

# Finance & Budget

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# Finance & Budget

*David Sweeney, Chief Financial Officer & Collector-Treasurer*

## **Cabinet Mission**

The Finance and Budget Cabinet facilitates activities that are 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 '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
	Office of Finance & Budget	795,226	2,176,640	1,104,812	993,338
	Assessing Department	6,265,856	6,490,579	6,687,423	6,681,665
	Auditing Department	2,229,471	2,444,875	2,605,500	2,607,285
	Budget Management	2,618,868	2,622,983	2,767,614	2,739,937
	Execution of Courts	14,500,001	11,976,054	3,500,000	3,500,000
	Medicare Payments	7,924,250	8,264,396	8,653,479	8,653,479
	Pensions & Annuities - City	4,099,939	4,099,517	4,100,000	4,100,000
	Pensions & Annuities - County	33,774	34,554	100,000	100,000
	Purchasing Division	1,519,184	1,486,005	1,761,699	1,773,821
	Registry Division	1,032,851	1,018,486	1,032,738	1,034,851
	Treasury Department	4,242,358	4,480,638	4,729,312	4,242,391
	Unemployment Compensation	43,489	80,113	350,000	350,000
	Workers' Compensation Fund	2,596,646	2,085,234	2,200,000	2,200,000
	<b>Total</b>	<b>47,901,913</b>	<b>47,260,074</b>	<b>39,592,577</b>	<b>38,976,767</b>

<i>External Funds Expenditures</i>	<i>Total Actual '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
Auditing Department	2,617,648	2,397,305	107,160	138,289
<b>Total</b>	<b>2,617,648</b>	<b>2,397,305</b>	<b>107,160</b>	<b>138,289</b>



# Office of Finance & Budget Operating Budget

*David Sweeney, Chief Financial Office & Collector Treasurer, Appropriation 144*

## **Department Mission**

The Office of Finance and Budget 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.

## **Selected Performance Strategies**

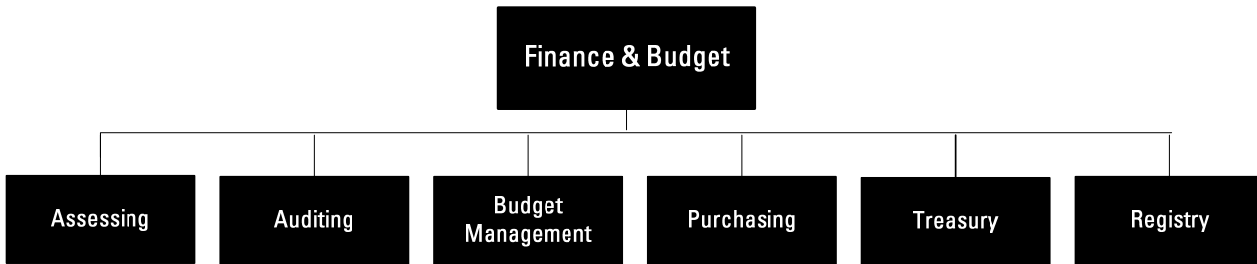
### **Finance & Budget**

- 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 '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
	Finance & Budget	795,226	2,176,640	1,104,812	993,338
	<b>Total</b>	<b>795,226</b>	<b>2,176,640</b>	<b>1,104,812</b>	<b>993,338</b>

<i>Operating Budget</i>		<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
	Personnel Services	632,519	768,998	843,079	812,887
	Non Personnel	162,707	1,407,642	261,733	180,451
	<b>Total</b>	<b>795,226</b>	<b>2,176,640</b>	<b>1,104,812</b>	<b>993,338</b>

# Office of Finance & Budget Operating Budget



## *Description of Services*

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

# Department History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	632,519	768,998	843,079	812,887	-30,192
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>632,519</b>	<b>768,998</b>	<b>843,079</b>	<b>812,887</b>	<b>-30,192</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	6,608	16,541	5,633	17,451	11,818
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	504	504	500	500	0
52800 Transportation of Persons	3,605	1,765	0	0	0
52900 Contracted Services	144,568	1,369,325	250,400	157,000	-93,400
<b>Total Contractual Services</b>	<b>155,285</b>	<b>1,388,135</b>	<b>256,533</b>	<b>174,951</b>	<b>-81,582</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	3,810	1,486	3,800	3,800	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>3,810</b>	<b>1,486</b>	<b>3,800</b>	<b>3,800</b>	<b>0</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	2,510	1,721	1,400	1,700	300
<b>Total Current Chgs &amp; Oblig</b>	<b>2,510</b>	<b>1,721</b>	<b>1,400</b>	<b>1,700</b>	<b>300</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	700	0	0	0
55900 Misc Equipment	1,102	15,600	0	0	0
<b>Total Equipment</b>	<b>1,102</b>	<b>16,300</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>795,226</b>	<b>2,176,640</b>	<b>1,104,812</b>	<b>993,338</b>	<b>-111,474</b>

# Department Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary
Chief of Personnel & Labor Relations	CDH	NG	1.00	134,294	Labor Relations Analyst	EXM	04	1.00	52,522
Data Proc Systems Anl	EXM	06	1.00	77,883	Performance Analyst	EXM	06	1.00	62,917
Dir Administrative Services	CDH	NG	1.00	146,198	Prin Admin Assistant	EXM	08	1.00	93,533
Exec Assistant	EXM	10	1.00	108,673	Prin Admin Assistant	EXM	09	1.00	79,549
Exec Assistant	EXM	14	1.00	131,993	Prin Admin Assistant	EXM	10	1.00	77,744
					Spec Asst	MYN	NG	1.00	108,468
					<b>Total</b>			<b>11</b>	<b>1,073,775</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				12,262
					Chargebacks				-86,938
					Salary Savings				-186,212
					<b>FY15 Total Request</b>				<b>812,887</b>



# Program 1. Finance & Budget

*David Sweeney, Chief Financial Office & Collector Treasurer, Organization 144100*

## **Program Description**

The Finance & Budget 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.

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	632,519	768,998	843,079	812,887
Non Personnel	162,707	1,407,642	261,733	180,451
<b>Total</b>	<b>795,226</b>	<b>2,176,640</b>	<b>1,104,812</b>	<b>993,338</b>

## *Performance*

**Strategy:** To continuously improve the services the City provides.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Average return on city investments	.28%	.14%	.23%	.23%

**Strategy:** To ensure financial accountability and preserve the City's long-term fiscal stability.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Property tax collection rate	98.9%	99.1%	99.2%	99.2%



# 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.

## Selected Performance Strategies

### Operations

- 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.

### Valuation

- 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.

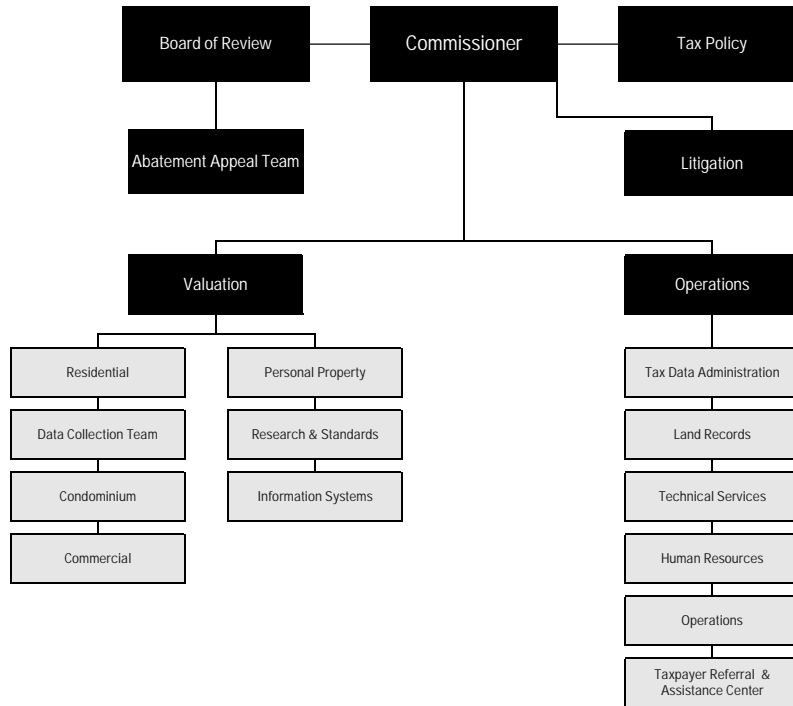
### Executive

- 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 '12	Total Actual '13	Total Approp '14	Total Budget '15
	Operations	2,009,992	2,011,644	1,958,910	1,979,891
	Valuation	2,838,404	3,061,860	3,352,836	3,413,406
	Executive	1,417,460	1,417,075	1,375,677	1,288,368
	<b>Total</b>	<b>6,265,856</b>	<b>6,490,579</b>	<b>6,687,423</b>	<b>6,681,665</b>

Operating Budget		Actual '12	Actual '13	Approp '14	Budget '15
	Personnel Services	5,439,354	5,596,336	5,954,039	6,052,843
	Non Personnel	826,502	894,243	733,384	628,822
	<b>Total</b>	<b>6,265,856</b>	<b>6,490,579</b>	<b>6,687,423</b>	<b>6,681,665</b>

# Assessing Department Operating Budget



## ***Authorizing Statutes***

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

## ***Description of Services***

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

# Department History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	5,403,304	5,550,292	5,919,039	6,022,843	103,804
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	23,872	27,764	15,000	15,000	0
51600 Unemployment Compensation	12,178	18,280	20,000	15,000	-5,000
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>5,439,354</b>	<b>5,596,336</b>	<b>5,954,039</b>	<b>6,052,843</b>	<b>98,804</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	60,389	57,363	62,500	52,500	-10,000
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	13,345	0	0	0
52700 Repairs & Service of Equipment	22,522	19,703	21,500	20,000	-1,500
52800 Transportation of Persons	2,482	12,912	12,200	14,000	1,800
52900 Contracted Services	451,367	427,463	430,000	352,000	-78,000
<b>Total Contractual Services</b>	<b>536,760</b>	<b>530,786</b>	<b>526,200</b>	<b>438,500</b>	<b>-87,700</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
53000 Auto Energy Supplies	3,235	1,438	3,640	1,200	-2,440
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	56,340	120,199	57,000	54,000	-3,000
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>59,575</b>	<b>121,637</b>	<b>60,640</b>	<b>55,200</b>	<b>-5,440</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
54300 Workers' Comp Medical	0	287	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	87,954	135,596	123,700	123,700	0
<b>Total Current Chgs &amp; Oblig</b>	<b>87,954</b>	<b>135,883</b>	<b>123,700</b>	<b>123,700</b>	<b>0</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	11,422	22,844	22,844	11,422	-11,422
55600 Office Furniture & Equipment	32,436	13,224	0	0	0
55900 Misc Equipment	98,355	69,869	0	0	0
<b>Total Equipment</b>	<b>142,213</b>	<b>105,937</b>	<b>22,844</b>	<b>11,422</b>	<b>-11,422</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>6,265,856</b>	<b>6,490,579</b>	<b>6,687,423</b>	<b>6,681,665</b>	<b>-5,758</b>

# Department Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary	
Admin Analyst	SU4	14	8.00	422,651	Personnel Officer	SU4	14	1.00	40,740	
Admin Assistant	SU4	15	3.00	165,210	Prin Admin Assistant	EXM	08	1.00	76,284	
Admin Assistant	SU4	16	1.00	66,403	Prin Admin Assistant	EXM	09	1.00	100,460	
Admin Assistant	SU4	18	1.00	80,753	Prin Admin Assistant	EXM	10	1.00	95,403	
Asst Assessor	AFL	16A	6.00	350,445	Prin Admin Assistant	SE1	08	4.00	356,840	
Asst Assessor (Trainee II)	AFL	14	5.00	208,681	Prin Admin Assistant	SE1	09	3.00	294,355	
Asst Dir-Assessing Plan Maint	AFJ	19A	1.00	87,384	Prin Data Proc Systems Analyst	SE1	10	2.00	217,345	
Commissioner	CDH	NG	1.00	144,624	Property Officer	SU4	12	1.00	41,944	
Dir Assessing Services	SE1	07	5.00	425,278	Research Analyst	SU4	16	3.00	153,254	
DP Sys Analyst	SE1	06	2.00	138,796	Research Assessor	AFL	18	2.00	144,259	
Exec Assistant	EXM	10	3.00	326,019	Sr Adm Analyst	SE1	06	4.00	298,950	
Exec Assistant	EXM	12	2.00	239,402	Sr Assessing Draftsperson	AFJ	18A	2.00	135,410	
Executive Assistant	EXM	12	1.00	101,705	Sr Data Proc Sys Analyst	SE1	08	1.00	84,788	
Head Clerk	SU4	12	7.00	290,964	Sr Research Analyst (Asn)	SU4	18	2.00	140,977	
Jr Assessing Draftsperson	AFJ	16A	1.00	66,406	Supv-Asst Assessors	AFJ	18	1.00	65,521	
Member-Bd Of Review	EXM	NG	1.00	85,234	Supv-Asst Assessors	AFL	18	8.00	619,488	
Office Manager	SU4	16	3.00	199,209	Title Examiner	SU4	13	1.00	36,933	
					<b>Total</b>				<b>89</b>	<b>6,302,114</b>
					<b>Adjustments</b>					
					Differential Payments				0	
					Other				39,500	
					Chargebacks				0	
					Salary Savings				-318,771	
					<b>FY15 Total Request</b>				<b>6,022,843</b>	

# Program 1. Operations

*Emmanuel Dikibo, Manager, Organization 136100*

## Program Description

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	1,716,894	1,640,643	1,767,726	1,801,769
Non Personnel	293,098	371,001	191,184	178,122
<b>Total</b>	<b>2,009,992</b>	<b>2,011,644</b>	<b>1,958,910</b>	<b>1,979,891</b>

## Performance

**Strategy:** To maintain accurate parcel and ownership data so as to ensure a fair assessment system.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Map requests received	160	36	17	25

**Strategy:** To process personal exemption applications in a timely and responsive manner.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of personal exemption applications processed within 15 days	100%	100%	100%	100%
Personal exemption applications received	4,170	4,048	3,835	4,200

**Strategy:** To process residential exemption applications in a timely and responsive manner.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Residential exemption applications received	7,350	6,503	6,500	6,500

# Program 2. Valuation

Gayle Willett, Manager, Organization 136200

## Program Description

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

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	2,700,660	2,880,154	3,077,936	3,150,606
Non Personnel	137,744	181,706	274,900	262,800
<b>Total</b>	<b>2,838,404</b>	<b>3,061,860</b>	<b>3,352,836</b>	<b>3,413,406</b>

## Performance

**Strategy:** To maintain accurate parcel and ownership data so as to ensure a fair assessment system.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
% of maintenance parcels inspected	100%	100%	100%	100%

**Strategy:** To maintain and ensure data quality for all real and personal property to produce consistent and accurate values.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
First time commercial abatement applications filed	407	469	390	450
Maintenance parcels inspected	5,625	2,004	7,937	6,000
Personal property sites inspected	1,239	991	1,045	1,000

**Strategy:** To resolve abatements in a timely and responsive manner.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
% of first time commercial abatement applications reviewed	100%	100%	100%	100%
Residential and condo abatement applications reviewed	1,096	1,470	661	950



# 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.

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	1,021,800	1,075,539	1,108,377	1,100,468
Non Personnel	395,660	341,536	267,300	187,900
<b>Total</b>	<b>1,417,460</b>	<b>1,417,075</b>	<b>1,375,677</b>	<b>1,288,368</b>

## Performance

**Strategy:** To resolve abatement appeal cases in a satisfactory manner through withdrawals, settlement, or trial.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
% of current fiscal year abatement cases closed	53%	76%	73%	60%

**Strategy:** To resolve taxpayer inquiries in a timely and responsive manner.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
% of public requests to Commissioner's office addressed within 2 days	100%	96%	100%	100%
Public requests received	527	685	452	450



# 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.

### Selected Performance Strategies

#### Administration

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

#### Accounting

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

#### Central Payroll

- 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.

#### Grants Monitoring

- To report single audit findings and clearings timely and accurately.
- To review, process, and record financial transactions in a timely fashion and undertake custody of financial records.

#### Accounts Payable

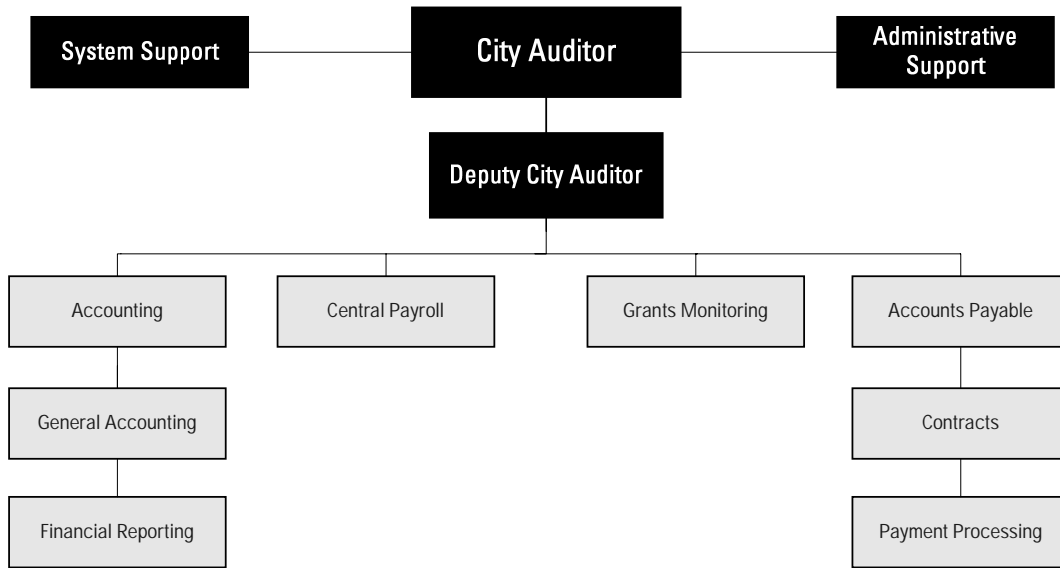
- To approve vendor invoices timely and accurately.
- To review, process, and record financial transactions.

Operating Budget	Program Name	Total Actual '12	Total Actual '13	Total Approp '14	Total Budget '15
	Administration	395,213	426,108	522,254	513,872
	Accounting	588,655	644,478	642,216	683,430
	Central Payroll	499,658	519,200	525,889	536,920
	Grants Monitoring	189,317	189,213	173,599	150,708
	Accounts Payable	556,628	665,876	741,542	722,355
	<b>Total</b>	<b>2,229,471</b>	<b>2,444,875</b>	<b>2,605,500</b>	<b>2,607,285</b>

External Funds Budget	Fund Name	Total Actual '12	Total Actual '13	Total Approp '14	Total Budget '15
	ARRA - Earned Indirect	80,191	0	0	0
	BAIS Financials Upgrade	2,537,457	2,397,305	0	0
	Earned Indirect	0	0	107,160	138,289
	<b>Total</b>	<b>2,617,648</b>	<b>2,397,305</b>	<b>107,160</b>	<b>138,289</b>

Operating Budget		Actual '12	Actual '13	Approp '14	Budget '15
	Personnel Services	2,066,695	2,278,921	2,496,543	2,525,046
	Non Personnel	162,776	165,954	108,957	82,239
	<b>Total</b>	<b>2,229,471</b>	<b>2,444,875</b>	<b>2,605,500</b>	<b>2,607,285</b>

# Auditing Department Operating Budget



## ***Authorizing Statutes***

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

## ***Description of Services***

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

# Department History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	2,029,517	2,180,976	2,479,543	2,508,046	28,503
51100 Emergency Employees	0	2,610	0	0	0
51200 Overtime	28,565	81,231	17,000	17,000	0
51600 Unemployment Compensation	8,613	14,104	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,066,695</b>	<b>2,278,921</b>	<b>2,496,543</b>	<b>2,525,046</b>	<b>28,503</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	4,583	12,152	5,500	5,500	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	4,252	3,728	12,500	8,899	-3,601
52800 Transportation of Persons	350	2,181	5,557	10,000	4,443
52900 Contracted Services	121,327	99,773	65,100	39,350	-25,750
<b>Total Contractual Services</b>	<b>130,512</b>	<b>117,834</b>	<b>88,657</b>	<b>63,749</b>	<b>-24,908</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	8,157	7,249	12,600	9,700	-2,900
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	196	91	500	250	-250
<b>Total Supplies &amp; Materials</b>	<b>8,353</b>	<b>7,340</b>	<b>13,100</b>	<b>9,950</b>	<b>-3,150</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	5,595	7,368	7,200	8,540	1,340
<b>Total Current Chgs &amp; Oblig</b>	<b>5,595</b>	<b>7,368</b>	<b>7,200</b>	<b>8,540</b>	<b>1,340</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	14,942	0	0	0
55900 Misc Equipment	18,316	18,470	0	0	0
<b>Total Equipment</b>	<b>18,316</b>	<b>33,412</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>2,229,471</b>	<b>2,444,875</b>	<b>2,605,500</b>	<b>2,607,285</b>	<b>1,785</b>

# Department Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary
Admin Analyst	SE1	04	2.00	119,106	Prin Admin Assistant	SE1	08	2.00	186,724
Admin Assistant	SE1	05	1.00	71,469	Senior Admin Asst	SE1	07	1.00	85,579
Asst City Auditor	SE1	09	2.00	200,920	Sr Accountant	SU4	13	4.00	190,372
Asst Prin Accountant	SU4	14	3.00	158,746	Sr Adm An(SpProjStff)(Aud)	SE1	06	4.00	307,541
City Auditor	CDH	NG	1.00	125,126	Sr Adm Analyst	SE1	06	1.00	76,045
Dep City Auditor	EXM	11	1.00	115,340	Sr Data Proc Sys Analyst	SE1	09	1.00	94,195
Head Account Clerk	SU4	12	4.00	153,929	Sr Research Analyst	SE1	03	3.00	177,461
Pr Admin Asst	SE1	10	2.00	217,345	SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	47,020
Prin Admin Analyst	SE1	07	2.00	171,158	Supv-Accounting	SE1	05	2.00	130,716
					Supv-Acctng(TransDiv)	SE1	05	1.00	71,469
					<b>Total</b>			<b>38</b>	<b>2,700,261</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				36,004
					Chargebacks				-188,526
					Salary Savings				-39,693
					<b>FY15 Total Request</b>				<b>2,508,046</b>

# External Funds History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	818,319	502,432	107,160	138,289	31,129
51100 Emergency Employees	59,189	0	0	0	0
51200 Overtime	0	19,290	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	6,219	0	0	0	0
51500 Pension & Annuity	95,071	39,849	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	864	0	0	0	0
<b>Total Personnel Services</b>	<b>979,662</b>	<b>561,571</b>	<b>107,160</b>	<b>138,289</b>	<b>31,129</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	67,092	0	0	0	0
52200 Utilities	0	384	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	138,411	1,780	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	50	5,433	0	0	0
52900 Contracted Services	844,445	1,774,015	0	0	0
<b>Total Contractual Services</b>	<b>1,049,998</b>	<b>1,781,612</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	911	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	9,577	5,743	0	0	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	1,444	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>11,932</b>	<b>5,743</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	431,399	45,280	0	0	0
<b>Total Current Chgs &amp; Oblig</b>	<b>431,399</b>	<b>45,280</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	114,702	986	0	0	0
55900 Misc Equipment	29,955	2,113	0	0	0
<b>Total Equipment</b>	<b>144,657</b>	<b>3,099</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>2,617,648</b>	<b>2,397,305</b>	<b>107,160</b>	<b>138,289</b>	<b>31,129</b>

# Program 1. Administration

*Vacant, Manager, Organization 131100*

## Program Description

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	377,472	387,909	491,577	495,195
Non Personnel	17,741	38,199	30,677	18,677
<b>Total</b>	<b>395,213</b>	<b>426,108</b>	<b>522,254</b>	<b>513,872</b>

## Performance

**Strategy:** To provide a support structure for effective management and operations.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of information requests processed within 10 days	82%	100%	100%	100%
% of personnel transactions accurately processed in 5 days	100%	100%	100%	100%

**Strategy:** To review, process, and record financial transactions in a timely fashion.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of invoice receipts accurately processed within 3 days			91%	95%



# 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).

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	584,094	633,861	637,636	676,058
Non Personnel	4,561	10,617	4,580	7,372
<b>Total</b>	<b>588,655</b>	<b>644,478</b>	<b>642,216</b>	<b>683,430</b>

## Performance

**Strategy:** To ensure the City's financial records are complete and accurate.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Monthly financial reports distributed	802	536	679	660

**Strategy:** To review, process, and record financial transactions in a timely fashion.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of journal vouchers completed within 3 days	95%	100%	100%	100%
% of payrolls posted within 7 days of pay period end	98%	92%	90%	95%
Account reconciliations completed	900	794	1,225	828
Journal vouchers processed accounting	17,318	1,442	1,894	2,100
Pay periods posted within 7 days	51	47	43	50

# Program 3. Central Payroll

*Diane O'Malley, Manager, Organization 131300*

## Program Description

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

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	496,007	514,986	520,899	529,445
Non Personnel	3,651	4,214	4,990	7,475
<b>Total</b>	<b>499,658</b>	<b>519,200</b>	<b>525,889</b>	<b>536,920</b>

## Performance

**Strategy:** To ensure the efficient management of payroll records and provide timely responses to all requests for information.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
% of payroll confirms met within scheduled time frame	84%	67%	70%	90%
Scheduled payroll confirms	51	52	52	52

**Strategy:** To process payrolls and related transactions completely, accurately, and on-time.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Payroll reviews	2	4		5
Payrolls confirmed within scheduled time frame	43	35	36	42

# Program 4. Grants Monitoring

*Kelli Lazar, 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.

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	186,467	183,531	170,069	145,731
Non Personnel	2,850	5,682	3,530	4,977
<b>Total</b>	<b>189,317</b>	<b>189,213</b>	<b>173,599</b>	<b>150,708</b>

## Performance

**Strategy:** To report single audit findings and clearings timely and accurately

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Single Audit findings cleared by June 30th			1	19
Single Audit open findings reported			7	26

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

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of journal vouchers processed within 3 days		70%	50%	90%
Journal vouchers processed grants		736	1,227	825
Journal vouchers processed within 3 days		518	609	740

# 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.

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	422,655	558,634	676,362	678,617
Non Personnel	133,973	107,242	65,180	43,738
<b>Total</b>	<b>556,628</b>	<b>665,876</b>	<b>741,542</b>	<b>722,355</b>

## Performance

**Strategy:** To approve vendor invoices timely and accurately

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Vendor invoices approved accounts payable			49,616	70,000

**Strategy:** To review, process, and record financial transactions.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of contracts routed within 3 days of receipt	84%	85%	92%	90%
% of procurement documents approved within 3 days	93%	86%	92%	90%
% of vendor invoices processed within 5 days	95%	76%	90%	95%
Procurement documents approved	23,263	9,750	9,285	10,000

# External Funds Projects

## *ARRA – Earned Indirect*

### ***Project Mission***

ARRA – Earned Indirect was funding provided through various grants for the American Recovery and Reinvestment Act (ARRA) to cover expenses associated with the central administration and reporting of ARRA grant activity.

## *BAIS Financials Upgrade*

### ***Project Mission***

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

## *Earned Indirect*

### ***Project Mission***

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



# Budget Management Operating Budget

*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.

### **Selected Performance Strategies**

#### **Budget Formulation**

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

#### **Revenue Monitoring**

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

#### **Improving Management Project**

- To conduct accurate, objective, and independent analysis of City programs.

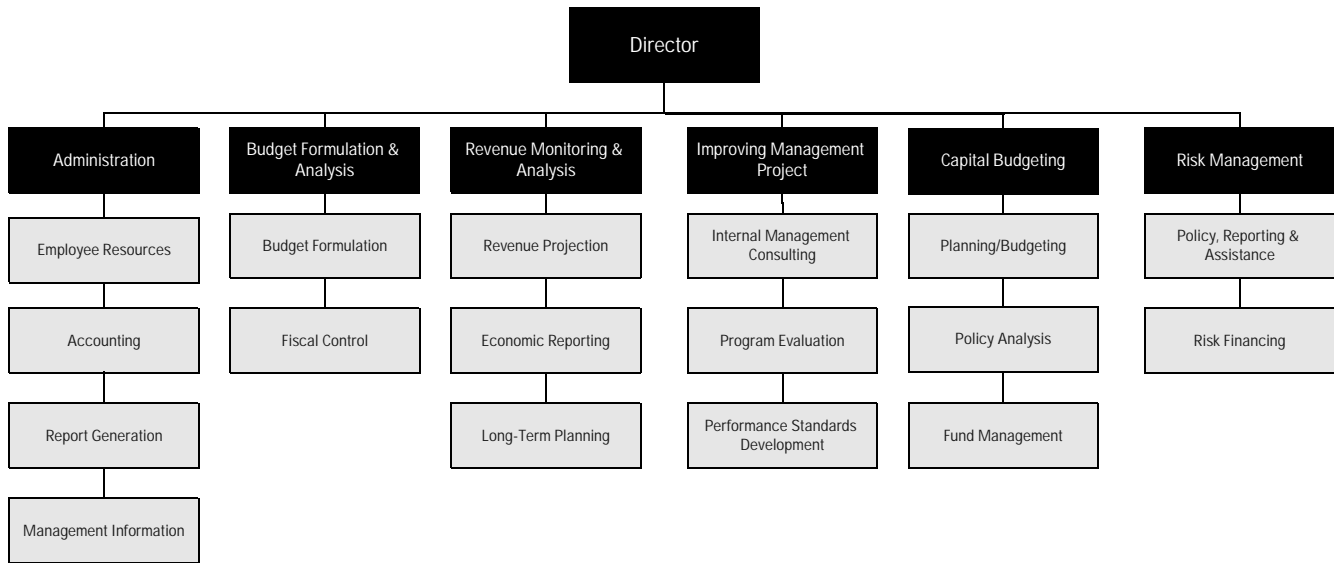
#### **Risk Management**

- To develop and implement a city-wide risk financing strategy.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
	Administration	1,303,696	1,228,479	1,504,385	1,369,601
	Budget Formulation	398,927	468,163	631,756	655,248
	Revenue Monitoring	266,241	275,841	283,207	298,873
	Improving Management Project	65,896	14,716	68,813	70,698
	Capital Budgeting	426,322	473,205	89,757	151,189
	Risk Management	157,786	162,579	189,696	194,328
	<b>Total</b>	<b>2,618,868</b>	<b>2,622,983</b>	<b>2,767,614</b>	<b>2,739,937</b>

<i>Operating Budget</i>		<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
	Personnel Services	2,028,574	2,113,590	1,856,039	1,962,956
	Non Personnel	590,294	509,393	911,575	776,981
	<b>Total</b>	<b>2,618,868</b>	<b>2,622,983</b>	<b>2,767,614</b>	<b>2,739,937</b>

# Budget Management Operating Budget



## ***Authorizing Statutes***

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

## ***Description of Services***

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



# Department History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	2,006,792	2,092,193	1,836,039	1,938,956	102,917
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	21,782	21,397	20,000	24,000	4,000
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,028,574</b>	<b>2,113,590</b>	<b>1,856,039</b>	<b>1,962,956</b>	<b>106,917</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	3,899	9,912	15,900	15,900	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	4,322	3,233	3,500	3,500	0
52800 Transportation of Persons	115	1,077	875	2,525	1,650
52900 Contracted Services	415,261	357,501	707,500	546,431	-161,069
<b>Total Contractual Services</b>	<b>423,597</b>	<b>371,723</b>	<b>727,775</b>	<b>568,356</b>	<b>-159,419</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med. Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	1,144	2,646	4,600	4,100	-500
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	108	377	2,000	1,500	-500
<b>Total Supplies &amp; Materials</b>	<b>1,252</b>	<b>3,023</b>	<b>6,600</b>	<b>5,600</b>	<b>-1,000</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	160,652	133,797	177,200	203,025	25,825
<b>Total Current Chgs &amp; Oblig</b>	<b>160,652</b>	<b>133,797</b>	<b>177,200</b>	<b>203,025</b>	<b>25,825</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	738	0	0	0	0
55900 Misc Equipment	4,055	850	0	0	0
<b>Total Equipment</b>	<b>4,793</b>	<b>850</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>2,618,868</b>	<b>2,622,983</b>	<b>2,767,614</b>	<b>2,739,937</b>	<b>-27,677</b>

# Department Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary	
Admin Assistant	SU4	16	1.00	66,403	Prin Admin Assistant	SE1	08	1.00	93,534	
Admin Secretary	SU4	14	1.00	50,654	Prin Budget Analyst	SE1	09	1.00	100,460	
Budget Policy Analyst	MYO	07	1.00	68,598	Spec Asst I	MYO	10	1.00	84,197	
Dep Director	MYO	14	1.00	106,549	Sr Adm Analyst	SE1	06	1.00	77,883	
Exec Assistant	EXM	10	4.00	434,692	Sr Data Proc Sys Analyst	SE1	09	1.00	100,460	
Exec Assistant	EXM	12	1.00	119,701	Sr Finance Manager	MYO	10	1.00	86,799	
Management Analyst	SE1	06	7.00	483,387	Sr Management Analyst	SE1	08	3.00	241,461	
Prin Admin Assistant	EXM	07	1.00	58,766	Supv Budget	CDH	NG	1.00	118,021	
					<b>Total</b>				<b>27</b>	<b>2,291,565</b>
					<b>Adjustments</b>					
					Differential Payments				0	
					Other				31,700	
					Chargebacks				-283,506	
					Salary Savings				-100,803	
					<b>FY15 Total Request</b>				<b>1,938,956</b>	

# Program 1. 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.

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	770,893	782,142	686,710	714,315
Non Personnel	532,803	446,337	817,675	655,286
<b>Total</b>	<b>1,303,696</b>	<b>1,228,479</b>	<b>1,504,385</b>	<b>1,369,601</b>

## Performance

**Strategy:** To maintain the operational efficiency of the department to support achievement of department objectives.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of available regular hours worked	98%	99%	99%	99%

# 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.

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	397,613	464,815	625,756	648,348
Non Personnel	1,314	3,348	6,000	6,900
<b>Total</b>	<b>398,927</b>	<b>468,163</b>	<b>631,756</b>	<b>655,248</b>

## *Performance*

**Strategy:** To ensure a balanced budget that achieves its stated objectives.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Balanced budget submitted to City Council	1	1	1	1

**Strategy:** To monitor service delivery and its relationship to financial resources.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Monthly expenditure variance reports available to city departments	10	10	10	10

# 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 Director of Administration & Finance, and the Budget Director.

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	265,852	274,850	281,707	297,223
Non Personnel	389	991	1,500	1,650
<b>Total</b>	<b>266,241</b>	<b>275,841</b>	<b>283,207</b>	<b>298,873</b>

## Performance

**Strategy:** To ensure a balanced budget that achieves its stated goals.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% by which actual revenues exceed actual expenditures	0.5%	0.3%	0.4%	0.4%

# 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.

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	65,507	13,725	67,313	69,198
Non Personnel	389	991	1,500	1,500
<b>Total</b>	<b>65,896</b>	<b>14,716</b>	<b>68,813</b>	<b>70,698</b>

## *Performance*

**Strategy:** To conduct accurate, objective, and independent analysis of City programs.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Program or service analyses completed	3	3	4	4
Project benefits realized	2	2	3	3

**Strategy:** To plan, develop, and deliver training programs in response to needs to strengthen and upgrade workplace skills.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Hours of continuing Professional Education Training	431	310	214	275

# Program 5. Capital Budgeting

*John Hanlon, Manager, Organization 141500*

## **Program Description**

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	425,624	470,932	86,957	122,799
Non Personnel	698	2,273	2,800	28,390
<b>Total</b>	<b>426,322</b>	<b>473,205</b>	<b>89,757</b>	<b>151,189</b>

## *Performance*

**Strategy:** To effectively manage the capital appropriation system.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of funds expended in accordance with bond requirements	100%	100%	100%	100%

**Strategy:** To maintain debt service costs at 7% or less of operating budget expenditures.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Debt service costs as a % of operating expenditures	5.7%	5.6%	5.6%	5.7%

# Program 6. Risk Management

Lynda Fraley, Manager, Organization 141600

## Program Description

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

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	103,085	107,126	107,596	111,073
Non Personnel	54,701	55,453	82,100	83,255
<b>Total</b>	<b>157,786</b>	<b>162,579</b>	<b>189,696</b>	<b>194,328</b>

## Performance

**Strategy:** To develop and implement a city-wide risk financing strategy.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
% of Risk financing strategy implemented	87%	87%	88%	88%

**Strategy:** To promote improved city-wide risk management efforts and lower related costs.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
City-wide risk management reviews or improvements	1	1	2	2



# 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 '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
	Execution of Courts	14,500,001	11,976,054	3,500,000	3,500,000
	<b>Total</b>	<b>14,500,001</b>	<b>11,976,054</b>	<b>3,500,000</b>	<b>3,500,000</b>



# Medicare Payments Operating Budget

*, Appropriation 139*

## **Department Mission**

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
	Medicare Payments	7,924,250	8,264,396	8,653,479	8,653,479
	<b>Total</b>	<b>7,924,250</b>	<b>8,264,396</b>	<b>8,653,479</b>	<b>8,653,479</b>



# Pensions & Annuities - City Operating Budget

## Appropriation 374

### Department Mission

The Pensions and Annuities appropriation funds the City's payments to retired City officials and employees who were not members of the contributory retirement systems. There are approximately 140 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 30 Police and Fire members who received special legislation retirements due to extreme workplace injuries.

Operating Budget	Program Name	Total Actual '12	Total Actual '13	Total Approp '14	Total Budget '15
	Pensions & Annuities - City	4,099,939	4,099,517	4,100,000	4,100,000
	<b>Total</b>	<b>4,099,939</b>	<b>4,099,517</b>	<b>4,100,000</b>	<b>4,100,000</b>



# Pensions & Annuities - County Operating Budget

## Appropriation 749

### Department Mission

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

Operating Budget	Program Name	Total Actual '12	Total Actual '13	Total Approp '14	Total Budget '15
	Pensions & Annuities - County	33,774	34,554	100,000	100,000
	<b>Total</b>	<b>33,774</b>	<b>34,554</b>	<b>100,000</b>	<b>100,000</b>





# Purchasing Division Operating Budget

*Kevin Coyne, Interim 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.

## Selected Performance Strategies

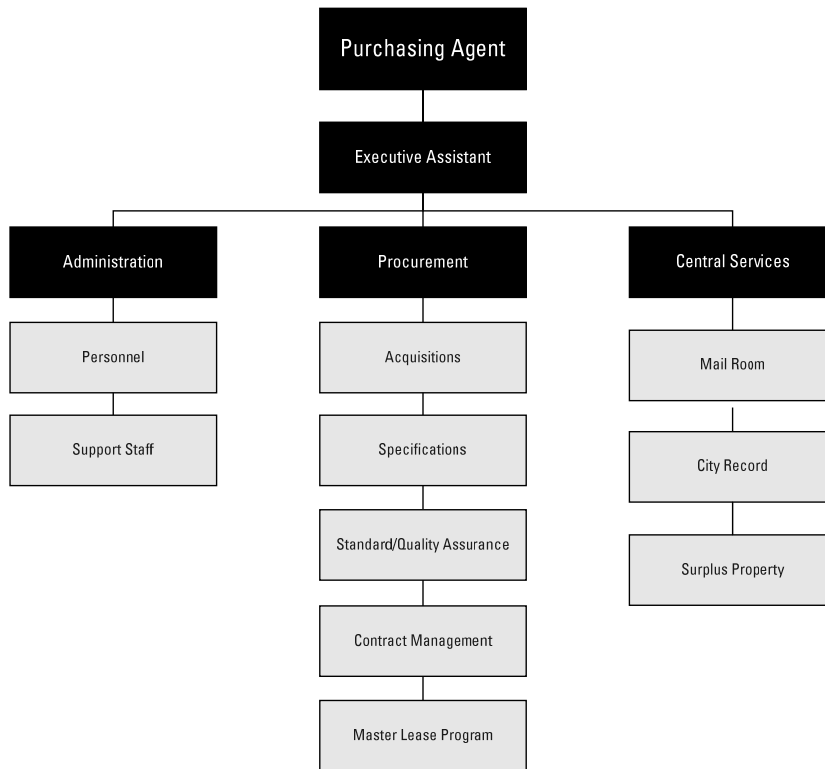
### Procurement

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
	Administration	123,735	190,286	352,808	364,603
	Procurement	1,106,112	1,096,320	1,103,611	1,115,000
	Central Services	289,337	199,399	305,280	294,218
	<b>Total</b>	<b>1,519,184</b>	<b>1,486,005</b>	<b>1,761,699</b>	<b>1,773,821</b>

<i>Operating Budget</i>		<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
	Personnel Services	1,412,316	1,372,953	1,674,367	1,692,482
	Non Personnel	106,868	113,052	87,332	81,339
	<b>Total</b>	<b>1,519,184</b>	<b>1,486,005</b>	<b>1,761,699</b>	<b>1,773,821</b>

# Purchasing Division Operating Budget



### ***Authorizing Statutes***

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

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

The Purchasing Department procures all supplies, materials, and equipment for City 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>		<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees		1,411,017	1,371,959	1,674,367	1,692,482	18,115
51100 Emergency Employees		0	0	0	0	0
51200 Overtime		1,299	994	0	0	0
51600 Unemployment Compensation		0	0	0	0	0
51700 Workers' Compensation		0	0	0	0	0
<b>Total Personnel Services</b>		<b>1,412,316</b>	<b>1,372,953</b>	<b>1,674,367</b>	<b>1,692,482</b>	<b>18,115</b>
<i>Contractual Services</i>		<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications		13,448	22,102	12,460	19,478	7,018
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		30,276	36,579	22,520	21,300	-1,220
52800 Transportation of Persons		300	3,325	300	3,750	3,450
52900 Contracted Services		12,070	8,828	9,800	7,350	-2,450
<b>Total Contractual Services</b>		<b>56,094</b>	<b>70,834</b>	<b>45,080</b>	<b>51,878</b>	<b>6,798</b>
<i>Supplies &amp; Materials</i>		<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
53000 Auto Energy Supplies		0	0	0	0	0
53200 Food Supplies		0	0	0	0	0
53400 Custodial Supplies		0	0	0	0	0
53500 Med, Dental, & Hosp Supply		0	0	0	0	0
53600 Office Supplies and Materials		8,201	10,688	7,250	7,800	550
53700 Clothing Allowance		0	0	0	0	0
53800 Educational Supplies & Mat		0	0	0	0	0
53900 Misc Supplies & Materials		0	0	0	0	0
<b>Total Supplies &amp; Materials</b>		<b>8,201</b>	<b>10,688</b>	<b>7,250</b>	<b>7,800</b>	<b>550</b>
<i>Current Chgs &amp; Oblig</i>		<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
54300 Workers' Comp Medical		0	1,433	0	0	0
54400 Legal Liabilities		0	0	0	0	0
54500 Aid To Veterans		0	0	0	0	0
54600 Current Charges H&I		0	0	0	0	0
54700 Indemnification		0	0	0	0	0
54900 Other Current Charges		2,586	2,126	3,430	2,875	-555
<b>Total Current Chgs &amp; Oblig</b>		<b>2,586</b>	<b>3,559</b>	<b>3,430</b>	<b>2,875</b>	<b>-555</b>
<i>Equipment</i>		<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment		0	0	0	0	0
55400 Lease/Purchase		28,671	25,572	25,572	12,786	-12,786
55600 Office Furniture & Equipment		0	0	0	0	0
55900 Misc Equipment		11,316	1,864	0	0	0
<b>Total Equipment</b>		<b>39,987</b>	<b>27,436</b>	<b>25,572</b>	<b>12,786</b>	<b>-12,786</b>
<i>Other</i>		<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation		0	535	6,000	6,000	0
57200 Structures & Improvements		0	0	0	0	0
58000 Land & Non-Structure		0	0	0	0	0
<b>Total Other</b>		<b>0</b>	<b>535</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>
<b>Grand Total</b>		<b>1,519,184</b>	<b>1,486,005</b>	<b>1,761,699</b>	<b>1,773,821</b>	<b>12,122</b>

# Department Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary
Admin Analyst	SU4	14	1.00	40,032	Exec Assistant	EXM	11	1.00	85,100
Admin Assistant	SE1	05	1.00	71,178	Mailroom Equipment Operator	SU4	15	1.00	53,901
Admin Assistant	SU4	15	2.00	122,814	Prin Acct Clerk	SU4	10	1.00	41,524
Admin Assistant	SU4	17	2.00	143,617	Prin Admin Assistant	SE1	08	2.00	158,231
Asst Buyer	SU4	12	1.00	48,567	Purchasing Agent	CDH	NG	1.00	113,633
Asst Purchasing Agent	SE1	09	2.00	182,405	Sr Adm Analyst	SE1	06	3.00	222,641
Buyer/Purchasing	SU4	16	2.00	108,833	Sr Buyer	SU4	17	3.00	213,136
Director	MYN	NG	1.00	107,756	Sr Data Proc Systems Anl I	SE1	09	1.00	100,460
					<b>Total</b>			<b>25</b>	<b>1,813,828</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				25,463
					Chargebacks				-71,809
					Salary Savings				-75,000
					<b>FY15 Total Request</b>				<b>1,692,482</b>

# Program 1. Administration

*Kevin Coyne, Manager, Organization 143100*

## **Program Description**

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	114,835	181,140	346,993	357,720
Non Personnel	8,900	9,146	5,815	6,883
<b><i>Total</i></b>	<b><i>123,735</i></b>	<b><i>190,286</i></b>	<b><i>352,808</i></b>	<b><i>364,603</i></b>

# Program 2. Procurement

Gerard Bonaceto, Kevin Coyne, Managers, Organization 143200

## Program Description

The Procurement Program procures goods and materials for use by City departments. This program selects vendors through the public bid process, and initiates purchase orders and contracts consistent with appropriateness of cost, quality, delivery requirements, and vendor service. The program maintains central maintenance contracts for the City's photocopiers and operates a central copy center.

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	1,087,344	1,078,823	1,093,441	1,087,800
Non Personnel	18,768	17,497	10,170	27,200
<b>Total</b>	<b>1,106,112</b>	<b>1,096,320</b>	<b>1,103,611</b>	<b>1,115,000</b>

## Performance

**Strategy:** To ensure the price the City pays for electricity and gasoline is less than alternatives.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Average per gallon price the City pays for gasoline	2.77	3.48	3.27	3.48

**Strategy:** To increase items purchased through a purchase contract.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
% of dollar amount of goods purchased on contract.	94%	84%	87%	95%
Total purchase orders	6,119	6,054	6,223	6,000

**Strategy:** To seek the lowest possible price among vendors.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Bidders responding			1,336	960
Bids Solicited			1,204	600

# Program 3. Central Services

*Kevin Coyne, Manager, Organization 143300*

## **Program Description**

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	210,137	112,990	233,933	246,962
Non Personnel	79,200	86,409	71,347	47,256
<b><i>Total</i></b>	<b><i>289,337</i></b>	<b><i>199,399</i></b>	<b><i>305,280</i></b>	<b><i>294,218</i></b>





# Registry Division Operating Budget

Patricia A. McMahon, Registrar, Appropriation 163

## Department Mission

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

### Selected Performance Strategies

#### Administration

- To review and update practices and policies.
- To scan and digitize records.
- To utilize new technology systems to improve recorded data.

#### Vital Statistics

- To reduce waiting time for handling of birth, marriage and death requests.
- To register and record new births, deaths and marriages.
- To respond to customers inquiries for birth, death and marriage records in the most efficient and effective manner.

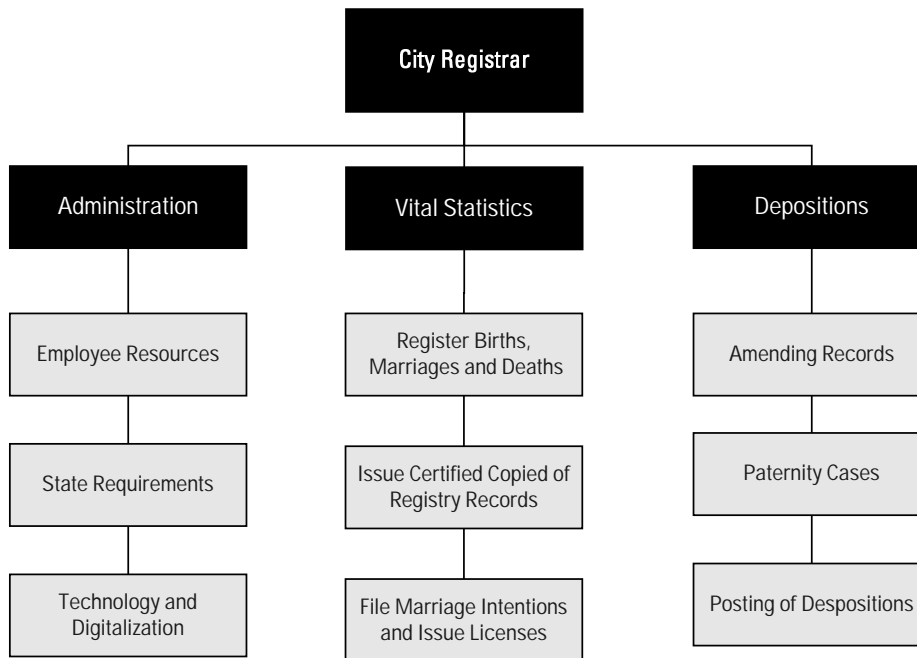
#### Depositions

- To work with customers on evidence and or affidavits to amend records.

Operating Budget	Program Name	Total Actual '12	Total Actual '13	Total Approp '14	Total Budget '15
	Administration	309,023	271,141	242,478	246,533
	Vital Statistics	613,560	655,470	676,321	677,625
	Depositions	110,268	91,875	113,939	110,693
	<b>Total</b>	<b>1,032,851</b>	<b>1,018,486</b>	<b>1,032,738</b>	<b>1,034,851</b>

Operating Budget		Actual '12	Actual '13	Approp '14	Budget '15
	Personnel Services	976,048	922,268	968,286	976,141
	Non Personnel	56,803	96,218	64,452	58,710
	<b>Total</b>	<b>1,032,851</b>	<b>1,018,486</b>	<b>1,032,738</b>	<b>1,034,851</b>

# Registry Division Operating Budget



### ***Authorizing Statutes***

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

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

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

# Department History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	976,048	922,268	968,286	976,141	7,855
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>976,048</b>	<b>922,268</b>	<b>968,286</b>	<b>976,141</b>	<b>7,855</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	3,060	2,172	3,996	3,996	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	28,163	0	0	0
52700 Repairs & Service of Equipment	4,564	4,994	1,500	1,500	0
52800 Transportation of Persons	150	1,775	1,800	1,800	0
52900 Contracted Services	34,848	30,830	33,516	31,516	-2,000
<b>Total Contractual Services</b>	<b>42,622</b>	<b>67,934</b>	<b>40,812</b>	<b>38,812</b>	<b>-2,000</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	9,755	10,509	22,600	19,000	-3,600
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	525	222	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>10,280</b>	<b>10,731</b>	<b>22,600</b>	<b>19,000</b>	<b>-3,600</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	635	3,631	1,040	898	-142
<b>Total Current Chgs &amp; Oblig</b>	<b>635</b>	<b>3,631</b>	<b>1,040</b>	<b>898</b>	<b>-142</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	3,266	13,922	0	0	0
<b>Total Equipment</b>	<b>3,266</b>	<b>13,922</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>1,032,851</b>	<b>1,018,486</b>	<b>1,032,738</b>	<b>1,034,851</b>	<b>2,113</b>

# Department Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary
Admin Secretary	SU4	14	1.00	54,608	First Asst City Registrar	SE1	07	1.00	85,579
Asst City Registrar	SE1	05	2.00	131,438	Head Cashier	SU4	14	1.00	54,608
City Registrar	CDH	NG	1.00	87,808	Prin Clerk (Vitals/Registry)	SU4	10	8.00	328,605
Deposition Clerk	SU4	13	1.00	48,894	Principal Clerk	SU4	10	4.00	179,520
					<b>Total</b>			<b>19</b>	<b>971,061</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				5,080
					Chargebacks				0
					Salary Savings				0
					<b>FY15 Total Request</b>				<b>976,141</b>

# Program 1. Administration

Marie D. Reppucci, Manager, Organization 163100

## Program Description

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

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	283,047	221,468	226,806	232,235
Non Personnel	25,976	49,673	15,672	14,298
<b>Total</b>	<b>309,023</b>	<b>271,141</b>	<b>242,478</b>	<b>246,533</b>

## Performance

**Strategy:** To scan and digitize records.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
# of Registered Death Certificates scanned			7,067	7,100
# of Registered Marriages scanned			4,719	4,600

# Program 2. Vital Statistics

Marie D. Reppucci, Manager, Organization 163200

## Program Description

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

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	586,683	609,649	636,989	635,043
Non Personnel	26,877	45,821	39,332	42,582
<b>Total</b>	<b>613,560</b>	<b>655,470</b>	<b>676,321</b>	<b>677,625</b>

## Performance

**Strategy:** To reduce waiting time for handling of birth, marriage and death requests.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Average waiting time for mail requests (days)	7	7.17	7.5	8
Mail requests for birth certificates	11,457	12,657	15,644	15,098
Mail requests for death certificates	10,813	16,274	17,819	19,412
Mail requests for marriage certificates	1,990	2,087	3,196	2,489

**Strategy:** To register and record new births, deaths and marriages.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Counter requests for death certificates	16,795	24,968	24,644	22,786
Counter requests for marriage certificates	7,673	8,162	8,429	7,449

**Strategy:** To respond to customers inquiries for birth, death and marriage records in the most efficient and effective manner.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Average waiting time for counter requests (mins)	14	11.5	10.67	10
Counter requests for birth certificates	34,167	32,615	28,859	29,765

# Program 3. Depositions

*Jessica Joyce, Manager, Organization 163300*

## **Program Description**

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	106,318	91,151	104,491	108,863
Non Personnel	3,950	724	9,448	1,830
<b>Total</b>	<b>110,268</b>	<b>91,875</b>	<b>113,939</b>	<b>110,693</b>

## *Performance*

**Strategy:** To work with customers on evidence and or affidavits to amend records.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Affidavits completed to correct or amend records	2,400	2,265	2,938	2,600





# Treasury Department Operating Budget

David Sweeney, Chief Financial Officer & 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.

### Selected Performance Strategies

#### Treasury Division

##### Administration

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

##### General Service/Payroll

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

##### Accounting

- To monitor and reconcile all withheld taxes.

##### Accounts Receivable

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

##### Trust

- To monitor the City return on Trust Fund investments

#### Collecting Division

##### General Management

- To maximize the collection of current year taxes.

##### Special Collections

- 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.

##### Payment Services

- To issue tax bills in compliance with statutory requirements.

Operating Budget	Division Name	Total Actual '12	Total Actual '13	Total Approp '14	Total Budget '15
	Collecting Division	2,462,913	2,630,604	2,809,115	2,286,490
	Treasury Division	1,779,445	1,850,034	1,920,197	1,955,901
	<b>Total</b>	<b>4,242,358</b>	<b>4,480,638</b>	<b>4,729,312</b>	<b>4,242,391</b>

Operating Budget		Actual '12	Actual '13	Approp '14	Budget '15
	Personnel Services	2,879,518	2,928,815	3,164,255	3,178,146
	Non Personnel	1,362,840	1,551,823	1,565,057	1,064,245
	<b>Total</b>	<b>4,242,358</b>	<b>4,480,638</b>	<b>4,729,312</b>	<b>4,242,391</b>

# Treasury Department Operating Budget

## ***Authorizing Statutes***

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

## ***Description of Services***

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

# Department History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	2,826,434	2,888,361	3,119,055	3,134,946	15,891
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	44,574	40,454	45,200	43,200	-2,000
51600 Unemployment Compensation	8,510	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,879,518</b>	<b>2,928,815</b>	<b>3,164,255</b>	<b>3,178,146</b>	<b>13,891</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	27,334	20,315	28,932	28,932	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	19,312	36,247	52,700	49,150	-3,550
52800 Transportation of Persons	350	9,246	2,989	9,125	6,136
52900 Contracted Services	178,597	247,995	143,950	169,350	25,400
<b>Total Contractual Services</b>	<b>225,593</b>	<b>313,803</b>	<b>228,571</b>	<b>256,557</b>	<b>27,986</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	576,699	733,603	718,067	789,269	71,202
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>576,699</b>	<b>733,603</b>	<b>718,067</b>	<b>789,269</b>	<b>71,202</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	13,259	10,995	18,419	18,419	0
<b>Total Current Chgs &amp; Oblig</b>	<b>13,259</b>	<b>10,995</b>	<b>18,419</b>	<b>18,419</b>	<b>0</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	1,388	0	0	0	0
55900 Misc Equipment	0	11,286	0	0	0
<b>Total Equipment</b>	<b>1,388</b>	<b>11,286</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	545,901	482,136	600,000	0	-600,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>545,901</b>	<b>482,136</b>	<b>600,000</b>	<b>0</b>	<b>-600,000</b>
<b>Grand Total</b>	<b>4,242,358</b>	<b>4,480,638</b>	<b>4,729,312</b>	<b>4,242,391</b>	<b>-486,921</b>

# Department Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary
Admin Analyst	SU4	14	1.00	54,608	Head Administrative Clerk	SU4	14	2.00	109,217
Admin Assistant	EXM	05	1.00	48,090	Head Clerk	SU4	12	3.00	128,766
Admin Assistant	SE1	04	1.00	43,584	Prin Accountant	SU4	16	8.00	502,118
Admin Assistant	SU4	15	1.00	61,407	Prin Admin Assistant	EXM	10	1.00	108,673
Admin Secretary	SU4	17	1.00	52,495	Prin Admin Assistant	SE1	06	5.00	353,445
Asst Corp Counsel V	EXM	10	1.00	98,765	Second Asst Coll-Trs	SE1	10	1.00	108,672
Collector-Treasurer	CDH	NG	1.00	147,207	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	108,672
Data Proc Sys Analyst I	SE1	07	1.00	85,579	Sr Adm Asst	SE1	05	3.00	214,406
Dep Collector	SU4	13	5.00	224,974	Sr Legal Asst	SU4	14	1.00	54,608
Exec Assistant	SE1	06	1.00	77,883	Sr Programmer	SU4	15	1.00	44,898
Exec Assistant	SE1	11	1.00	115,340	Supervisor Accounting	SE1	08	8.00	744,124
First Asst Coll-Trs	SE1	11	1.00	115,340	Tax Title Supv	SU4	15	2.00	121,454
First Asst Coll-Trs	SE1	14	1.00	131,993	Teller	SU4	13	4.00	192,748
					<b>Total</b>			<b>57</b>	<b>4,049,070</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				56,474
					Chargebacks				-762,744
					Salary Savings				-207,854
					<b>FY15 Total Request</b>				<b>3,134,946</b>

# Treasury Division Operating Budget

*Vivian M. Leo, First Assistant Collector-Treasurer, Appropriation 138*

## Division Mission

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

### Selected Performance Strategies

#### Administration

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

#### General Service/Payroll

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

#### Accounting

- To monitor and reconcile all withheld taxes.

#### Accounts Receivable

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

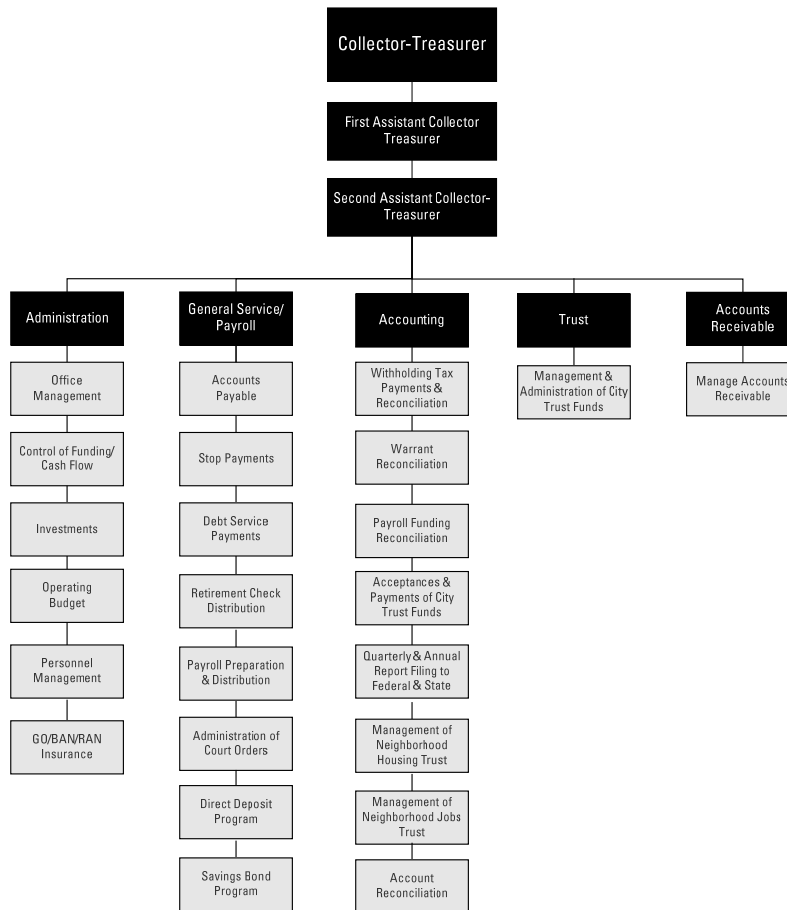
#### Trust

- To monitor the City return on Trust Fund investments.

Operating Budget	Program Name	Total Actual '12	Total Actual '13	Total Approp '14	Total Budget '15
	Administration	483,209	601,379	686,075	732,941
	General Service/Payroll	591,683	723,340	758,272	763,077
	Accounting	379,257	240,257	161,830	159,710
	Accounts Receivable	325,296	280,450	300,032	300,173
	Trust	0	4,608	13,988	0
	<b>Total</b>	<b>1,779,445</b>	<b>1,850,034</b>	<b>1,920,197</b>	<b>1,955,901</b>

Operating Budget		Actual '12	Actual '13	Approp '14	Budget '15
	Personnel Services	1,462,894	1,437,561	1,489,267	1,459,372
	Non Personnel	316,551	412,473	430,930	496,529
	<b>Total</b>	<b>1,779,445</b>	<b>1,850,034</b>	<b>1,920,197</b>	<b>1,955,901</b>

# Treasury Division Operating Budget



## *Description of Services*

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

# Division History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	1,444,941	1,420,829	1,469,267	1,439,372	-29,895
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	13,683	16,732	20,000	20,000	0
51600 Unemployment Compensation	4,270	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,462,894</b>	<b>1,437,561</b>	<b>1,489,267</b>	<b>1,459,372</b>	<b>-29,895</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	6,235	2,143	10,080	10,080	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	17,299	34,765	46,200	42,650	-3,550
52800 Transportation of Persons	100	6,138	600	4,500	3,900
52900 Contracted Services	72,957	89,828	101,450	126,850	25,400
<b>Total Contractual Services</b>	<b>96,591</b>	<b>132,874</b>	<b>158,330</b>	<b>184,080</b>	<b>25,750</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	210,032	274,918	262,500	302,349	39,849
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>210,032</b>	<b>274,918</b>	<b>262,500</b>	<b>302,349</b>	<b>39,849</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	9,928	4,681	10,100	10,100	0
<b>Total Current Chgs &amp; Oblig</b>	<b>9,928</b>	<b>4,681</b>	<b>10,100</b>	<b>10,100</b>	<b>0</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
<b>Total Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>1,779,445</b>	<b>1,850,034</b>	<b>1,920,197</b>	<b>1,955,901</b>	<b>35,704</b>

# Division Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary
Admin Analyst	SU4	14	1.00	54,608	First Asst Coll-Trs	SE1	14	1.00	131,993
Admin Assistant	SE1	04	1.00	43,584	Prin Accountant	SU4	16	8.00	502,118
Admin Secretary	SU4	17	1.00	52,495	Prin Admin Assistant	EXM	10	1.00	108,673
Asst Corp Counsel V	EXM	10	1.00	98,765	Prin Admin Assistant	SE1	06	1.00	77,883
Collector-Treasurer	CDH	NG	1.00	147,207	Second Asst Coll-Trs	SE1	10	1.00	108,672
Exec Assistant	SE1	06	1.00	77,883	Sr Adm Asst	SE1	05	3.00	214,406
Exec Assistant	SE1	11	1.00	115,340	Supervisor Accounting	SE1	08	7.00	651,966
					<b>Total</b>			<b>29</b>	<b>2,385,595</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				24,374
					Chargebacks				-762,744
					Salary Savings				-207,854
					<b>FY15 Total Request</b>				<b>1,439,371</b>



# Program 1. 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.

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	380,352	468,356	549,521	567,963
Non Personnel	102,857	133,023	136,554	164,978
<b>Total</b>	<b>483,209</b>	<b>601,379</b>	<b>686,075</b>	<b>732,941</b>

## Performance

**Strategy:** To manage debt issuance.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
GO, BAN/RAN, refundings, lease financings	2	3	2	2

**Strategy:** To optimize the return on invested City funds.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Average return on city investments	.28%	.14%	.23%	.23%
Bank statements analyzed	12	12	12	12

# Program 2. General Service/Payroll

*Chinele Velazquez, Manager, Organization 138200*

## **Program Description**

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	380,179	460,470	483,352	437,780
Non Personnel	211,504	262,870	274,920	325,297
<b>Total</b>	<b>591,683</b>	<b>723,340</b>	<b>758,272</b>	<b>763,077</b>

## **Performance**

**Strategy:** To pay all registered interest and registered debt of the City.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of interest and principal paid by the due date	100%	100%	100%	100%
Monthly Average of non-payroll payments prepared monthly	20,919	20,783	20,393	20,000

# Program 3. Accounting

*Marirose Graham, Manager, Organization 138400*

## **Program Description**

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	378,356	236,155	156,390	157,871
Non Personnel	901	4,102	5,440	1,839
<b>Total</b>	<b>379,257</b>	<b>240,257</b>	<b>161,830</b>	<b>159,710</b>

## *Performance*

**Strategy:** To monitor and reconcile all withheld taxes.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
% of withheld taxes paid on due date	100%	100%	100%	100%

# Program 4. Accounts Receivable

Maureen Garceau, Manager, Organization 138500

## Program Description

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

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	324,007	268,272	286,016	295,758
Non Personnel	1,289	12,178	14,016	4,415
<b>Total</b>	<b>325,296</b>	<b>280,450</b>	<b>300,032</b>	<b>300,173</b>

## Performance

**Strategy:** To increase the number of units utilizing the AR and billing system.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Billable units utilizing the accounts receivable and billing system	23	23	23	23

# Program 5. Trust

Angela Chandler, Manager, Organization 138600

## Program Description

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

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	0	4,308	13,988	0
Non Personnel	0	300	0	0
<b>Total</b>	<b>0</b>	<b>4,608</b>	<b>13,988</b>	<b>0</b>

## Performance

**Strategy:** To monitor the City return on Trust Fund investments.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Annual Trust Fund investment return	.7%	11.7%	4.8%	4.75%



# Collecting Division Operating Budget

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

## **Division Mission**

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

### **Selected Performance Strategies**

#### **General Management**

- To maximize the collection of current year taxes.

#### **Special Collections**

- 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.

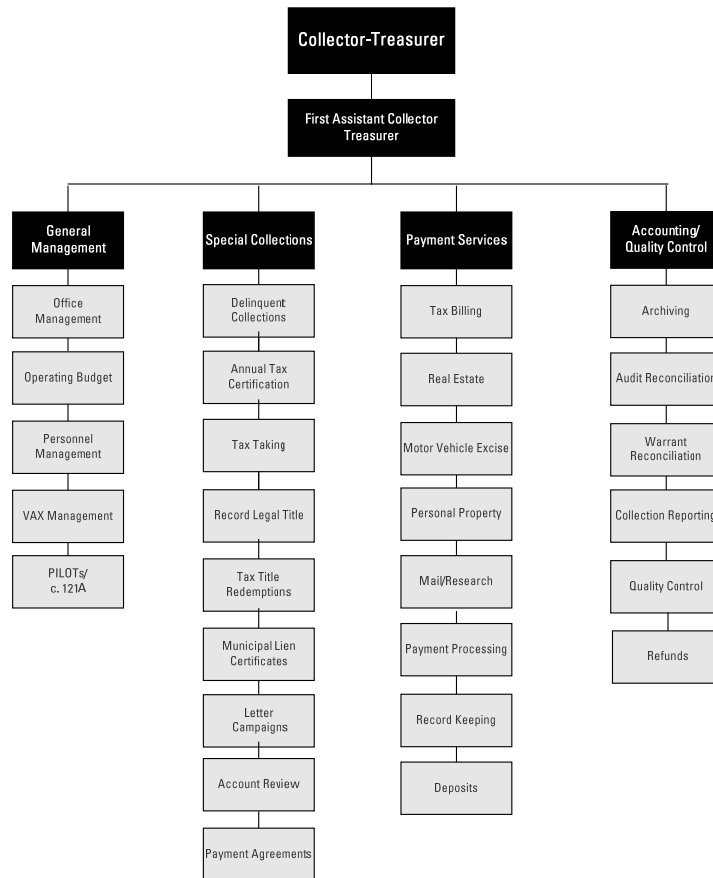
#### **Payment Services**

- To issue tax bills in compliance with statutory requirements.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
	General Management	583,081	617,369	519,552	531,029
	Special Collections	464,020	485,519	510,496	533,059
	Payment Services	1,293,602	1,353,894	1,457,222	884,531
	Accounting/Quality Control	122,210	173,822	321,845	337,871
	<b>Total</b>	<b>2,462,913</b>	<b>2,630,604</b>	<b>2,809,115</b>	<b>2,286,490</b>

<i>Operating Budget</i>		<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
	Personnel Services	1,416,624	1,491,254	1,674,988	1,718,774
	Non Personnel	1,046,289	1,139,350	1,134,127	567,716
	<b>Total</b>	<b>2,462,913</b>	<b>2,630,604</b>	<b>2,809,115</b>	<b>2,286,490</b>

# Collecting Division Operating Budget



## *Description of Services*

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



# Division History

<i>Personnel Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
51000 Permanent Employees	1,381,493	1,467,532	1,649,788	1,695,574	45,786
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	30,891	23,722	25,200	23,200	-2,000
51600 Unemployment Compensation	4,240	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,416,624</b>	<b>1,491,254</b>	<b>1,674,988</b>	<b>1,718,774</b>	<b>43,786</b>
<i>Contractual Services</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
52100 Communications	21,099	18,172	18,852	18,852	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	2,013	1,482	6,500	6,500	0
52800 Transportation of Persons	250	3,108	2,389	4,625	2,236
52900 Contracted Services	105,640	158,167	42,500	42,500	0
<b>Total Contractual Services</b>	<b>129,002</b>	<b>180,929</b>	<b>70,241</b>	<b>72,477</b>	<b>2,236</b>
<i>Supplies &amp; Materials</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	366,667	458,685	455,567	486,920	31,353
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>366,667</b>	<b>458,685</b>	<b>455,567</b>	<b>486,920</b>	<b>31,353</b>
<i>Current Chgs &amp; Oblig</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
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	3,331	6,314	8,319	8,319	0
<b>Total Current Chgs &amp; Oblig</b>	<b>3,331</b>	<b>6,314</b>	<b>8,319</b>	<b>8,319</b>	<b>0</b>
<i>Equipment</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	1,388	0	0	0	0
55900 Misc Equipment	0	11,286	0	0	0
<b>Total Equipment</b>	<b>1,388</b>	<b>11,286</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Other</i>	<i>FY12 Expenditure</i>	<i>FY13 Expenditure</i>	<i>FY14 Appropriation</i>	<i>FY15 Adopted</i>	<i>Inc/Dec 14 vs 15</i>
56200 Special Appropriation	545,901	482,136	600,000	0	-600,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>545,901</b>	<b>482,136</b>	<b>600,000</b>	<b>0</b>	<b>-600,000</b>
<b>Grand Total</b>	<b>2,462,913</b>	<b>2,630,604</b>	<b>2,809,115</b>	<b>2,286,490</b>	<b>-522,625</b>

# Division Personnel

Title	Union Code	Grade	Position	FY15 Salary	Title	Union Code	Grade	Position	FY15 Salary
Admin Assistant	EXM	05	1.00	48,090	Prin Admin Assistant	SE1	06	4.00	275,562
Admin Assistant	SU4	15	1.00	61,407	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	108,672
Data Proc Sys Analyst I	SE1	07	1.00	85,579	Sr Legal Asst	SU4	14	1.00	54,608
Dep Collector	SU4	13	5.00	224,974	Sr Programmer	SU4	15	1.00	44,898
First Asst Coll-Trs	SE1	11	1.00	115,340	Supervisor Accounting	SE1	08	1.00	92,158
Head Administrative Clerk	SU4	14	2.00	109,217	Tax Title Supv	SU4	15	2.00	121,454
Head Clerk	SU4	12	3.00	128,766	Teller	SU4	13	4.00	192,748
					<b>Total</b>			<b>28</b>	<b>1,663,475</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				32,100
					Chargebacks				0
					Salary Savings				0
					<b>FY15 Total Request</b>				<b>1,695,575</b>

# Program 1. General Management

*Celia M. Barton, Manager, Organization 137100*

## **Program Description**

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	439,347	415,192	468,453	477,694
Non Personnel	143,734	202,177	51,099	53,335
<b>Total</b>	<b>583,081</b>	<b>617,369</b>	<b>519,552</b>	<b>531,029</b>

## *Performance*

**Strategy:** To maximize the collection of current year taxes.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Property tax collection rate	98.9%	99.1%	99.2%	99.2%

# Program 2. Special Collections

Michael Hutchinson, Manager, Organization 137200

## Program Description

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

Operating Budget	Actual '12	Actual '13	Approp '14	Budget '15
Personnel Services	458,293	478,309	504,769	527,332
Non Personnel	5,727	7,210	5,727	5,727
<b>Total</b>	<b>464,020</b>	<b>485,519</b>	<b>510,496</b>	<b>533,059</b>

## Performance

**Strategy:** To certify subsequent delinquent property taxes to existing tax title accounts.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Annual certification amount	8,560,000	8,157,817	7,931,058	7,900,000
Annual certifications	2,932	2,906	2,877	2,800

**Strategy:** To maximize the collection of delinquent taxes.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Delinquent motor vehicle excise tax collected	7,186,436	6,384,895	7,032,704	7,000,000
Delinquent personal property taxes collected	781,859	247,855	1,714,219	850,000
Delinquent real estate notices sent	47,250	51,383	46,391	45,000
Delinquent real estate taxes collected	8,393,083	8,182,013	7,572,796	6,850,000
Tax title accounts resolved	2,036	1,933	1,849	2,100
Tax title amount collected	16,229,592	17,117,705	15,919,029	16,239,590

**Strategy:** To prepare an instrument of taking for each delinquent property tax account.

Performance Measures	Actual '12	Actual '13	Projected '14	Target '15
Annual tax taking amount	4,781,083	4,082,983	4,231,659	4,100,000
Annual tax takings	1,907	1,898	1,756	1,700
Municipal lien certificates processed	15,788	18,522	13,963	14,500

# Program 3. Payment Services

Nancy Cincotti, *Manager*, Organization 137300

## Program Description

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	398,057	425,087	381,204	377,160
Non Personnel	895,545	928,807	1,076,018	507,371
<b>Total</b>	<b>1,293,602</b>	<b>1,353,894</b>	<b>1,457,222</b>	<b>884,531</b>

## Performance

**Strategy:** To issue tax bills in compliance with statutory requirements.

<i>Performance Measures</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Projected '14</i>	<i>Target '15</i>
Boat excise bills issued	2,687	2,868	3,156	3,400
Motor vehicle excise bills issued	448,227	452,677	558,586	475,000
Personal property tax bills issued	22,204	21,629	21,926	23,500
Real estate tax bills issued	647,260	651,828	655,990	656,000

# Program 4. Accounting/Quality Control

*Robinson Butterworth, Manager, Organization 137400*

## **Program Description**

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

<i>Operating Budget</i>	<i>Actual '12</i>	<i>Actual '13</i>	<i>Approp '14</i>	<i>Budget '15</i>
Personnel Services	120,927	172,666	320,562	336,588
Non Personnel	1,283	1,156	1,283	1,283
<b><i>Total</i></b>	<b><i>122,210</i></b>	<b><i>173,822</i></b>	<b><i>321,845</i></b>	<b><i>337,871</i></b>

# Unemployment Compensation Operating Budget

**Appropriation 199**

**Department Mission**

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '12</i>	<i>Total Actual '13</i>	<i>Total Approp '14</i>	<i>Total Budget '15</i>
	Unemployment Compensation	43,489	80,113	350,000	350,000
	<b>Total</b>	<b>43,489</b>	<b>80,113</b>	<b>350,000</b>	<b>350,000</b>





# Workers' Compensation Fund Operating Budget

## Appropriation 341

### Department Mission

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

Operating Budget	Program Name	Total Actual '12	Total Actual '13	Total Approp '14	Total Budget '15
	Workers' Compensation Fund	2,596,648	2,085,235	2,200,000	2,200,000
	<b>Total</b>	<b>2,596,648</b>	<b>2,085,235</b>	<b>2,200,000</b>	<b>2,200,000</b>