

Administration & Finance

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Administration & Finance

Vacant, Chief Financial Officer & Collector-Treasurer

Cabinet Mission

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

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Administration & Finance	934,781	888,235	1,071,275	1,065,310
	Assessing Department	6,346,438	7,103,484	7,232,783	7,261,326
	Auditing Department	2,493,514	2,570,261	2,705,369	2,686,563
	Budget Management	2,585,057	2,722,787	3,199,976	3,404,758
	Execution of Courts	9,698,309	10,454,319	5,000,000	5,000,000
	Health Insurance	180,006,658	191,265,768	206,208,108	216,180,122
	Human Resources	3,485,222	3,497,023	4,132,833	4,404,855
	Labor Relations	1,364,177	1,310,607	1,424,077	1,439,006
	Medicare Payments	8,577,221	7,989,395	10,000,000	11,000,000
	Pensions & Annuities - City	3,336,691	4,063,355	5,289,000	4,100,000
	Pensions & Annuities - County	36,114	36,894	100,000	100,000
	Purchasing Division	1,545,202	1,771,568	1,832,369	1,775,367
	Registry Division	995,448	968,056	1,031,501	1,018,464
	Treasury Department	4,524,800	4,744,791	4,385,635	4,334,177
	Unemployment Compensation	34,251	0	350,000	350,000
	Workers' Compensation Fund	3,731,438	1,328,171	2,200,000	2,200,000
	Total	229,695,321	240,714,714	256,162,926	266,319,948
External Funds Expenditures		Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Auditing Department	110,966	279,353	155,037	175,679
	Total	110,966	279,353	155,037	175,679

Administration & Finance Operating Budget

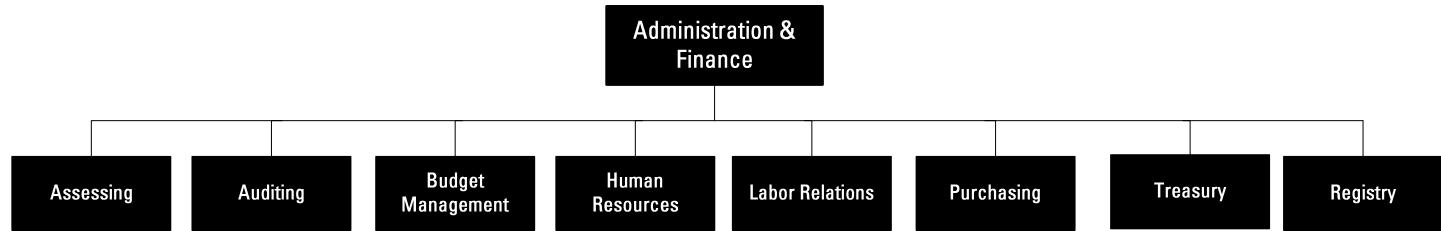
David Sweeney, Chief Financial Officer & Collector Treasurer, Appropriation 144

Department Mission

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

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Administration & Finance	934,781	888,235	1,071,275	1,065,310
	Total	934,781	888,235	1,071,275	1,065,310
Operating Budget		Actual '15	Actual '16	Approp '17	Budget '18
	Personnel Services	678,910	754,643	865,675	729,710
	Non Personnel	255,871	133,592	205,600	335,600
	Total	934,781	888,235	1,071,275	1,065,310

Administration & Finance Operating Budget



Description of Services

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

Department History

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	678,910	754,643	865,675	729,710	-135,965
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	678,910	754,643	865,675	729,710	-135,965
Contractual Services					
52100 Communications	15,166	14,909	17,700	17,700	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	500	500	0
52800 Transportation of Persons	1,087	600	500	500	0
52900 Contracted Services	232,197	115,435	181,500	311,500	130,000
Total Contractual Services	248,450	130,944	200,200	330,200	130,000
Supplies & Materials					
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	3,130	1,040	3,500	3,500	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	3,130	1,040	3,500	3,500	0
Current Chgs & Oblig					
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	2,275	1,608	1,900	1,900	0
Total Current Chgs & Oblig	2,275	1,608	1,900	1,900	0
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	2,016	0	0	0	0
Total Equipment	2,016	0	0	0	0
Other					
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	934,781	888,235	1,071,275	1,065,310	-5,965

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Administrative Assistant	EXM	04	1.00	65,655	Exec_Asst	MYO	06	1.00	65,123
Ch of Staff	MYN	NG	1.00	95,041	Prin Admin Asst (Fin Cabinet)	EXM	10	1.00	81,260
Data Proc Systems Anl	EXM	06	1.00	81,405	Special Assistant	EXM	08	1.00	97,763
Director Administrative Services	CDH	NG	1.00	149,761	Special Advisor	EXM	10	1.00	113,587
					Staff Asst III	MYO	07	1.00	52,438
					Total			9	802,034
Adjustments									
Differential Payments									0
Other									8,936
Chargebacks									0
Salary Savings									-81,260
FY18 Total Request									
									729,710

Program 1. Administration & Finance

David Sweeney, Chief Financial Officer & Collector Treasurer, Organization 144100

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	678,910	754,643	865,675	729,710
Non Personnel	255,871	133,592	205,600	335,600
Total	934,781	888,235	1,071,275	1,065,310

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 ensure quality Assessment data.
- To resolve taxpayer inquiries responsively and quickly.
- To review abatement applications in a timely manner.

Valuation

- Resolve Abatement appeal cases.
- To ensure quality Assessment data.
- To review abatement applications in a timely manner.

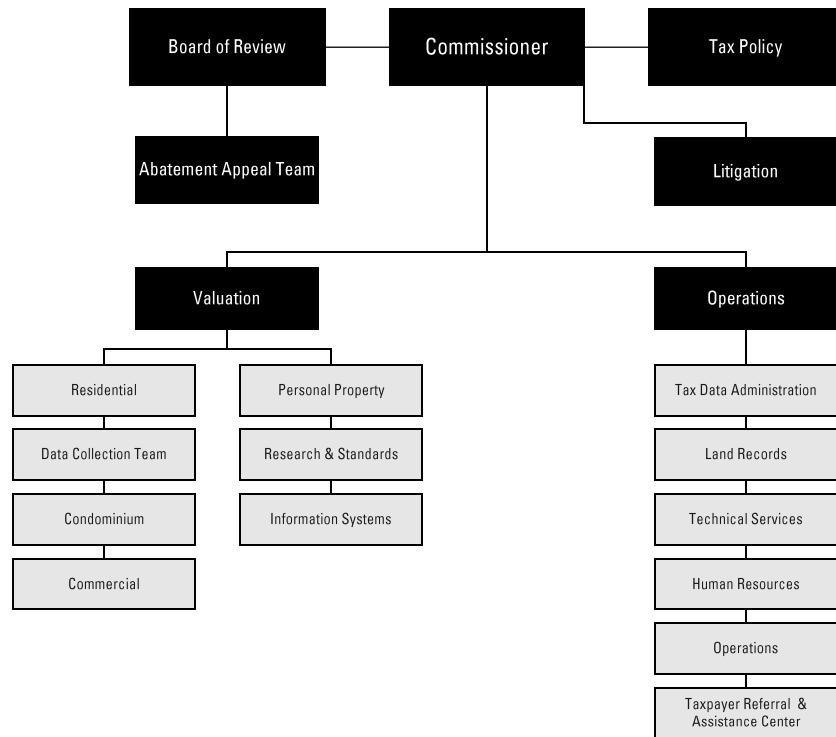
Executive

- To resolve taxpayer inquiries responsively and quickly.

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Operations	1,932,134	2,083,229	2,146,420	2,042,241
	Valuation	3,285,108	3,628,264	3,829,294	3,923,184
	Executive	1,129,196	1,391,991	1,257,069	1,295,901
	Total	6,346,438	7,103,484	7,232,783	7,261,326

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	5,910,905	6,220,572	6,614,817	6,641,346
Non Personnel	435,533	882,912	617,966	619,980
Total	6,346,438	7,103,484	7,232,783	7,261,326

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

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	5,905,872	6,202,720	6,602,817	6,631,346	28,529
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	5,033	17,482	12,000	10,000	-2,000
51600 Unemployment Compensation	0	370	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	5,910,905	6,220,572	6,614,817	6,641,346	26,529
Contractual Services					
52100 Communications	37,398	43,767	40,000	40,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	5,159	8,624	18,000	18,600	600
52800 Transportation of Persons	13,380	16,900	20,000	20,000	0
52900 Contracted Services	219,448	569,409	371,100	367,760	-3,340
Total Contractual Services	275,385	638,700	449,100	446,360	-2,740
Supplies & Materials					
53000 Auto Energy Supplies	340	336	716	720	4
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	44,178	124,631	48,000	46,000	-2,000
53700 Clothing Allowance	0	0	6,500	6,500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	44,518	124,967	55,216	53,220	-1,996
Current Chgs & Oblig					
54300 Workers' Comp Medical	128	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	104,080	119,245	113,650	120,400	6,750
Total Current Chgs & Oblig	104,208	119,245	113,650	120,400	6,750
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	11,422	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
Total Equipment	11,422	0	0	0	0
Other					
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	6,346,438	7,103,484	7,232,783	7,261,326	28,543

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
121A Manager, BOR	EXM	10	1.00	113,587	Manager, Litigation Support	EXM	10	1.00	113,587
Adm.Anlst.	SU4	14	10.00	515,488	Member-Bd of Review	EXM	NG	1.00	90,247
Adm_Asst	SU4	15	3.00	192,551	Office Manager (ASN)	SU4	16	3.00	203,616
Admin Asst (Finance)	SU4	18	1.00	84,405	Operations Manager, BOR	EXM	12	1.00	125,114
Adminis.Assistant	SU4	16	3.00	179,678	Pers_Officer.	SU4	14	1.00	47,552
Asst Assessor	AFL	16A	6.00	385,081	Prin Data Proc Systems Analyst	SE1	10	2.00	227,174
Asst Assessor (Trainee II)	AFL	14	7.00	292,864	Prin_Admin_Assistant	SE1	08	4.00	385,563
Asst Dir-Assessing Plan Maint	AFJ	19A	1.00	74,741	Prin_Admin_Asst	SE1	09	3.00	315,010
Commissioner (ASN)	CDH	NG	1.00	148,963	Principal Adm Asst.	SE1	06	1.00	73,820
Dir Human Resources Assessing	EXM	08	1.00	91,537	Property Officer	SU4	12	1.00	49,304
Dir of Personal Property	EXM	09	1.00	105,003	Research Analyst (Asn)	SU4	16	2.00	122,306
Dir of Tax Policy	EXM	10	1.00	113,587	Research Assessor	AFL	18	1.00	80,601
Dir-Assessing Services	SE1	07	6.00	507,035	Sr Adm Anl	SE1	06	5.00	385,351
Director of Oper	EXM	13	1.00	130,211	Sr Assessing Draftsperson	AFJ	18A	2.00	142,069
Director of Research	EXM	10	1.00	113,587	Sr Data Proc Sys Analyst	SE1	08	2.00	172,204
Director of Valuation	EXM	12	1.00	114,238	Sr Research Analyst (Asn)	SU4	18	2.00	146,104
Head_Clerk	SU4	12	3.00	114,086	Supv-Asst Assessors	AFL	18	9.00	721,286
Jr Assessing Draftsperson	AFJ	16A	1.00	68,899	Title Examiner	SU4	13	1.00	42,848
Total							91		6,789,294

Adjustments

Differential Payments	0
Other	108,142
Chargebacks	0
Salary Savings	-266,090
FY18 Total Request	6,631,346

Program 1. Operations

Emmanuel Dikibo, Manager, Organization 136100

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	1,793,192	1,857,891	1,992,004	1,889,621
Non Personnel	138,942	225,338	154,416	152,620
Total	1,932,134	2,083,229	2,146,420	2,042,241

Performance

Strategy: To ensure quality Assessment data

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of personal property filed online			95%	85%

Strategy: To resolve taxpayer inquiries responsively and quickly

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
# of Abutter list application downloads				12
# of property data downloads				6

Strategy: To review abatement applications in a timely manner

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
# of personal exemptions applications received			3,537	4,500
# of residential exemption applications received			7,852	7,500
% of personal exemption applications processed within 15 days	100%	100%	100%	100%
% of residential exemption applications processed within 15 days			100%	100%

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 '15	Actual '16	Approp '17	Budget '18
Personnel Services	3,066,134	3,369,935	3,568,544	3,658,124
Non Personnel	218,974	258,329	260,750	265,060
Total	3,285,108	3,628,264	3,829,294	3,923,184

Performance

Strategy: Resolve Abatement appeal cases

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
# of residential and condo abatement applications filed			508	1,000
% of residential and condo abatement applications reviewed within 90 days	100%	100%	100%	100%

Strategy: To ensure quality Assessment data

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
# of maintenance parcels on file for the fiscal year			3,904	2,800
% of maintenance parcels inspected	100%	100%	100%	100%

Strategy: To review abatement applications in a timely manner

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
# of abatement appeals on file			555	422
# of abatement appeals settled			505	126
% of abatement appeals settled	91%		91%	30%

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 '15	Actual '16	Approp '17	Budget '18
Personnel Services	1,051,579	992,746	1,054,269	1,093,601
Non Personnel	77,617	399,245	202,800	202,300
Total	1,129,196	1,391,991	1,257,069	1,295,901

Performance

Strategy: To resolve taxpayer inquiries responsively and quickly

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
# of calls to the Taxpayer Referral & Assistance Center (TRAC)			1,937	2,500
% of calls to TRAC answered within 3 minutes			100%	100%
% of public requests to Commissioner's office addressed within 2 days	100%	100%	100%	100%
Public request received			60	40

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

Accounting

- Ensure Stability of Financial Reporting.

Central Payroll

- Improvement through the use of technology & resources to manage the City's Payroll.

Grants Monitoring

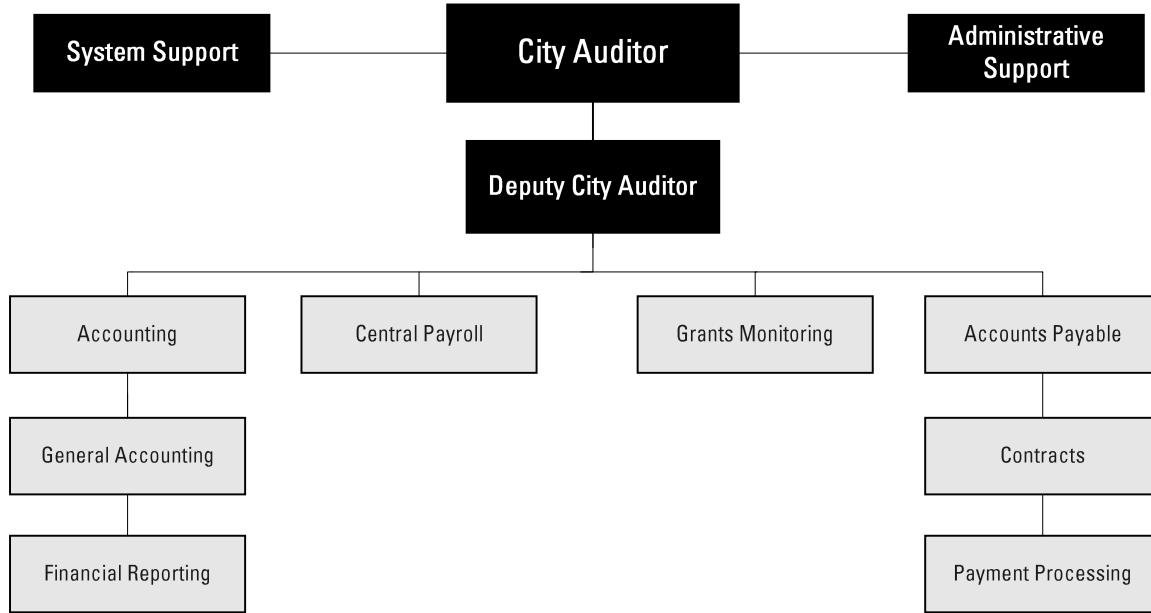
- Ensure Stability of Financial Reporting.

Accounts Payable

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

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Administration	412,249	412,250	533,948	506,631
	Accounting	624,304	698,402	705,579	705,159
	Central Payroll	446,054	407,001	528,653	557,665
	Grants Monitoring	267,190	274,648	160,867	155,076
	Accounts Payable	743,717	777,960	776,322	762,032
	Total	2,493,514	2,570,261	2,705,369	2,686,563
External Funds Budget	Fund Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	BAIS Financials Upgrade	110,966	279,353	0	0
	Earned Indirect	0	0	155,037	175,679
	Total	110,966	279,353	155,037	175,679
Operating Budget		Actual '15	Actual '16	Approp '17	Budget '18
	Personnel Services	2,407,061	2,489,044	2,624,872	2,625,483
	Non Personnel	86,453	81,217	80,497	61,080
	Total	2,493,514	2,570,261	2,705,369	2,686,563

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

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	2,395,261	2,461,570	2,615,872	2,615,483	-389
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	11,800	27,474	9,000	10,000	1,000
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,407,061	2,489,044	2,624,872	2,625,483	611
Contractual Services					
52100 Communications	2,397	2,413	7,296	2,413	-4,883
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	10,340	0	0	0	0
52700 Repairs & Service of Equipment	7,315	5,757	8,821	8,821	0
52800 Transportation of Persons	5,964	10,280	9,155	8,500	-655
52900 Contracted Services	39,311	48,626	40,124	5,841	-34,283
Total Contractual Services	65,327	67,076	65,396	25,575	-39,821
Supplies & Materials					
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	10,945	6,549	9,016	8,940	-76
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	45	86	0	0	0
Total Supplies & Materials	10,990	6,635	9,016	8,940	-76
Current Chgs & Oblig					
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	6,592	3,800	6,085	26,565	20,480
Total Current Chgs & Oblig	6,592	3,800	6,085	26,565	20,480
Equipment					
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	3,544	3,706	0	0	0
Total Equipment	3,544	3,706	0	0	0
Other					
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	2,493,514	2,570,261	2,705,369	2,686,563	-18,806

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Admin Analyst (Aud)	SE1	04	2.00	135,699	Prin_Admin_Assistant	SE1	08	2.00	195,527
Admin_Asst	SE1	05	1.00	57,312	Senior_Admin_Asst	SE1	07	1.00	89,449
Asst City Auditor	SE1	09	2.00	210,006	Sr Accountant	SU4	13	4.00	197,331
Asst Prin Accountant	SU4	14	3.00	161,940	Sr Adm An(SpProjStff)(Aud)	SE1	06	4.00	300,743
City Auditor	CDH	NG	1.00	128,879	Sr Adm Anl	SE1	06	1.00	81,405
Dep City Auditor	EXM	11	1.00	106,305	Sr Data Proc Sys An(Budget)	SE1	09	1.00	105,003
Head Account Clerk	SU4	12	4.00	186,857	Sr. Research Analyst	SE1	03	3.00	185,485
P Admin Asst	SE1	10	2.00	227,174	SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	53,490
Prin Admin Analyst (Aud)	SE1	07	2.00	178,898	Supv-Acctng(TransDiv)(Aud)	SE1	05	1.00	74,701
					Supv-Acctng(Auditing)	SE1	05	2.00	131,754
Total							38		2,807,959
Adjustments									
Differential Payments									
0									
Other									
32,645									
Chargebacks									
-198,511									
Salary Savings									
-26,611									
FY18 Total Request									
2,615,482									

External Funds History

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	39,420	0	142,437	159,679	17,242
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	0	0	0	0
51500 Pension & Annuity	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	0	0	0	0	0
Total Personnel Services	39,420	0	142,437	159,679	17,242
Contractual Services					
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	150	0	0	0	0
52900 Contracted Services	5,080	233,391	12,600	0	-12,600
Total Contractual Services	5,230	233,391	12,600	0	-12,600
Supplies & Materials					
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	56	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	6,424	13,668	0	0	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	68	0	0	0	0
Total Supplies & Materials	6,492	13,724	0	0	0
Current Chgs & Oblig					
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	75	26,371	0	16,000	16,000
Total Current Chgs & Oblig	75	26,371	0	16,000	16,000
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	2,027	5,867	0	0	0
Total Equipment	2,027	5,867	0	0	0
Other					
56200 Special Appropriation	57,722	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	57,722	0	0	0	0
Grand Total	110,966	279,353	155,037	175,679	20,642

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.

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	383,494	399,462	522,100	492,941
Non Personnel	28,755	12,788	11,848	13,690
Total	412,249	412,250	533,948	506,631

Program 2. Accounting

Kelli Lazar, Manager, Organization 131200

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	614,663	684,495	685,982	676,703
Non Personnel	9,641	13,907	19,597	28,456
Total	624,304	698,402	705,579	705,159

Performance

Strategy: Ensure Stability of Financial Reporting

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of Financial Audit Work Completed	100%	100%	100%	100%
% of New GASB Standards Implemented	100%	100%	100%	100%
Financial Audit Completion	100%	100%	100%	100%

Program 3. Central Payroll

Michael O'Keefe, Manager, Organization 131300

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	441,048	402,984	520,883	551,951
Non Personnel	5,006	4,017	7,770	5,714
Total	446,054	407,001	528,653	557,665

Performance

Strategy: Improvement through the use of technology & resources to manage the City's Payroll

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of Employee/Manager Use of Self Service		23%	30%	50%

Program 4. Grants Monitoring

Vacant, Manager, Organization 131400

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	264,166	270,298	155,708	150,957
Non Personnel	3,024	4,350	5,159	4,119
Total	267,190	274,648	160,867	155,076

Performance

Strategy: Ensure Stability of Financial Reporting

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of Single Audit Completion	100%	100%	100%	100%
% of Single Audit Work Completed	100%	100%	100%	100%

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.

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	703,690	731,805	740,199	752,931
Non Personnel	40,027	46,155	36,123	9,101
Total	743,717	777,960	776,322	762,032

Performance

Strategy: % contracts routed within 3 days of receipt

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% contracts routed within 3 days of receipt	87.3%	85.7%	84%	100%

Strategy: % procurement documents approved within 3 days

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% procurement documents approved within 3 days	91.9%	92.7%	97%	80%

Strategy: % vendor invoices processed within 5 days

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% vendor invoices processed within 5 days	98.3%	98.8%	99%	100%

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

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of Standard Contracts Completed On-Line				50%

External Funds Projects

BAIS Financials Upgrade

Project Mission

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

Earned Indirect

Project Mission

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

Budget Management Operating Budget

Katie Hammer, *Director, Appropriation 141*

Department Mission

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

Selected Performance Strategies

Budget & Management

- Improve use of limited city resources.

Revenue Monitoring

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

Capital Budgeting

- Ensure long-term financial stability.
- Improve use of limited city resources.

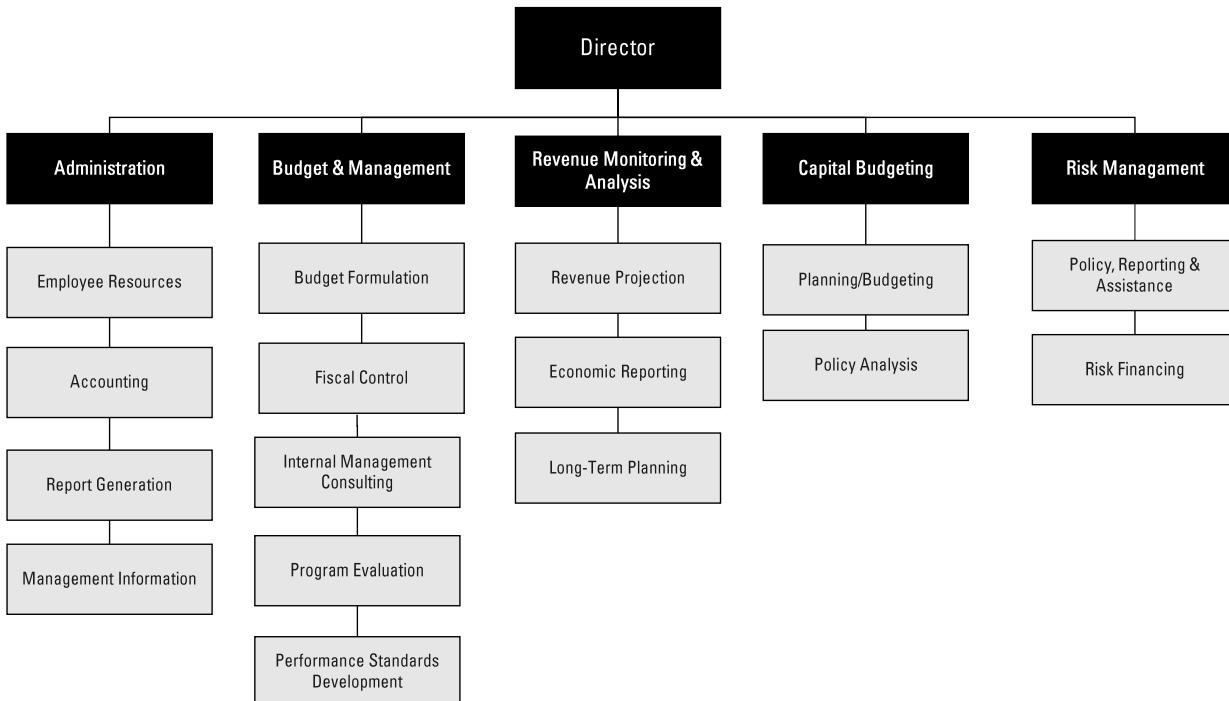
Risk Management

- Ensure long-term financial stability.

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Budget Administration	1,170,876	1,327,635	1,516,020	1,001,218
	Budget & Management	531,594	551,482	810,690	842,389
	Revenue Monitoring	225,956	193,686	193,368	866,648
	Capital Budgeting	483,707	473,233	490,356	503,146
	Risk Management	172,924	176,751	189,542	191,357
	Total	2,585,057	2,722,787	3,199,976	3,404,758

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	2,075,679	2,162,003	2,284,345	2,320,888
Non Personnel	509,378	560,784	915,631	1,083,870
Total	2,585,057	2,722,787	3,199,976	3,404,758

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

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	2,049,960	2,124,056	2,260,345	2,282,888	22,543
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	25,719	37,947	24,000	38,000	14,000
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,075,679	2,162,003	2,284,345	2,320,888	36,543
Contractual Services					
52100 Communications	1,631	6,490	11,000	11,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	205	1,457	3,500	3,500	0
52800 Transportation of Persons	3,762	4,582	6,275	6,275	0
52900 Contracted Services	350,320	387,902	686,481	937,320	250,839
Total Contractual Services	355,918	400,431	707,256	958,095	250,839
Supplies & Materials					
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	2,880	2,925	4,100	4,100	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	167	0	1,500	1,500	0
Total Supplies & Materials	3,047	2,925	5,600	5,600	0
Current Chgs & Oblig					
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	150,413	152,898	202,775	117,775	-85,000
Total Current Chgs & Oblig	150,413	152,898	202,775	117,775	-85,000
Equipment					
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	4,530	0	2,400	2,400
Total Equipment	0	4,530	0	2,400	2,400
Other					
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	2,585,057	2,722,787	3,199,976	3,404,758	204,782

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Adm.Sec.	SU4	14	1.00	57,078	Revenue Manager	EXM	08	1.00	97,034
Adminis.Assistant	SU4	16	1.00	55,524	Special Asst to the Director	EXM	12	1.00	113,990
Capital Planning Mgr	EXM	09	1.00	87,956	Sr Adm An(SpProjStff)(Aud)	SE1	06	1.00	81,405
Dep Dir (Capital)	EXM	12	1.00	125,114	Sr Data Proc Sys An(Budget)	SE1	09	1.00	105,003
Deputy Director (Budget)	EXM	14	1.00	137,962	Sr Finance Manager	EXM	09	1.00	63,002
Exec Asst (Obpe)	EXM	10	3.00	340,761	Sr Management Analyst	EXM	08	1.00	67,624
Management Analyst (Obpe)	SE1	06	8.00	567,867	Supervisor of Budgets	CDH	NG	1.00	135,371
Prin_Admin_Assistant	SE1	08	1.00	97,764	Workforce Budget Mgr	EXM	09	1.00	104,621
Total							25		2,238,075
Adjustments									
Differential Payments									
Other									
Chargebacks									
Salary Savings									
FY18 Total Request									
2,282,888									

Program 1. Administration

Katie Hammer, *Manager, Organization 141100*

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	746,768	876,173	917,184	911,143
Non Personnel	424,108	451,462	598,836	90,075
Total	1,170,876	1,327,635	1,516,020	1,001,218

Program 2. Budget & Management

James M. Williamson, *Manager, Organization 141200*

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	530,794	550,182	607,790	577,489
Non Personnel	800	1,300	202,900	264,900
Total	531,594	551,482	810,690	842,389

Performance

Strategy: Improve use of limited city resources

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% achieved of savings identified in budget process			79%	100%
% of new investments implemented				100%
New healthcare savings achieved through the Public Employee Committee (PEC)	5.9M	1.6M		2.6M

Program 3. Revenue Monitoring

Mary McCoy, Manager, Organization 141300

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	225,781	193,411	191,568	214,848
Non Personnel	175	275	1,800	651,800
Total	225,956	193,686	193,368	866,648

Performance

Strategy: Ensure long-term financial stability

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% by which actual revenues exceed actual expenditures	0.3%	0.1%	0.2%	0.5%

Strategy: Maximize current and future revenues

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% achieved of new revenue identified in budget process			45%	100%

Program 4. Capital Budgeting

John Hanlon, Manager, Organization 141500

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	459,587	425,786	451,816	499,606
Non Personnel	24,120	47,447	38,540	3,540
Total	483,707	473,233	490,356	503,146

Performance

Strategy: Ensure long-term financial stability

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Debt service costs as a % of operating expenditures	5.7%	5.7%	5.5%	5.9%

Strategy: Improve use of limited city resources

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of capital expenditures associated with City planning efforts				70%
% of capital plan associated with City planning efforts (Imagine Boston, Build BPS, Go Boston 2030, City Hall)				77%

Program 5. 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 '15	Actual '16	Approp '17	Budget '18
Personnel Services	112,749	116,451	115,987	117,802
Non Personnel	60,175	60,300	73,555	73,555
Total	172,924	176,751	189,542	191,357

Performance

Strategy: Ensure long-term financial stability

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of risk financing strategy implemented	88%	89%	89%	89%

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.

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Execution of Courts	9,698,310	10,454,319	5,000,000	5,000,000
	Total	9,698,310	10,454,319	5,000,000	5,000,000

Health Insurance Operating Budget

Appropriation 148

Department Mission

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

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Health Insurance	180,006,658	191,265,768	206,208,108	216,180,122
	Total	180,006,658	191,265,768	206,208,108	216,180,122

Human Resources Operating Budget

Vivian Leonard, *Director, Appropriation 142*

Department Mission

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

Selected Performance Strategies

Personnel

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

Affirmative Action

- Increase Diversity in COB Workforce.

Health Benefits & Insurance

- Enhanced Employee Experience.

Employee Assistance

- Continued Expansion of Scope of EAP Services.

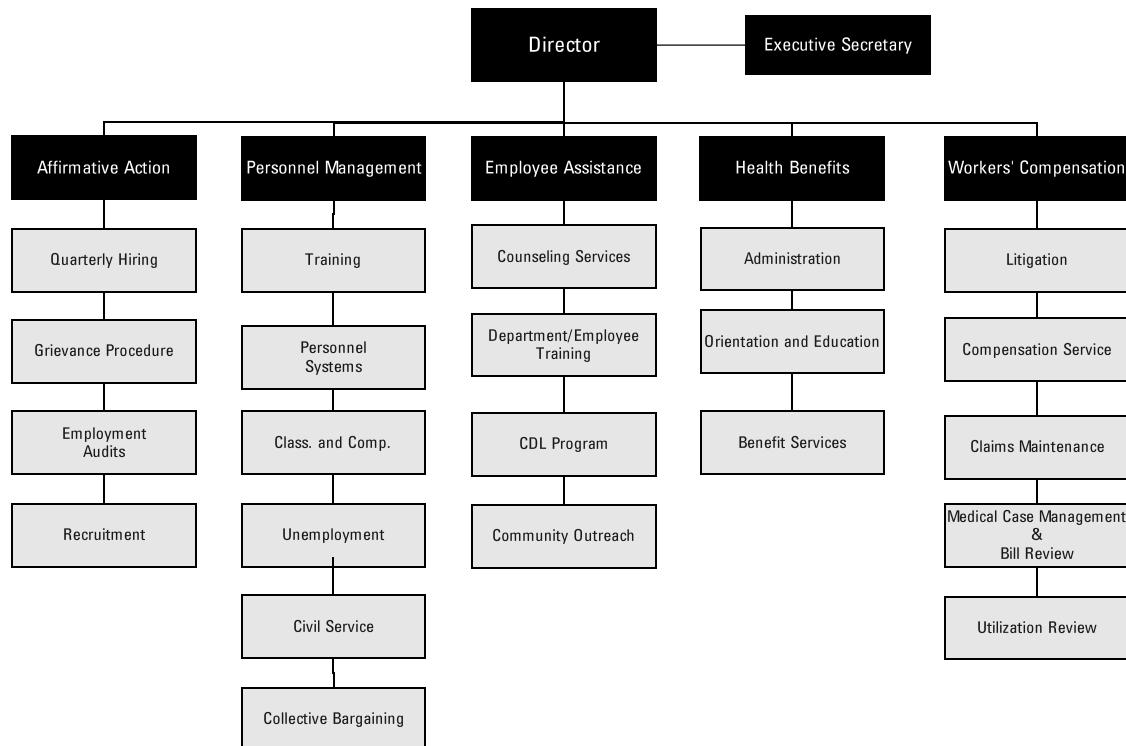
Workers' Compensation

- Adoption of Case Management Approach in Workers Comp Unit.

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Personnel	1,813,038	1,750,447	2,232,258	2,713,325
	Affirmative Action	77,197	53,743	72,407	30,500
	Health Benefits & Insurance	590,910	593,523	722,365	813,932
	Employee Assistance	80,730	174,328	86,456	18,927
	Workers' Compensation	923,347	924,982	1,019,347	828,171
	Total	3,485,222	3,497,023	4,132,833	4,404,855

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	3,132,304	3,179,511	3,722,593	3,500,335
Non Personnel	352,918	317,512	410,240	904,520
Total	3,485,222	3,497,023	4,132,833	4,404,855

Human Resources Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	3,094,847	3,146,161	3,641,869	3,383,243	-258,626
51100 Emergency Employees	28,130	28,407	80,724	117,092	36,368
51200 Overtime	1,100	4,943	0	0	0
51600 Unemployment Compensation	8,227	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	3,132,304	3,179,511	3,722,593	3,500,335	-222,258
Contractual Services					
52100 Communications	4,283	7,479	12,400	8,000	-4,400
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	1,070	1,282	2,000	3,200	1,200
52800 Transportation of Persons	5,025	7,050	6,650	8,100	1,450
52900 Contracted Services	99,810	77,646	123,900	184,000	60,100
Total Contractual Services	110,188	93,457	144,950	203,300	58,350
Supplies & Materials					
53000 Auto Energy Supplies	0	0	0	866	866
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	50,963	56,050	72,200	70,700	-1,500
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	50,963	56,050	72,200	71,566	-634
Current Chgs & Oblig					
54300 Workers' Comp Medical	0	1,081	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	181,948	165,731	193,090	629,654	436,564
Total Current Chgs & Oblig	181,948	166,812	193,090	629,654	436,564
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	4,088	0	0	0	0
55900 Misc Equipment	5,731	1,193	0	0	0
Total Equipment	9,819	1,193	0	0	0
Other					
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	3,485,222	3,497,023	4,132,833	4,404,855	272,022

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Adm_Asst	SU4	15	1.00	60,925	Human Resources Representative	SU4	15	4.00	238,007
Assistant Compliance Manager	SE1	06	1.00	60,680	Intern & Fellowship Program Coord	SE1	06	1.00	80,755
Assoc Dir (EAP)	EXM	09	1.00	93,657	Manager of Class and Comp	SE1	08	1.00	93,751
Asst Corp Counsel III	EXM	08	1.00	72,580	Nurse Case Manager	SE1	07	1.00	89,449
Benefits HRIS Manager	EXM	08	1.00	68,450	Office Manager	SU4	16	1.00	69,406
Compliance Investigator	EXM	06	1.00	56,403	Personnel Asst (Ads/Psd)	SU4	17	1.00	75,056
Dep Chief Staff	EXM	07	1.00	89,449	Prin Admin Asst_(ASD)	SE1	07	1.00	89,449
Deputy Director (EAP)	EXM	10	1.00	98,430	Prin_Admin_Assistant	SE1	08	2.00	195,527
Dir of Talent Aquisition Mgmt	EXM	10	1.00	113,587	Principal_Clerk	SU4	10	1.00	41,606
Director Operations	EXM	12	1.00	114,073	Senior Personel Analyst	SE1	06	1.00	81,405
DP Sys Anl	SE1	06	1.00	81,405	Senior_Admin_Asst	SE1	07	1.00	62,415
Employee Assistance Clinician	EXM	08	1.00	74,750	Sr Adm Asst (OHR)	SE1	08	3.00	266,104
Employee Devel Coor(Supv/Pers)	SE1	08	1.00	97,764	Sr Adm Asst (WC)	SE1	06	2.00	153,056
Head Account Clerk	SU4	12	3.00	148,926	Sr Data Proc Sys Anl	EXM	10	1.00	113,587
Head Clerk & Secretary	SU4	13	1.00	52,786	Sr Human Resources Generalist	EXM	09	1.00	105,003
Head_Clerk	SU4	12	2.00	98,950	Supervisor of Personnel	CDH	NG	1.00	119,791
Health Insurance Coordinator	EXM	12	1.00	104,487	Supvising Claims Agent (Asd)	EXM	09	1.00	105,003
HRIS Associate Manager	EXM	08	1.00	68,656	Worker's Compensation Case Mgr	SU4	18	3.00	214,681
Human Resources Generalist	EXM	07	1.00	84,301	Workmen'S Compensation Agent	EXM	11	1.00	89,857
Total						50			3,924,169
Adjustments									
Differential Payments									0
Other									37,523
Chargebacks									-453,654
Salary Savings									-124,795
FY18 Total Request									3,383,243

Program 1. Personnel

Vivian Leonard, Manager, Organization 142100

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	1,608,503	1,551,801	1,986,068	1,975,868
Non Personnel	204,535	198,646	246,190	737,457
Total	1,813,038	1,750,447	2,232,258	2,713,325

Performance

Strategy: Enhanced Employee Experience

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of Leave Requests Submitted for Prior Approval				65%

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

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Days from Job Requisition Posting to Candidate Hire				25
Days from PRC Approval to Posted Job Requisition				7

Program 2. Affirmative Action

Vivian Leonard, Manager, Organization 142200

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	44,061	28,243	44,907	0
Non Personnel	33,136	25,500	27,500	30,500
Total	77,197	53,743	72,407	30,500

Performance

Strategy: Increase Diversity in COB Workforce

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% City Workforce - people of color	36%	36%	36%	38%
% City Workforce - women	30%	30%	30%	32%
% of total promotions - people of color	32%	32%	39%	34%
% of total promotions - women	31%	34%	42%	39%

Program 3. Health Benefits & Insurance

Vivian Leonard, Manager, Organization 142300

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	529,024	543,981	640,165	733,382
Non Personnel	61,886	49,542	82,200	80,550
Total	590,910	593,523	722,365	813,932

Performance

Strategy: Enhanced Employee Experience

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
# of Benefits Information and Education Sessions Held				8
# of Visits on Health Benefits Webpages				3,600

Program 4. Employee Assistance

Wendolyn M. Costello-Cook, *Manager, Organization 142400*

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	80,730	174,328	86,456	18,927
Non Personnel	0	0	0	0
Total	80,730	174,328	86,456	18,927

Performance

Strategy: Continued Expansion of Scope of EAP Services

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% Complete - EAP Service Delivery Model during Times of Crisis				100%
% Complete - EAP Training Program for Front Line Supervisors - Developed and Delivered				100%

Program 5. Workers' Compensation

Vivian Leonard, Manager, Organization 142500

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	869,986	881,158	964,997	772,158
Non Personnel	53,361	43,824	54,350	56,013
Total	923,347	924,982	1,019,347	828,171

Performance

Strategy: Adoption of Case Management Approach in Workers Comp Unit

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of Cases Covered by the New Comprehensive Case Management Process				100%
% of Medical Provider Invoices Reviewed				95%

Labor Relations Operating Budget

Alexis Finneran-Tkachuk, *Director, Appropriation 147*

Department Mission

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

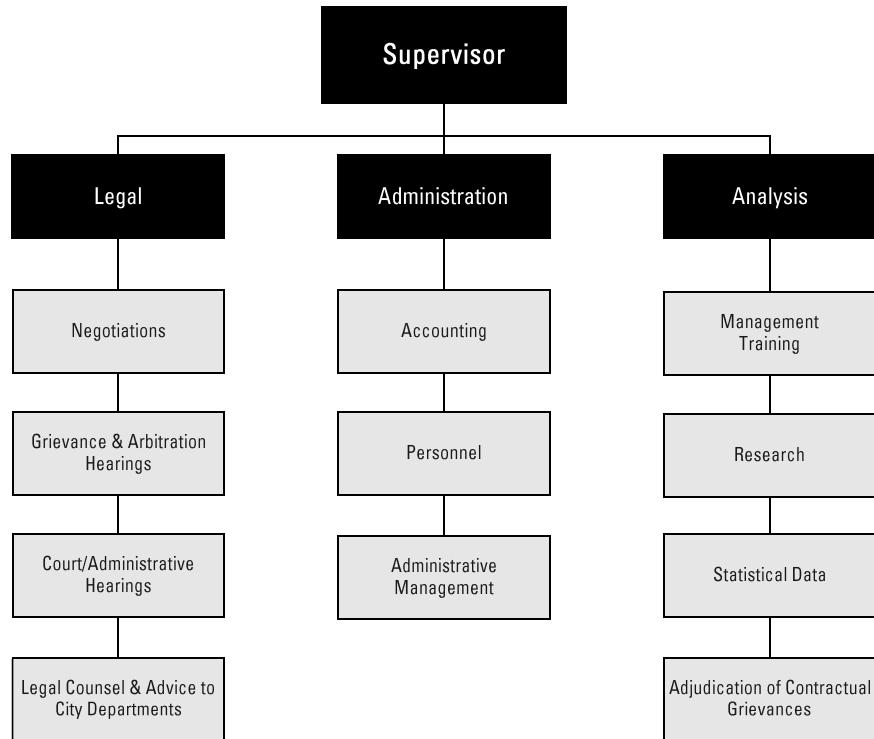
Selected Performance Strategies

Labor Relations

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

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Labor Relations	1,364,177	1,310,607	1,424,077	1,439,006
	Total	1,364,177	1,310,607	1,424,077	1,439,006
Operating Budget		Actual '15	Actual '16	Approp '17	Budget '18
	Personnel Services	757,866	724,732	826,611	839,954
	Non Personnel	606,311	585,875	597,466	599,052
	Total	1,364,177	1,310,607	1,424,077	1,439,006

Labor Relations Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	757,866	724,732	826,611	839,954	13,343
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	757,866	724,732	826,611	839,954	13,343
Contractual Services					
52100 Communications	0	501	4,100	4,712	612
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	199	199	750	949	199
52800 Transportation of Persons	4,045	4,876	4,125	2,400	-1,725
52900 Contracted Services	564,777	543,850	551,198	553,698	2,500
Total Contractual Services	569,021	549,426	560,173	561,759	1,586
Supplies & Materials					
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	3,248	3,986	4,350	4,350	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	3,248	3,986	4,350	4,350	0
Current Chgs & Oblig					
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	26,559	27,175	32,943	32,943	0
Total Current Chgs & Oblig	26,559	27,175	32,943	32,943	0
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	6,430	3,215	0	0	0
55600 Office Furniture & Equipment	385	0	0	0	0
55900 Misc Equipment	668	2,073	0	0	0
Total Equipment	7,483	5,288	0	0	0
Other					
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	1,364,177	1,310,607	1,424,077	1,439,006	14,929

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Asst Corp Counsel III	EXM	08	5.00	421,792	Legal Secretary (OLR)	EXM	14	1.00	42,878
Asst Supv/Labor Relations	EXM	12	1.00	117,564	Office Manager	EXM	06	1.00	81,405
Labor Relations Analyst	EXM	04	1.00	50,679	Supervisor of Labor Relations	CDH	NG	1.00	115,316
Total								10	829,634
Adjustments									
Differential Payments									0
Other									10,320
Chargebacks									0
Salary Savings									0
FY18 Total Request									839,954

Program 1. Labor Relations

Alexis Finneran-Tkachuk, *Manager, Organization 147100*

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	757,866	724,732	826,611	839,954
Non Personnel	606,311	585,875	597,466	599,052
Total	1,364,177	1,310,607	1,424,077	1,439,006

Performance

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

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
% of city collective bargaining contracts settled	95%	45%	25%	100%

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.

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Medicare Payments	8,577,221	7,989,395	10,000,000	11,000,000
	Total	8,577,221	7,989,395	10,000,000	11,000,000

Pensions & Annuities - City Operating Budget

Appropriation 374

Department Mission

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

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Pensions & Annuities - City	3,336,691	4,063,355	5,289,000	4,100,000
	Total	3,336,691	4,063,355	5,289,000	4,100,000

Pensions & Annuities - County Operating Budget

Appropriation 749

Department Mission

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

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Pensions & Annuities - County	36,114	36,894	100,000	100,000
	Total	36,114	36,894	100,000	100,000

Purchasing Division Operating Budget

Kevin Coyne, 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

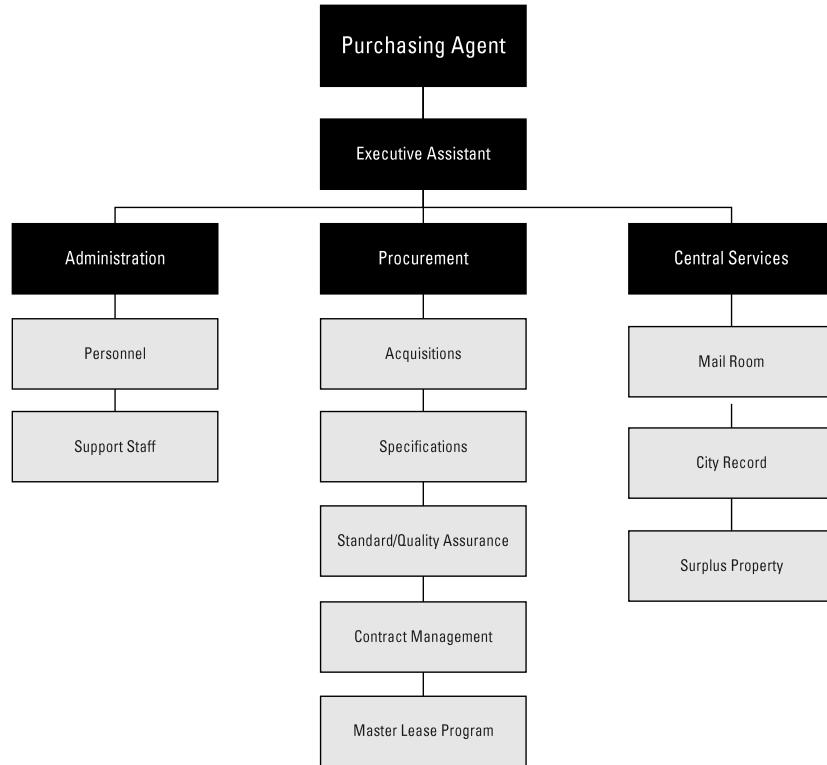
Procurement

- The Procurement Office in the City of Boston uses a 100% electronic format. Creating a contract should be a seamless and relatively quick process. This is achieved by continuously monitoring and reviewing this process.
- To display the percentage of savings the departments are able to achieve from request to the time of order.
- To measure the amount of time that it takes to produce a purchase order (should be less than seven days). There are certain cases where there is a need to be publically bid, and it will be longer.
- To simplify conducting business with the City of Boston. To provide an exceptional experience and a superior level of customer service for all vendors. To supply support to vendors at all stages of procurement.
- Verifying and validating department requests that are being bid using sound business practices, to ensure the best product at the appropriate cost is purchased.

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Administration	290,972	385,461	575,079	660,118
	Procurement	1,036,133	1,110,016	960,352	900,378
	Central Services	218,097	276,091	296,938	214,871
	Total	1,545,202	1,771,568	1,832,369	1,775,367

Operating Budget		Actual '15	Actual '16	Approp '17	Budget '18
	Personnel Services	1,457,810	1,649,445	1,688,953	1,633,651
	Non Personnel	87,392	122,123	143,416	141,716
	Total	1,545,202	1,771,568	1,832,369	1,775,367

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

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	1,457,810	1,647,753	1,688,953	1,633,651	-55,302
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	1,692	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,457,810	1,649,445	1,688,953	1,633,651	-55,302
Contractual Services					
52100 Communications	2,299	4,594	5,000	3,500	-1,500
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	3,215	0	0	0	0
52700 Repairs & Service of Equipment	14,076	31,777	21,500	24,000	2,500
52800 Transportation of Persons	4,185	5,225	5,100	5,100	0
52900 Contracted Services	10,424	11,763	13,905	11,405	-2,500
Total Contractual Services	34,199	53,359	45,505	44,005	-1,500
Supplies & Materials					
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	6,915	5,351	7,200	8,200	1,000
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
Total Supplies & Materials	6,915	5,351	7,200	8,200	1,000
Current Chgs & Oblig					
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	800	3,177	5,465	4,265	-1,200
Total Current Chgs & Oblig	800	3,177	5,465	4,265	-1,200
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	12,786	42,623	85,246	85,246	0
55600 Office Furniture & Equipment	4,114	0	0	0	0
55900 Misc Equipment	775	907	0	0	0
Total Equipment	17,675	43,530	85,246	85,246	0
Other					
56200 Special Appropriation	27,803	16,706	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	27,803	16,706	0	0	0
Grand Total	1,545,202	1,771,568	1,832,369	1,775,367	-57,002

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Adm.Anlst.	SU4	14	1.00	48,019	Mailroom Equipment Operator	SU4	15	1.00	63,363
Adm.Assistant	SU4	17	1.00	75,056	Prin Acct Clerk	SU4	10	1.00	46,946
Adm_Asst	SU4	15	2.00	128,367	Prin_Admin_Assistant	SE1	08	2.00	191,515
Admin Asst (Asd/Cab)	SE1	05	1.00	74,701	Purchasing Agent	CDH	NG	1.00	110,302
Asst Buyer	SU4	12	1.00	50,763	Sr Adm Anl	SE1	06	1.00	81,080
Asst Purchasing Agent	SE1	09	1.00	96,437	Sr Adm Asst (WC)	SE1	06	2.00	158,910
Buyer/Purchasing	SU4	16	3.00	185,364	Sr Buyer	SU4	17	2.00	150,112
Dirctr	MYN	NG	1.00	117,748	Sr Data Proc Systems Anl I	SE1	09	1.00	105,003
Total							22		1,683,687
Adjustments									
Differential Payments									
Other									
Chargebacks									
Salary Savings									
FY18 Total Request									
1,633,651									

Program 1. Administration

Kevin Coyne, Manager, Organization 143100

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	274,288	371,323	553,554	556,047
Non Personnel	16,684	14,138	21,525	104,071
Total	290,972	385,461	575,079	660,118

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 '15	Actual '16	Approp '17	Budget '18
Personnel Services	990,675	1,082,696	949,295	888,321
Non Personnel	45,458	27,320	11,057	12,057
Total	1,036,133	1,110,016	960,352	900,378

Performance

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

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Time to create contract (days)				45

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

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Requisition to Purchase Order savings in percents				3%

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

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Requisition to Purchase Order timeline (days)				7

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

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Supplier Portal Vendor support requests				300

Strategy: Verifying and validating department requests that are being bid using sound business practices, to ensure the best product at the appropriate cost is purchased

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Requisition to Purchase Order savings in dollars				30,000

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.

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	192,847	195,426	186,104	189,283
Non Personnel	25,250	80,665	110,834	25,588
Total	218,097	276,091	296,938	214,871

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

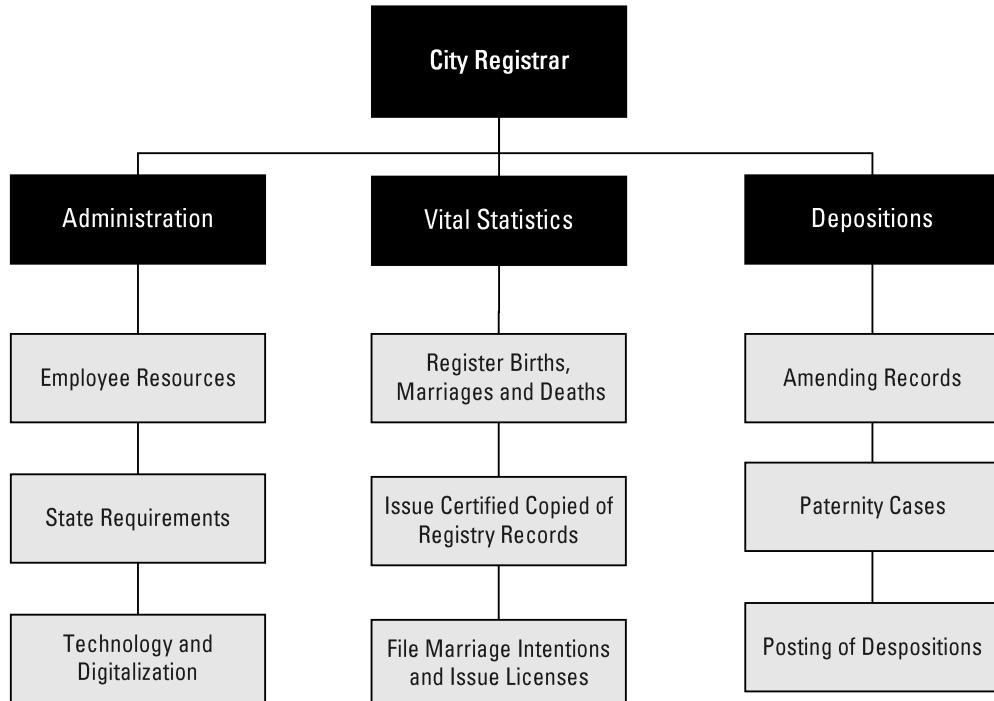
- Expand cross training.

Vital Statistics

- Online Death requests.
- Register new records and issue certified copies.

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Administration	266,220	256,946	247,690	235,893
	Vital Statistics	635,911	624,833	673,235	648,433
	Depositions	93,317	86,277	110,576	134,138
	Total	995,448	968,056	1,031,501	1,018,464
Operating Budget		Actual '15	Actual '16	Approp '17	Budget '18
	Personnel Services	941,818	895,249	974,996	956,394
	Non Personnel	53,630	72,807	56,505	62,070
	Total	995,448	968,056	1,031,501	1,018,464

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

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	941,818	894,861	974,996	956,394	-18,602
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	113	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	275	0	0	0
Total Personnel Services	941,818	895,249	974,996	956,394	-18,602
Contractual Services					
52100 Communications	184	183	3,000	3,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	1,196	508	1,500	2,500	1,000
52800 Transportation of Persons	1,679	1,900	2,100	3,000	900
52900 Contracted Services	23,875	44,152	32,045	32,045	0
Total Contractual Services	26,934	46,743	38,645	40,545	1,900
Supplies & Materials					
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	15,068	20,105	17,150	16,750	-400
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	15,068	20,105	17,150	16,750	-400
Current Chgs & Oblig					
54300 Workers' Comp Medical	0	1,401	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	848	952	710	825	115
Total Current Chgs & Oblig	848	2,353	710	825	115
Equipment					
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	10,780	3,606	0	3,950	3,950
Total Equipment	10,780	3,606	0	3,950	3,950
Other					
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	995,448	968,056	1,031,501	1,018,464	-13,037

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Adm.Sec.	SU4	14	1.00	57,078	Deposition Clerk	SU4	14	1.00	57,078
Asst City Registrar	SE1	05	2.00	111,565	First Asst City Registrar	SE1	07	1.00	74,750
City Registrar	CDH	NG	1.00	100,185	Head Cashier(Vitals/Registry)	SU4	14	1.00	57,078
					Prin Clerk (Vitals/Registry)	SU4	10	12.00	491,699
					Total			19	949,434
Adjustments									
Differential Payments									
Other									
Chargebacks									
Salary Savings									
FY18 Total Request									
956,394									

Program 1. Administration

Jessica Fumarola, Manager, Organization 163100

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	248,112	221,755	231,640	221,943
Non Personnel	18,108	35,191	16,050	13,950
Total	266,220	256,946	247,690	235,893

Performance

Strategy: Expand cross training

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
75% of staff competent in 2 areas			47%	75%

Program 2. Vital Statistics

Vacant, 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 '15	Actual '16	Approp '17	Budget '18
Personnel Services	600,589	587,423	633,140	600,763
Non Personnel	35,322	37,410	40,095	47,670
Total	635,911	624,833	673,235	648,433

Performance

Strategy: Online Death requests

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Death Certificate requests by mail	18,224	15,816	16,792	16,000
Death Certificates requests at counter	24,708	20,760	18,946	21,000
Deaths registered	7,438	7,383	7,526	7,400

Strategy: Register new records and issue certified copies

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Birth Certificate requests at counter	31,135	33,422	32,706	31,700
Birth Certificate requests by mail	15,755	14,973	14,250	15,525
Birth Records registered from Hospitals	18,230	20,968	20,089	20,200
Marriage Certificate requests at counter	8,258	9,350	10,216	9,000
Marriage Certificate requests by mail	3,080	3,188	3,150	3,000
Marriage Intentions Filed Electronically	5,040	5,562	6,053	5,900

Program 3. Depositions

Jessica Joyce, Manager, Organization 163300

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	93,117	86,071	110,216	133,688
Non Personnel	200	206	360	450
Total	93,317	86,277	110,576	134,138

Performance

Strategy: Register new records and issue certified copies

Performance Measures	Actual '15	Actual '16	Projected '17	Target '18
Depositions amendments and court orders processed	3,206	2,922	3,102	3,000

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.

Operating Budget	Division Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Collecting Division	2,615,690	2,831,311	2,434,612	2,408,663
	Treasury Division	1,909,110	1,913,480	1,951,023	1,925,514
	Total	4,524,800	4,744,791	4,385,635	4,334,177
Operating Budget		Actual '15	Actual '16	Approp '17	Budget '18
	Personnel Services	3,064,477	3,181,845	3,360,206	3,296,479
	Non Personnel	1,460,325	1,562,946	1,025,429	1,037,699
	Total	4,524,802	4,744,791	4,385,635	4,334,178

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

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	3,019,036	3,101,649	3,317,006	3,253,278	-63,728
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	45,440	80,195	43,200	43,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	3,064,476	3,181,844	3,360,206	3,296,478	-63,728
Contractual Services					
52100 Communications	12,477	17,800	28,916	31,236	2,320
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	18,205	16,689	32,750	32,750	0
52800 Transportation of Persons	9,523	11,725	8,175	8,175	0
52900 Contracted Services	217,134	170,913	143,350	146,300	2,950
Total Contractual Services	257,339	217,127	213,191	218,461	5,270
Supplies & Materials					
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	743,150	741,678	772,919	773,419	500
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	9,219	9,219
Total Supplies & Materials	743,150	741,678	772,919	782,638	9,719
Current Chgs & Oblig					
54300 Workers' Comp Medical	2,443	36	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	20,662	14,165	19,319	16,600	-2,719
Total Current Chgs & Oblig	23,105	14,201	19,319	16,600	-2,719
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	17,859	14,554	20,000	20,000	0
Total Equipment	17,859	14,554	20,000	20,000	0
Other					
56200 Special Appropriation	418,871	575,387	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	418,871	575,387	0	0	0
Grand Total	4,524,800	4,744,791	4,385,635	4,334,177	-51,458

Department Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Adm.Anlst.	SU4	14	1.00	41,739	Head Administrative Clerk	SU4	14	2.00	114,156
Adm._Asst	SU4	15	1.00	64,184	Head_Clerk	SU4	12	3.00	146,956
Admin Assistant	EXM	05	1.00	62,415	Prin Accountant	SU4	16	6.00	415,325
Adminis.Assistant	SU4	16	1.00	55,717	Prin Admin Asst (Treas/Treas)	SE1	06	1.00	71,961
Asst Corp Counsel V	EXM	10	1.00	113,587	Prin Admin Asst (Trs/Col)	SE1	06	4.00	298,961
Chief of Staff	EXM	10	1.00	113,587	Second Asst Coll-Trs	SE1	10	1.00	108,749
Collector-Treasurer	CDH	NG	1.00	149,761	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	113,587
Data Proc Sys Analyst I	SE1	07	1.00	63,407	Sr Legal Asst	SU4	14	1.00	57,078
Dep Collector	SU4	13	5.00	242,677	Sr Programmer	SU4	15	1.00	64,184
Exec Asst (Treas/Trea)	SE1	11	1.00	120,556	Sr_Adm_Asst	SE1	05	3.00	224,103
Exec Asst (Treasury)	SE1	06	1.00	81,405	Supervisor Accounting	SE1	08	8.00	709,897
First Asst Coll-Trs	SE1	11	1.00	120,556	Tax Title Supv	SU4	15	2.00	128,367
First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	137,962	Tell.	SU4	13	4.00	196,956
Total						54			4,017,833
Adjustments									
Differential Payments									
0									
Other									
39,666									
Chargebacks									
-762,481									
Salary Savings									
-41,739									
FY18 Total Request									3,253,279

Treasury Division Operating Budget

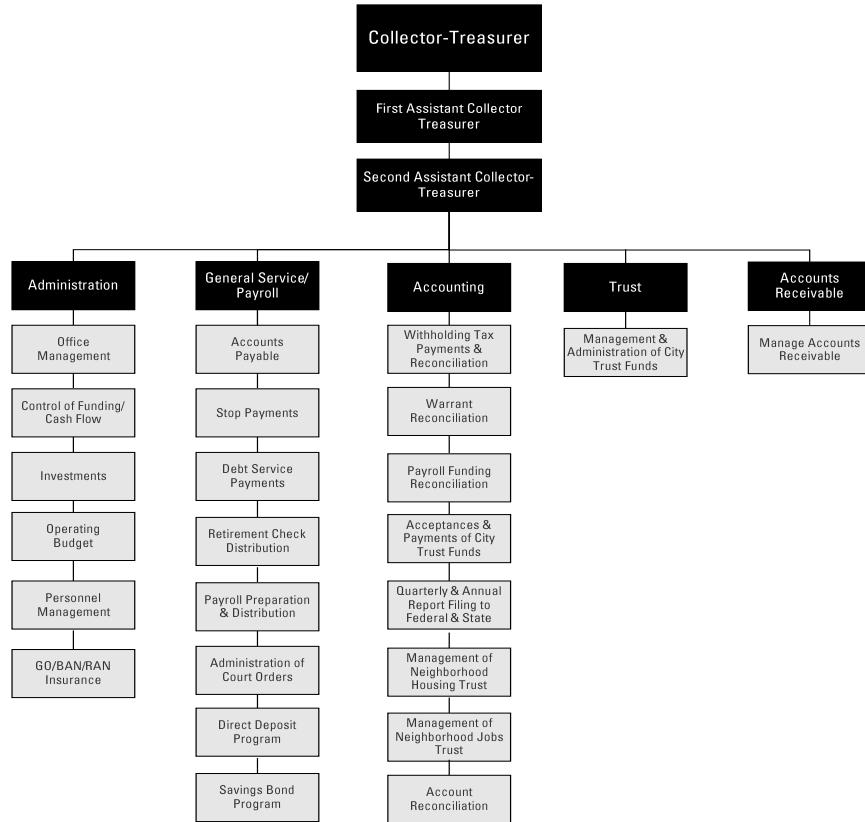
Richard DePiano, Interim First Assistant Collector-Treasurer, Appropriation 138

Division Mission

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

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Administration	758,290	751,850	742,511	711,383
	General Service/Payroll	695,661	693,201	716,023	662,237
	Accounting	163,589	155,541	172,852	172,852
	Accounts Receivable	291,570	312,704	319,637	379,042
	Trust	0	184	0	0
	Total	1,909,110	1,913,480	1,951,023	1,925,514
Operating Budget		Actual '15	Actual '16	Approp '17	Budget '18
	Personnel Services	1,449,833	1,500,405	1,524,143	1,486,364
	Non Personnel	459,277	413,075	426,880	439,150
	Total	1,909,110	1,913,480	1,951,023	1,925,514

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

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	1,437,941	1,477,835	1,504,143	1,466,364	-37,779
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	11,892	22,570	20,000	20,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,449,833	1,500,405	1,524,143	1,486,364	-37,779
Contractual Services					
52100 Communications	11,210	17,510	10,080	12,400	2,320
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	15,743	15,189	31,250	31,250	0
52800 Transportation of Persons	5,523	7,500	3,600	3,600	0
52900 Contracted Services	148,457	107,309	100,850	103,800	2,950
Total Contractual Services	180,933	147,508	145,780	151,050	5,270
Supplies & Materials					
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	267,264	260,301	271,000	271,500	500
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	267,264	260,301	271,000	271,500	500
Current Chgs & Oblig					
54300 Workers' Comp Medical	1,590	36	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	9,490	5,230	10,100	16,600	6,500
Total Current Chgs & Oblig	11,080	5,266	10,100	16,600	6,500
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
Total Equipment	0	0	0	0	0
Other					
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	1,909,110	1,913,480	1,951,023	1,925,514	-25,509

Division Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Adm.Anlst.	SU4	14	1.00	41,739	Exec Asst (Treasury)	SE1	06	1.00	81,405
Adminis.Assistant	SU4	16	1.00	55,717	First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	137,962
Asst Corp Counsel V	EXM	10	1.00	113,587	Prin Accountant	SU4	16	6.00	415,325
Chief of Staff	EXM	10	1.00	113,587	Prin Admin Asst (Treas/Treas)	SE1	06	1.00	71,961
Collector-Treasurer	CDH	NG	1.00	149,761	Second Asst Coll-Trs	SE1	10	1.00	108,749
Exec Asst (Treas/Trea)	SE1	11	1.00	120,556	Sr_Adm_Asst	SE1	05	3.00	224,103
					Supervisor Accounting	SE1	08	7.00	612,133
					Total		26		2,246,584
Adjustments									
Differential Payments									
Other									
Chargebacks									
Salary Savings									
FY18 Total Request									
1,466,364									

Program 1. Administration

Richard DePiano, Manager, Organization 138100

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	564,895	603,017	601,831	561,433
Non Personnel	193,395	148,833	140,680	149,950
Total	758,290	751,850	742,511	711,383

Program 2. General Service/Payroll

Chinele Velazquez, Manager, Organization 138200

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	430,904	446,309	447,023	393,237
Non Personnel	264,757	246,892	269,000	269,000
Total	695,661	693,201	716,023	662,237

Program 3. Accounting

Marirose Graham, *Manager, Organization 138400*

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	162,814	150,791	168,252	168,252
Non Personnel	775	4,750	4,600	4,600
Total	163,589	155,541	172,852	172,852

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 '15	Actual '16	Approp '17	Budget '18
Personnel Services	291,220	300,104	307,037	363,442
Non Personnel	350	12,600	12,600	15,600
Total	291,570	312,704	319,637	379,042

Program 5. Trust

Richard DePiano, *Manager, Organization 138600*

Program Description

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

Collecting Division Operating Budget

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

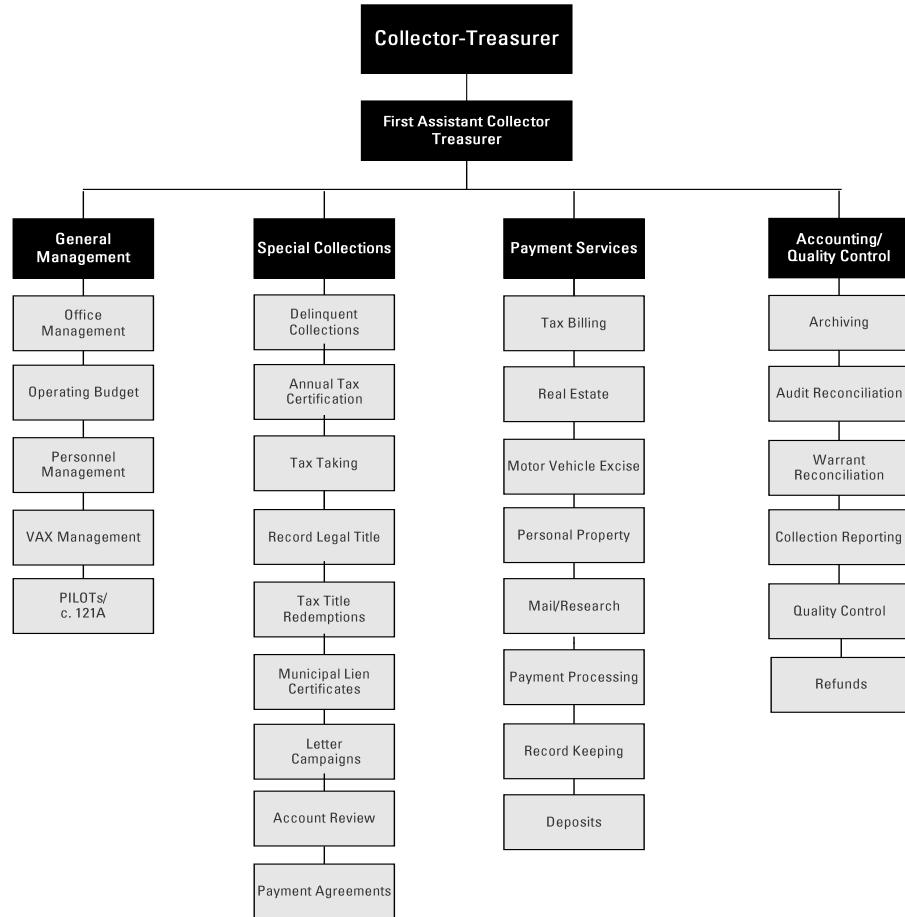
Division Mission

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.

Strategies

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	General Management	657,346	707,688	579,511	553,697
	Special Collections	723,780	512,653	562,765	563,068
	Payment Services	890,801	1,236,455	927,381	923,869
	Accounting/Quality Control	343,763	374,515	364,955	368,029
	Total	2,615,690	2,831,311	2,434,612	2,408,663
Operating Budget		Actual '15	Actual '16	Approp '17	Budget '18
	Personnel Services	1,614,643	1,681,439	1,836,063	1,810,114
	Non Personnel	1,001,047	1,149,872	598,549	598,549
	Total	2,615,690	2,831,311	2,434,612	2,408,663

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

Category	FY15 Expenditure	FY16 Expenditure	FY17 Appropriation	FY18 Adopted	Inc/Dec 17 vs 18
Personnel Services					
51000 Permanent Employees	1,581,095	1,623,814	1,812,863	1,786,914	-25,949
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	33,548	57,625	23,200	23,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,614,643	1,681,439	1,836,063	1,810,114	-25,949
Contractual Services					
52100 Communications	1,267	290	18,836	18,836	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	2,462	1,500	1,500	1,500	0
52800 Transportation of Persons	4,000	4,225	4,575	4,575	0
52900 Contracted Services	68,677	63,604	42,500	42,500	0
Total Contractual Services	76,406	69,619	67,411	67,411	0
Supplies & Materials					
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	475,886	481,377	501,919	501,919	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	9,219	9,219
Total Supplies & Materials	475,886	481,377	501,919	511,138	9,219
Current Chgs & Oblig					
54300 Workers' Comp Medical	853	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	11,172	8,935	9,219	0	-9,219
Total Current Chgs & Oblig	12,025	8,935	9,219	0	-9,219
Equipment					
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	17,859	14,554	20,000	20,000	0
Total Equipment	17,859	14,554	20,000	20,000	0
Other					
56200 Special Appropriation	418,871	575,387	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	418,871	575,387	0	0	0
Grand Total	2,615,690	2,831,311	2,434,612	2,408,663	-25,949

Division Personnel

Title	Union Code	Grade	Position	FY18 Salary	Title	Union Code	Grade	Position	FY18 Salary
Adm_Asst	SU4	15	1.00	64,184	Prin Admin Asst (Trs/Col)	SE1	06	4.00	298,961
Admin Assistant	EXM	05	1.00	62,415	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	113,587
Data Proc Sys Analyst I	SE1	07	1.00	63,407	Sr Legal Asst	SU4	14	1.00	57,078
Dep Collector	SU4	13	5.00	242,677	Sr Programmer	SU4	15	1.00	64,184
First Asst Coll-Trs	SE1	11	1.00	120,556	Supervisor Accounting	SE1	08	1.00	97,764
Head Administrative Clerk	SU4	14	2.00	114,156	Tax Title Supv	SU4	15	2.00	128,367
Head_Clerk	SU4	12	3.00	146,956	Tell.	SU4	13	4.00	196,956
Total							28		1,771,248
Adjustments									
Differential Payments									0
Other									15,666
Chargebacks									0
Salary Savings									0
FY18 Total Request									1,786,914

Program 1. General Management

Celia M. Barton, *Manager*, Organization 137100

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	444,108	467,343	498,292	472,478
Non Personnel	213,238	240,345	81,219	81,219
Total	657,346	707,688	579,511	553,697

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 '15	Actual '16	Approp '17	Budget '18
Personnel Services	518,113	511,078	557,088	557,391
Non Personnel	205,667	1,575	5,677	5,677
Total	723,780	512,653	562,765	563,068

Program 3. Payment Services

Nancy Cincotti, Manager, Organization 137300

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	309,134	329,103	417,011	413,499
Non Personnel	581,667	907,352	510,370	510,370
Total	890,801	1,236,455	927,381	923,869

Program 4. Accounting/Quality Control

Robinson Butterworth, *Manager, Organization 137400*

Program Description

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

Operating Budget	Actual '15	Actual '16	Approp '17	Budget '18
Personnel Services	343,288	373,915	363,672	366,746
Non Personnel	475	600	1,283	1,283
Total	343,763	374,515	364,955	368,029

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.

Operating Budget	Program Name	Total Actual '15	Total Actual '16	Total Approp '17	Total Budget '18
	Unemployment Compensation	34,251	0	350,000	350,000
	Total	34,251	0	350,000	350,000

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 '15	Total Actual '16	Total Approp '17	Total Budget '18
	Workers' Compensation Fund	1,865,720	1,328,170	2,200,000	2,200,000
	Total	1,865,720	1,328,170	2,200,000	2,200,000