

Administration & Finance

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Administration & Finance

Lisa C. Signori, Chief Operating Officer

Cabinet Mission

To oversee the day-to-day management of the government of the City. The Chief Operating Officer (COO) ensures that the performance of City managers at all levels is of high quality, high ethical standards, financially prudent, responsive to the needs of the citizens of Boston, and consistent with the laws and ordinances governing municipal government.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Assessing Department	5,769,169	5,969,131	6,357,173	6,557,615
	Auditing Department	1,965,408	2,136,266	2,323,739	2,406,049
	Budget Management	2,893,440	3,166,815	2,604,562	2,656,348
	Execution of Courts	10,496,828	7,107,017	3,500,000	3,500,000
	Graphic Arts Department	1,452,422	1,459,990	1,578,621	1,601,158
	Health Insurance	151,575,199	168,525,433	182,583,083	186,480,708
	Human Resources	2,595,352	2,846,724	3,172,423	3,341,622
	Labor Relations	1,110,390	1,326,588	1,464,560	1,467,992
	Library Department	27,711,935	28,550,478	29,246,050	30,537,761
	Medicare Payments	4,650,776	5,113,156	5,603,000	6,141,000
	Office of Administration & Finance	769,130	753,745	932,742	907,868
	Pensions & Annuities - City	4,599,999	4,599,896	4,100,000	4,100,000
	Pensions & Annuities - County	0	48,493	100,000	100,000
	Purchasing Division	1,282,619	1,364,157	1,400,940	1,399,710
	Registry Division	801,977	870,865	935,135	970,440
	Treasury Department	4,192,104	4,201,792	4,582,042	3,877,466
	Unemployment Compensation	13,999	31,800	50,000	50,000
	Workers' Compensation Fund	2,350,590	2,913,872	2,200,000	1,900,000
	Total	224,231,348	240,986,220	252,734,061	257,995,734

<i>Capital Budget Expenditures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Estimated '08</i>	<i>Projected '09</i>
Library Department	3,861,619	3,046,506	7,203,994	12,486,371
Total	3,861,619	3,046,506	7,203,994	12,486,371

<i>External Funds Expenditures</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
Library Department	11,514,918	12,020,788	12,629,170	11,984,606
Total	11,514,918	12,020,788	12,629,170	11,984,606

Assessing Department Operating Budget

Ronald W. Rakow, Commissioner Appropriation: 136

Department Mission

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

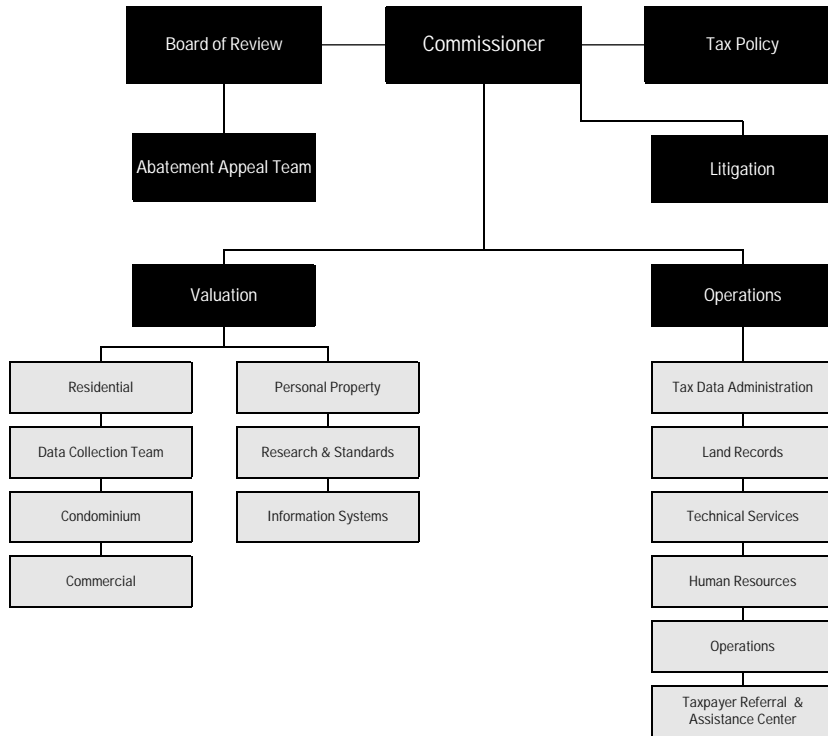
FY09 Performance Strategies

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

Operating Budget	Program Name	Total Actual '06	Total Actual '07	Total Approp '08	Total Budget '09
	Assessing Operations	1,785,629	1,833,770	1,914,220	1,993,941
	Valuation	2,689,673	3,057,733	3,120,559	3,133,482
	Executive	1,293,867	1,077,626	1,322,396	1,430,192
	Total	5,769,169	5,969,129	6,357,175	6,557,615

Selected Service Indicators		Actual '06	Actual '07	Approp '08	Budget '09
	Personnel Services	4,821,049	5,157,462	5,584,132	5,769,707
	Non Personnel	948,120	811,667	773,043	787,908
	Total	5,769,169	5,969,129	6,357,175	6,557,615

Assessing Department Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	4,769,871	5,089,605	5,554,132	5,745,707	191,575
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	51,178	67,857	30,000	24,000	-6,000
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	4,821,049	5,157,462	5,584,132	5,769,707	185,575
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	114,180	157,867	112,500	112,496	-4
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	27,381	27,537	25,000	30,000	5,000
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	607,333	354,950	419,250	435,400	16,150
Total Contractual Services	748,894	540,354	556,750	577,896	21,146
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	5,798	4,599	7,001	7,720	719
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	67,871	127,360	53,000	54,000	1,000
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	106	0	0	0	0
Total Supplies & Materials	73,775	131,959	60,001	61,720	1,719
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	384	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	95,613	93,265	139,200	131,200	-8,000
Total Current Chgs & Oblig	95,997	93,265	139,200	131,200	-8,000
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	8,546	17,092	17,092	0
55600 Office Furniture & Equipment	0	15,671	0	0	0
55900 Misc Equipment	29,454	21,872	0	0	0
Total Equipment	29,454	46,089	17,092	17,092	0
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	5,769,169	5,969,129	6,357,175	6,557,615	200,440

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary
Commissioner (Asn)	CDH	NG	1.00	124,978	Title Examiner	SU4	13	1.00	34,535
Asst Dir-Assessing Plan Maint	AFJ	19A	1.00	78,576	Executive Assistant (Assessing	EXM	13	1.00	112,286
Sr Assessing Draftsperson	AFJ	18A	1.00	72,648	Head_Clerk	SU4	12	8.00	279,990
Supv-Asst Assessors	AFL	18	11.00	726,680	Exec Asst (Assess Oper Mgmt)	EXM	12	1.00	107,890
Research Assessor	AFL	18	1.00	69,853	Asst Assessor (Trainee I)	AFL	12	1.00	30,642
AdminAsst(Finance)	SU4	18	1.00	72,617	Prin Data Proc Systems Analyst	SE1	10	2.00	195,900
Sr Research Analyst (Asn)	SU4	18	2.00	137,165	Property Officer (Asn)	SU4	10	1.00	37,971
Asst Assessor	AFL	16A	8.00	389,322	Exec Asst (Asn)	EXM	10	5.00	471,933
Jr Assessing Draftsperson	AFJ	16A	1.00	53,239	Prin_Admin_Asst	SE1	09	2.00	181,096
Office Manager(Asn)	SU4	16	2.00	119,425	Prin_Admin_Assistant	SE1	08	6.00	519,473
Adminis.Assistant	SU4	16	2.00	119,425	Prin AdminAsst	EXM	08	2.00	147,961
Research Analyst (Asn)	SU4	16	3.00	143,775	Dir-Assessing Services	SE1	07	1.00	77,135
Adm_Asst.	SU4	15	4.00	187,822	DP Sys Anl	SE1	06	3.00	192,699
Asst Assessor (Trainee II)	AFL	14	5.00	188,017	Data Proc Info Mgr (AsnSvc)	SE1	06	1.00	70,198
Adm.Anlst.	SU4	14	10.00	471,126	Sr Adm Anl	SE1	06	4.00	243,038
Head Clerk & Secretary	SU4	13	1.00	35,228	Management Analyst(TRAC)	SE1	06	1.00	70,198
					AdminSecretary(ASN)	SE1	03	1.00	53,317
					Total			95	5,816,157
					Adjustments				
					Differential Payments				0
					Other				35,000
					Chargebacks				0
					Salary Savings				-105,451
					FY09 Total Request				5,745,706

Program 1. Assessing Operations

Emmanuel Dikibo, Manager Organization: 136100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% decrease in deed transaction lag time			40%	30%
% of map requests completed in 5 days	100%	100%	100%	100%
% of personal exemption applications processed within 90 days	100%	100%	100%	100%
% of residential exemption applications processed within 90 days	100%	100%	100%	100%
Map requests received	2,480	2,202	1,400	1,400
Personal exemption applications received	5,263	5,698	5,430	5,430
Residential exemption applications received	17,627	12,365	10,700	10,700

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	1,559,464	1,502,122	1,712,177	1,777,531
Non Personnel	226,165	331,648	202,043	216,410
Total	1,785,629	1,833,770	1,914,220	1,993,941

Program 2. Valuation

Richard Carlson, Manager Organization: 136200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of first time commercial abatement filers processed in 90 days	100%	100%	100%	100%
% of first time residential abatement applications processed in 90 days	100%	100%	100%	100%
% of maintenance parcels inspected in the current fiscal year			100%	100%
Commercial abatement applications with information requests received	1,284	1,102	456	456
Maintenance properties reviewed	8,098	5,405	8,232	5,370
Residential abatement applications processed in 90 days	1,079	3,748	1,483	1,483

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	2,512,860	2,886,121	2,921,259	2,941,182
Non Personnel	176,813	171,612	199,300	192,300
Total	2,689,673	3,057,733	3,120,559	3,133,482

Program 3. Executive

Ronald W. Rakow, Commissioner Organization: 136300

Program Description

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

Program Strategies

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

Performance Measures	Actual '06	Actual '07	Projected '08	Target '09
% of annual abatement cases closed			30%	30%
% of public requests to Commissioner's office addressed within 3 days	99%	99%	95%	95%
Public requests received	1,304	1,271	982	900

Selected Service Indicators	Actual '06	Actual '07	Approp '08	Budget '09
Personnel Services	748,725	769,219	950,696	1,050,994
Non Personnel	545,142	308,407	371,700	379,198
Total	1,293,867	1,077,626	1,322,396	1,430,192

Auditing Department Operating Budget

Sally D. Glora, City Auditor Appropriation: 131

Department Mission

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

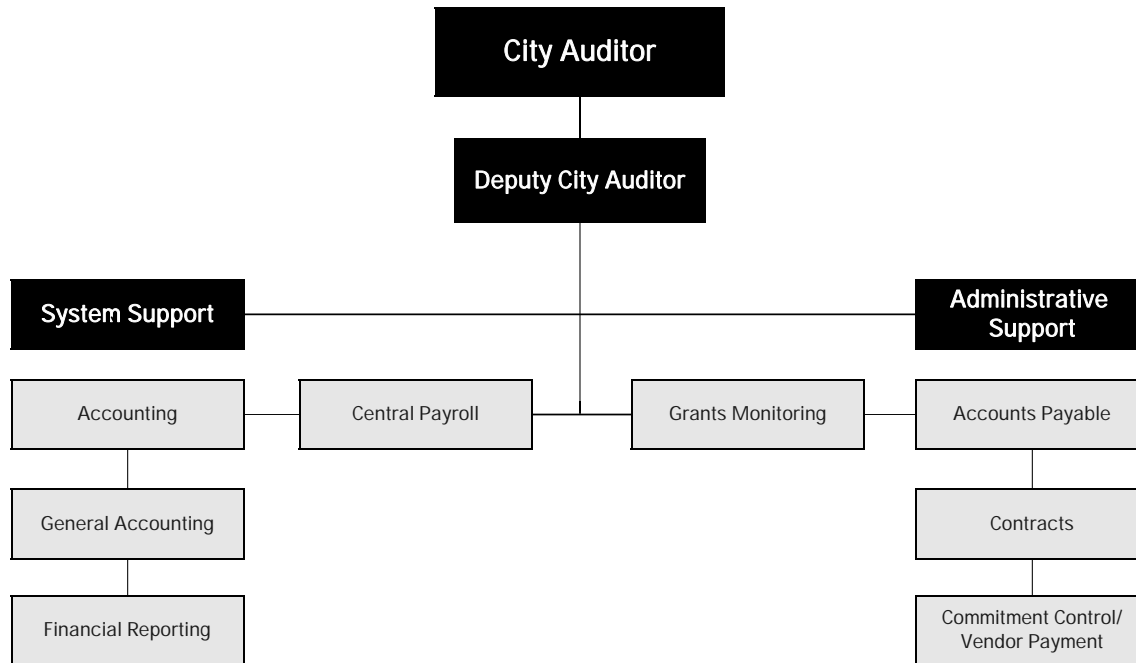
FY09 Performance Strategies

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Auditing Administration	426,823	453,355	503,654	476,655
	Accounting	513,133	504,012	571,424	588,129
	Central Payroll	395,447	504,968	480,923	498,633
	Grants Monitoring	168,238	226,320	239,912	254,606
	Accounts Payable	461,767	447,609	527,827	588,027
	Total	1,965,408	2,136,264	2,323,740	2,406,050

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	1,848,566	2,043,776	2,192,171	2,277,572
Non Personnel	116,842	92,488	131,569	128,478
Total	1,965,408	2,136,264	2,323,740	2,406,050

Auditing Department Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>		FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees		1,825,797	1,909,360	2,160,971	2,246,372	85,401
51100 Emergency Employees		0	0	0	0	0
51200 Overtime		22,769	117,867	31,200	31,200	0
51600 Unemployment Compensation		0	16,549	0	0	0
51700 Workers' Compensation		0	0	0	0	0
Total Personnel Services		1,848,566	2,043,776	2,192,171	2,277,572	85,401
<i>Contractual Services</i>		FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications		10,313	10,531	12,000	12,000	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		10,835	5,725	6,800	6,800	0
52800 Transportation of Persons		40	2,369	4,500	4,500	0
52900 Contracted Services		58,681	44,534	72,500	72,500	0
Total Contractual Services		79,869	63,159	95,800	95,800	0
<i>Supplies & Materials</i>		FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies		0	0	0	0	0
53200 Food Supplies		477	0	0	0	0
53400 Custodial Supplies		0	0	0	0	0
53500 Med, Dental, & Hosp Supply		0	0	0	0	0
53600 Office Supplies and Materials		6,922	8,498	12,900	12,900	0
53700 Clothing Allowance		0	0	0	0	0
53800 Educational Supplies & Mat		0	0	0	0	0
53900 Misc Supplies & Materials		430	1,285	1,000	1,000	0
Total Supplies & Materials		7,829	9,783	13,900	13,900	0
<i>Current Chgs & Oblig</i>		FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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
54900 Other Current Charges		5,441	9,760	6,450	6,450	0
Total Current Chgs & Oblig		5,441	9,760	6,450	6,450	0
<i>Equipment</i>		FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment		0	0	0	0	0
55400 Lease/Purchase		8,016	8,016	15,419	12,328	-3,091
55600 Office Furniture & Equipment		4,525	0	0	0	0
55900 Misc Equipment		11,162	1,770	0	0	0
Total Equipment		23,703	9,786	15,419	12,328	-3,091
<i>Other</i>		FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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		1,965,408	2,136,264	2,323,740	2,406,050	82,310

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary	
City Auditor	CDH	NG	1.00	117,920	Prin Admin Analyst(Aud)	SE1	07	2.00	154,271	
Asst Prin Accountant	SU4	14	2.00	96,804	Senior_Admin_Asst	SE1	07	1.00	77,135	
Sr Accountant	SU4	13	4.00	177,342	Sr Adm Anl	SE1	06	1.00	60,452	
Head Account Clerk	SU4	12	4.00	146,582	Sr Adm An(SpProjStff)(Aud)	SE1	06	4.00	263,526	
Dep City Auditor	EXM	11	1.00	103,959	Supv-Acctng(Auditing)	SE1	05	2.00	124,911	
P Admin Asst	SE1	10	2.00	195,900	Supv-Acctng(TransDiv)(Aud)	SE1	05	1.00	64,417	
Sr Data Proc Sys An(Budget)	SE1	09	1.00	78,858	Sr Personnel Officer(Aud)	SE1	05	1.00	64,417	
Asst City Auditor	SE1	09	2.00	181,096	AdminAnalyst(Aud)	SE1	04	2.00	111,318	
Prin_Admin_Assistant	SE1	08	1.00	80,530	SrResearchAnalyst	SE1	03	3.00	158,514	
					SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	42,562	
					Total				36	2,300,515
					Adjustments					
					Differential Payments					0
					Other					19,737
					Chargebacks					-50,974
					Salary Savings					-22,908
					FY09 Total Request				2,246,370	

Program 1. Auditing Administration

Dennis Coughlin, Manager Organization: 131100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of information requests processed within 10 days	73%	89%	90%	90%
% of personnel transactions accurately processed in 5 days	100%	93%	95%	95%
% of procurement transactions accurately processed in 5 days	58%	100%	95%	95%
% of vendor invoices accurately processed within 3 days	93%	100%	95%	95%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	347,161	416,680	433,825	444,917
Non Personnel	79,662	36,675	69,829	31,738
Total	426,823	453,355	503,654	476,655

Program 2. Accounting

Paul F. Waple, Manager Organization: 131200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of account reconciliations completed within 5 days	100%	99%	95%	95%
% of journal vouchers completed within 3 days	99%	98%	95%	98%
% of pay periods posted within 7 days		94%	98%	98%
Account reconciliations completed	848	869	924	924
Journal vouchers processed accounting	23,772	23,632	21,000	21,000
Major auditing reports issued	5	5	5	5
Number of monthly financial reports distributed	11	11	11	11
Number of pay periods	52	52	52	52
Number of pay periods posted within 7 days	51	51	51	51

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	508,907	499,275	559,174	575,879
Non Personnel	4,226	4,737	12,250	12,250
<i>Total</i>	<i>513,133</i>	<i>504,012</i>	<i>571,424</i>	<i>588,129</i>

Program 3. Central Payroll

Sally Glora, Manager Organization: 131300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of general deductions processed within two pay periods of receipt	100%	93%	97%	90%
% of payroll confirms met within scheduled time frame	100%	100%	100%	100%
General deductions processed	44,283	59,808	77,000	77,000
General deductions processed within two pay periods of receipt	44,283	55,402	60,830	69,300
Payrolls confirmed within scheduled time frame	53	52	52	52
Scheduled payroll confirms	53	52	52	52

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	388,501	496,944	473,013	490,723
Non Personnel	6,946	8,024	7,910	7,910
Total	395,447	504,968	480,923	498,633

Program 4. Grants Monitoring

Mary L. Raysor, Manager Organization: 131400

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of journal vouchers processed within 3 days	89%	85%	80%	90%
Journal vouchers processed grants	1,176	1,206	1,200	1,200
Journal vouchers processed within 3 days	1,046	1,025	1,080	1,080
Subrecipient findings cleared	11	7	45	45
Subrecipient findings reported	19	18	50	50

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	165,391	223,237	234,112	248,806
Non Personnel	2,847	3,083	5,800	5,800
Total	168,238	226,320	239,912	254,606

Program 5. Accounts Payable

Julie Ann Tippett, Manager Organization: 131500

Program Description

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

Program Strategies

- To review, process, and record financial transactions.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of contracts routed within 3 days of receipt	75%	78%	80%	90%
% of procurement documents approved within 3 days	84%	85%	90%	90%
% of Vendor invoices processed within 5 days	86%	85%	90%	95%
Procurement documents approved	6,701	8,995	9,700	9,700

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	438,606	407,640	492,047	517,247
Non Personnel	23,161	39,969	35,780	70,780
Total	461,767	447,609	527,827	588,027

Budget Management Operating Budget

Karen A. Connor, Director Appropriation: 141

Department Mission

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

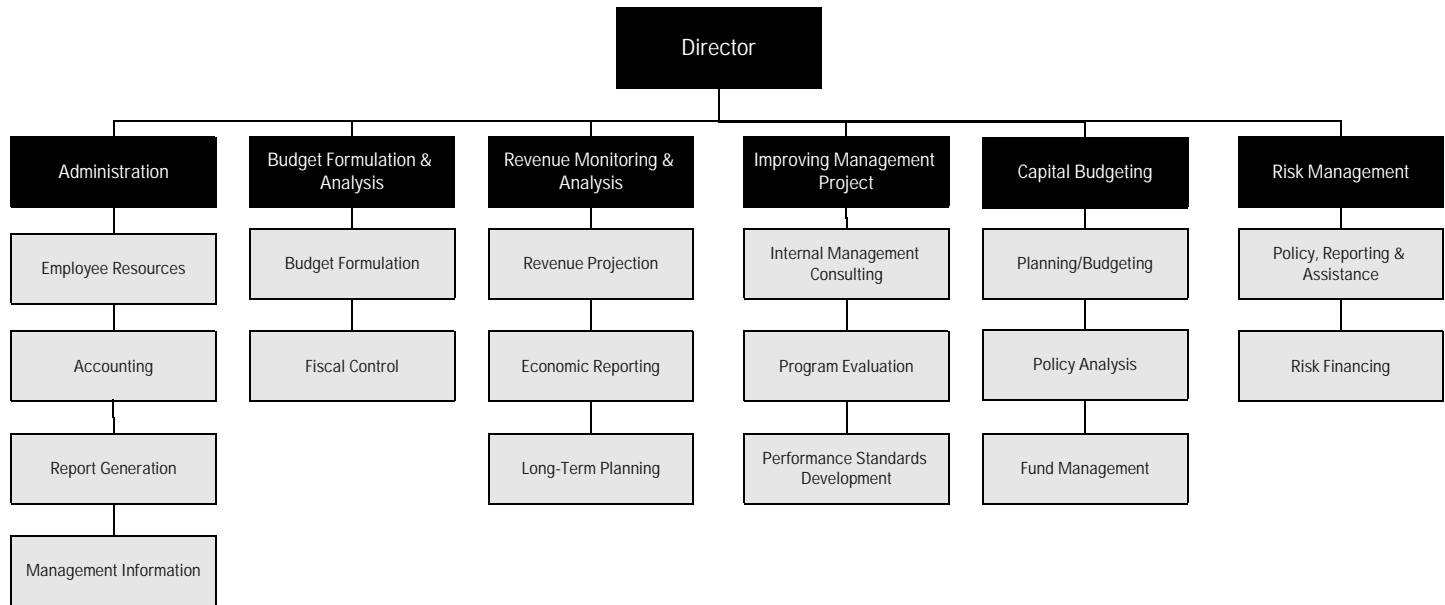
FY09 Performance Strategies

- To maintain the operational efficiency of the department to support achievement of department objectives.
- To ensure a balanced budget that achieves its stated objectives.
- To monitor service delivery and its relationship to financial resources.
- To develop and implement city-wide risk financing strategy.
- To promote improved city-wide risk management efforts and lower related costs.
- To conduct accurate, objective, and independent analysis of City programs.
- To plan, develop, and deliver training programs in response to needs to strengthen and upgrade workplace skills.

Operating Budget	Program Name	Total Actual '06	Total Actual '07	Total Approp '08	Total Budget '09
	Budget Administration	1,710,501	1,890,898	1,556,645	1,557,996
	Budget Formulation	386,942	409,735	536,822	581,890
	Revenue Monitoring	202,228	253,230	250,125	261,993
	Improving Management Project	38,563	41,737	60,536	51,750
	Capital Budgeting	436,247	434,304	54,999	69,638
	Risk Management	118,959	136,910	145,435	133,081
	Total	2,893,440	3,166,814	2,604,562	2,656,348

Selected Service Indicators	Actual '06	Actual '07	Approp '08	Budget '09
Personnel Services	1,715,788	1,845,135	1,569,701	1,621,596
Non Personnel	1,177,652	1,321,679	1,034,861	1,034,752
Total	2,893,440	3,166,814	2,604,562	2,656,348

Budget Management Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	1,686,054	1,782,409	1,553,601	1,601,596	47,995
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	29,734	61,018	16,100	20,000	3,900
51600 Unemployment Compensation	0	1,708	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,715,788	1,845,135	1,569,701	1,621,596	51,895
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	37,369	38,612	39,800	39,800	0
52200 Utilities	0	0	0	0	0
52300 Contracted Ed. Services	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	3,442	4,189	2,500	2,500	0
52800 Transportation of Persons	1,244	1,688	400	400	0
52900 Contracted Services	744,532	1,031,374	738,500	744,350	5,850
Total Contractual Services	786,587	1,075,863	781,200	787,050	5,850
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	2,391	3,391	4,600	4,600	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	701	1,504	2,000	2,000	0
Total Supplies & Materials	3,092	4,895	6,600	6,600	0
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	387,368	229,874	232,320	230,650	-1,670
Total Current Chgs & Oblig	387,368	229,874	232,320	230,650	-1,670
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	9,952	14,241	9,952	-4,289
55600 Office Furniture & Equipment	306	670	0	0	0
55900 Misc Equipment	299	425	500	500	0
Total Equipment	605	11,047	14,741	10,452	-4,289
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	2,893,440	3,166,814	2,604,562	2,656,348	51,786

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary
Supv-Budget	CDH	NG	1.00	111,225	Exec Asst (Obpe)	EXM	10	5.00	489,751
Adminis.Assistant	SU4	16	1.00	56,345	Sr Data Proc Sys An(Budget)	SE1	09	1.00	90,548
Dep Director	MYO	14	1.00	92,999	Prin Budget Analyst (Ads-Bdd)	SE1	09	1.00	90,548
Adm.Sec.	SU4	14	1.00	37,839	Prin_Admin_Assistant	SE1	08	1.00	84,305
Budget Supervisor	MYO	12	1.00	86,987	Budget Policy Analyst	MYO	07	3.00	183,794
Exec Asst(Management Serv,Asd)	EXM	12	1.00	107,890	Prin Admin Asst(Asd)	EXM	07	1.00	51,425
Sr Finance Manager	MYO	10	1.00	78,245	Management Analyst (Obpe)	SE1	06	8.00	463,334
					Sr Adm An(SpProjStff)(Aud)	SE1	06	1.00	70,198
					Total			28	2,095,431
					Adjustments				
					Differential Payments				0
					Other				25,355
					Chargebacks				-376,160
					Salary Savings				-143,031
					FY09 Total Request				1,601,595

Program 1. Budget Administration

Karen A. Connor, Manager Organization: 141100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of available hours worked	98%	99%	98%	98%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	609,347	647,019	617,084	609,544
Non Personnel	1,101,154	1,243,879	939,561	948,452
Total	1,710,501	1,890,898	1,556,645	1,557,996

Program 2. Budget Formulation

James M. Williamson, Manager Organization: 141200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Balanced budget submitted to City Council	1	1	1	1
Monthly expenditure variance reports available to city departments	9	10	10	10

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	376,479	405,874	523,822	568,890
Non Personnel	10,463	3,861	13,000	13,000
Total	386,942	409,735	536,822	581,890

Program 3. Revenue Monitoring

Chris Giuliani, Manager Organization: 141300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% by which actual revenues exceed actual expenditures	.4%	.7%	.2%	.4%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	198,491	249,369	246,425	258,293
Non Personnel	3,737	3,861	3,700	3,700
Total	202,228	253,230	250,125	261,993

Program 4. Improving Management Project

Karen A. Connor, Manager Organization: 141400

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Hours of continuing Professional Education Training	12	70	64	70
Program or service analyses completed	3	3	3	3
Project benefits realized	2	2	2	2

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	34,826	37,876	56,836	48,050
Non Personnel	3,737	3,861	3,700	3,700
Total	38,563	41,737	60,536	51,750

Program 5. Capital Budgeting

Laurie Pessah, Manager Organization: 141500

Program Description

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

Program Strategies

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

Performance Measures	Actual '06	Actual '07	Projected '08	Target '09
% of anticipated external revenue collected	90%	90%	90%	90%
% of funds expended in accordance with bond requirements	100%	100%	100%	100%
Debt service costs as a % of operating expenditures	5.4%	5%	5.4%	7%

Selected Service Indicators	Actual '06	Actual '07	Approp '08	Budget '09
Personnel Services	429,894	427,740	48,099	62,738
Non Personnel	6,353	6,564	6,900	6,900
Total	436,247	434,304	54,999	69,638

Program 6. Risk Management

Lynda Fraley, Manager Organization: 141600

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
City-wide risk management reviews or improvements	1	1	1	1
Risk financing strategy implemented	87%	87%	87%	87%
Risk related cost increases as a percentage of medical inflation	97%	119%	89%	80%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	66,751	77,257	77,435	74,081
Non Personnel	52,208	59,653	68,000	59,000
Total	118,959	136,910	145,435	133,081

Execution of Courts Operating Budget

Appropriation: 333

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Execution of Courts	10,496,829	7,107,017	3,500,000	3,500,000
	<i>Total</i>	<i>10,496,829</i>	<i>7,107,017</i>	<i>3,500,000</i>	<i>3,500,000</i>

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	0	0	0	0
Non Personnel	10,496,829	7,107,017	3,500,000	3,500,000
<i>Total</i>	<i>10,496,829</i>	<i>7,107,017</i>	<i>3,500,000</i>	<i>3,500,000</i>

Graphic Arts Department Operating Budget

Paul Dennehy, Superintendent Appropriation: 145

Department Mission

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

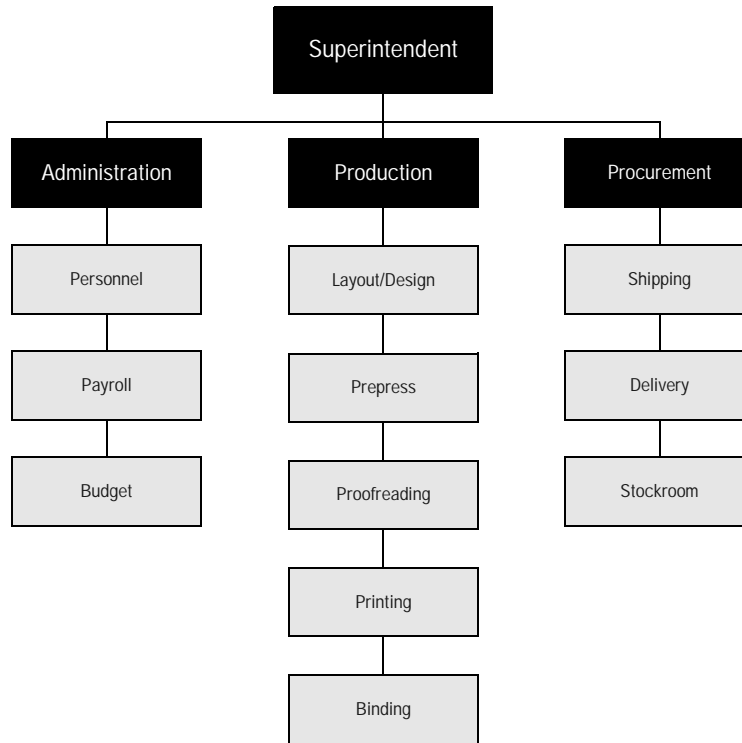
FY09 Performance Strategies

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Graphic Arts Administration	351,952	359,988	362,458	372,891
	Production	1,100,470	1,100,002	1,216,163	1,228,267
	Total	1,452,422	1,459,990	1,578,621	1,601,158

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	1,187,733	1,171,140	1,278,445	1,299,602
Non Personnel	264,689	288,850	300,176	301,556
Total	1,452,422	1,459,990	1,578,621	1,601,158

Graphic Arts Department Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	1,148,634	1,125,112	1,238,445	1,274,602	36,157
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	14,291	22,536	15,000	15,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	24,808	23,492	25,000	10,000	-15,000
Total Personnel Services	1,187,733	1,171,140	1,278,445	1,299,602	21,157
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	8,456	9,307	9,000	9,000	0
52200 Utilities	95,100	109,998	117,596	118,308	712
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	737	530	1,000	1,000	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	56,613	62,560	70,000	70,000	0
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	12,647	11,807	24,000	24,000	0
Total Contractual Services	173,553	194,202	221,596	222,308	712
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	1,824	1,739	1,718	2,175	457
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	1,337	1,116	1,500	1,500	0
53500 Med, Dental, & Hosp Supply	276	57	300	300	0
53600 Office Supplies and Materials	2,172	2,364	2,000	2,000	0
53700 Clothing Allowance	0	2,250	2,250	2,250	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	730	933	1,000	1,000	0
Total Supplies & Materials	6,339	8,459	8,768	9,225	457
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	13,365	3,474	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
54900 Other Current Charges	3,764	3,574	4,200	4,280	80
Total Current Chgs & Oblig	17,129	7,048	4,200	4,280	80
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	10,612	10,743	131
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	875	941	0	0	0
Total Equipment	875	941	10,612	10,743	131
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
56200 Special Appropriation	66,793	78,200	55,000	55,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	66,793	78,200	55,000	55,000	0
Grand Total	1,452,422	1,459,990	1,578,621	1,601,158	22,537

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary
Offset Compositor	TGU	NG	3.00	168,089	Wkg Frperson-Printing Section	TGU	NG	1.00	63,976
Offset Press/Camera Op Hd Pres	NPP	NG	1.00	62,039	Fprps-Pressroom	NPP	NG	1.00	70,400
Offset Pressprs & Camera Oper	NPP	NG	3.00	166,045	Gen Foreperson	TGU	NG	1.00	83,199
Head Proofreader	TGU	NG	1.00	63,976	Adm.Sec.	SU4	14	1.00	46,926
Bookbinder	GR1	NG	5.00	239,899	Maint Mech (Mach Repair)	SU4	12L	1.00	44,473
Wkg Frperson-Bindery	GR1	NG	1.00	60,106	Supn-Printing	EXM	12	1.00	107,890
Asst Sheet Stckpers&Layout Per	GR1	NG	1.00	60,106	MotorEquipOper&Lbr	SU4	08L	1.00	31,334
Head Sht Stkpr & Layout Prs	GR1	NG	1.00	67,857	Sr Data Proc Sys Analyst	SE1	08	1.00	61,253
Cylinder Pressperson	NPP	NG	3.00	146,277	Prin_Admin_Assistant	SE1	08	1.00	84,305
Wkg Frprs-Pressroom	GRA	NG	1.00	64,909	Sr Research Analyst(Asd/Prin)	SE1	06	1.00	70,198
					Total			30	1,763,258
					Adjustments				
					Differential Payments				0
					Other				11,344
					Chargebacks				-500,000
					Salary Savings				0
					FY09 Total Request				1,274,602

Program 1. Graphic Arts Administration

Paul Dennehy, Manager Organization: 145100

Program Description

The Administration Program provides overall management, and financial and clerical services to the department. It develops budget estimates, maintains department records, prepares weekly payrolls, and submits billing for printing services. This section procures the materials needed for printing and maintains the physical plant.

Program Strategies

- To provide printing services at the lowest possible cost and maintain high utilization.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Department chargebacks as a % of direct operating cost	45	45	47	47

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	339,632	343,682	345,557	358,881
Non Personnel	12,320	16,306	16,901	14,010
Total	351,952	359,988	362,458	372,891

Program 2. Production

Brian Leard, Manager Organization: 145200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of jobs completed by client deadline	97%	97%	97%	97%
Overall level of satisfaction; average of graded survey responses	97	97	97	97

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	848,101	827,458	932,888	940,721
Non Personnel	252,369	272,544	283,275	287,546
<i>Total</i>	<i>1,100,470</i>	<i>1,100,002</i>	<i>1,216,163</i>	<i>1,228,267</i>

Health Insurance Operating Budget

Appropriation: 148

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Health Insurance	151,575,199	168,525,433	182,583,083	186,480,708
	<i>Total</i>	<i>151,575,199</i>	<i>168,525,433</i>	<i>182,583,083</i>	<i>186,480,708</i>

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	0	0	0	0
Non Personnel	151,575,199	168,525,433	182,583,083	186,480,708
<i>Total</i>	<i>151,575,199</i>	<i>168,525,433</i>	<i>182,583,083</i>	<i>186,480,708</i>

Human Resources Operating Budget

Vivian Leonard, Director Appropriation: 142

Department Mission

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

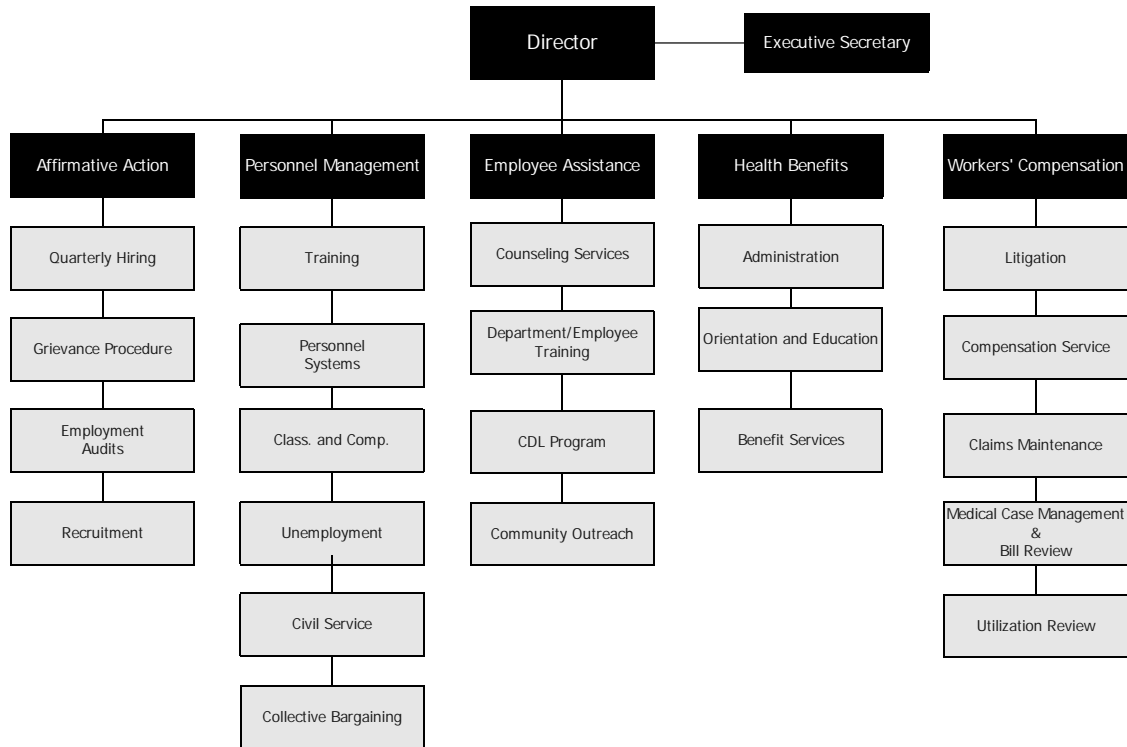
FY09 Performance Strategies

- To provide immediate and proper response to those seeking assistance through EAP.
- To recruit and sustain a workforce that reflects Boston's diverse population.
- To track all new hires by race, gender and salary on a monthly basis.
- To track city-wide promotions by race, gender, and salary on a monthly basis.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Personnel	1,004,417	1,156,632	1,447,232	1,739,754
	Affirmative Action	168,647	156,993	187,169	110,178
	Health Benefits & Insurance	468,010	502,589	518,689	556,088
	Employee Assistance	163,641	220,856	151,905	138,800
	Workers Comp	790,637	809,654	867,428	796,802
	Total	2,595,352	2,846,724	3,172,423	3,341,622

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	2,421,250	2,672,908	2,902,069	3,042,329
Non Personnel	174,102	173,816	270,354	299,293
Total	2,595,352	2,846,724	3,172,423	3,341,622

Human Resources Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	2,415,903	2,665,459	2,852,069	2,923,216	71,147
51100 Emergency Employees	0	77	50,000	119,113	69,113
51200 Overtime	165	1,231	0	0	0
51600 Unemployment Compensation	5,824	6,141	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,421,250	2,672,908	2,902,069	3,042,329	140,260
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	45,690	46,680	34,488	49,415	14,927
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	2,362	1,703	2,668	2,668	0
52800 Transportation of Persons	0	1,806	0	0	0
52900 Contracted Services	16,568	15,756	44,850	63,850	19,000
Total Contractual Services	64,620	65,945	82,006	115,933	33,927
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	24,412	27,744	30,215	28,511	-1,704
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	24,412	27,744	30,215	28,511	-1,704
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	93	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	77,840	76,678	145,403	145,515	112
Total Current Chgs & Oblig	77,933	76,678	145,403	145,515	112
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	4,230	8,454	4,224
55600 Office Furniture & Equipment	0	0	8,500	0	-8,500
55900 Misc Equipment	7,137	3,449	0	880	880
Total Equipment	7,137	3,449	12,730	9,334	-3,396
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	2,595,352	2,846,724	3,172,423	3,341,622	169,199

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary	
Supv Of Personnel	CDH	NG	1.00	109,604	Supvising Claims Agent (Asd)	EXM	09	1.00	75,562	
Alcoholism Coord I	SU4	18	1.00	62,071	Sr Adm Asst (PPerAnl/C&C)	EXM	09	1.00	90,548	
Personnel Asst (Ads/Psd)	SU4	17	4.00	258,295	Prin Admin Asst Asd Pers	EXM	09	1.00	85,562	
Supv-Management Svcs	SU4	17	2.00	118,721	Exec Asst (EAP/OHR)	EXM	09	1.00	90,548	
Alcoholism Coordinator	SU4	16	1.00	45,396	Asst Corp Counsel III	EXM	08	1.00	76,703	
Adm_Asst.	SU4	15	1.00	55,219	Employee Devel Coor(Supv/Pers)	SE1	08	1.00	84,305	
Adm.Sec.	SU4	14	1.00	49,106	Sr Adm Asst (Ohr)	SE1	08	2.00	168,609	
Employee Servs Representative	SU4	14	2.00	74,959	Prin_Admin_Assistant	SE1	08	2.00	168,609	
Claims Investigator(Unemplmnt)	SU4	14	1.00	49,106	Senior_Admin_Asst	SE1	07	1.00	77,135	
Adm.Anlst.	SU4	14	1.00	49,106	Prin Admin Asst_(ASD)	SE1	07	1.00	77,135	
Sr.Adm.An.	SU4	14	1.00	40,915	DP Sys Anl	SE1	06	1.00	70,198	
Head Clerk & Secretary	SU4	13	1.00	42,692	Sr Adm Asst(W.C)	SE1	06	2.00	140,397	
Asst Director (HR)	EXM	12	2.00	195,087	Sr_Adm_Assistant	SE1	06	1.00	70,198	
Head_Clerk	SU4	12	4.00	134,342	UtilizationReviewSpec	SE1	06	1.00	60,096	
Health Insurance Coordinator	EXM	12	1.00	107,890	Internship & Fellowship recruiter	SE1	05	1.00	43,345	
Head Account Clerk	SU4	12	3.00	109,729	Personnel Analyst	SE1	05	1.00	57,619	
Workmen'S Compensation Agent	EXM	11	1.00	103,959	Affirm Action Monitor	SE1	05	1.00	64,417	
Principal_Clerk	SU4	10	1.00	40,263	AdminSecretary(ASD)	SE1	04	1.00	58,635	
								Total	50	3,206,085
Adjustments										
								Differential Payments	0	
								Other	43,840	
								Chargebacks	-284,790	
								Salary Savings	-41,920	
								FY09 Total Request	2,923,215	

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, provide unemployment benefits and, in each process, have access to relevant records. The program also carries out a variety of training and assistance programs to encourage and enhance human resource management in the City of Boston.

Program Strategies

- To track all new hires by race, gender and salary on a monthly basis.
- To track city-wide promotions by race, gender, and salary on a monthly basis.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
People of color hired	280	299	158	158
People of color hired as a % of total new hires	45	41	40	40
People of color promoted	37	36	36	36
People of color promoted as a % of total city-wide promotions	36	24	30	30
Total hires	604	721	400	400
Total promotions	123	146	120	120
Women hired	283	296	180	180
Women hired as a % of total new hires	47	41	45	45
Women promoted	24	42	48	48
Women promoted as a % of total city-wide promotions	20	28	40	40

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	907,686	1,053,026	1,242,052	1,512,850
Non Personnel	96,731	103,606	205,180	226,904
Total	1,004,417	1,156,632	1,447,232	1,739,754

Program 2. Affirmative Action

Vivian Leonard, Manager Organization: 142200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of city workforce which is female	34.5%	33%	35%	35%
% of city workforce which is people of color	32.9%	34%	33%	33%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	168,647	156,993	177,169	100,178
Non Personnel	0	0	10,000	10,000
Total	168,647	156,993	187,169	110,178

Program 3. Health Benefits & Insurance

Eugene Pastore, Director Organization: 142300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of eligible employees enrolled in health insurance	99%	98%	99%	99%
% of eligible employees enrolled in life insurance	99%	99%	99%	99%
Employees enrolled in dental/vision benefit plan	5,924	6,232	6,000	6,000
Employees enrolled in health insurance	16,076	16,430	16,300	16,300
Employees enrolled in life insurance	16,238	16,297	16,300	16,300
Total HMO cost increase as a % of medical inflation		83	83	83

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	434,208	462,623	491,464	526,138
Non Personnel	33,802	39,966	27,225	29,950
Total	468,010	502,589	518,689	556,088

Program 4. Employee Assistance

Jay Donovan, Director Organization: 142400

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of referrals made within 5 business days	100%	100%	100%	100%
Assessments completed	198	288	250	250
Referrals made	198	309	240	240

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	153,617	211,834	151,905	138,800
Non Personnel	10,024	9,022	0	0
Total	163,641	220,856	151,905	138,800

Program 5. Workers Compensation

Vivian Leonard, Manager Organization: 142500

Program Description

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

Program Strategies

- To process injury claims promptly.
- To reduce medical and indemnity costs associated with workers' compensation claims.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of eligible claimants collecting pay and benefits within 3 weeks of claim	100%	100%	100%	100%
% of eligible claimants contacted within 2 days of claim	100%	100%	100%	100%
Average number of employees on WC payroll	269	273	235	235
Total indemnity costs paid	9,388,919	9,089,273	9,000,000	9,000,000
Total medical costs paid	1,951,254	2,014,302	2,400,000	2,400,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	757,092	788,432	839,479	764,363
Non Personnel	33,545	21,222	27,949	32,439
Total	790,637	809,654	867,428	796,802

Labor Relations Operating Budget

John Dunlap, Director Appropriation: 147

Department Mission

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

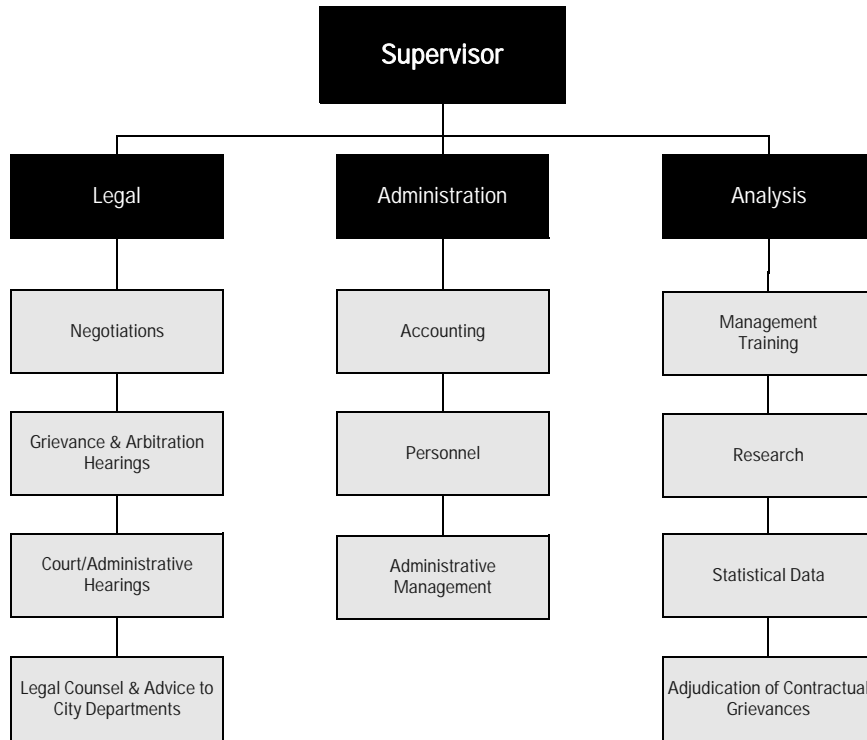
FY09 Performance Strategies

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Labor Relations	1,110,390	1,326,588	1,464,560	1,467,992
	Total	1,110,390	1,326,588	1,464,560	1,467,992

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	767,229	705,439	788,626	827,323
Non Personnel	343,161	621,149	675,934	640,669
Total	1,110,390	1,326,588	1,464,560	1,467,992

Labor Relations Operating Budget



Authorizing Statutes

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

Description of Services

The Office of Labor Relations represents the Mayor and City departments in all labor relations matters before state and federal courts, state agencies, and in various other forums. The Office is responsible for negotiating and administering collective bargaining agreements with approximately 24 unions covering 7,500 employees. Additionally, the Office advises City managers and supervisors on labor matters regarding policy issues.

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	766,300	704,551	783,607	822,317	38,710
51100 Emergency Employees	929	888	5,019	5,006	-13
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	767,229	705,439	788,626	827,323	38,697
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	6,858	6,409	6,660	6,660	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	3,047	2,271	2,750	2,750	0
52800 Transportation of Persons	2,669	2,998	7,100	7,100	0
52900 Contracted Services	299,544	580,017	624,800	587,950	-36,850
Total Contractual Services	312,118	591,695	641,310	604,460	-36,850
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	118	163	824	909	85
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	3,907	4,233	5,700	5,700	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	4,025	4,396	6,524	6,609	85
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	18,577	20,143	28,100	28,100	0
Total Current Chgs & Oblig	18,577	20,143	28,100	28,100	0
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	8,441	0	0	0	0
55900 Misc Equipment	0	4,915	0	1,500	1,500
Total Equipment	8,441	4,915	0	1,500	1,500
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	1,110,390	1,326,588	1,464,560	1,467,992	3,432

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary	
Supv-Labor Relations	CDH	NG	1.00	110,553	Asst Corp Counsel V	EXM	10	1.00	97,950	
Admin Asst	EXM	15	1.00	53,083	Asst Corp Counsel III	EXM	08	5.00	369,208	
Legal Secretary (OLR)	EXM	14	1.00	47,190	ExecAsst(LaborRelations)	EXM	06	1.00	70,198	
					LaborRelationsAnl(LabRel)	EXM	04	1.00	58,635	
					Total				11	806,817
Adjustments										
					Differential Payments				0	
					Other				15,500	
					Chargebacks				0	
					Salary Savings				0	
					FY09 Total Request				822,317	

Program 1. Labor Relations

John Dunlap, Manager Organization: 147100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of city collective bargaining contracts settled	58%	46%	100%	100%
% of grievances filed for arbitration			46%	46%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	767,229	705,439	788,626	827,323
Non Personnel	343,161	621,149	675,934	640,669
<i>Total</i>	<i>1,110,390</i>	<i>1,326,588</i>	<i>1,464,560</i>	<i>1,467,992</i>

Library Department Operating Budget

Bernard Margolis, President Appropriation: 110

Department Mission

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

FY09 Performance Strategies

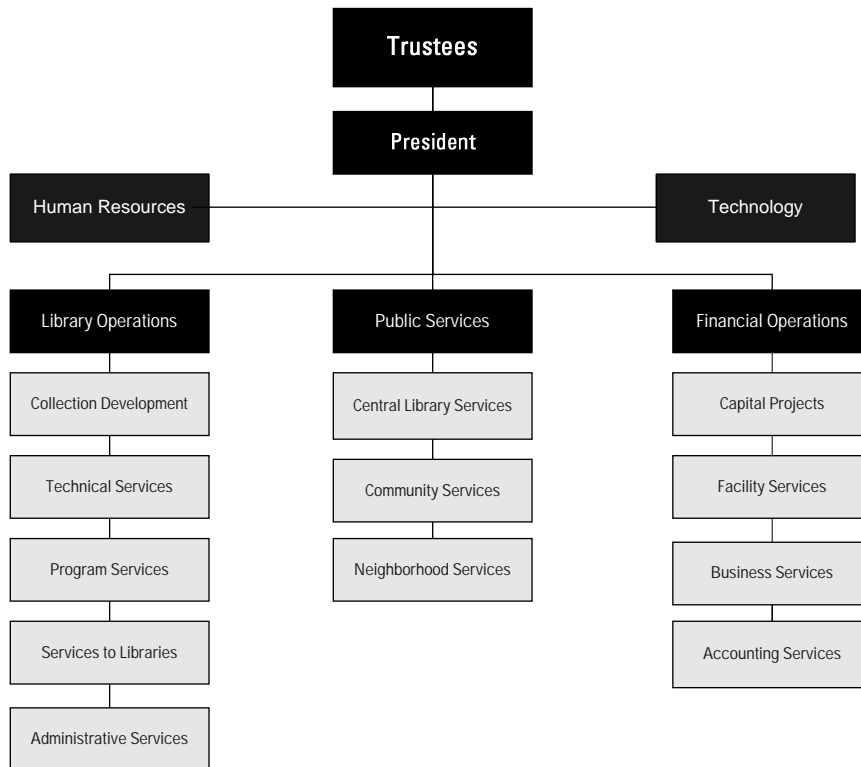
- To assist people of all ages, backgrounds, and stages of learning by offering a variety of programs to meet identified needs and interests.
- To provide access to and encourage the use of print and non-print resources that respond to the needs and interests of all segments of the population.
- To provide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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Library Administration	15,412,022	15,626,056	15,905,564	16,575,083
	Community Library Services	10,076,238	10,688,063	11,357,588	11,737,774
	Research Library Services	2,223,675	2,236,359	1,982,898	2,224,904
	Total	27,711,935	28,550,478	29,246,050	30,537,761

<i>External Funds Budget</i>	<i>Fund Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Boston Regional Library System	804,685	850,461	881,551	881,551
	Donations	466,507	573,311	500,000	500,000
	Library of Last Recourse	6,515,957	6,515,958	7,069,202	7,069,202
	State Aid to Libraries	685,268	689,407	702,767	702,767
	Trust Fund Income	3,042,503	3,391,656	3,475,649	2,831,087
	Total	11,514,920	12,020,793	12,629,168	11,984,608

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	17,940,353	18,872,614	19,342,717	19,823,472
Non Personnel	9,771,582	9,677,864	9,903,333	10,714,289
Total	27,711,935	28,550,478	29,246,050	30,537,761

Library Department Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	17,438,088	18,361,471	18,932,523	19,403,472	470,949
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	391,056	374,487	305,194	315,000	9,806
51600 Unemployment Compensation	33,492	67,135	35,000	35,000	0
51700 Workers' Compensation	77,717	69,521	70,000	70,000	0
Total Personnel Services	17,940,353	18,872,614	19,342,717	19,823,472	480,755
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	44,989	45,000	45,000	90,000	45,000
52200 Utilities	4,371,420	4,026,295	4,054,414	4,296,929	242,515
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	95,210	1,494,543	1,817,534	1,874,873	57,339
52700 Repairs & Service of Equipment	180,644	212,284	217,076	420,392	203,316
52800 Transportation of Persons	3,351	4,259	3,500	39,500	36,000
52900 Contracted Services	2,175,017	767,898	789,306	938,135	148,829
Total Contractual Services	6,870,631	6,550,279	6,926,830	7,659,829	732,999
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	6,735	6,713	6,739	6,739	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	20,898	48,439	30,698	53,000	22,302
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	2,583,979	2,774,716	2,584,295	2,609,788	25,493
Total Supplies & Materials	2,611,612	2,829,868	2,621,732	2,669,527	47,795
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	11,189	11,709	10,000	15,000	5,000
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54900 Other Current Charges	191,118	192,671	207,515	232,677	25,162
Total Current Chgs & Oblig	202,307	204,380	217,515	247,677	30,162
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	66,832	68,337	112,256	112,256	0
Total Equipment	66,832	68,337	112,256	112,256	0
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	20,200	25,000	25,000	25,000	0
Total Other	20,200	25,000	25,000	25,000	0
Grand Total	27,711,935	28,550,478	29,246,050	30,537,761	1,291,711

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary
Library_Aide	EXO	NG	154.00	594,622	Access Manager (BPL)	PL2	05	0.60	48,812
President	CDH	NG	0.60	103,764	Asst Neighborhood Services Mgr	PL2	05	0.60	46,705
Dir Public Services	PL2	NG	0.60	69,131	Special Lib Asst I (Branch)	AFP	05	22.00	921,149
Dir Operations	PL2	NG	0.60	74,958	Programming Coordinator	PL2	05	0.60	42,315
Asst Supv Of Custodians	PL2	11	1.20	93,728	BookConservatorProjDirec	PSA	04	0.60	42,259
Accountant	AFP	09	0.60	39,863	BranchLibrarianII	PSA	04	9.00	616,851
Prin Clerk & Stenographer (RC)	AFP	09	0.60	39,863	Chief-Cataloging	PSA	04	0.75	52,823
Special Library Asst V	AFP	08	9.70	586,040	Curator-Microtext&Newspapers	PSA	04	0.60	42,259
Special Library Asst V	PL1	08	0.60	34,902	Jr Building Custodian	AFP	04	1.20	37,176
Wkg Frprs Carpenter	AFP	08	1.00	51,497	JrBldgCust	AFP	04	10.20	375,296
Wkg Frperson Painter	AFP	08	1.00	49,763	Laborer	AFP	04	3.00	111,589
Pers Officer	PL2	08	0.60	48,431	SrReader&InfoLibrarianI	PSA	04	1.00	70,431
Systems Officer	PL2	08	1.00	108,971	SpecLibraryAsstII	AFP	04	8.55	356,202
Chief Financial Off	PL2	08	0.60	69,398	Curator-ProfessionalLibIV	PSA	04	1.80	126,776
Facilities Officer	PL2	08	0.60	65,382	BranchLibrarian	PSA	04	2.00	140,862
Technical Specialist	AFP	08	1.00	44,761	HeadCentralChildServ.	PSA	04	1.00	70,431
Wkg Foreprs,Oper/Labor BPL	AFP	08	1.00	51,497	Head,GeneralRefService	PSA	04	0.60	41,959
Special Library Assistant V	PL1	08	0.60	34,902	CuratorOfSocialSciences	PSA	04	0.60	42,259
Events Planner	PL1	08	0.60	29,919	PublicRelationsWrite/Editor	PSA	04	0.60	30,542
CentralLibraryServicesManager	PL2	08	0.60	65,382	Digital Systems Librarian IV	PSA	04	0.60	41,239
Neigh Library Service Manager	PL2	08	1.00	108,971	Asst_Prin_Acct	PSA	03	0.60	35,653
Spec Library Asst V (BPL)	AFP	08	3.00	195,866	Cleaner	AFP	03	0.60	25,042
Carpenter	AFP	07	2.00	89,592	Clerk	AFP	03	3.00	106,187
Hvy Mtr Equip Oper & Lbr	AFP	07	1.00	48,416	PrinLibraryAsst	AFP	03	25.70	963,675
Keeper-Rare Books	PL2	07	0.60	59,310	BranchLibrarianI	PSA	03	14.00	884,983
Painter	AFP	07	1.00	46,786	Curator-Manuscripts	PSA	03	0.60	27,713
Spec Library Asst IV	AFP	07	2.20	109,864	ProfessionalLibrarianIII	PSA	03	3.75	222,309
Budget & Procurement Manager	PL2	07	0.60	43,938	Reader&InfoLibrarianIII	PSA	03	1.00	62,346
Technical Services Manager	PL2	07	0.75	74,138	SrCataloger&Classifier	PSA	03	0.75	45,415
Assoc Neigh Serv Manager	PL2	07	0.60	43,938	ExecAsstOffPresident	PL1	03	0.60	42,054
Human Resources Manager (BPL)	PL2	07	0.60	43,938	BusinessAnalyst	PSA	03	0.60	37,407
Community Services Manager	PL2	07	1.00	70,000	AcquisitionsLibrarianIIIBPL	PSA	03	0.75	48,033
Special Library Asst IV	PL1	07	1.80	98,174	PrinLibraryAssistant	PL1	03	0.60	19,566
Sr Bldg Cust	AFP	06	21.20	908,749	HdOfBibliographicServMetrBLNet	PSA	03	0.75	46,759
Sr Bldg Cust(T)	AFP	06	1.00	45,656	SeniorLibraryAsst(Branch)	AFP	03	49.00	1,714,353
Spec Library Asst III	AFP	06	3.55	177,102	AdultsLibrarianII	PSA	02	5.60	298,423
Supn-Library Buildings	PL2	06	0.60	53,819	ChildrensLibrarianII	PSA	02	19.00	1,011,035
Supv-Accounting	PL2	06	0.60	53,814	Reader&InfoLibrarianII	PSA	02	3.00	173,082
Prin Library Asst	AFP	06	0.60	30,301	ReferenceLibrarianII	PSA	02	3.00	174,781
Communications Manager	PL2	06	0.60	49,358	SrLibAsst	AFP	02	38.95	1,204,200
Network & Server Manager	PL2	06	1.00	89,690	YoungAdultsLibrarianII	PSA	02	2.00	55,858
Jr Bld Cust-Traveling	AFP	06	1.20	45,710	CatalogerAndClassifierII	PSA	02	0.75	43,695
Network Services Manager	PL2	06	1.00	78,057	AcquisitionsLibrarianII	PSA	02	0.75	43,695
Operating System & ProgrMangr	PL2	06	1.00	89,690	GeneralistIII	PSA	02	8.00	442,035
EndServ. & Systems SupportMnger	PL2	06	1.00	89,690	SystemsLibrarianII	PSA	02	0.60	34,956
Sp Library Asst II (Branch)	AFP	06	8.00	404,016	Development Office Asst	PL1	02	1.20	67,139
Collection Development Manager	PL2	06	0.60	42,184	SrLibraryAsst	AFP	02	6.00	118,043
Motor_Equip_Operator_&_Lbr	AFP	05	2.00	85,765	InterLibraryLoanLibrarian	PSA	02	0.60	34,956
SrClerk	AFP	05	2.00	90,361	TechnicalSupportAnalyst	PSA	02	1.00	56,562
Spec Library Asst II	AFP	05	13.75	615,357	CatalogerAndClassifierI	PSA	01	2.25	119,268
Staff Officer-SpecialProjects	PL2	05	1.20	90,252	Children'sLibrarianI	PSA	01	9.00	432,244
Coord Resources & Proces	PL2	05	0.60	48,812	Reader&InfoLibrarianI	PSA	01	7.00	319,926
Coord-Ship&Rec&Stocks&Supplies	PL2	05	1.00	81,354	ReferenceLibrarianI	PSA	01	13.80	664,009
Applications Manager	PL2	05	1.00	81,354	YoungAdultsLibrarianI	PSA	01	3.00	138,415

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary
Coord of Literacy Services	PL2	05	1.00	70,811	GeneralistI	PSA	01	8.00	336,955
CapPlng&ImplmtinOfficer(BPL)	PL2	05	0.60	48,812	AcquisitionsLibrarianI	PSA	01	0.75	39,756
Manager of Digital Services	PL2	05	0.60	48,812	LibrarianI	PSA	01	1.60	44,980
Quality Services Manager	PL2	05	0.60	36,158	SpecCollectionLibI	PSA	01	0.60	31,805
DigitalImaging Production Manger	PL2	05	0.60	41,971	InterLibraryLoanLibrarianI	PSA	01	0.60	31,805
					Digital Librian I	PSA	01	0.60	22,807
Total								566	20,267,222
Adjustments									
Differential Payments									0
Other									136,248
Chargebacks									0
Salary Savings									-1,000,000
FY09 Total Request									19,403,470

External Funds History

Personnel Services					
	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	4,666,137	4,866,030	5,227,677	5,023,029	-204,648
51100 Emergency Employees	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	171,684	188,499	238,600	238,744	144
51500 Pension & Annuity	45,073	146,428	154,271	133,958	-20,313
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	11,440	9,399	11,825	21,583	9,758
Total Personnel Services	4,894,334	5,210,356	5,632,373	5,417,314	-215,059
Contractual Services					
	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	9,001	7,857	11,950	6,950	-5,000
52200 Utilities	110,940	106,705	100,000	99,738	-262
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	4,035	0	0	0	0
52600 Repairs Buildings & Structures	35,154	6,008	37,495	5,950	-31,545
52700 Repairs & Service of Equipment	55,227	51,794	52,750	46,750	-6,000
52800 Transportation of Persons	75,845	109,124	83,068	55,642	-27,426
52900 Contracted Services	1,801,267	2,032,559	2,128,781	1,982,511	-146,270
Total Contractual Services	2,091,469	2,314,047	2,414,044	2,197,541	-216,503
Supplies & Materials					
	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	31,155	37,513	25,325	0	-25,325
53400 Custodial Supplies	74,611	71,041	70,150	70,151	1
53500 Med, Dental, & Hosp Supply	599	0	0	0	0
53600 Office Supplies and Materials	73,302	57,615	57,194	56,694	-500
53800 Educational Supplies & Mat	4,700	32,141	5,916	26,000	20,084
53900 Misc Supplies & Materials	3,719,921	3,473,395	3,527,586	3,356,308	-171,278
Total Supplies & Materials	3,904,288	3,671,705	3,686,171	3,509,153	-177,018
Current Chgs & Oblig					
	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	485,031	589,893	590,553	614,460	23,907
Total Current Chgs & Oblig	485,031	589,893	590,553	614,460	23,907
Equipment					
	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	31,049	33,800	32,300	27,300	-5,000
55900 Misc Equipment	88,135	200,992	273,727	218,840	-54,887
Total Equipment	119,184	234,792	306,027	246,140	-59,887
Other					
	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	19,870	0	0	0	0
Total Other	19,870	0	0	0	0
Grand Total	11,514,176	12,020,793	12,629,168	11,984,608	-644,560

External Funds Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary
Pre-Professional Lbrly Asst IV	PSA	NG	1.00	28,148	Access Manager (BPL)	PL2	05	0.40	32,541
Library_Aide	EXO	NG	4.00	15,445	Asst Neighborhood Services Mgr	PL2	05	0.40	31,137
President	CDH	NG	0.40	69,176	Programming Coordinator	PL2	05	0.40	28,210
Dir Public Services	PL2	NG	0.40	46,087	BookConservatorProjDirec	PSA	04	0.40	28,172
Dir Operations	PL2	NG	0.40	49,972	Chief-Cataloging	PSA	04	0.25	17,608
Asst Supv Of Custodians	PL2	11	0.80	62,485	Curator-Microtext&Newspapers	PSA	04	0.40	28,172
Accountant	AFP	09	0.40	26,575	Jr Building Custodian	AFP	04	0.80	24,784
Prin Clerk & Stenographer (RC)	AFP	09	0.40	26,575	JrBldgCust	AFP	04	6.80	250,197
Special Library Asst V	AFP	08	4.30	241,119	SpecLibraryAsstI	AFP	04	4.45	184,722
Special Library Asst V	PL1	08	0.40	23,268	Curator-ProfessionalLibIV	PSA	04	2.20	154,948
Regional Administrator	PL2	08	1.00	99,165	Head,GeneralRefService	PSA	04	0.40	27,972
Pers Officer	PL2	08	0.40	32,287	CuratorOfSocialSciences	PSA	04	0.40	28,172
Chief Financial Off	PL2	08	0.40	46,265	PublicRelationsWrite/Editor	PSA	04	0.40	20,362
Facilities Officer	PL2	08	0.40	43,588	PrincipalLibraryAsst(Branch)	AFP	04	1.00	38,648
Technical Specialist	AFP	08	0.00	1,901	Digital Systems Librarian IV	PSA	04	0.40	27,493
Curator of Maps - BPL	PL2	08	1.00	80,717	Asst_Prin_Acct	PSA	03	0.40	23,768
Special Library Assistant V	PL1	08	0.40	23,268	Cleaner	AFP	03	0.40	16,695
Events Planner	PL1	08	0.40	19,946	PrinLibraryAsst	AFP	03	12.30	460,201
CentrallibraryServicesManager	PL2	08	0.40	43,588	Curator-Manuscripts	PSA	03	0.40	18,475
Keeper-Prints	PL2	07	1.00	73,230	ProfessionalLibrarianIII	PSA	03	3.25	190,287
Keeper-Rare Books	PL2	07	0.40	39,540	AsstKeeperOfPrints	PSA	03	1.00	64,044
Spec Library Asst IV	AFP	07	0.80	44,200	SrCataloger&Classifier	PSA	03	0.25	15,138
Budget & Procurement Manager	PL2	07	0.40	29,292	ExecAsstOffPresident	PL1	03	0.40	28,036
Technical Services Manager	PL2	07	0.25	24,713	BusinessAnalyst	PSA	03	0.40	24,938
Assoc Neigh Serv Manager	PL2	07	0.40	29,292	AcquisitionsLibrarianIIIBPL	PSA	03	0.25	16,011
Human Resources Manager (BPL)	PL2	07	0.40	29,292	PrinLibraryAssistant	PL1	03	0.40	13,044
Special Library Asst IV	PL1	07	1.20	65,449	HdOfBibliographicServMetrBLNet	PSA	03	0.25	15,586
Sr Bldg Cust	AFP	06	2.80	125,200	Map Cataloger III	PSA	03	1.00	46,188
Spec Library Asst III	AFP	06	1.45	72,524	AdultsLibrarianII	PSA	02	0.40	23,304
Supn-Library Buildings	PL2	06	0.40	35,879	ReferenceLibrarianII	PSA	02	3.00	174,781
Supv-Accounting	PL2	06	0.40	35,876	SrLibAsst	AFP	02	8.05	263,537
Prin Library Asst	AFP	06	0.40	20,201	YoungAdultsLibrarianII	PSA	02	1.00	41,894
Communications Manager	PL2	06	0.40	32,905	CatalogerAndClassifierI	PSA	02	0.25	14,565
Jr Bld Cust-Traveling	AFP	06	0.80	29,304	AcquisitionsLibrarianII	PSA	02	0.25	14,565
Coord of Regional AdmnrtrServ	PL2	06	1.00	66,433	SystemsLibrarianII	PSA	02	0.40	23,304
Collection Development Manager	PL2	06	0.40	28,123	Development Office Asst	PL1	02	0.80	44,759
Coord of Services to Libraries	PL2	05	1.00	81,354	InterLibraryLoanLibrarian	PSA	02	0.40	23,304
Spec Library Asst II	AFP	05	8.25	331,455	Literacy Specialist II (BPL)	PSA	02	1.00	43,932
Staff Officer-SpecialProjects	PL2	05	1.80	135,968	CatalogerAndClassifierI	PSA	01	0.75	39,756
Coord Resources & Proces	PL2	05	0.40	32,541	ReferenceLibrarianI	PSA	01	9.20	442,673
CapPlnng&ImplmntinOfficer(BPL)	PL2	05	0.40	32,541	AcquisitionsLibrarianI	PSA	01	0.25	13,252
Manager of Digital Services	PL2	05	0.40	32,541	LibrarianI	PSA	01	0.40	15,205
Quality Services Manager	PL2	05	0.40	24,105	SpecCollectionLibl	PSA	01	0.40	21,203
DigitalImaging Production Manger	PL2	05	0.40	27,981	InterLibraryLoanLibrarianI	PSA	01	0.40	21,203
					Digital Librian I	PSA	01	0.40	15,205
Total								110	5,551,513
Adjustments									
Differential Payments									0
Other									0
Chargebacks									0
Salary Savings									-528,486
FY09 Total Request									5,023,027

Program 1. Library Administration

Bernard Margolis, President Organization: 110100

Program Description

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

Program Strategies

- To continually improve service abilities of library staff through ongoing training and professional development.
- To provide overall user satisfaction with Library services.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Number of visits to library facilities	3,504,674	3,476,672	3,500,000	3,500,000
Staff training programs offered per month	47	48	45	45

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	5,694,043	5,985,269	6,097,162	5,965,176
Non Personnel	9,717,979	9,640,787	9,808,402	10,609,907
Total	15,412,022	15,626,056	15,905,564	16,575,083

Program 2. Community Library Services

Bernard Margolis, President Organization: 110200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Boston residents newly registered for library cards	30,988	33,462	35,000	35,000
Community groups meetings in library space	3,321	4,909	4,000	4,000
Digital downloads			55,000	75,000
ESL Programs			1,300	1,500
Homework Assistance Program participants	7,034	8,330	8,000	9,000
Items circulated	2,601,520	2,848,813	3,000,000	3,250,000
Online library catalog searches	3,858,245	4,151,022	4,000,000	4,000,000
Pre-school children attending programs			21,000	22,500
Programs for pre-school children	964	1,012	1,000	1,000
Public internet sessions using BPL computers	537,607	593,948	675,000	675,000
Student programs (visits to and from schools)			1,500	1,500
Total program participation	167,680	192,833	170,000	170,000
Visits to BPL website	3,959,654	4,891,030	5,000,000	5,000,000
Wireless internet sessions	64,714	87,934	100,000	100,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	10,022,635	10,650,986	11,262,657	11,633,392
Non Personnel	53,603	37,077	94,931	104,382
Total	10,076,238	10,688,063	11,357,588	11,737,774

Program 3. Research Library Services

Bernard Margolis, President Organization: 110300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Computers available for public access			575	500
Digital images added		18,940	11,000	11,000
In-house use of library materials	643,249	638,205	900,000	900,000
Interlibrary loan items provided to other libraries	40,687	43,693	13,000	7,500
Interlibrary loan items received from other libraries	11,871	18,553	15,000	15,000
Items de-accessioned library-wide			130,000	130,000
Library materials preserved		2,324	4,000	4,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	2,223,675	2,236,359	1,982,898	2,224,904
Non Personnel	0	0	0	0
Total	2,223,675	2,236,359	1,982,898	2,224,904

External Funds Projects

State Aid To Libraries

Project Mission

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

Trust Fund Income

Project Mission

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

Library of Last Recourse

Project Mission

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

Boston Regional Library System

Project Mission

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

Donations

Project Mission

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

Library Department Capital Budget

Overview

Fiscal year 2009 capital investments will further enhance the Boston Public Library by continuing to preserve existing buildings and build new library spaces to provide better services for all.

FY09 Major Initiatives

- Complete new Branch libraries in Grove Hall (Roxbury) and Mattapan.
- Begin extensive renovation work at the Brighton Branch library. The City will apply for U.S. Green Building Council LEED certification of this project.
- Design a small addition and various renovations at the Jamaica Plain Branch library.
- Develop a program and evaluate existing and potential sites for a new branch library in East Boston.
- Repair roofs at the South End, West Roxbury and Fields Corner (Dorchester) branches.

<i>Capital Budget Expenditures</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Estimated '08</i>	<i>Total Projected '09</i>
<i>Total Department</i>	<i>3,861,619</i>	<i>3,046,506</i>	<i>7,203,994</i>	<i>12,486,371</i>

Library Department Project Profiles

ADAMS BRANCH LIBRARY

Project Mission

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

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

Location, Dorchester

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	129,300	0	845,000	0	974,300
Grants/Other	0	0	0	0	0
Total	129,300	0	845,000	0	974,300

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	1,609	0	0	972,691	974,300
Grants/Other	0	0	0	0	0
Total	1,609	0	0	972,691	974,300

BRIGHTON BRANCH LIBRARY

Project Mission

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

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

Location, Allston/Brighton

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	5,540,610	0	0	0	5,540,610
Grants/Other	0	0	0	0	0
Total	5,540,610	0	0	0	5,540,610

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	137,403	150,000	2,500,000	2,753,207	5,540,610
Grants/Other	0	0	0	0	0
Total	137,403	150,000	2,500,000	2,753,207	5,540,610

Library Department Project Profiles

CRITICAL FACILITY REPAIRS

Project Mission

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

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

Location, Citywide

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	500,000	250,000	1,000,000	0	1,750,000
Grants/Other	0	0	0	0	0
Total	500,000	250,000	1,000,000	0	1,750,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	101,168	250,000	250,000	1,148,832	1,750,000
Grants/Other	0	0	0	0	0
Total	101,168	250,000	250,000	1,148,832	1,750,000

EAST BOSTON BRANCH LIBRARY

Project Mission

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

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

Location, East Boston

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	217,745	0	750,000	0	967,745
Grants/Other	0	0	0	0	0
Total	217,745	0	750,000	0	967,745

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	2,788	0	0	964,956	967,745
Grants/Other	0	0	0	0	0
Total	2,788	0	0	964,956	967,745

Library Department Project Profiles

EAST BOSTON LIBRARY STUDY

Project Mission

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

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

Location, East Boston

Authorizations

Source	Existing	FY09	Non Capital		Total
			Future	Fund	
City Capital	120,000	0	0	0	120,000
Grants/Other	0	0	0	0	0
Total	120,000	0	0	0	120,000

Expenditures (Actual and Planned)

Source	Thru	FY08	FY09	FY10-13	Total
	6/30/07				
City Capital	0	60,000	60,000	0	120,000
Grants/Other	0	0	0	0	0
Total	0	60,000	60,000	0	120,000

EGLESTON SQUARE BRANCH LIBRARY

Project Mission

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

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

Location, Roxbury

Authorizations

Source	Existing	FY09	Non Capital		Total
			Future	Fund	
City Capital	206,267	0	710,000	0	916,267
Grants/Other	0	0	0	0	0
Total	206,267	0	710,000	0	916,267

Expenditures (Actual and Planned)

Source	Thru	FY08	FY09	FY10-13	Total
	6/30/07				
City Capital	2,145	0	0	914,122	916,267
Grants/Other	0	0	0	0	0
Total	2,145	0	0	914,122	916,267

Library Department Project Profiles

FANEUIL BRANCH LIBRARY PHASE II

Project Mission

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

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

Location, Allston/Brighton

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	358,650	0	760,000	0	1,118,650
Grants/Other	0	0	0	0	0
Total	358,650	0	760,000	0	1,118,650

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	0	0	0	1,118,650	1,118,650
Grants/Other	0	0	0	0	0
Total	0	0	0	1,118,650	1,118,650

HVAC REPLACEMENT AT 3 BRANCH LIBRARIES

Project Mission

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

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

Location, Various neighborhoods

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	0	0	1,935,000	0	1,935,000
Grants/Other	0	0	0	0	0
Total	0	0	1,935,000	0	1,935,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	0	0	0	1,935,000	1,935,000
Grants/Other	0	0	0	0	0
Total	0	0	0	1,935,000	1,935,000

Library Department Project Profiles

JAMAICA PLAIN BRANCH LIBRARY

Project Mission

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

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

Location, Jamaica Plain

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	500,000	0	8,000,000	0	8,500,000
Grants/Other	0	0	0	0	0
Total	500,000	0	8,000,000	0	8,500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	0	0	200,000	8,300,000	8,500,000
Grants/Other	0	0	0	0	0
Total	0	0	200,000	8,300,000	8,500,000

JOHNSON BUILDING

Project Mission

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

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	750,000	0	0	0	750,000
Grants/Other	0	0	0	0	0
Total	750,000	0	0	0	750,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	0	0	0	750,000	750,000
Grants/Other	0	0	0	0	0
Total	0	0	0	750,000	750,000

Library Department Project Profiles

JOHNSON BUILDING ENERGY IMPROVEMENTS

Project Mission

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

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	350,000	0	1,900,000	0	2,250,000
Grants/Other	0	0	750,000	0	750,000
Total	350,000	0	2,650,000	0	3,000,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	0	75,000	200,000	1,975,000	2,250,000
Grants/Other	0	0	100,000	650,000	750,000
Total	0	75,000	300,000	2,625,000	3,000,000

MATTAPAN BRANCH LIBRARY (NEW)

Project Mission

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

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

Location, Mattapan

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	11,522,093	0	0	0	11,522,093
Grants/Other	0	5,222,907	0	0	5,222,907
Total	11,522,093	5,222,907	0	0	16,745,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	3,693,629	5,500,000	2,328,464	0	11,522,093
Grants/Other	0	0	5,222,907	0	5,222,907
Total	3,693,629	5,500,000	7,551,371	0	16,745,000

Library Department Project Profiles

MCKIM / JOHNSON SOUND DAMPENING

Project Mission

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

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY09	Non Capital		Total
			Future	Fund	
City Capital	335,000	0	0	0	335,000
Grants/Other	0	0	0	0	0
Total	335,000	0	0	0	335,000

Expenditures (Actual and Planned)

Source	Thru	FY08	FY09	FY10-13	Total
	6/30/07				
City Capital	0	25,000	150,000	160,000	335,000
Grants/Other	0	0	0	0	0
Total	0	25,000	150,000	160,000	335,000

MCKIM II C SIGNAGE

Project Mission

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

Managing Department, Construction Management **Status**, Ongoing Program

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY09	Non Capital		Total
			Future	Fund	
City Capital	0	0	0	0	0
Grants/Other	500,000	0	0	0	500,000
Total	500,000	0	0	0	500,000

Expenditures (Actual and Planned)

Source	Thru	FY08	FY09	FY10-13	Total
	6/30/07				
City Capital	0	0	0	0	0
Grants/Other	2,662	97,338	0	400,000	500,000
Total	2,662	97,338	0	400,000	500,000

Library Department Project Profiles

MCKIM II C SUPPLEMENTAL LIGHTING

Project Mission

Design and install supplemental lighting in the Cheverus Room.

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY09	Future	Non Capital		Total
				Fund		
City Capital	0	0	0	0		0
Grants/Other	400,000	0	0	0		400,000
Total	400,000	0	0	0		400,000

Expenditures (Actual and Planned)

Source	Thru				Total
	6/30/07	FY08	FY09	FY10-13	
City Capital	0	0	0	0	0
Grants/Other	0	400,000	0	0	400,000
Total	0	400,000	0	0	400,000

MCKIM LIBRARY PHASE II D

Project Mission

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

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY09	Future	Non Capital		Total
				Fund		
City Capital	2,150,000	0	0	0		2,150,000
Grants/Other	1,685,000	0	0	0		1,685,000
Total	3,835,000	0	0	0		3,835,000

Expenditures (Actual and Planned)

Source	Thru				Total
	6/30/07	FY08	FY09	FY10-13	
City Capital	63,630	0	0	2,086,370	2,150,000
Grants/Other	0	0	400,000	1,285,000	1,685,000
Total	63,630	0	400,000	3,371,370	3,835,000

Library Department Project Profiles

NORTH END BRANCH LIBRARY

Project Mission

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

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

Location, North End

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	330,550	0	610,000	0	940,550
Grants/Other	0	0	0	0	0
Total	330,550	0	610,000	0	940,550

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	4,183	0	0	936,367	940,550
Grants/Other	0	0	0	0	0
Total	4,183	0	0	936,367	940,550

PARKER HILL LIBRARY

Project Mission

Replace windows and repoint masonry walls.

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

Location, Roxbury

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	0	0	2,400,000	0	2,400,000
Grants/Other	0	0	0	0	0
Total	0	0	2,400,000	0	2,400,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	0	0	0	2,400,000	2,400,000
Grants/Other	0	0	0	0	0
Total	0	0	0	2,400,000	2,400,000

Library Department Project Profiles

ROOF REPLACEMENT AT 7 BRANCH LIBRARIES

Project Mission

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

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

Location, Various neighborhoods

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	2,000,000	3,350,000	0	0	5,350,000
Grants/Other	0	0	0	0	0
Total	2,000,000	3,350,000	0	0	5,350,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	120,317	600,000	1,000,000	3,629,683	5,350,000
Grants/Other	0	0	0	0	0
Total	120,317	600,000	1,000,000	3,629,683	5,350,000

SECURITY AUDIT RECOMMENDATIONS IMPLEMENTATION

Project Mission

Implement security upgrades at all branch library locations.

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

Location, Citywide

Authorizations

Source	Existing	FY09	Future	Non Capital Fund	Total
City Capital	500,000	0	0	0	500,000
Grants/Other	0	0	0	0	0
Total	500,000	0	0	0	500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/07	FY08	FY09	FY10-13	Total
City Capital	0	0	75,000	425,000	500,000
Grants/Other	0	0	0	0	0
Total	0	0	75,000	425,000	500,000

Library Department Project Profiles

TELEPHONE SYSTEM UPGRADE

Project Mission

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

Managing Department, Library Department **Status**, New Project

Location, Citywide

Authorizations

Source	Existing	FY09	Non Capital		Total
			Future	Fund	
City Capital	0	250,000	0	0	250,000
Grants/Other	0	0	0	750,000	750,000
Total	0	250,000	0	750,000	1,000,000

Expenditures (Actual and Planned)

Source	Thru		FY09	FY10-13	Total
	6/30/07	FY08			
City Capital	0	0	0	250,000	250,000
Grants/Other	0	0	0	0	0
Total	0	0	0	250,000	250,000

UPHAMS CORNER LIBRARY (NEW)

Project Mission

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

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

Location, Dorchester

Authorizations

Source	Existing	FY09	Non Capital		Total
			Future	Fund	
City Capital	690,000	0	12,290,000	0	12,980,000
Grants/Other	0	0	0	0	0
Total	690,000	0	12,290,000	0	12,980,000

Expenditures (Actual and Planned)

Source	Thru		FY09	FY10-13	Total
	6/30/07	FY08			
City Capital	0	0	0	12,980,000	12,980,000
Grants/Other	0	0	0	0	0
Total	0	0	0	12,980,000	12,980,000

Medicare Payments Operating Budget

Appropriation: 139

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Medicare Payments	4,650,776	5,113,156	5,603,000	6,141,000
	<i>Total</i>	<i>4,650,776</i>	<i>5,113,156</i>	<i>5,603,000</i>	<i>6,141,000</i>

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	4,650,776	5,113,156	5,603,000	6,141,000
Non Personnel	0	0	0	0
<i>Total</i>	<i>4,650,776</i>	<i>5,113,156</i>	<i>5,603,000</i>	<i>6,141,000</i>

Office of Administration & Finance Operating Budget

Lisa C. Signori, Director Appropriation: 144

Department Mission

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

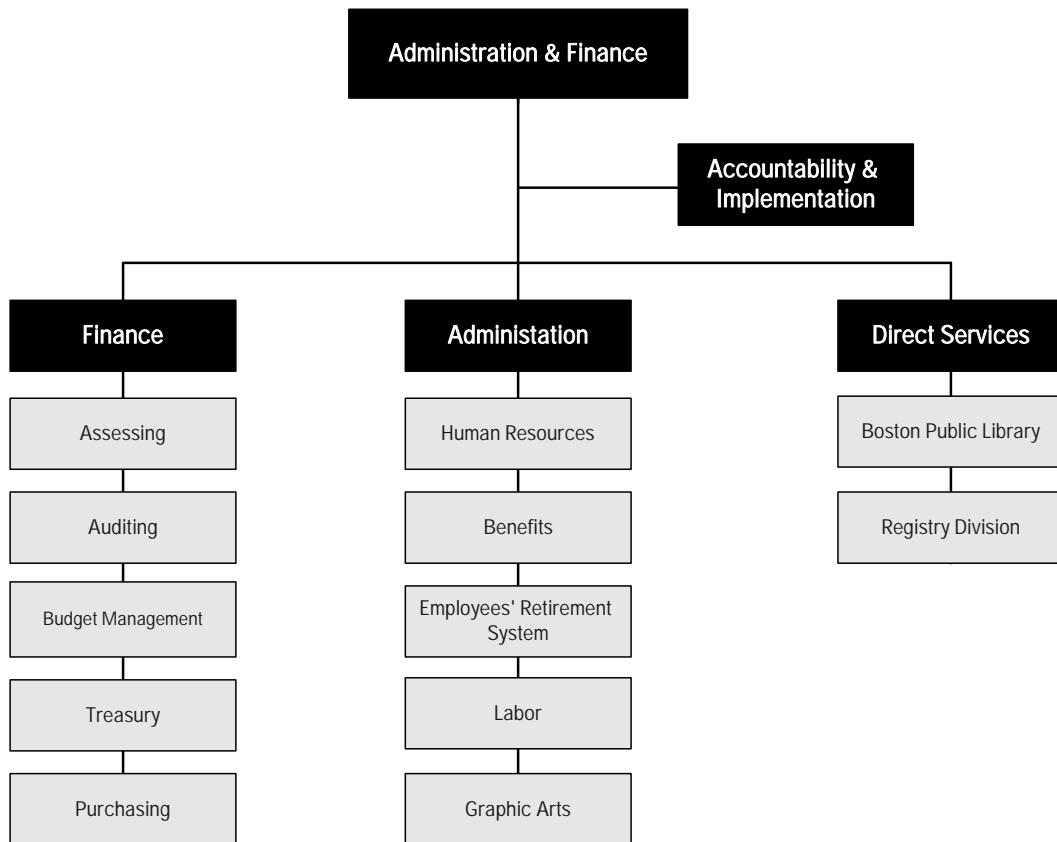
FY09 Performance Strategies

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Administration & Finance	769,131	753,745	932,742	907,868
	Total	769,131	753,745	932,742	907,868

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	688,416	671,856	753,942	734,768
Non Personnel	80,715	81,889	178,800	173,100
Total	769,131	753,745	932,742	907,868

Office of Administration & Finance Operating Budget



Description of Services

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

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	688,416	671,856	753,942	734,768	-19,174
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	688,416	671,856	753,942	734,768	-19,174
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	9,015	8,393	10,100	8,100	-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	3,774	5,763	4,000	2,000	-2,000
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	64,041	57,428	159,500	159,500	0
Total Contractual Services	76,830	71,584	173,600	169,600	-4,000
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	782	270	700	2,000	1,300
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	782	270	700	2,000	1,300
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	244	244	500	500	0
Total Current Chgs & Oblig	244	244	500	500	0
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	2,859	9,791	4,000	1,000	-3,000
Total Equipment	2,859	9,791	4,000	1,000	-3,000
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	769,131	753,745	932,742	907,868	-24,874

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary	
Dir-Administrative Services	CDH	NG	1.00	146,198	Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	97,255	
Dep Director Fis Affairs	CDH	NG	1.00	120,343	Exec Asst (Obpe)	EXM	10	1.00	89,526	
Adm.Sec.	SU4	14	1.00	36,870	Prin AdminAsst	EXM	08	1.00	84,304	
Exec Asst(Management Serv,Asd)	EXM	12	1.00	82,731	Data Proc Systems Anl	EXM	06	1.00	70,198	
					Total				8	727,426
					Adjustments					
					Differential Payments					0
					Other					7,342
					Chargebacks					0
					Salary Savings					0
					FY09 Total Request				734,768	

Program 1. Administration & Finance

Lisa C. Signori, Director Organization: 144100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of city workforce which is female	34.5%	33%	35%	35%
% of city workforce which is people of color	32.9%	34%	33%	33%
Average return on city investments	4.4%	5.4%	5%	5%
Current year property tax collection rate	98.7%	98.6%	99%	99%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	688,416	671,856	753,942	734,768
Non Personnel	80,715	81,889	178,800	173,100
<i>Total</i>	<i>769,131</i>	<i>753,745</i>	<i>932,742</i>	<i>907,868</i>

Pensions & Annuities - City Operating Budget

Appropriation: 374

Department Mission

The Pensions and Annuities appropriation funds the City's payments to retired City officials and employees who were not members of the contributory retirement systems. There are approximately 218 individuals currently in the City's non-contributory system. These are largely members who qualify under the Veteran's Retirement Law as being World War II veterans, having 30 years of service, and being employed prior to 1939. Also included are approximately 27 Police and Fire members who received special legislation retirements due to extreme workplace injuries.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Pensions & Annuities - City	4,599,999	4,599,896	4,100,000	4,100,000
	Total	4,599,999	4,599,896	4,100,000	4,100,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	4,599,999	4,599,896	4,100,000	4,100,000
Non Personnel	0	0	0	0
Total	4,599,999	4,599,896	4,100,000	4,100,000

Pensions & Annuities - County Operating Budget

Appropriation: 749

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Pensions & Annuities - County	0	48,493	100,000	100,000
	<i>Total</i>	<i>0</i>	<i>48,493</i>	<i>100,000</i>	<i>100,000</i>

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	0	48,493	100,000	100,000
Non Personnel	0	0	0	0
<i>Total</i>	<i>0</i>	<i>48,493</i>	<i>100,000</i>	<i>100,000</i>

Purchasing Division Operating Budget

William Hannon, Purchasing Agent Appropriation: 143

Department Mission

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

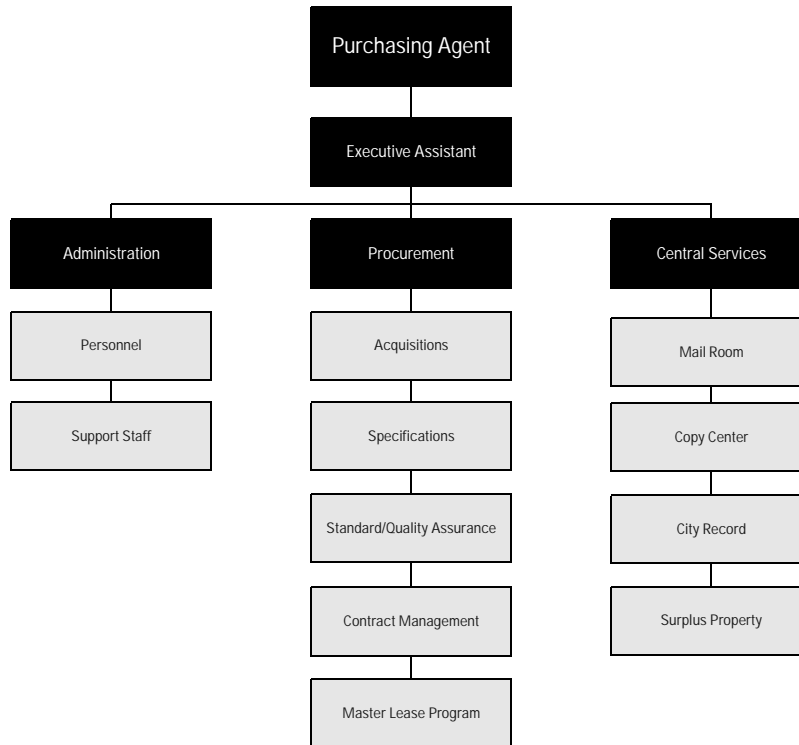
FY09 Performance Strategies

- To increase customer satisfaction with Purchasing Department services.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Purchasing Administration	236,721	236,179	248,684	234,708
	Procurement	746,922	798,350	821,362	832,588
	Central Services	298,976	329,628	330,894	332,414
	Total	1,282,619	1,364,157	1,400,940	1,399,710

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	1,156,961	1,207,143	1,231,060	1,254,530
Non Personnel	125,658	157,014	169,880	145,180
Total	1,282,619	1,364,157	1,400,940	1,399,710

Purchasing Division Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	1,156,961	1,206,388	1,231,060	1,254,530	23,470
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	755	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,156,961	1,207,143	1,231,060	1,254,530	23,470
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	16,376	16,566	17,190	17,075	-115
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	20,388	29,643	33,171	35,029	1,858
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	28,013	28,926	27,252	26,000	-1,252
Total Contractual Services	64,777	75,135	77,613	78,104	491
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	10,436	9,430	10,500	12,175	1,675
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	10,436	9,430	10,500	12,175	1,675
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	2,361	2,336	2,156	2,589	433
Total Current Chgs & Oblig	2,361	2,336	2,156	2,589	433
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	34,598	57,753	63,611	46,312	-17,299
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	6,114	1,669	10,000	0	-10,000
Total Equipment	40,712	59,422	73,611	46,312	-27,299
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
56200 Special Appropriation	7,372	10,691	6,000	6,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	7,372	10,691	6,000	6,000	0
Grand Total	1,282,619	1,364,157	1,400,940	1,399,710	-1,230

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary	
Purchasing Agent (Ads/Pud)	CDH	NG	1.00	113,449	Asst Buyer	SU4	12	1.00	41,193	
Sr Buyer	SU4	17	3.00	193,721	Exec Asst	EXM	11	1.00	103,959	
Adm.Assistant	SU4	17	1.00	64,574	Prin Acct Clerk	SU4	10	1.00	30,719	
Buyer/Purchasing	SU4	16	2.00	105,564	Asst Purchasing Agent	SE1	09	2.00	172,168	
Mailroom Equipment Operator	SU4	15	1.00	44,094	Prin_Admin_Assistant	SE1	08	1.00	84,305	
Adm_Asst.	SU4	15	2.00	103,373	Sr Adm Anl	SE1	06	1.00	70,198	
Adm.Anlst.	SU4	14	1.00	38,214	Admin Asst (Asd/Cab)	SE1	05	1.00	64,417	
					Sr_Adm_Asst	SE1	05	1.00	64,417	
					Total				20	1,294,365
					Adjustments					
					Differential Payments					0
					Other					28,995
					Chargebacks					-68,830
					Salary Savings					0
					FY09 Total Request				1,254,530	

Program 1. Purchasing Administration

Barry Fadden, Manager Organization: 143100

Program Description

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

Program Strategies

- To increase customer satisfaction with Purchasing Department services.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of user departments that rate purchasing services satisfactory	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	214,983	216,522	222,941	225,746
Non Personnel	21,738	19,657	25,743	8,962
<i>Total</i>	<i>236,721</i>	<i>236,179</i>	<i>248,684</i>	<i>234,708</i>

Program 2. Procurement

Vincent Caiani, Managers Organization: 143200

Program Description

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

Program Strategies

- To ensure the price the City pays for electricity and gasoline is less than alternatives.
- To increase items purchased through a purchase contract.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of requisition items purchased on contract	63%	70%	90%	90%
Average per gallon price the City pays for gasoline			TBR	TBR
Dollar amount that the City pays below basic electricity supply costs provided by NSTAR			TBR	TBR
Dollar amount that the City pays on average for gasoline below the quoted fixed price			TBR	TBR
Total purchase requisitions	6,868	6,570	6,025	6,025

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	738,849	787,749	800,139	810,303
Non Personnel	8,073	10,601	21,223	22,285
Total	746,922	798,350	821,362	832,588

Program 3. Central Services

Francis Duggan, Manager Organization: 143300

Program Description

The Central Services Program provides mail service, document reproduction service, disposal of surplus property, and publishing of the City Record. This program is responsible for handling all incoming and outgoing mail for departments within City Hall. It provides a large volume and fast copy reproduction service through its Copy Center. The Surplus Property Unit ensures the efficient and economical disposal of all the City's surplus property excluding land and buildings. This program is responsible for publishing, distribution, billing, and marketing of the City Record.

Program Strategies

- To produce copies at lower than commercially available costs.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Avg. internal copy cost	\$0.04	\$0.07	\$0.045	\$0.045
Comparable avg. commercial price	\$0.06	\$0.06	\$0.06	\$0.06
In-house copying costs as a % of commercial copy prices	67%	85%	75%	75%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	203,129	202,872	207,980	218,481
Non Personnel	95,847	126,756	122,914	113,933
Total	298,976	329,628	330,894	332,414

Registry Division Operating Budget

Judith A. McCarthy, Registrar Appropriation: 163

Department Mission

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

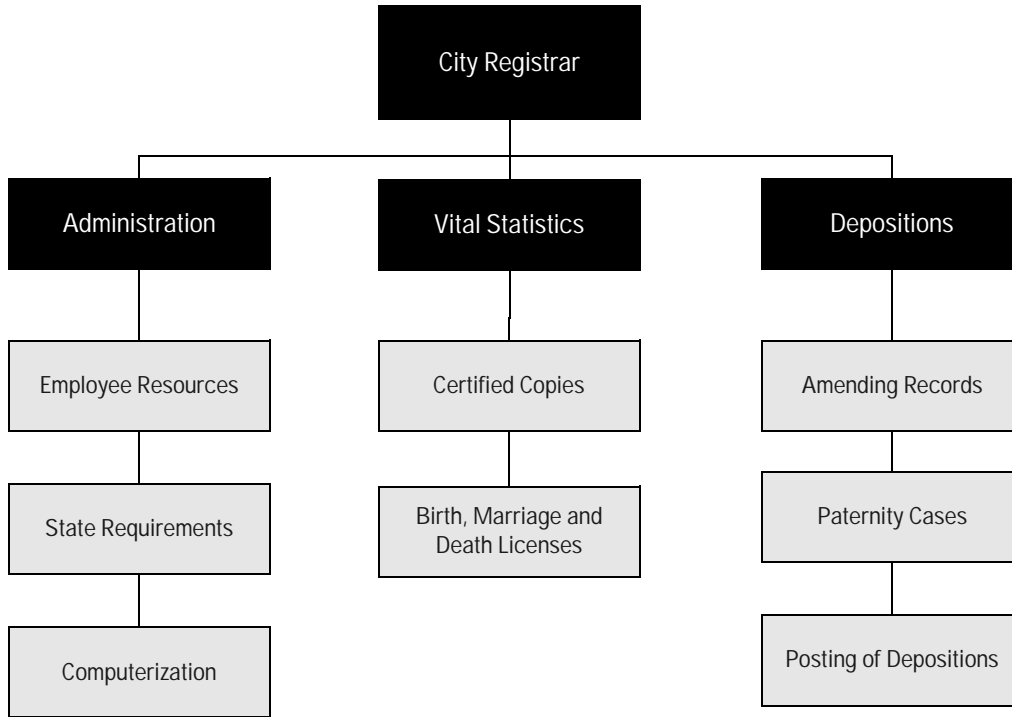
FY09 Performance Strategies

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Administration	263,542	264,006	253,479	262,069
	Vital Statistics	452,902	508,674	573,988	594,188
	Depositions	85,533	98,184	107,668	114,183
	Total	801,977	870,864	935,135	970,440

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	718,012	788,957	852,635	897,940
Non Personnel	83,965	81,907	82,500	72,500
Total	801,977	870,864	935,135	970,440

Registry Division Operating Budget



Authorizing Statutes

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

Description of Services

The Registry Division maintains custody of all birth, marriage, and death records dating back to 1630. Each year the Division adds approximately 37,000 new entries and issues more than 100,000 copies of certified records.

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	711,404	779,014	852,635	897,940	45,305
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	6,608	9,943	0	0	0
Total Personnel Services	718,012	788,957	852,635	897,940	45,305
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	7,282	7,446	7,200	7,200	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	4,365	8,510	7,700	4,100	-3,600
52800 Transportation of Persons	851	868	1,000	1,000	0
52900 Contracted Services	34,213	46,153	50,800	41,400	-9,400
Total Contractual Services	46,711	62,977	66,700	53,700	-13,000
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	9,791	11,924	14,000	17,000	3,000
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	880	204	750	750	0
Total Supplies & Materials	10,671	12,128	14,750	17,750	3,000
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	6,196	5,985	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	694	817	1,050	1,050	0
Total Current Chgs & Oblig	6,890	6,802	1,050	1,050	0
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	19,693	0	0	0	0
Total Equipment	19,693	0	0	0	0
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	801,977	870,864	935,135	970,440	35,305

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary
Adm.Sec.	SU4	14	1.00	49,106	Principa_Clerk	SU4	10	4.00	138,972
Head Cashier(Vitals/Registry)	SU4	14	1.00	49,106	Prin Clerk(Vitals/Registry)	SU4	10	8.00	310,467
Deposition Clerk	SU4	13	1.00	42,266	First Asst City Registrar	SE1	07	1.00	77,135
City Registrar	CDH	NG	1.00	102,046	Asst City Registrar	SE1	05	2.00	120,646
					Total			19	889,746
					Adjustments				
					Differential Payments				0
					Other				8,193
					Chargebacks				0
					Salary Savings				0
					FY09 Total Request				897,939

Program 1. Administration

Marie D. Reppucci, Manager Organization: 163100

Program Description

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

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	226,266	235,375	232,979	235,069
Non Personnel	37,276	28,631	20,500	27,000
<i>Total</i>	<i>263,542</i>	<i>264,006</i>	<i>253,479</i>	<i>262,069</i>

Program 2. Vital Statistics

Marie D. Reppucci, Manager Organization: 163200

Program Description

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

Program Strategies

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

Performance Measures	Actual '06	Actual '07	Projected '08	Target '09
% of customers surveyed who rate services as satisfactory	95%	95%	85%	85%
Average waiting time for counter requests (mins)	8	8	7	7
Average waiting time for mail requests (days)	2	3	3	3
Counter requests for certificates	78,299	81,567	75,000	75,000
Customers rating services as satisfactory	1,428	1,684	1,500	1,400
Customers surveyed	1,509	1,772	1,525	1,650
Mail requests for certificates	32,232	31,076	30,000	30,000

Selected Service Indicators	Actual '06	Actual '07	Approp '08	Budget '09
Personnel Services	408,682	457,930	517,488	556,188
Non Personnel	44,220	50,744	56,500	38,000
Total	452,902	508,674	573,988	594,188

Program 3. Depositions

Rosalie Boylan, Manager Organization: 163300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Affidavits completed	2,724	2,100	2,000	2,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	83,064	95,652	102,168	106,683
Non Personnel	2,469	2,532	5,500	7,500
Total	85,533	98,184	107,668	114,183

Treasury Department Operating Budget

Lisa C. Signori, Collector-Treasurer Appropriation: 137

Department Mission

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

FY09 Performance Strategies

- To conduct monthly account reconciliations between Collecting and Auditing.
- To issue tax bills in compliance with statutory requirements.
- To manage debt issuance.
- To maximize the collection of current year taxes.
- To maximize the collection of delinquent taxes.
- To monitor the City return on Trust Fund investments.
- To optimize the return on invested City funds.
- To prepare an instrument of taking for each delinquent property tax account.
- To prepare and issue all payroll accurately and on time.
- To process tax payments and City department deposits, and ensure that all monies are accurately deposited.

<i>Operating Budget</i>	<i>Division Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Collecting Division	2,264,852	2,196,455	2,460,906	1,824,980
	Treasury Division	1,927,252	2,005,334	2,121,136	2,052,486
	Total	4,192,104	4,201,789	4,582,042	3,877,466

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	2,872,301	2,905,833	3,164,062	3,019,140
Non Personnel	1,319,803	1,295,956	1,417,980	858,326
Total	4,192,104	4,201,789	4,582,042	3,877,466

Treasury Department Operating Budget

Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	2,818,261	2,858,041	3,119,237	2,973,090	-146,147
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	48,103	47,792	44,825	46,050	1,225
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	5,937	0	0	0	0
Total Personnel Services	2,872,301	2,905,833	3,164,062	3,019,140	-144,922
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	46,205	48,716	44,700	53,246	8,546
52200 Utilities	0	0	0	0	0
52300 Contracted Ed. Services	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	12,728	12,876	32,700	37,050	4,350
52800 Transportation of Persons	747	4	1,000	1,000	0
52900 Contracted Services	334,212	296,345	155,830	230,830	75,000
Total Contractual Services	393,892	357,941	234,230	322,126	87,896
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	140	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	427,433	495,624	517,800	517,800	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	100	100	0
Total Supplies & Materials	427,573	495,624	517,900	517,900	0
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	3,136	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	16,372	12,858	14,850	17,300	2,450
Total Current Chgs & Oblig	19,508	12,858	14,850	17,300	2,450
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	17,356	39,700	0	0	0
Total Equipment	17,356	39,700	0	0	0
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
56200 Special Appropriation	461,474	389,833	651,000	1,000	-650,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	461,474	389,833	651,000	1,000	-650,000
Grand Total	4,192,104	4,201,789	4,582,042	3,877,466	-704,576

Department Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary	
Prin Accountant	SU4	16	1.00	48,154	Prin Accountant	SU4	16	8.00	432,483	
Sr Programmer	SU4	15	1.00	55,219	Asst Prin Accountant	SU4	14	1.00	35,910	
Tax Title Supv (Trs/Col)	SU4	15	2.00	110,439	First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	118,969	
Adm_Asst.	SU4	15	1.00	55,219	Adm.Anlst.	SU4	14	1.00	49,106	
Head Administrative Clerk	SU4	14	1.00	49,106	Exec Asst (Treas/Trea)	SE1	11	1.00	103,960	
Sr Legal Asst	SU4	14	1.00	39,477	Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	97,950	
Dep Collector	SU4	13	6.00	271,192	Second Asst Coll-Trs (Trs/Trs)	SE1	10	1.00	97,950	
Tell.	SU4	13	4.00	166,266	Prin Account Clerk	SU4	10	1.00	29,542	
Head_Clerk	SU4	12	2.00	74,643	Asst Corp Counsel V	EXM	10	1.00	97,950	
First Asst Coll-Trs (Trs/Col)	SE1	11	1.00	103,960	Exec Sec (Treasury/Trust)	SE1	09	1.00	90,548	
Supv_Accounting	SE1	08	2.00	168,609	Supv_Accounting	SE1	08	6.00	505,827	
Data Proc Sys Analyst 1	SE1	07	1.00	77,135	PrinAdminAsst(Treas/Treas)	SE1	06	1.00	70,198	
Prin Admin Asst(Trs/Col)	SE1	06	3.00	188,446	Sr Adm Anl	SE1	06	1.00	70,198	
Collector-Treasurer	CDH	NG	1.00	139,629	Exec Asst(Treasury)	SE1	06	1.00	70,198	
Adm._Secretary	SU4	17	1.00	64,574	Sr_Adm_Asst	SE1	05	3.00	193,251	
					AdminAsst(Trs/Col)	SE1	04	1.00	51,685	
					Total				58	3,727,795
					Adjustments					
					Differential Payments					0
					Other					35,500
					Chargebacks					-790,205
					Salary Savings					0
					FY09 Total Request				2,973,090	

Treasury Division Operating Budget

Vivian M. Leo, Division Head Appropriation: 138

Division Mission

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

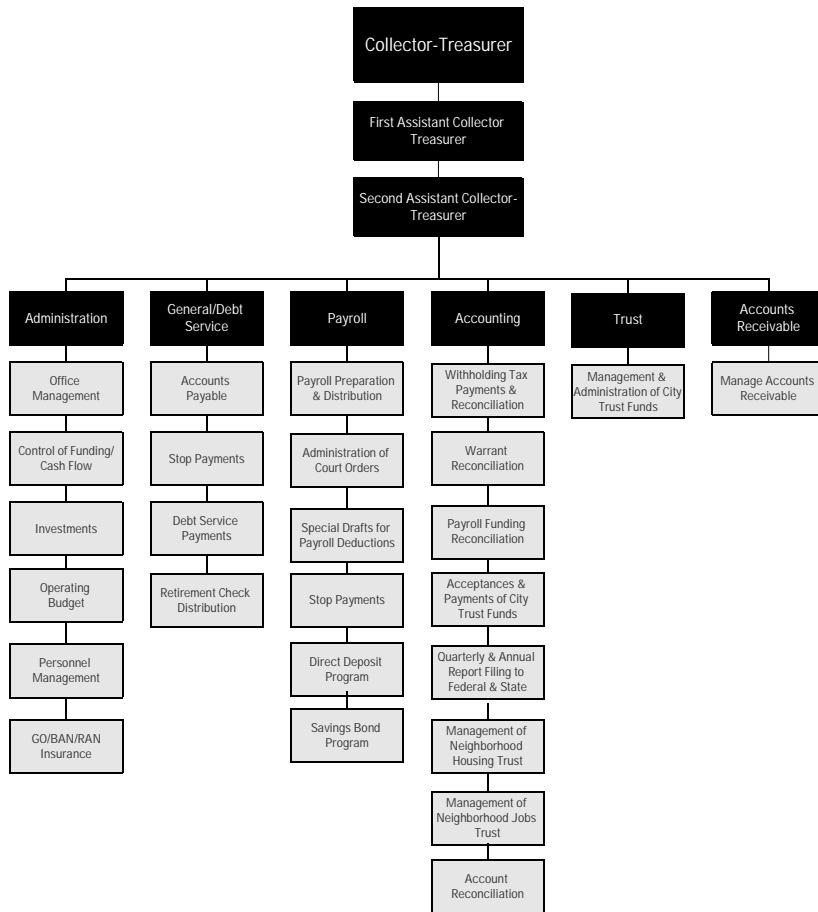
FY09 Performance Strategies

- To manage debt issuance.
- To monitor the City return on Trust Fund investments.
- To optimize the return on invested City funds.
- To prepare and issue all payroll accurately and on time.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Treasury Administration	808,475	713,945	719,557	599,322
	General Service/Debt Service	341,485	322,239	366,046	334,865
	Payroll	276,873	425,195	456,352	459,105
	Treasury Accounting	194,467	303,712	243,227	244,990
	Accounts Receivable	305,952	240,174	320,956	414,205
	Trust	0	69	14,998	0
	Total	1,927,252	2,005,334	2,121,136	2,052,486

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	1,605,136	1,601,612	1,718,636	1,564,624
Non Personnel	322,116	403,722	402,500	487,862
Total	1,927,252	2,005,334	2,121,136	2,052,486

Treasury Division Operating Budget



Description of Services

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

Division History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	1,594,562	1,592,793	1,704,541	1,550,224	-154,317
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	10,574	8,819	14,095	14,400	305
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,605,136	1,601,612	1,718,636	1,564,624	-154,012
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	21,779	21,515	19,500	23,062	3,562
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	9,409	9,226	14,700	19,050	4,350
52800 Transportation of Persons	747	4	1,000	1,000	0
52900 Contracted Services	131,145	84,589	73,350	148,350	75,000
Total Contractual Services	163,080	115,334	108,550	191,462	82,912
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	140	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	152,296	265,862	286,300	286,300	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	152,436	265,862	286,300	286,300	0
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	6,600	7,561	7,650	10,100	2,450
Total Current Chgs & Oblig	6,600	7,561	7,650	10,100	2,450
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	14,965	0	0	0
Total Equipment	0	14,965	0	0	0
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	1,927,252	2,005,334	2,121,136	2,052,486	-68,650

Division Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary
Collector-Treasurer	CDH	NG	1.00	139,629	Prin Account Clerk	SU4	10	1.00	29,542
Adm._Secretary	SU4	17	1.00	64,574	Asst Corp Counsel V	EXM	10	1.00	97,950
Prin Accountant	SU4	16	8.00	432,483	Exec Sec (Treasury/Trust)	SE1	09	1.00	90,548
Asst Prin Accountant	SU4	14	1.00	35,910	Supv_Accounting	SE1	08	6.00	505,827
First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	118,969	PrinAdminAsst(Treas/Treas)	SE1	06	1.00	70,198
Adm.Anlst.	SU4	14	1.00	49,106	Sr Adm Anl	SE1	06	1.00	70,198
Exec Asst (Treas/Trea)	SE1	11	1.00	103,960	Exec Asst(Treasury)	SE1	06	1.00	70,198
Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	97,950	Sr_Adm_Asst	SE1	05	3.00	193,251
Second Asst Coll-Trs (Trs/Trs)	SE1	10	1.00	97,950	AdminAsst(Trs/Col)	SE1	04	1.00	51,685
					Total			32	2,319,929
					Adjustments				
					Differential Payments				0
					Other				20,500
					Chargebacks				-790,205
					Salary Savings				0
					FY09 Total Request				1,550,224

Program 1. Treasury Administration

Vivian M. Leo, Manager Organization: 138100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Average return on city investments	4.4%	5.4%	3%	2.25%
Bank statements analyzed	12	12	12	12
GO, BAN/RAN, refundings, lease financings	6	3	3	3

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	586,569	588,465	607,507	409,176
Non Personnel	221,906	125,480	112,050	190,146
<i>Total</i>	<i>808,475</i>	<i>713,945</i>	<i>719,557</i>	<i>599,322</i>

Program 2. General Service/Debt Service

Judith Cataldo, Manager Organization: 138200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of interest and principal paid by the due date	100%	100%	100%	100%
Non-payroll payments prepared	134,510	125,193	127,000	127,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	312,774	243,526	301,296	267,350
Non Personnel	28,711	78,713	64,750	67,515
Total	341,485	322,239	366,046	334,865

Program 3. Payroll

Priscilla Russell, Manager Organization: 138300

Program Description

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

Program Strategies

- To prepare and issue all payroll accurately and on time.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Total payments processed	751,736	753,159	723,000	720,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	245,141	266,045	279,152	278,909
Non Personnel	31,732	159,150	177,200	180,196
Total	276,873	425,195	456,352	459,105

Program 4. Treasury Accounting

Marirose Graham, Manager Organization: 138400

Program Description

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

Program Strategies

- To monitor and reconcile all withheld taxes.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of withheld taxes paid on due date	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	181,336	270,844	232,727	233,750
Non Personnel	13,131	32,868	10,500	11,240
Total	194,467	303,712	243,227	244,990

Program 5. Accounts Receivable

Maureen Garceau, Manager Organization: 138500

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Billable units utilizing the accounts receivable and billing system		18	21	21

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	279,316	232,663	282,956	375,440
Non Personnel	26,636	7,511	38,000	38,765
Total	305,952	240,174	320,956	414,205

Program 6. Trust

Robert Fleming, Manager Organization: 138600

Program Description

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

Program Strategies

- To monitor the City return on Trust Fund investments.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Annual Trust Fund investment return	7%	14%	5%	5%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	0	69	14,998	0
Non Personnel	0	0	0	0
Total	0	69	14,998	0

Collecting Division Operating Budget

Lisa C. Signori, Collector Treasurer Appropriation: 137

Division Mission

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

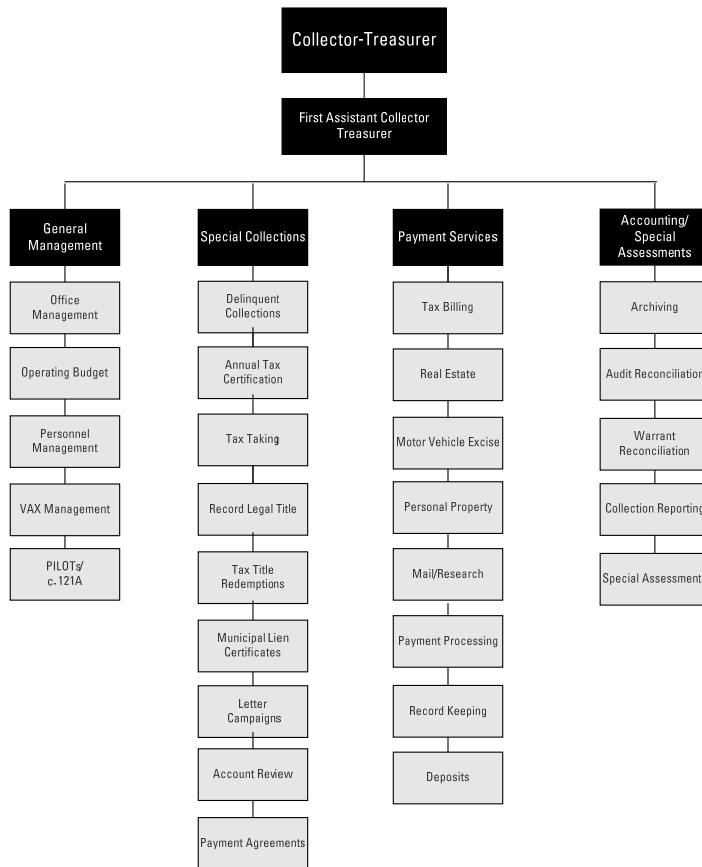
FY09 Performance Strategies

- To conduct monthly account reconciliations between Collecting and Auditing.
- To issue tax bills in compliance with statutory requirements.
- To maximize the collection of current year taxes.
- To maximize the collection of delinquent taxes.
- To prepare an instrument of taking for each delinquent property tax account.
- To process tax payments and City department deposits, and ensure that all monies are accurately deposited.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	General Management	456,824	458,069	429,224	444,395
	Special Collections	927,866	918,193	1,256,626	578,508
	Payment Services	791,701	750,215	649,439	694,965
	Accounting/Special Assessments	88,461	69,978	125,617	107,112
	Total	2,264,852	2,196,455	2,460,906	1,824,980

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	1,267,165	1,304,221	1,445,426	1,454,516
Non Personnel	997,687	892,234	1,015,480	370,464
Total	2,264,852	2,196,455	2,460,906	1,824,980

Collecting Division Operating Budget



Description of Services

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

Division History

<i>Personnel Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
51000 Permanent Employees	1,223,699	1,265,248	1,414,696	1,422,866	8,170
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	37,529	38,973	30,730	31,650	920
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	5,937	0	0	0	0
Total Personnel Services	1,267,165	1,304,221	1,445,426	1,454,516	9,090
<i>Contractual Services</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
52100 Communications	24,426	27,201	25,200	30,184	4,984
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	3,319	3,650	18,000	18,000	0
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	203,067	211,756	82,480	82,480	0
Total Contractual Services	230,812	242,607	125,680	130,664	4,984
<i>Supplies & Materials</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	275,137	229,762	231,500	231,500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	100	100	0
Total Supplies & Materials	275,137	229,762	231,600	231,600	0
<i>Current Chgs & Oblig</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
54300 Workers' Comp Medical	3,136	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	9,772	5,297	7,200	7,200	0
Total Current Chgs & Oblig	12,908	5,297	7,200	7,200	0
<i>Equipment</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
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	17,356	24,735	0	0	0
Total Equipment	17,356	24,735	0	0	0
<i>Other</i>	FY06 Expenditure	FY07 Expenditure	FY08 Appropriation	FY09 Recommended	Inc/Dec 08 vs 09
56200 Special Appropriation	461,474	389,833	651,000	1,000	-650,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	461,474	389,833	651,000	1,000	-651,000
Grand Total	2,264,852	2,196,455	2,460,906	1,824,980	-635,926

Division Personnel

Title	Union Code	Grade	Position	FY09 Salary	Title	Union Code	Grade	Position	FY09 Salary	
Prin Accountant	SU4	16	1.00	48,154	Dep Collector	SU4	13	6.00	271,192	
Sr Programmer	SU4	15	1.00	55,219	Tell.	SU4	13	4.00	166,266	
Tax Title Supv (Trs/Col)	SU4	15	2.00	110,439	Head_Clerk	SU4	12	2.00	74,643	
Adm_Asst.	SU4	15	1.00	55,219	First Asst Coll-Trs (Trs/Col)	SE1	11	1.00	103,960	
Head Administrative Clerk	SU4	14	1.00	49,106	Supv_Accounting	SE1	08	2.00	168,609	
Sr Legal Asst	SU4	14	1.00	39,477	Data Proc Sys Analyst 1	SE1	07	1.00	77,135	
					Prin Admin Asst(Trs/Col)	SE1	06	3.00	188,446	
					Total				26	1,407,866
					Adjustments					
					Differential Payments				0	
					Other				15,500	
					Chargebacks				0	
					Salary Savings				0	
					FY09 Total Request				1,422,866	

Program 1. General Management

Celia M. Barton, Manager Organization: 137100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Current year property tax collection rate	98.7%	98.6%	99%	99%
PILOT accounts monitored	45	45	45	45
Real estate bill paid online		12,061	12,000	12,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	309,692	317,911	323,544	336,791
Non Personnel	147,132	140,158	105,680	107,604
Total	456,824	458,069	429,224	444,395

Program 2. Special Collections

Michael Hutchinson, Manager Organization: 137200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Annual certification amount	6,955,034	9,075,861	10,000,000	10,000,000
Annual certifications	2,427	2,779	2,800	2,800
Annual tax taking amount	4,945,340	5,745,939	8,000,000	8,000,000
Annual tax takings	2,269	2,562	3,200	3,200
Delinquent motor vehicle excise tax collected	7,384,925	7,470,526	6,000,000	6,000,000
Delinquent personal property taxes collected	745,130	919,393	500,000	500,000
Delinquent real estate taxes collected	12,192,626	11,789,398	10,000,000	10,000,000
Municipal lien certificates processed	20,143	20,251	12,000	12,000
Tax title accounts resolved	2,209	2,987	2,750	2,750
Tax title amount collected	13,696,664	12,276,992	10,000,000	10,000,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	459,091	508,951	575,426	546,084
Non Personnel	468,775	409,242	681,200	32,424
Total	927,866	918,193	1,256,626	578,508

Program 3. Payment Services

Ellen Higginbottom, Manager Organization: 137300

Program Description

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

Program Strategies

- To issue tax bills in compliance with statutory requirements.
- To process tax payments and City department deposits, and ensure that all monies are accurately deposited.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
Boat excise bills issued	3,207	2,594	3,000	3,000
Delinquent real estate notices sent	58,586	61,407	40,000	40,000
Dollars processed by tellers	1,588,924,944	1,932,096,871	1,500,000,000	1,500,000,000
Motor vehicle excise bills issued	405,906	472,569	450,000	450,000
Personal property tax bills issued	11,758	18,653	15,000	15,000
Real estate tax bills issued	599,024	611,229	600,000	600,000
Transactions processed by tellers	154,000	106,562	100,000	100,000

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	411,354	408,815	426,339	470,437
Non Personnel	380,347	341,400	223,100	224,528
Total	791,701	750,215	649,439	694,965

Program 4. Accounting/Special Assessments

Celia Barton, Manager Organization: 137400

Program Description

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

Program Strategies

- To conduct monthly account reconciliations between Collecting and Auditing.

<i>Performance Measures</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Projected '08</i>	<i>Target '09</i>
% of reports completed by the tenth of the month	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	87,028	68,544	120,117	101,204
Non Personnel	1,433	1,434	5,500	5,908
Total	88,461	69,978	125,617	107,112

Unemployment Compensation Operating Budget

Appropriation: 199

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Unemployment Compensation	13,999	31,800	50,000	50,000
	<i>Total</i>	<i>13,999</i>	<i>31,800</i>	<i>50,000</i>	<i>50,000</i>

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	13,999	31,800	50,000	50,000
Non Personnel	0	0	0	0
<i>Total</i>	<i>13,999</i>	<i>31,800</i>	<i>50,000</i>	<i>50,000</i>

Workers' Compensation Fund Operating Budget

Appropriation: 341

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '06</i>	<i>Total Actual '07</i>	<i>Total Approp '08</i>	<i>Total Budget '09</i>
	Workers' Compensation Fund	2,350,590	2,913,872	2,200,000	1,900,000
	<i>Total</i>	<i>2,350,590</i>	<i>2,913,872</i>	<i>2,200,000</i>	<i>1,900,000</i>

<i>Selected Service Indicators</i>	<i>Actual '06</i>	<i>Actual '07</i>	<i>Approp '08</i>	<i>Budget '09</i>
Personnel Services	0	0	0	0
Non Personnel	2,350,590	2,913,872	2,200,000	1,900,000
<i>Total</i>	<i>2,350,590</i>	<i>2,913,872</i>	<i>2,200,000</i>	<i>1,900,000</i>