Services	1,679,446	1,777,022	1,767,742	1,780,928
	Non Personnel	56,767	996,000	92,250	99,417
	<b>Total</b>	<b>1,736,213</b>	<b>2,773,022</b>	<b>1,859,992</b>	<b>1,880,345</b>

# Procurement Operating Budget



## Authorizing Statutes

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

## Description of Services

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



# Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
51000 Permanent Employees	1,676,131	1,730,820	1,767,742	1,780,928	13,186
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	1,780,928	13,186
Contractual Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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	5,544	0
Total Contractual Services	47,685	74,443	44,419	48,795	4,376
Supplies & Materials	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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	1,880,345	20,353

# Department Personnel

Title	Union Code	Grade	Position	FY22 Salary	Title	Union Code	Grade	Position	FY22 Salary
Adm Analyst	SU4	14	1.00	45,180	Manager - Print/Mail Services	EXM	08	1.00	91,648
Adm Asst	SU4	15	2.00	141,741	Prin Acct Clerk	SU4	10	1.00	51,709
Adm.Assistant	SU4	17	1.00	62,786	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	3.00	208,073	Sr Buyer	SU4	17	2.00	165,752
Mailroom Equipment Operator	SU4	15	1.00	70,871	Sr Data Proc Systems Analyst	SE1	09	1.00	116,500
					<b>Total</b>				<b>23 1,909,426</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				25,935
					Chargebacks				-62,786
					Salary Savings				-91,648
					<b>FY22 Total Request</b>				<b>1,780,927</b>

# Program 1. Administration

Kevin Coyne, Manager, Organization 143100

## Program Description

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

Operating Budget	Actual '19	Actual '20	Approp '21	Budget '22
Personnel Services	592,597	860,926	818,814	822,888
Non Personnel	34,447	820,917	43,833	52,100
<b>Total</b>	<b>627,045</b>	<b>1,681,843</b>	<b>862,647</b>	<b>874,988</b>

# 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	640,322
Non Personnel	17,217	210,214	12,896	12,396
Total	940,361	747,961	643,963	652,718

## 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	21.5	15	15

**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	2.0%	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	5.00	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	7,500	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
<b>Total</b>	<b>168,809</b>	<b>343,219</b>	<b>353,382</b>	<b>352,639</b>



# Registry Division Operating Budget

Patricia A. McMahon, Registrar, Appropriation 163000

## Department Mission

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

## Selected Performance Goals

### Administration

- Expand crosstraining.

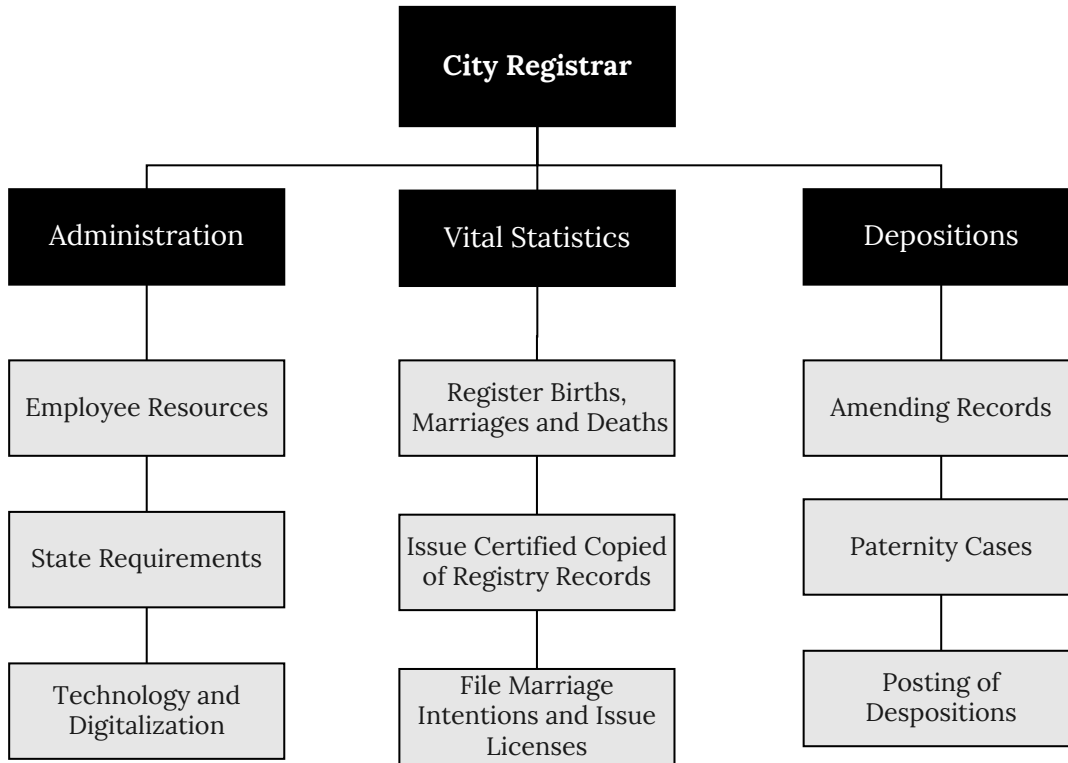
### Vital Statistics

- 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	120,598	145,913
	<b>Total</b>	<b>1,116,385</b>	<b>1,078,121</b>	<b>1,086,639</b>	<b>1,145,181</b>

Operating Budget		Actual '19	Actual '20	Approp '21	Budget '22
	Personnel Services	956,814	980,148	985,714	1,064,241
	Non Personnel	159,571	97,973	100,925	80,940
	<b>Total</b>	<b>1,116,385</b>	<b>1,078,121</b>	<b>1,086,639</b>	<b>1,145,181</b>

# Registry Division Operating Budget



## Authorizing Statutes

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

## Description of Services

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



# Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	Inc/Dec 21 vs 22
51000 Permanent Employees	956,814	980,148	985,714	1,064,241	78,527
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	985,714	1,064,241	78,527
Contractual Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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	1,086,639	1,145,181	58,542

# Department Personnel

Title	Union Code	Grade	Position	FY22 Salary	Title	Union Code	Grade	Position	FY22 Salary	
Adm 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	
					<b>Total</b>				<b>19</b>	<b>1,054,240</b>
					<b>Adjustments</b>					
					Differential Payments				0	
					Other				10,000	
					Chargebacks				0	
					Salary Savings				0	
					<b>FY22 Total Request</b>				<b>1,064,240</b>	

# Program 1. Administration

Jessica Fumarola, Manager, Organization 163100

## Program Description

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

Operating Budget		Actual '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
	<b>Total</b>	<b>343,168</b>	<b>355,844</b>	<b>396,128</b>	<b>389,514</b>

## Performance

**Goal:** Expand crosstraining

Performance Measures	Actual '19	Actual '20	Projected '21	Target '22
75% of staff competent in 2 areas	74%	74%	70%	75%

# Program 2. Vital Statistics

Jasmine ,Rodriguez , 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
<b>Total</b>	<b>643,256</b>	<b>602,744</b>	<b>569,913</b>	<b>609,754</b>

## Performance

**Goal:** Online Death requests

Performance Measures	Actual '19	Actual '20	Projected '21	Target '22
Death Certificate requests by mail	6,978	4,166	4,300	4,000
Death Certificates requests at counter	14,686	9,104	150	3,000
Deaths registered	7,700	7,088	8,100	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	3,500	3,500
Birth Records registered from Hospitals	20,429	20,545	19,500	20,000
Marriage Certificate requests at counter	11,547	5,820	70	150
Marriage Certificate requests by mail	3,883	1,253	250	250
Marriage Intentions Filed Electronically	5,160	4,329	1,900	4,000
Birth Certificate Request at counter		28106	200	20000

**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	46,000	36,000
Death Certificates Request online	13,443	23,351	34,000	28,000
Marriage Certificate Request online		3826	6000	5000

# 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	119,748	145,063
	Non Personnel	1,003	848	850	850
	<b>Total</b>	<b>129,961</b>	<b>119,533</b>	<b>120,598</b>	<b>145,913</b>

## 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	3,059	3,200	3,200



# Treasury Department Operating Budget

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

## Department Mission

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

Operating Budget	Division Name	Total Actual '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
	<b>Total</b>	<b>20,169,845</b>	<b>20,087,307</b>	<b>4,776,638</b>	<b>4,855,544</b>

External Funds Budget	Fund Name	Total Actual '19	Total Actual '20	Total Approp '21	Total Budget '22
	Community Preservation Act	35,263,149	24,705,360	26,300,000	29,489,763
	<b>Total</b>	<b>35,263,149</b>	<b>24,705,360</b>	<b>26,300,000</b>	<b>29,489,763</b>

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
	<b>Total</b>	<b>20,169,845</b>	<b>20,087,307</b>	<b>4,776,638</b>	<b>4,855,544</b>

# Treasury Department Operating Budget

## Authorizing Statutes

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

## Description of Services

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



# Department History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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
Adm 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 Adm Asst	SE1	05	4.00	298,353
Exec Asst (Treas/Trea)	SE1	11	1.00	133,756	Sr Legal Asst	SU4	14	1.00	63,025
Exec Asst (Treasury)	SE1	06	1.00	86,708	Sr Programmer	SU4	15	1.00	70,871
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
					<b>Total</b>			<b>54</b>	<b>4,341,571</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				37,400
					Chargebacks				-1,071,667
					Salary Savings				-44,860
					<b>FY22 Total Request</b>				<b>3,262,444</b>

# External Funds History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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	28,477,363	2,959,755
54900 Other Current Charges	20,394	27,637	21,000	21,000	0
Total Current Chgs & Oblig	20,394	27,637	25,538,608	28,498,363	2,959,755
Equipment	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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	29,489,763	3,189,763

# 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 Preserva Committee	EXM	10	1.00	87,958
					Special Assistant Admin	EXM	05	2.00	132,593
					<b>Total</b>			<b>4</b>	<b>326,373</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				73,627
					Chargebacks				0
					Salary Savings				0
					<b>FY22 Total Request</b>				<b>400,000</b>

# Treasury Division Operating Budget

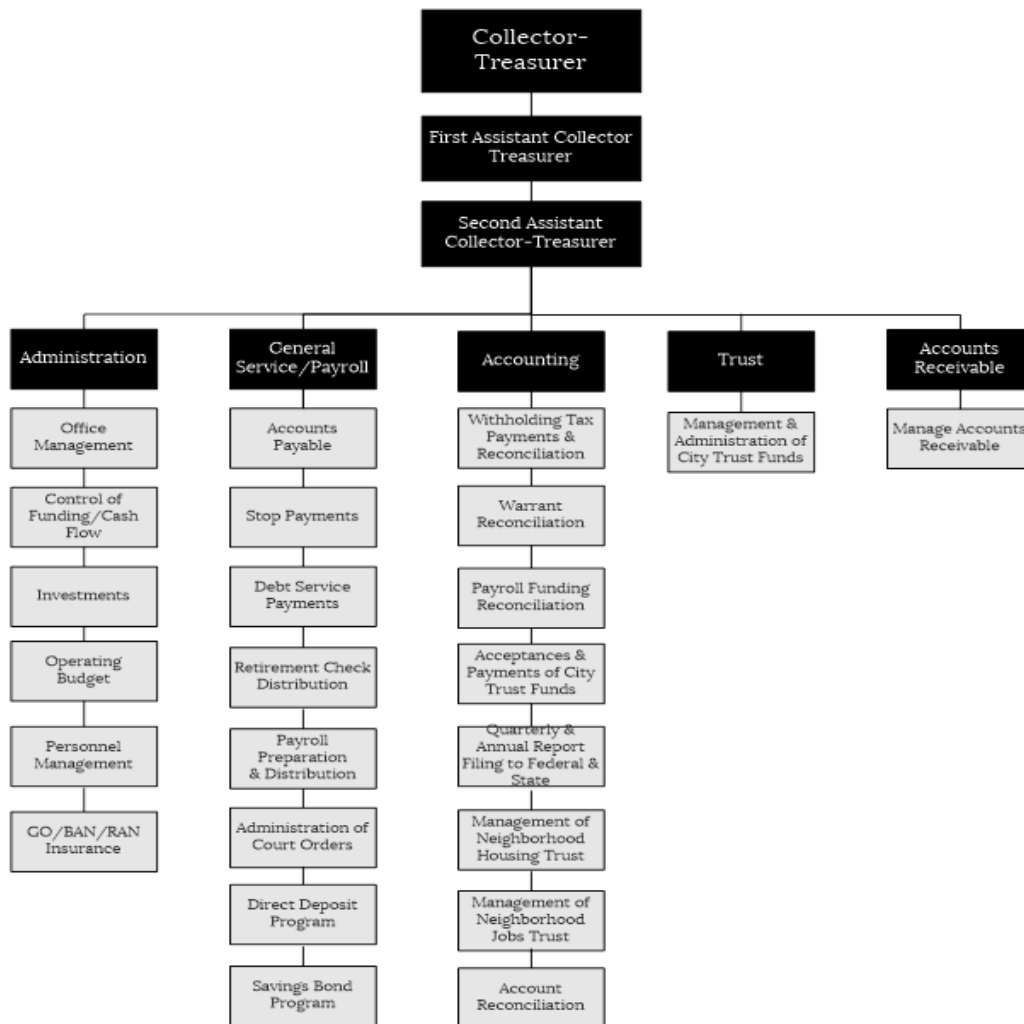
W. Drew Smith, First Assistant Collector-Treasurer, Appropriation 138

## Division Mission

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

Operating Budget	Actual '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
<b>Total</b>	<b>16,942,047</b>	<b>17,015,768</b>	<b>1,984,762</b>	<b>1,940,776</b>

# Treasury Division Operating Budget



## Description of Services

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

# Division History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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
Adm 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				272,539,603
					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 Recommended	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 Recommended	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 Recommended	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 Recommended	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	28,477,363	2,959,755
54900 Other Current Charges	20,394	27,637	21,000	21,000	0
Total Current Chgs & Oblig	20,394	27,637	25,538,608	28,498,363	2,959,755
Equipment	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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	29,489,763	3,189,763

# 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 Preserva Committee	EXM	10	1.00	87,958
					Special Assistant Admin	EXM	05	2.00	132,593
					<b>Total</b>			<b>4</b>	<b>326,373</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				73,627
					Chargebacks				0
					Salary Savings				0
					<b>FY22 Total Request</b>				<b>400,000</b>

# Program 1. Administration

W. Drew Smith, Manager, Organization 138100

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>648,764</b>	<b>734,710</b>	<b>694,890</b>	<b>617,474</b>

# Program 2. General Service/Payroll

Chinele Velazquez, Manager, Organization 138200

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>650,931</b>	<b>678,147</b>	<b>653,041</b>	<b>694,199</b>

# Program 3. Accounting

Marirose Graham, Manager, Organization 138400

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>181,429</b>	<b>180,535</b>	<b>190,091</b>	<b>191,040</b>

# Program 4. Accounts Receivable

Maureen Garceau, Manager, Organization 138500

**Program Description**

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

Operating Budget	Actual '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
<b>Total</b>	<b>460,673</b>	<b>422,293</b>	<b>446,740</b>	<b>438,063</b>

# Program 5. Trust

Richard DePiano, Manager, Organization 138600

## Program Description

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

Operating Budget	Actual '19	Actual '20	Approp '21	Budget '22
Personnel Services	0	83	0	0
Non Personnel	15,000,250	15,000,000	0	0
<b>Total</b>	<b>15,000,250</b>	<b>15,000,083</b>	<b>0</b>	<b>0</b>

# Collecting Division Operating Budget

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

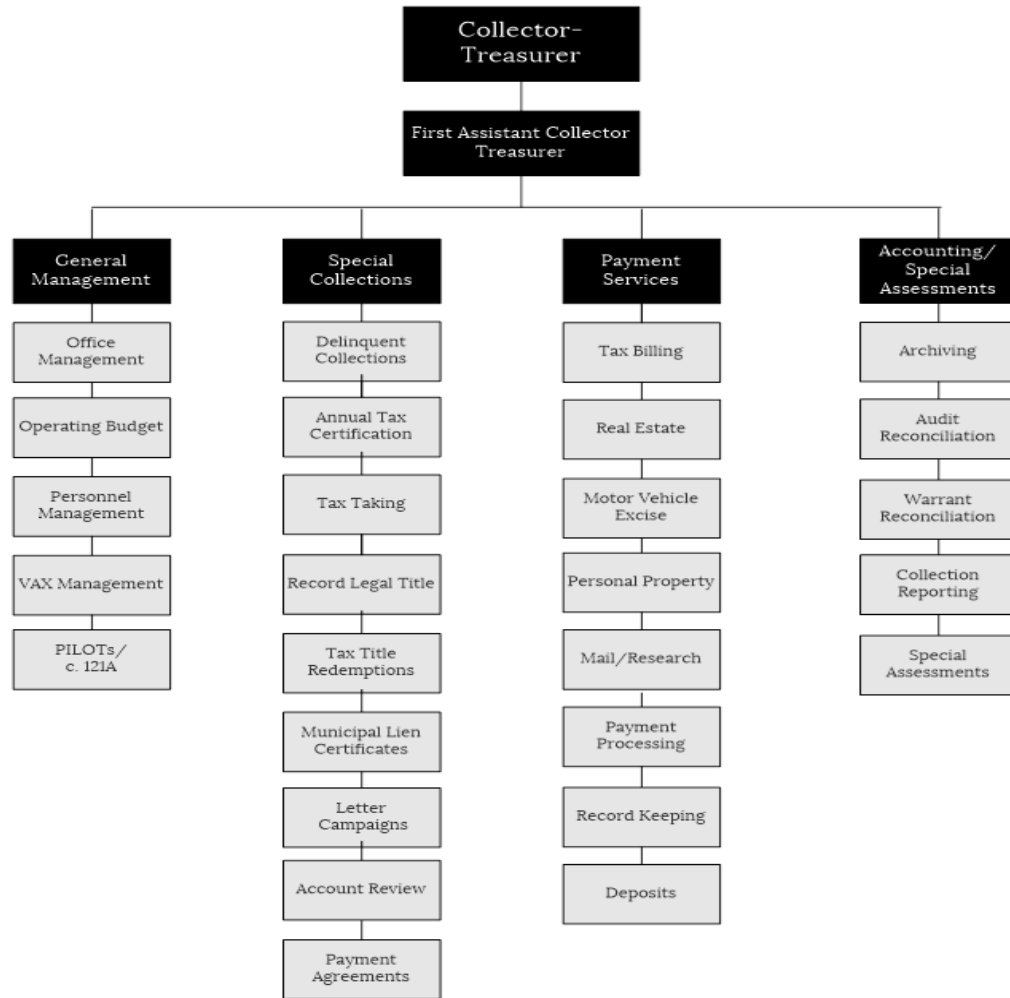
**Division Mission**

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

Operating Budget	Actual '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
<b>Total</b>	<b>3,227,798</b>	<b>3,071,539</b>	<b>2,791,876</b>	<b>2,914,768</b>



# Collecting Division Operating Budget



## Description of Services

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

# Division History

Personnel Services	FY19 Expenditure	FY20 Expenditure	FY21 Appropriation	FY22 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Recommended	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 Adm Asst	SE1	05	1.00	78,184
First Asst Coll-Trs	SE1	11	1.00	133,756	Sr Legal Asst	SU4	14	1.00	63,025
Head Administrative Clerk	SU4	14	2.00	115,002	Sr Programmer	SU4	15	1.00	70,871
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
					Tell.	SU4	13	4.00	210,205
					<b>Total</b>			<b>27</b>	<b>1,801,968</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				12,400
					Chargebacks				0
					Salary Savings				0
					<b>FY22 Total Request</b>				<b>1,814,368</b>

# Program 1. General Management

Celia M. Barton, Manager, Organization 137100

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>613,610</b>	<b>541,879</b>	<b>732,272</b>	<b>1,008,564</b>

# Program 2. Special Collections

Michael Hutchinson, Manager, Organization 137200

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>548,973</b>	<b>587,052</b>	<b>606,299</b>	<b>627,054</b>

# Program 3. Payment Services

Nancy Cincotti, Manager, Organization 137300

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>1,648,223</b>	<b>1,568,007</b>	<b>1,061,969</b>	<b>862,571</b>

# Program 4. Accounting/Quality Control

Robinson Butterworth, Manager, Organization 137400

## Program Description

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

Operating Budget	Actual '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
<b>Total</b>	<b>416,992</b>	<b>374,601</b>	<b>391,336</b>	<b>416,579</b>

# External Funds Projects

## Community Preservation Act

### **Project Mission**

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



# Unemployment Compensation Operating Budget

## Appropriation 199000

### Department Mission

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

Operating Budget	Program Name	Total Actual '19	Total Actual '20	Total Approp '21	Total Budget '22
	Unemployment Compensation	0	634,863	350,000	350,000
	<b>Total</b>	<b>0</b>	<b>634,863</b>	<b>350,000</b>	<b>350,000</b>



# Workers' Compensation Fund Operating Budget

## Appropriation 341000

### Department Mission

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

Operating Budget	Program Name	Total Actual '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
	<b>Total</b>	<b>1,618,544</b>	<b>1,767,314</b>	<b>2,000,000</b>	<b>2,000,000</b>

