

Administration & Finance

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Administration & Finance

Meredith Weenick, Chief Financial Officer & Collector-Treasurer

Cabinet Mission

To oversee the day-to-day management of the government of the City. The Administration & Finance Cabinet ensures that the performance of City managers at all levels is of high quality, high ethical standards, financially prudent, responsive to the needs of the citizens of Boston, and consistent with the laws and ordinances governing municipal government.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Assessing Department	6,492,066	6,323,647	6,347,993	6,518,855
	Auditing Department	2,254,052	2,152,643	2,292,644	2,417,373
	Budget Management	3,006,839	2,812,751	2,639,976	2,641,827
	Execution of Courts	15,969,757	21,021,654	3,500,000	3,500,000
	Graphic Arts Department	1,516,636	0	0	0
	Health Insurance	196,076,530	200,780,123	218,282,804	196,755,586
	Human Resources	3,065,928	3,094,778	3,347,733	3,487,107
	Labor Relations	1,370,636	1,324,500	1,411,048	1,443,982
	Library Department	29,862,262	30,378,422	30,138,832	31,177,051
	Medicare Payments	6,594,999	5,697,616	7,924,250	8,280,841
	Office of Administration & Finance	743,536	665,522	833,847	886,337
	Pensions & Annuities - City	4,100,000	4,100,000	4,100,000	4,100,000
	Pensions & Annuities - County	49,212	41,673	100,000	100,000
	Purchasing Division	1,305,959	1,621,171	1,649,633	1,668,330
	Registry Division	933,379	965,186	1,046,515	1,012,775
	Treasury Department	4,227,492	4,208,160	4,313,184	3,911,661
	Unemployment Compensation	16,318	159,806	350,000	350,000
	Workers' Compensation Fund	2,022,698	1,444,746	2,200,000	2,200,000
	Total	279,608,299	286,792,398	290,478,459	270,451,725

<i>Capital Budget Expenditures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Estimated '12</i>	<i>Projected '13</i>
Library Department	5,473,652	2,733,573	7,046,034	18,768,832
Total	5,473,652	2,733,573	7,046,034	18,768,832

<i>External Funds Expenditures</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
Auditing Department	56,012	2,016,767	2,614,248	1,095,005
Human Resources	7,464	0	0	0
Library Department	9,277,880	7,805,962	6,516,456	8,202,933
Total	9,341,356	9,822,729	9,130,704	9,297,938

Office of Administration & Finance Operating Budget

Meredith Weenick, Chief Financial Officer & Collector-Treasurer, Appropriation: 144
John D. Dunlap, Chief of Personnel & Labor Relations

Department Mission

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

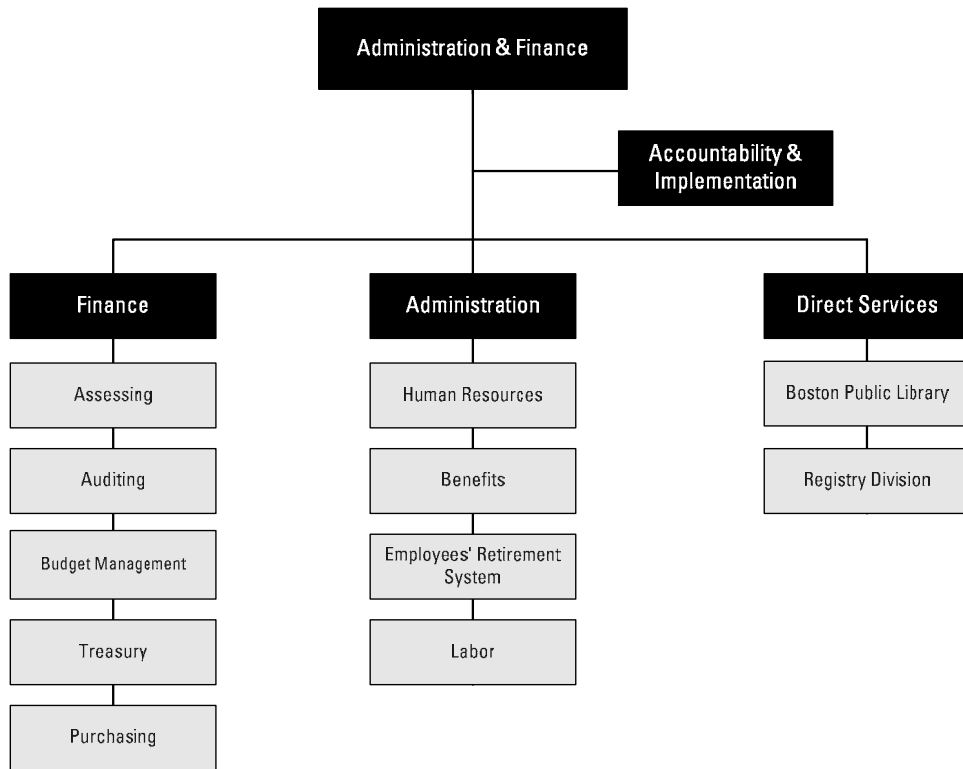
FY13 Performance Strategies

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Administration & Finance	743,536	665,522	833,847	886,337
	Total	743,536	665,522	833,847	886,337

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	689,401	564,228	686,379	712,273
	Non Personnel	54,135	101,294	147,468	174,064
	Total	743,536	665,522	833,847	886,337

Office of Administration & Finance Operating Budget



Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	689,401	564,228	686,379	712,273	25,894
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	689,401	564,228	686,379	712,273	25,894
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	7,792	6,942	6,993	6,864	-129
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	552	654	750	300	-450
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	39,585	91,431	136,600	162,275	25,675
Total Contractual Services	47,929	99,027	144,343	169,439	25,096
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	528	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	1,729	1,338	1,925	3,225	1,300
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	2,257	1,338	1,925	3,225	1,300
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	836	929	1,200	1,400	200
Total Current Chgs & Oblig	836	929	1,200	1,400	200
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	1,190	0	0	0	0
55900 Misc Equipment	1,923	0	0	0	0
Total Equipment	3,113	0	0	0	0
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	743,536	665,522	833,847	886,337	52,490

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary	
Admin Secretary	EXM	14	1.00	44,500	Exec Assistant	EXM	10	2.00	187,788	
Chief of Personnel & Labor Relations	CDH	NG	1.00	130,357	Prin Admin Assistant	EXM	08	1.00	86,844	
Data Proc Sys Analyst	EXM	06	1.00	72,313	Prin Admin Assistant	EXM	10	1.00	72,184	
Director of Administrative Services	CDH	NG	1.00	146,198	Spec Assistant	MYN	NG	1.00	105,288	
					Total				9	845,472
					Adjustments					
					Differential Payments				0	
					Other				18,985	
					Chargebacks				-80,000	
					Salary Savings				-72,184	
					FY13 Total Request				712,273	

Program 1. Administration & Finance

Meredith Weenick, Chief Financial Officer & Collector-Treasurer, Organization: 144100
John D. Dunlap, Chief of Personnel & Labor Relations

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of city workforce - people of color	36%	35%	35%	37%
% of city workforce - women	31%	30%	31%	32%
Average return on city investments	.36%	.31%	.28%	.2%
Property tax collection rate	98.8%	98.9%	98.9%	99%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	689,401	564,228	686,379	712,273
Non Personnel	54,135	101,294	147,468	174,064
Total	743,536	665,522	833,847	886,337

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.

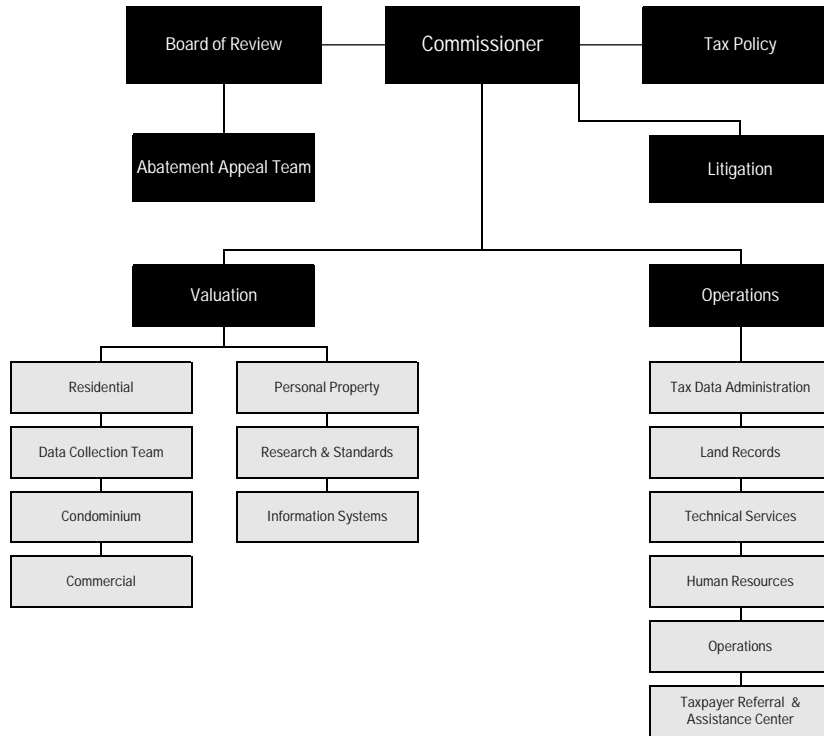
FY13 Performance Strategies

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

Operating Budget	Program Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Operations	1,894,695	1,844,293	1,920,357	1,978,949
	Valuation	2,749,978	2,781,255	2,920,108	3,062,916
	Executive	1,847,393	1,698,099	1,507,528	1,476,990
	Total	6,492,066	6,323,647	6,347,993	6,518,855

Operating Budget		Actual '10	Actual '11	Approp '12	Budget '13
	Personnel Services	5,401,756	5,364,492	5,671,863	5,755,745
	Non Personnel	1,090,310	959,155	676,130	763,110
	Total	6,492,066	6,323,647	6,347,993	6,518,855

Assessing Department Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	5,382,287	5,334,798	5,650,963	5,725,745	74,782
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	14,209	11,964	10,900	20,000	9,100
51600 Unemployment Compensation	5,260	17,730	10,000	10,000	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	5,401,756	5,364,492	5,671,863	5,755,745	83,882
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	78,507	55,642	88,500	62,500	-26,000
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	20,370	23,596	18,000	18,000	0
52800 Transportation of Persons	0	63	0	4,274	4,274
52900 Contracted Services	767,916	650,652	383,950	435,400	51,450
Total Contractual Services	866,793	729,953	490,450	520,174	29,724
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	2,517	5,490	5,495	5,591	96
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	109,728	56,386	52,000	102,000	50,000
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	112,245	61,876	57,495	107,591	50,096
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	84,325	133,778	105,200	112,500	7,300
Total Current Chgs & Oblig	84,325	133,778	105,200	112,500	7,300
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	8,547	0	22,985	22,845	-140
55600 Office Furniture & Equipment	0	24,997	0	0	0
55900 Misc Equipment	18,400	8,551	0	0	0
Total Equipment	26,947	33,548	22,985	22,845	-140
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	6,492,066	6,323,647	6,347,993	6,518,855	170,862

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary	
Admin Analyst	SU4	14	9.00	431,292	Member-Bd Of Review	EXO	NG	1.00	85,234	
Admin Assistant	SU4	15	2.00	118,641	Office Manager(Asn)	SU4	16	3.00	188,679	
Admin Assistant	SU4	16	2.00	125,786	Prin Admin Assistant	EXM	08	2.00	139,085	
Admin Assistant	SU4	18	1.00	76,485	Prin Admin Assistant	EXM	09	1.00	93,276	
Asst Assessor	AFL	16A	4.00	237,170	Prin Admin Assistant	SE1	08	3.00	249,470	
Asst Assessor (Trainee II)	AFL	14	4.00	158,666	Prin Admin Assistant	SE1	09	4.00	350,636	
Asst Dir-Assessing Plan Maint	AFJ	19A	1.00	82,565	Prin Data Proc Systems Analyst	SE1	10	2.00	201,801	
Commissioner	CDH	NG	1.00	140,385	Property Officer	SU4	10	1.00	35,915	
Dir-Assessing Services	SE1	07	4.00	283,453	Research Analyst	SU4	16	4.00	209,145	
DP Sys Anl	SE1	06	2.00	123,629	Research Assessor	AFL	18	1.00	73,400	
Exec Asst	EXM	10	3.00	302,703	Sr Adm Anl	SE1	06	4.00	260,307	
Exec Asst	EXM	11	1.00	83,198	Sr Assessing Draftsperson	AFJ	18A	2.00	131,293	
Exec Asst	EXM	12	2.00	222,281	Sr Data Proc Sys Analyst	SE1	08	1.00	71,909	
Head Clerk	SU4	12	8.00	293,124	Sr Research Analyst (Asn)	SU4	18	2.00	141,657	
Head Clerk & Secretary	SU4	13	1.00	43,381	Supv-Asst Assessors	AFJ	18	1.00	57,250	
Jr Assessing Draftsperson	AFJ	16A	1.00	62,744	Supv-Asst Assessors	AFL	18	9.00	646,808	
Management Analyst	SE1	06	1.00	79,459	Title Examiner	SU4	13	1.00	42,525	
					Total				89	5,843,352
					Adjustments					
					Differential Payments				0	
					Other				39,500	
					Chargebacks				0	
					Salary Savings				-157,107	
					FY13 Total Request				5,725,745	

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.

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of map requests completed in 3 days	100%	100%	100%	100%
% of personal exemption applications processed within 20 days	100%	100%	100%	100%
Map requests received	574	424	160	200
Personal exemption applications received	3,930	4,420	4,170	4,200
Residential exemption applications received	5,591	11,929	7,350	7,200

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	1,675,063	1,657,160	1,744,077	1,737,139
Non Personnel	219,632	187,133	176,280	241,810
Total	1,894,695	1,844,293	1,920,357	1,978,949

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.

Program Strategies

- To maintain accurate parcel and ownership data so as to ensure a fair assessment system.
- To maintain and ensure data quality for all real and personal property to produce consistent and accurate values.
- To resolve abatements in a timely and responsive manner.

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
% of first time commercial abatement applications reviewed	91%	100%	100%	100%
% of maintenance parcels inspected	100%	100%	100%	100%
First time commercial abatement applications filed	766	434	407	400
Maintenance parcels inspected	6,542	7,768	5,625	8,000
Personal property sites inspected		1,445	1,239	1,400
Residential and condo abatement applications reviewed	1,344	1,672	1,096	1,100

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	2,591,273	2,612,382	2,754,208	2,910,616
Non Personnel	158,705	168,873	165,900	152,300
Total	2,749,978	2,781,255	2,920,108	3,062,916

Program 3. Executive

Ronald W. Rakow, Commissioner Organization: 136300

Program Description

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

Program Strategies

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

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
% of current fiscal year abatement cases closed	19%	23%	53%	50%
% of public requests to Commissioner's office addressed within 3 days	100%	100%	100%	96%
Public requests received	698	586	527	500

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	1,135,420	1,094,950	1,173,578	1,107,990
Non Personnel	711,973	603,149	333,950	369,000
Total	1,847,393	1,698,099	1,507,528	1,476,990

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.

FY13 Performance Strategies

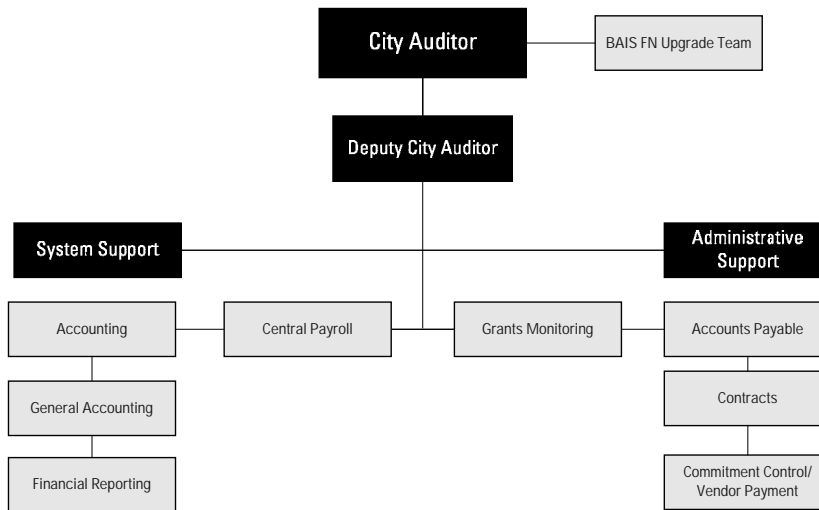
- To ensure the City's financial records are complete and accurate.
- To ensure the efficient management of payroll records and provide timely responses to all requests for information.
- To process payrolls and related transactions completely, accurately, and on-time.
- To provide a support structure for effective management and operations.
- To review, process, and record financial transactions in a timely fashion and undertake custody of financial records.
- To review, process, and record financial transactions in a timely fashion.
- To review, process, and record financial transactions.

Operating Budget	Program Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Administration	439,445	454,461	478,620	494,362
	Accounting	556,129	533,461	576,396	600,223
	Central Payroll	473,640	471,540	496,877	503,170
	Grants Monitoring	200,489	208,297	223,727	163,990
	Accounts Payable	584,349	484,884	517,024	655,628
	Total	2,254,052	2,152,643	2,292,644	2,417,373

External Funds Budget	Fund Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	ARRA - Earned Indirect	56,012	87,807	69,037	319,762
	BAIS Financials Upgrade	0	1,928,960	2,545,211	661,443
	Earned Indirect	0	0	0	113,800
	Total	56,012	2,016,767	2,614,248	1,095,005

Operating Budget		Actual '10	Actual '11	Approp '12	Budget '13
	Personnel Services	2,108,049	2,016,170	2,149,835	2,276,131
	Non Personnel	146,003	136,473	142,809	141,242
	Total	2,254,052	2,152,643	2,292,644	2,417,373

Auditing Department Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	2,079,630	1,985,666	2,139,955	2,259,131	119,176
51100 Emergency Employees	11,275	0	0	0	0
51200 Overtime	10,297	27,063	9,880	17,000	7,120
51600 Unemployment Compensation	6,847	3,441	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,108,049	2,016,170	2,149,835	2,276,131	126,296
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	9,497	7,531	10,086	7,262	-2,824
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	6,641	7,436	9,718	9,718	0
52800 Transportation of Persons	0	898	1,000	2,257	1,257
52900 Contracted Services	100,548	97,613	105,100	105,100	0
Total Contractual Services	116,686	113,478	125,904	124,337	-1,567
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	10,844	8,675	11,200	11,200	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	16	280	500	500	0
Total Supplies & Materials	10,860	8,955	11,700	11,700	0
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	212	38	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	5,917	6,073	5,205	5,205	0
Total Current Chgs & Oblig	6,129	6,111	5,205	5,205	0
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	12,328	6,164	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	1,765	0	0	0
Total Equipment	12,328	7,929	0	0	0
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	2,254,052	2,152,643	2,292,644	2,417,373	124,729

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Admin Analyst	SE1	04	2.00	100,869	Prin Admin Assistant	SE1	08	2.00	163,944
Admin Assistant	SE1	05	1.00	62,067	Senior Admin Asst	SE1	07	1.00	79,459
Asst City Auditor	SE1	09	2.00	186,552	Sr Accountant	SU4	13	4.00	189,501
Asst Prin Accountant	SU4	14	2.00	103,445	Sr Adm An(SpProjStff)(Aud)	SE1	06	3.00	196,161
City Auditor	CDH	NG	1.00	121,457	Sr Adm Anl	SE1	06	1.00	62,273
Dep City Auditor	EXM	11	1.00	107,091	Sr Data Proc Sys An(Budget)	SE1	09	1.00	93,276
Head Account Clerk	SU4	12	4.00	152,121	Sr. Research Analyst	SE1	03	3.00	164,769
Pr Admin Asst	SE1	10	2.00	201,801	SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	54,923
Prin Admin Analyst	SE1	07	2.00	153,444	Supv-Acctng(TransDiv)(Aud)	SE1	05	1.00	66,358
					Supv-Acctng(Auditing)	SE1	05	2.00	125,235
					Total			36	2,384,746
					Adjustments				
					Differential Payments				0
					Other				31,560
					Chargebacks				-157,175
					Salary Savings				0
					FY13 Total Request				2,259,131

External Funds History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	0	303,730	724,176	555,282	-168,894
51100 Emergency Employees	0	0	32,263	17,318	-14,945
51200 Overtime	0	142	300,000	20,000	-280,000
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	5,918	0	4,827	4,827
51500 Pension & Annuity	0	5,124	0	3,254	3,254
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	791	0	524	524
Total Personnel Services	0	315,705	1,056,439	601,205	-455,234
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	0	0	71,000	3,700	-67,300
52200 Utilities	0	0	43,000	21,500	-21,500
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	95,000	2,500	-92,500
52700 Repairs & Service of Equipment	0	0	11,000	3,000	-8,000
52800 Transportation of Persons	0	3,494	6,000	4,500	-1,500
52900 Contracted Services	56,012	36,510	531,855	444,000	-87,855
Total Contractual Services	56,012	40,004	757,855	479,200	-278,655
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	7,000	2,000	-5,000
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	0	477	10,600	5,250	-5,350
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	5,000	1,000	-4,000
Total Supplies & Materials	0	477	22,600	8,250	-14,350
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	0	1,657,457	607,354	1,350	-606,004
Total Current Chgs & Oblig	0	1,657,457	607,354	1,350	-606,004
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	150,000	0	-150,000
55900 Misc Equipment	0	3,124	20,000	5,000	-15,000
Total Equipment	0	3,124	170,000	5,000	-165,000
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	56,012	2,016,767	2,614,248	1,095,005	-1,519,243

External Funds Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Admin Asst	SE1	05	1.00	23,428	Sr Adm Analyst	SE1	06	2.00	55,224
Prin Admin Assistant	SE1	09	1.00	46,638	Sr Data Proc Systems Anl I	SE1	09	5.00	206,343
Prin Dp Sys Anl-DP	SE1	11	1.00	52,799	SrAdminAnl(SpecialProjects)Aud	EXM	06	1.00	36,157
					Total			11	420,589
					Adjustments				
					Differential Payments				0
					Other				20,893
					Chargebacks				113,800
					Salary Savings				0
					FY13 Total Request				555,282

Program 1. Administration

Dennis Coughlin, Manager Organization: 131100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of information requests processed within 10 days	83%	73%	82%	90%
% of personnel transactions accurately processed in 5 days	100%	100%	100%	100%
% of vendor invoices accurately processed within 3 days	99%	100%	100%	100%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	402,550	369,513	450,824	466,673
Non Personnel	36,895	84,948	27,796	27,689
Total	439,445	454,461	478,620	494,362

Program 2. Accounting

Paul F. Waple, Manager Organization: 131200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of account reconciliations completed within 5 days	100%	76%	97%	95%
% of journal vouchers completed within 3 days	99%	99%	100%	95%
% of payrolls posted within 7 days of pay period end	100%	94%	95%	95%
Account reconciliations completed	903	974	900	800
Journal vouchers processed accounting	21,958	20,375	17,318	17,000
Monthly financial reports distributed	812	874	802	815
Pay periods posted within 7 days	52	49	51	47

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	551,750	528,768	571,279	595,417
Non Personnel	4,379	4,693	5,117	4,806
Total	556,129	533,461	576,396	600,223

Program 3. Central Payroll

Diane O'Malley, Manager Organization: 131300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of payroll confirms met within scheduled time frame	65%	43%	84%	80%
Payroll reviews			0	5
Payrolls confirmed within scheduled time frame	34	23	43	42
Scheduled payroll confirms	52	53	51	52

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	470,078	469,638	492,715	499,266
Non Personnel	3,562	1,902	4,162	3,904
Total	473,640	471,540	496,877	503,170

Program 4. Grants Monitoring

Mary L. Raysor, Manager Organization: 131400

Program Description

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

Program Strategies

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

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
% of journal vouchers processed within 3 days	85%	86%	82%	80%
Journal vouchers processed grants	1,588	1,589	1,719	1,100
Journal vouchers processed within 3 days	1,346	1,374	1,419	880
Subrecipient findings cleared	11	2	17	24
Subrecipient findings reported	12	5	54	30

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	198,657	206,410	219,839	160,279
Non Personnel	1,832	1,887	3,888	3,711
Total	200,489	208,297	223,727	163,990

Program 5. Accounts Payable

Julie Ann Tippett, Manager Organization: 131500

Program Description

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

Program Strategies

- To review, process, and record financial transactions.

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of contracts routed within 3 days of receipt	81%	90%	84%	85%
% of procurement documents approved within 3 days	91%	94%	93%	90%
% of vendor invoices processed within 5 days	99%	98%	95%	95%
Procurement documents approved	14,753	18,777	23,263	23,000

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	485,014	441,841	415,178	554,496
Non Personnel	99,335	43,043	101,846	101,132
Total	584,349	484,884	517,024	655,628

External Funds Projects

ARRA – Earned Indirect

Project Mission

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

B AIS 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 is being funded with a combination of capital, Erate reimbursement and Indirect resources and is expected to be completed by the end of FY13.

Budget Management Operating Budget

Karen A. Connor, Director Appropriation: 141

Department Mission

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

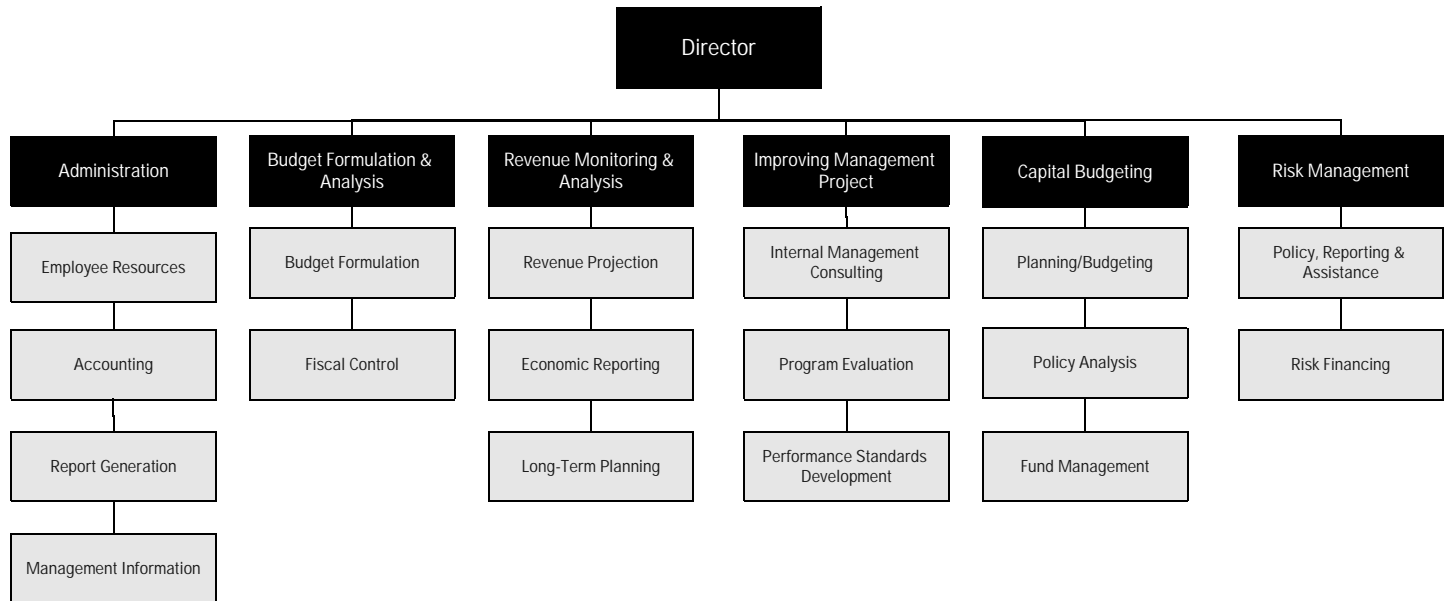
FY13 Performance Strategies

- To conduct accurate, objective, and independent analysis of City programs.
- To develop and implement a city-wide risk financing strategy.
- To ensure a balanced budget that achieves its stated goals.
- To ensure a balanced budget that achieves its stated objectives.
- To monitor service delivery and its relationship to financial resources.

Operating Budget	Program Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Administration	1,555,475	1,532,584	1,492,817	1,491,283
	Budget Formulation	515,450	412,694	572,602	589,996
	Revenue Monitoring	254,331	263,885	271,829	270,616
	Improving Management Project	57,507	57,830	60,459	66,966
	Capital Budgeting	466,103	388,158	82,491	64,055
	Risk Management	157,973	157,600	159,778	158,911
	Total	3,006,839	2,812,751	2,639,976	2,641,827

Operating Budget		Actual '10	Actual '11	Approp '12	Budget '13
	Personnel Services	2,042,604	1,982,101	1,733,351	1,742,451
	Non Personnel	964,235	830,650	906,625	899,376
	Total	3,006,839	2,812,751	2,639,976	2,641,827

Budget Management Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	2,015,812	1,967,315	1,713,351	1,722,451	9,100
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	21,142	14,786	20,000	20,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	5,650	0	0	0	0
Total Personnel Services	2,042,604	1,982,101	1,733,351	1,742,451	9,100
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	24,165	9,536	24,400	15,900	-8,500
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	0	0	0	0	0
52700 Repairs & Service of Equipment	5,184	4,329	2,500	3,500	1,000
52800 Transportation of Persons	74	225	275	526	251
52900 Contracted Services	762,067	654,281	702,500	702,500	0
Total Contractual Services	791,490	668,371	729,675	722,426	-7,249
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	2,568	1,695	4,600	4,600	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	102	96	2,000	2,000	0
Total Supplies & Materials	2,670	1,791	6,600	6,600	0
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	4,753	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	161,999	159,811	170,350	170,350	0
Total Current Chgs & Oblig	166,752	159,811	170,350	170,350	0
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	3,185	0	0	0	0
55900 Misc Equipment	138	677	0	0	0
Total Equipment	3,323	677	0	0	0
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	3,006,839	2,812,751	2,639,976	2,641,827	1,851

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary	
Admin Assistant	SU4	16	1.00	62,893	Prin Admin Assistant	SE1	08	1.00	86,844	
Admin Secretary	SU4	14	1.00	44,368	Prin Budget Analyst (Ads-Bdd)	SE1	09	1.00	93,276	
Budget Policy Analyst	MYO	07	1.00	63,692	Spec Asst I	MYO	10	1.00	68,110	
Deputy Director	MYO	14	1.00	98,929	Sr Adm An(SpProjStff)(Aud)	SE1	06	1.00	72,313	
Exec Asst	EXM	10	4.00	403,604	Sr Data Proc Sys An(Budget)	SE1	09	1.00	93,276	
Exec Asst	EXM	12	1.00	111,140	Sr Finance Manager	MYO	10	1.00	80,591	
Management Analyst	SE1	06	7.00	420,239	Sr Management Analyst	SE1	08	3.00	223,329	
Prin Admin Assistant	EXM	07	1.00	54,563	Supv-Budget	CDH	NG	1.00	114,562	
					Total				27	2,091,730
					Adjustments					
					Differential Payments				0	
					Other				23,258	
					Chargebacks				-293,608	
					Salary Savings				-98,929	
					FY13 Total Request				1,722,451	

Program 1. Administration

Karen A. Connor, Manager Organization: 141100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of available regular hours worked	97%	96%	98%	99%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	667,865	763,700	661,692	661,507
Non Personnel	887,610	768,884	831,125	829,776
Total	1,555,475	1,532,584	1,492,817	1,491,283

Program 2. Budget Formulation

James M. Williamson, Manager Organization: 141200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Balanced budget submitted to City Council	1	1	1	1
Monthly expenditure variance reports available to city departments	10	10	10	10

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	507,821	409,474	564,602	583,996
Non Personnel	7,629	3,220	8,000	6,000
Total	515,450	412,694	572,602	589,996

Program 3. Revenue Monitoring

Chris Giuliani, Manager Organization: 141300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% by which actual revenues exceed actual expenditures	0.4%	0.2%	0.5%	0.4%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	252,156	262,931	269,629	269,116
Non Personnel	2,175	954	2,200	1,500
Total	254,331	263,885	271,829	270,616

Program 4. Improving Management Project

Karen A. Connor, Manager Organization: 141400

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Hours of continuing Professional Education Training	195	51	431	100
Program or service analyses completed	3	3	3	3
Project benefits realized	2	2	2	2

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	55,332	56,876	58,259	65,466
Non Personnel	2,175	954	2,200	1,500
Total	57,507	57,830	60,459	66,966

Program 5. Capital Budgeting

John Hanlon, Manager Organization: 141500

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of funds expended in accordance with bond requirements	100%	100%	100%	100%
Debt service costs as a % of operating expenditures	5.5%	5.5%	5.7%	5.6%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	462,237	386,509	77,991	61,555
Non Personnel	3,866	1,649	4,500	2,500
<i>Total</i>	<i>466,103</i>	<i>388,158</i>	<i>82,491</i>	<i>64,055</i>

Program 6. Risk Management

Lynda Fraley, Manager Organization: 141600

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
City-wide risk management reviews or improvements	1	1	1	1
Risk financing strategy implemented	87%	87%	87%	87%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	97,193	102,611	101,178	100,811
Non Personnel	60,780	54,989	58,600	58,100
<i>Total</i>	<i>157,973</i>	<i>157,600</i>	<i>159,778</i>	<i>158,911</i>

Execution of Courts Operating Budget

Appropriation: 333

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Execution of Courts	15,969,757	21,021,653	3,500,000	3,500,000
	<i>Total</i>	<i>15,969,757</i>	<i>21,021,653</i>	<i>3,500,000</i>	<i>3,500,000</i>

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	0	0	0	0
	Non Personnel	15,969,757	21,021,653	3,500,000	3,500,000
	<i>Total</i>	<i>15,969,757</i>	<i>21,021,653</i>	<i>3,500,000</i>	<i>3,500,000</i>

Health Insurance Operating Budget

Appropriation: 148

Department Mission

The Health Insurance appropriation provides funding for a variety of health insurance, dental care, vision care, and life insurance plans to approximately 28,300 active employee and retiree subscribers within the guidelines of MGL Chapter 32B.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Health Insurance	196,076,530	200,780,123	218,282,804	196,755,586
	<i>Total</i>	<i>196,076,530</i>	<i>200,780,123</i>	<i>218,282,804</i>	<i>196,755,586</i>

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	0	0	0	0
	Non Personnel	196,076,530	200,780,123	218,282,804	196,755,586
	<i>Total</i>	<i>196,076,530</i>	<i>200,780,123</i>	<i>218,282,804</i>	<i>196,755,586</i>

Human Resources Operating Budget

Vivian Leonard, Director Appropriation: 142

Department Mission

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

FY13 Performance Strategies

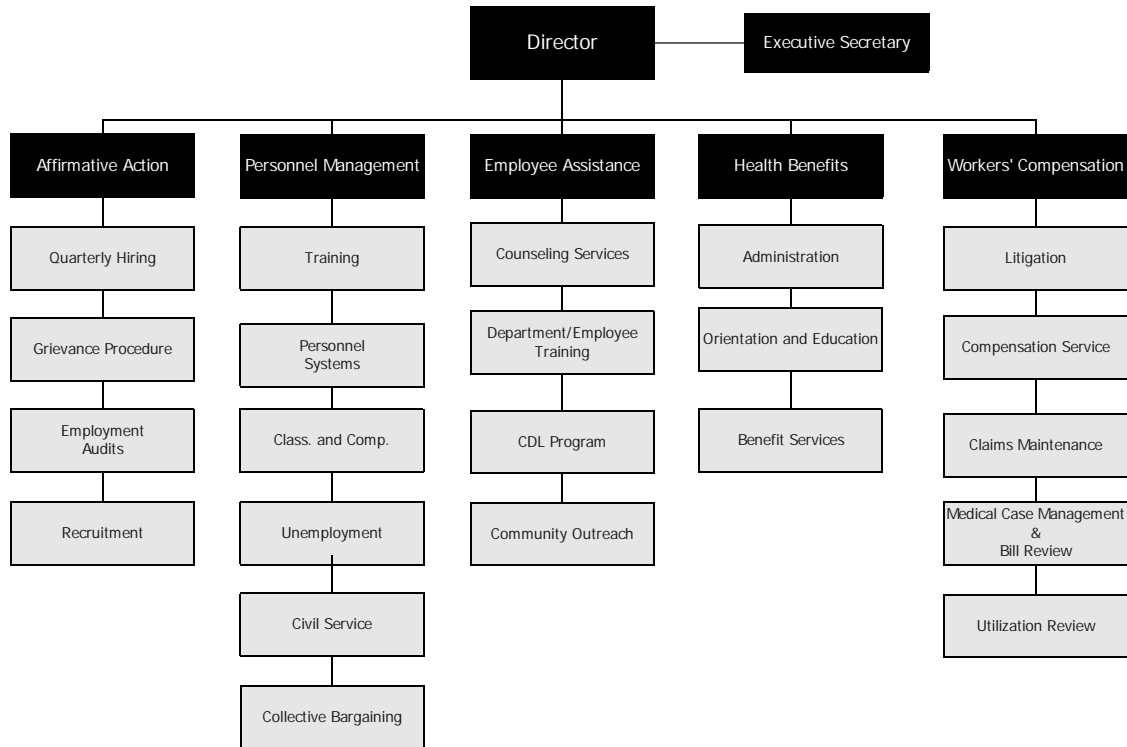
- To recruit and sustain a workforce that reflects Boston's diverse population.
- To reduce medical and indemnity costs associated with workers' compensation claims.
- To return injured employees to work as soon as possible.
- To track all new hires by race, gender and salary on a monthly basis.

Operating Budget	Program Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Personnel	1,490,681	1,450,597	1,683,260	1,736,922
	Affirmative Action	78,541	86,305	103,459	91,197
	Health Benefits & Insurance	531,911	541,711	585,514	685,807
	Employee Assistance	155,852	164,810	97,053	95,339
	Workers' Compensation	808,943	851,355	878,447	877,842
	Total	3,065,928	3,094,778	3,347,733	3,487,107

External Funds Budget	Fund Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Occupational Safety & Health Education & Training	7,464	0	0	0
	Total	7,464	0	0	0

Operating Budget		Actual '10	Actual '11	Approp '12	Budget '13
	Personnel Services	2,820,294	2,845,375	3,036,504	3,155,380
	Non Personnel	245,634	249,403	311,229	331,727
	Total	3,065,928	3,094,778	3,347,733	3,487,107

Human Resources Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	2,760,601	2,809,387	2,992,933	3,111,800	118,867
51100 Emergency Employees	45,453	20,592	43,571	43,580	9
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	14,240	15,396	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,820,294	2,845,375	3,036,504	3,155,380	118,876
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	30,673	23,331	29,000	23,000	-6,000
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	3,988	4,368	4,926	3,926	-1,000
52800 Transportation of Persons	0	0	0	2,514	2,514
52900 Contracted Services	26,213	38,752	79,850	106,638	26,788
Total Contractual Services	60,874	66,451	113,776	136,078	22,302
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	29,742	28,937	45,025	31,948	-13,077
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	29,742	28,937	45,025	31,948	-13,077
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	498	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	143,246	145,725	152,428	154,201	1,773
Total Current Chgs & Oblig	143,744	145,725	152,428	154,201	1,773
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	8,454	4,227	0	0	0
55600 Office Furniture & Equipment	2,820	0	0	0	0
55900 Misc Equipment	0	4,063	0	9,500	9,500
Total Equipment	11,274	8,290	0	9,500	9,500
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	3,065,928	3,094,778	3,347,733	3,487,107	139,374

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Adm Analyst	SU4	14	1.00	51,722	Personnel Asst	SU4	17	2.00	136,026
Admin Assistant	SU4	15	1.00	58,161	Prin Admin Analyst	EXM	07	1.00	79,459
Admin Secretary	SE1	04	1.00	60,402	Prin Admin Assistant	EXM	08	1.00	74,111
Affirm Action Monitor	SE1	05	1.00	66,358	Prin Admin Assistant	EXM	09	1.00	93,275
Alcoholism Coord I	SU4	18	1.00	76,001	Prin Admin Assistant	SE1	07	1.00	79,459
Asst Corp Counsel III	EXM	08	1.00	86,844	Prin Admin Assistant	SE1	08	2.00	173,689
Asst Director	EXM	12	2.00	216,418	Prin Research Analyst	SE1	06	1.00	56,987
DP Sys Anl	SE1	06	1.00	72,313	Principal Clerk	SU4	10	1.00	42,541
Employee Devel Coord(Supv/Pers)	SE1	08	1.00	86,844	Senior Admin Asst	SE1	07	1.00	79,459
Exec Asst (EAP/OHR)	EXM	09	1.00	93,275	Sr Adm Assistant	SE1	06	1.00	72,313
Head Account Clerk	SU4	12	3.00	133,482	Sr Adm Asst	SE1	08	2.00	173,689
Head Clerk	SU4	12	4.00	149,375	Sr Adm Asst (PPerAnl/C&C)	EXM	09	1.00	93,275
Head Clerk & Secretary	SU4	13	1.00	47,833	Sr Adm Asst(W.C)	SE1	06	2.00	144,627
Health Insurance Coordinator	EXM	12	1.00	111,140	Supv Of Personnel	CDH	NG	1.00	112,892
Human Resources Representative	SU4	15	3.00	157,060	Supvising Claims Agent (Asd)	EXM	09	1.00	91,917
Internship & Fellowship recruiter	SE1	05	1.00	57,684	Supv-Management Svcs	SU4	17	3.00	186,958
Personnel Analyst	SE1	05	1.00	66,358	Utilization Review Spec	SE1	06	1.00	72,313
					Workmen'S Compensation Agent	EXM	11	1.00	107,091
					Total			49	3,461,352
					Adjustments				
					Differential Payments				0
					Other				36,851
					Chargebacks				-318,518
					Salary Savings				-67,884
					FY13 Total Request				3,111,801

External Funds History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	0	0	0	0	0
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	0	0	0	0
51500 Pension & Annuity	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	0	0	0	0	0
Total Personnel Services	0	0	0	0	0
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	7,464	0	0	0	0
Total Contractual Services	7,464	0	0	0	0
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	0	0	0	0	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	0	0	0	0	0
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	0	0	0	0	0
Total Current Chgs & Oblig	0	0	0	0	0
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	7,464	0	0	0	0

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.

Program Strategies

- To improve attendance by monitoring and reducing absenteeism (non-public safety/BPS).
- To track all new hires by race, gender and salary on a monthly basis.
- To track city-wide promotions by race, gender, and salary on a monthly basis.

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of city workforce earning over median salary - people of color	30%	30%	30%	30%
% of city workforce earning over median salary - women	19%	19%	19%	20%
% of total new hires - people of color	40%	36%	36%	40%
% of total new hires - women	39%	39%	38%	40%
% of total promotions - people of color	17%	25%	29%	33%
% of total promotions - women	20%	22%	35%	37%
Citywide - % of total person hours absent	4	4	4	TBR
Citywide - Hours absent per employee	78	76	78	TBR
Median salary of City employees	60,395	60,708	60,812	TBR
Total employees in city workforce	8,020	7,864	7,861	TBR
Total new hires	265	461	392	TBR
Total promotions	126	125	154	TBR

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	1,308,806	1,292,904	1,475,435	1,513,295
Non Personnel	181,875	157,693	207,825	223,627
Total	1,490,681	1,450,597	1,683,260	1,736,922

Program 2. Affirmative Action

Vivian Leonard, Manager Organization: 142200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of city workforce - people of color	36%	35%	35%	37%
% of city workforce - women	31%	30%	31%	32%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	71,971	76,306	76,959	76,197
Non Personnel	6,570	9,999	26,500	15,000
Total	78,541	86,305	103,459	91,197

Program 3. Health Benefits & Insurance

Eugene Pastore, Director Organization: 142300

Program Description

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

Program Strategies

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

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
% of active employees enrolled in HMOs	93%	93%	86%	86%
Active employees enrolled in health insurance	15,716	15,537	15,328	15,332
Employee % share of total healthcare costs - Family plan	18	18	18.5	22
Employees enrolled in dental/vision benefit plan	6,166	5,813	5,833	5,815
Employer cost of most utilized HMO family plan	15,690	17,180	18,155	17,661
Health insurance premiums as % of total City expenditures	12	13	13	12

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	505,632	510,341	563,139	647,332
Non Personnel	26,279	31,370	22,375	38,475
Total	531,911	541,711	585,514	685,807

Program 4. Employee Assistance

Jay Donovan, Director 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, alcohol, drug, emotional stress and other personal concerns which may adversely affect job performance.

Program Strategies

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

<i>Performance Measures</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Assessments completed		333	342	364	366
Referrals made		332	361	370	358

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services		155,852	164,810	97,053	95,339
Non Personnel		0	0	0	0
Total		155,852	164,810	97,053	95,339

Program 5. Workers' Compensation

Vivian Leonard, Manager Organization: 142500

Program Description

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

Program Strategies

- To process injury claims promptly.
- To reduce medical and indemnity costs associated with workers' compensation claims.
- To return injured employees to work as soon as possible.

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Average number of claimants on Workers Compensation payroll (non-uniform)	245	246	240	240
Total medical costs paid to Workers Compensation claimants (non-uniform)	2,622,104	2,724,642	2,900,000	2,900,000
Total reported injuries (non-uniform)	1,101	1,180	1,056	1,056
Total wages paid to Workers Compensation claimants (non-uniform)	9,000,323	8,776,273	9,000,000	9,200,000
Total Workers Compensation payroll as a % of total City payroll		1	1	1

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	778,033	801,014	823,918	823,217
Non Personnel	30,910	50,341	54,529	54,625
Total	808,943	851,355	878,447	877,842

External Funds Projects

Occupational Safety and Health Education and Training Program

Project Mission

This one year grant from the Commonwealth of MA Department of Industrial Accidents funded a pilot safety training program for employees in order to decrease work related injuries.

Labor Relations Operating Budget

Paul Curran, 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.

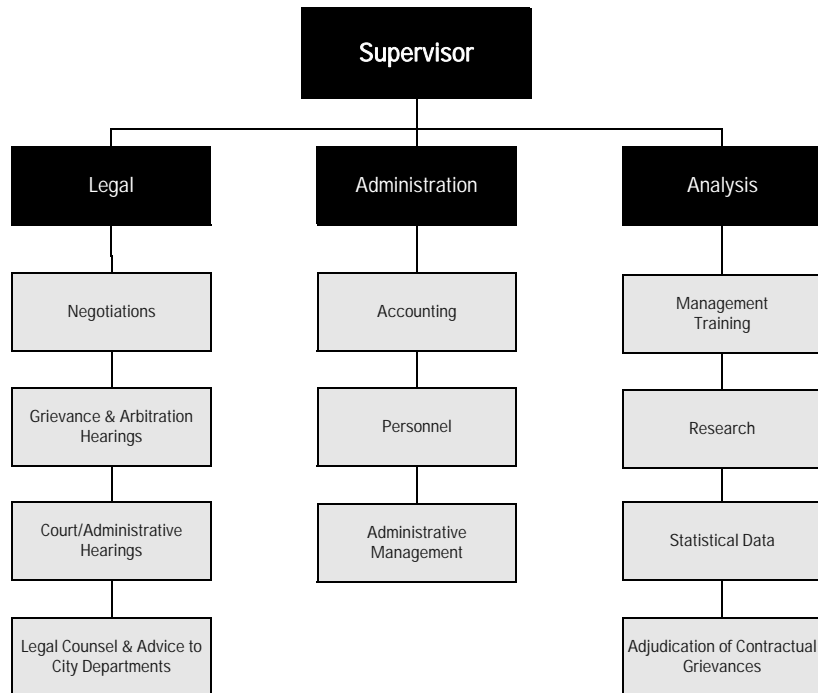
FY13 Performance Strategies

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Labor Relations	1,370,636	1,324,500	1,411,048	1,443,982
	Total	1,370,636	1,324,500	1,411,048	1,443,982

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	754,987	749,156	803,165	788,134
	Non Personnel	615,649	575,344	607,883	655,848
	Total	1,370,636	1,324,500	1,411,048	1,443,982

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 22 unions covering 7,200 employees. Additionally, the Office advises City managers and supervisors on labor matters regarding policy issues.

Department History

<i>Personnel Services</i>		FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees		745,605	749,156	798,146	783,128	-15,018
51100 Emergency Employees		9,382	0	5,019	5,006	-13
51200 Overtime		0	0	0	0	0
51600 Unemployment Compensation		0	0	0	0	0
51700 Workers' Compensation		0	0	0	0	0
Total Personnel Services		754,987	749,156	803,165	788,134	-15,031
<i>Contractual Services</i>		FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications		5,900	4,047	5,800	4,100	-1,700
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		5,029	6,439	6,550	6,550	0
52800 Transportation of Persons		2,770	734	1,500	1,500	0
52900 Contracted Services		562,419	528,950	556,390	599,520	43,130
Total Contractual Services		576,118	540,170	570,240	611,670	41,430
<i>Supplies & Materials</i>		FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies		0	0	793	807	14
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		3,315	3,052	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		3,315	3,052	5,143	5,157	14
<i>Current Chgs & Oblig</i>		FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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		29,813	21,419	32,500	32,500	0
Total Current Chgs & Oblig		29,813	21,419	32,500	32,500	0
<i>Equipment</i>		FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment		0	0	0	0	0
55400 Lease/Purchase		0	0	0	6,521	6,521
55600 Office Furniture & Equipment		0	10,703	0	0	0
55900 Misc Equipment		6,403	0	0	0	0
Total Equipment		6,403	10,703	0	6,521	6,521
<i>Other</i>		FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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		1,370,636	1,324,500	1,411,048	1,443,982	32,934

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Asst Corp Counsel III	EXM	08	6.00	487,600	Labor Relations Analyst	EXM	04	1.00	54,790
Exec Assistant	EXM	06	1.00	69,714	Legal Secretary	EXM	14	1.00	42,709
					Supv-Labor Relations	CDH	NG	1.00	113,310
					Total			10	768,122
					Adjustments				
					Differential Payments				0
					Other				15,006
					Chargebacks				0
					Salary Savings				0
					FY13 Total Request				783,128

Program 1. Labor Relations

Paul Curran, Manager Organization: 147100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of city collective bargaining contracts settled	92%	5%	32%	100%
% of grievances filed for arbitration	60%	55%	50%	50%
Training programs that OLR has presented or co-presented for City employees	17	1	43	40

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	754,987	749,156	803,165	788,134
Non Personnel	615,649	575,344	607,883	655,848
Total	1,370,636	1,324,500	1,411,048	1,443,982

Library Department Operating Budget

Amy Ryan, President Appropriation: 110

Department Mission

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

FY13 Performance Strategies

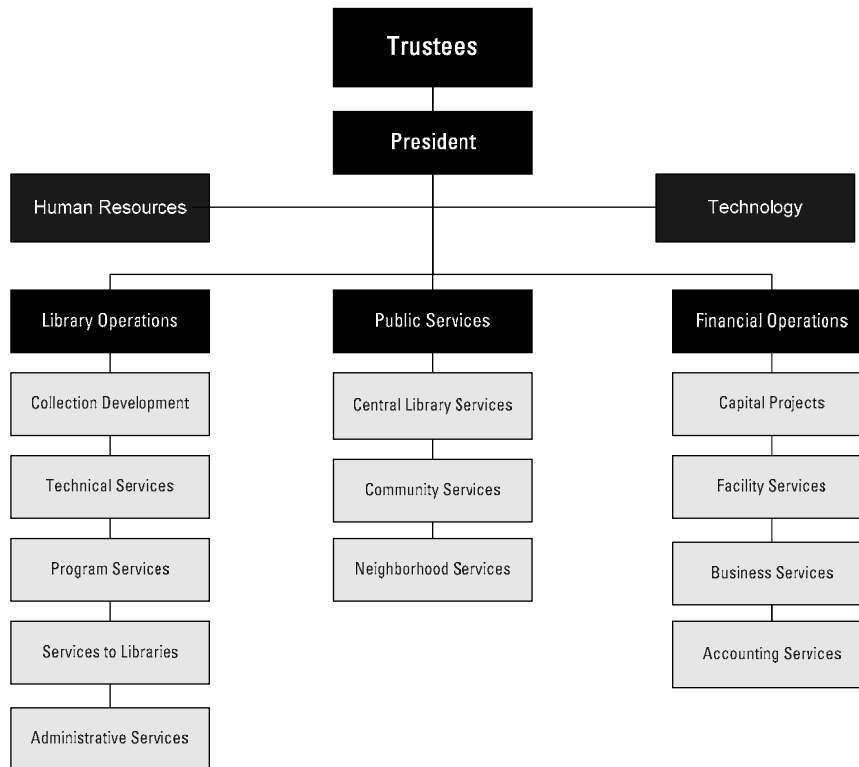
- To assist people of all ages, backgrounds, and stages of learning by offering a variety of programs to meet identified needs and interests.
- To compile and deliver, via www.bpl.org, online resources.
- To implement recommendations of a system-wide preservation team created to ensure ongoing preservation of irreplaceable materials from the library collection.
- To provide access to and encourage the use of print and non-print resources that respond to the needs and interests of all segments of the population.
- To provide and preserve access to information and collections by supporting the acquisition, maintenance, preservation, and access to materials and information in all fields of knowledge.

Operating Budget	Program Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Administration	16,062,057	16,944,299	16,225,510	16,807,749
	Community Library Services	11,144,546	11,471,394	12,299,862	12,554,827
	Research Library Services	2,655,659	1,962,729	1,613,460	1,814,475
	Total	29,862,262	30,378,422	30,138,832	31,177,051

External Funds Budget	Fund Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Boston Regional Library System	901,469	8,319	0	0
	Donations	700,528	483,099	450,000	450,000
	Library for the Commonwealth	2,564,587	2,210,482	2,206,819	2,206,821
	State Aid to Libraries	561,238	544,561	562,030	562,030
	Trust Fund Income/Other Sources	4,550,060	4,559,501	3,297,607	4,984,082
	Total	9,277,882	7,805,962	6,516,456	8,202,933

Operating Budget		Actual '10	Actual '11	Approp '12	Budget '13
	Personnel Services	20,829,933	20,764,544	20,565,843	21,005,442
	Non Personnel	9,032,329	9,613,878	9,572,989	10,171,609
	Total	29,862,262	30,378,422	30,138,832	31,177,051

Library Department Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	20,227,732	19,782,212	20,253,843	20,563,442	309,599
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	304,501	540,793	32,000	322,000	290,000
51600 Unemployment Compensation	179,621	312,605	200,000	40,000	-160,000
51700 Workers' Compensation	118,079	128,934	80,000	80,000	0
Total Personnel Services	20,829,933	20,764,544	20,565,843	21,005,442	439,599
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	45,000	45,000	45,000	90,000	45,000
52200 Utilities	3,331,639	3,571,656	3,692,424	3,671,455	-20,969
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	1,509,210	1,692,744	1,591,105	1,686,105	95,000
52700 Repairs & Service of Equipment	221,069	207,522	187,298	252,298	65,000
52800 Transportation of Persons	57,659	55,661	59,300	59,300	0
52900 Contracted Services	1,007,774	1,095,804	1,261,490	1,271,490	10,000
Total Contractual Services	6,172,351	6,668,387	6,836,617	7,030,648	194,031
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	11,597	5,308	6,739	6,739	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	3,000	3,000	1,194	1,194	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	2,604,596	2,609,788	2,344,788	2,644,788	300,000
Total Supplies & Materials	2,619,193	2,618,096	2,352,721	2,652,721	300,000
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	23,546	24,360	20,000	20,000	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	192,373	228,574	273,395	312,005	38,610
Total Current Chgs & Oblig	215,919	252,934	293,395	332,005	38,610
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	65,256	131,235	65,979
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	50,000	0	0	0
Total Equipment	0	50,000	65,256	131,235	65,979
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	24,866	24,461	25,000	25,000	0
Total Other	24,866	24,461	25,000	25,000	0
Grand Total	29,862,262	30,378,422	30,138,832	31,177,051	1,038,219

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Acquisitions Librarian I	PSA	01	0.80	33,692	Manager of Budget & Finance	PL2	08	1.00	107,653
Acquisitions Librarian III	PSA	03	0.80	56,538	Manager of Digital Services	PSA	05	0.80	67,199
Adults Librarian II	PSA	02	5.00	320,941	Manager of Education, Interp & Outreach	PL2	05	1.00	83,999
Assoc Neigh Serv Manager	PL2	07	1.00	75,611	Marketing & Communications Assoc	PSA	02	1.00	46,401
Asst Keeper of Prints	PSA	03	0.65	45,937	Motor Equip Operator & Lbr	AFP	05	2.00	88,503
Asst Neighborhood Services Mgr	PSA	05	2.00	166,371	Neigh Library Service Manager	PL2	08	1.00	100,760
Asst Prin Acct	PSA	03	2.00	139,647	Network & Server Manager	PL2	06	1.00	92,607
Asst Supv Of Custodians	PL2	11	2.00	140,385	Network Services Manager	PL2	06	1.00	92,607
Book Conservator Pro jDirec	PSA	04	0.65	50,519	Operating System & Prog Mangr	PL2	06	1.00	68,593
Branch Librarian	PSA	04	2.00	153,589	Painter	AFP	07	1.00	38,166
Branch Librarian I	PSA	03	14.00	987,817	President	CDH	NG	1.00	175,481
Branch Librarian II	PSA	04	9.00	671,002	Prin Clerk & Stenographer (RC)	AFP	09	1.00	57,015
Budget & Procurement Manager	PL2	07	1.00	102,065	Prin Library Assistant	PL1	03	1.00	36,431
Business Analyst	PSA	03	1.00	68,975	Prin Library Asst	AFP	03	7.80	308,502
Carpenter	AFP	07	2.00	96,298	PrincipalLibraryAsst(Branch)	AFP	04	1.00	41,856
Cataloger & Classifier II	PSA	02	0.80	51,430	Professional Librarian III	PSA	03	2.40	164,091
CatalogerAndClassifierI	PSA	01	2.40	139,979	Programming Coordinator	PL2	05	0.25	19,110
CentralLibraryServicesManager	PL2	08	1.00	112,514	Programs & Community Outreach Librarian	PSA	02	1.00	46,410
Chief-Cataloging	PSA	04	0.80	62,177	PublicRelationsWrite/Editor	PSA	04	1.00	77,223
Children's Librarian I	PSA	01	8.00	422,864	Quality Services Manager	PSA	05	1.00	83,999
Childrens Librarian II	PSA	02	19.00	1,133,259	Reader & Info Librarian I	PSA	01	3.00	171,330
Clerk	AFP	03	3.00	94,384	Reader & Info Librarian II	PSA	02	1.00	64,288
Collection Development Manager	PL2	06	0.80	70,883	Reader & InfoLibrarian III	PSA	03	1.00	70,672
Collection Development Supervisor	PSA	04	0.80	45,077	Reference Librarian I	PSA	01	8.50	489,235
Collection Librarian II	PSA	02	0.80	51,430	Reference Librarian II	PSA	02	3.25	197,309
Collections Librarian	PSA	01	1.00	58,491	Reference&ReaderAdvisoryLibrII	PSA	02	0.65	41,787
Communications Manager	PL2	06	1.00	92,607	Regional Administrator	PL2	08	1.00	83,342
Coord Child Young Adults	PL2	05	1.00	62,223	Senior Library Asst (Branch)	AFP	03	47.00	1,773,288
Coord of Literacy Services	PL2	05	1.00	83,999	Sp Library Asst II (Branch)	AFP	06	8.00	416,901
Coord of Regional Admin Serv	PL2	06	1.00	85,603	Spec Collection Lib I	PSA	01	1.00	58,491
Coord of Services to Libraries	PSA	05	0.50	36,103	Spec Library Asst I	AFP	04	13.65	590,571
Coord-Ship&Rec&Stocks&Supplies	PL2	05	1.00	83,999	Spec Library Asst II	AFP	05	12.80	594,308
Core Services Manager, IT	PL2	07	1.00	100,230	Spec Library Asst III	AFP	06	2.30	119,859
Curator - Professional Librarian	PSA	03	1.00	51,136	Spec Library Asst V (BPL)	AFP	08F	3.00	169,242
Curator-Manuscripts	PSA	03	0.65	40,809	Special Lib Asst I (Branch)	AFP	05	21.00	982,459
Curator-Microtext&Newspapers	PSA	04	0.65	50,519	Special Library Assistant V	PL1	08	1.00	62,430
Curator-ProfessionalLibIV	PSA	04	2.00	151,712	Special Library Asst IV	PL1	07	1.00	57,015
Development Office Asst	PL1	02	1.00	57,737	Special Library Asst V	AFP	08	8.10	504,335
Digital Library Repository Developer	PL2	05	1.00	62,223	Sr Bldg Cust	AFP	06	21.00	976,786
Digital Projects Librarian II	PSA	02	1.00	51,121	Sr Bldg Cust(T)	AFP	06	1.00	47,109
Digital Systems Librarian IV	PSA	04	0.80	51,854	Sr Cataloger & Classifier	PSA	03	0.80	55,180
Dir of Library Services	PL2	09	1.00	124,032	Sr Clerk	AFP	05	4.00	178,550
Dir Operations	PL2	09	1.00	124,032	Sr Lib Asst	AFP	02	28.85	986,350
Events Planner	PL1	08	0.75	39,455	SrReader&InfoLibrarianI	PSA	04	1.00	77,722
Facilities Custodial Foreman	AFP	08	2.00	67,545	Staff Officer-SpecialProjects	PL2	05	1.00	83,999
Floater Librarian I	PSA	01	2.00	95,852	Supn - Library Buildings	PL2	08	1.00	104,002
Generalist I	PSA	01	5.00	265,753	Supv of Circulation & Shelving	AFP	09	1.00	90,583
Generalist II	PSA	02	7.00	431,630	Supv-Accounting	PL2	06	1.00	92,607
HdOfBibliographicServMetrBLNet	PSA	03	0.50	35,087	Technical Services Manager	PL2	07	0.80	81,652
Head Central ChildServ	PSA	04	1.00	77,722	Technical Specialist	AFP	09T	1.50	122,728
Human Resources Manager (BPL)	PL2	07	1.00	102,065	Technical Support Analyst	PSA	02	1.00	63,789
III Librarian I	PSA	01	1.00	56,793	Technical Support Associate	AFP	05	3.00	124,318
Inter Library Loan Librarian	PSA	02	0.65	41,787	Technology Center Supervisor	AFP	08	1.00	62,430
Interlibrary Loan Officer	PSA	04	0.65	50,519	Web Services Developer	PL2	05	1.00	62,223

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary	
Jr Bld Cust-Traveling	AFP	06	2.00	84,786	Web Services Librarian	PSA	03	1.00	70,174	
Jr Bldg Cust	AFP	04	12.00	476,407	Wkg Foreprs,Oper/Labor BPL	AFP	08	1.00	53,140	
Jr Building Custodian	AFP	04	1.00	38,235	Wkg Frperson Painter	AFP	08	1.00	53,140	
Keeper of Special Collections	PL2	07	0.65	66,342	Wkg Frprs Carpenter	AFP	08	1.00	53,140	
Laborer	AFP	04	3.00	113,801	Young Adults Librarian I	PSA	01	4.00	216,959	
Library Aide	EXO	NG	144.00	330,377	Young Adults Librarian II	PSA	02	2.00	106,745	
Literacy Specialist II (BPL)	PSA	02	1.00	59,442	Youth & Community Outreach Lib	PSA	02	1.00	63,789	
					Total				529.55	21,165,996
					Adjustments					
					Differential Payments					0
					Other					347,447
					Chargebacks					0
					Salary Savings					-950,000
					FY13 Total Request					20,563,443

External Funds History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	3,153,872	2,212,775	2,372,929	1,695,805	-677,124
51100 Emergency Employees	0	34,093	0	0	0
51200 Overtime	233,948	104,350	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	174,181	120,209	149,718	68,160	-81,558
51500 Pension & Annuity	163,668	56,586	97,997	44,476	-53,521
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	8,522	13,028	15,788	6,883	-8,905
Total Personnel Services	3,734,191	2,541,041	2,636,432	1,815,324	-821,108
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	198,389	182,420	2,300	242,300	240,000
52200 Utilities	101,118	160,304	187,077	217,244	30,167
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	108,735	499,182	376,283	595,000	218,717
52700 Repairs & Service of Equipment	243,166	232,239	40,500	203,000	162,500
52800 Transportation of Persons	49,942	58,117	37,000	47,000	10,000
52900 Contracted Services	2,302,911	1,520,995	801,241	1,665,462	864,221
Total Contractual Services	3,004,261	2,653,257	1,444,401	2,970,006	1,525,605
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	12,822	13,658	0	15,000	15,000
53200 Food Supplies	18,068	10,296	0	12,000	12,000
53400 Custodial Supplies	94,354	85,195	70,151	72,000	1,849
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	124,765	73,712	0	43,000	43,000
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	133,810	79,685	0	0	0
53900 Misc Supplies & Materials	1,404,347	1,450,622	1,618,461	1,794,305	175,844
Total Supplies & Materials	1,788,166	1,713,168	1,688,612	1,936,305	247,693
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	614,843	654,525	582,011	938,298	356,287
Total Current Chgs & Oblig	614,843	654,525	582,011	938,298	356,287
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	88,736	30,461	0	86,000	86,000
55900 Misc Equipment	46,035	207,995	165,000	450,000	285,000
Total Equipment	134,771	238,456	165,000	536,000	371,000
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	1,650	5,515	0	7,000	7,000
Total Other	1,650	5,515	0	7,000	7,000
Grand Total	9,277,882	7,805,962	6,516,456	8,202,933	1,686,477

External Funds Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary	
Acquisitions Librarian I	PSA	01	0.20	8,423	Inter Library Loan Librarian	PSA	02	0.35	22,501	
Acquisitions Librarian III	PSA	03	0.20	14,134	Interlibrary Loan Officer	PSA	04	0.35	27,203	
Applications Manager	PL2	05	1.00	77,346	Keeper of Special Collections	PL2	07	0.35	35,723	
Asst Keeper of Prints	PSA	03	0.35	24,735	Library Aide	EXO	NG	6.00	13,766	
BookConservatorProjDirec	PSA	04	0.35	27,203	Manager of Digital Services	PSA	05	0.20	16,800	
Cataloger & Classifier II	PSA	02	0.20	12,858	Prin Library Asst	AFP	03	3.20	126,260	
CatalogerAndClassifierI	PSA	01	0.60	34,995	Professional Librarian III	PSA	03	0.60	40,036	
Chief-Cataloging	PSA	04	0.20	15,544	Programming Coordinator	PL2	05	0.75	57,328	
Collection Development Manager	PL2	06	0.20	17,721	Reference Librarian I	PSA	01	4.50	259,348	
Collection Development Supervisor	PSA	04	0.20	11,269	Reference Librarian II	PSA	02	1.75	106,243	
Collection Librarian II	PSA	02	0.20	12,858	Reference&ReaderAdvisoryLibrII	PSA	02	0.35	22,501	
Coord of Services to Libraries	PSA	05	0.50	36,103	Spec Library Asst I	AFP	04	4.35	183,629	
Curator-Manuscripts	PSA	03	0.35	21,974	Spec Library Asst II	AFP	05	1.20	57,014	
Curator-Microtext&Newspapers	PSA	04	0.35	27,203	Spec Library Asst III	AFP	06	0.70	36,479	
Curator-ProfessionalLibIV	PSA	04	1.00	75,986	Special Library Asst V	AFP	08	0.90	56,187	
Curriculum Development Coord	PSA	03	1.00	58,574	Sr Cataloger & Classifier	PSA	03	0.20	13,795	
Digital Systems Librarian IV	PSA	04	0.20	12,964	Sr Lib Asst	AFP	02	3.15	111,042	
Events Planner	PL1	08	0.25	13,152	Technical Services Manager	PL2	07	0.20	20,413	
HdOfBibliographicServMetrBLNet	PSA	03	0.50	35,087	Technical Specialist	AFP	09T	0.50	38,380	
					Total				37.45	1,782,773
					Adjustments					
					Differential Payments				0	
					Other				0	
					Chargebacks				0	
					Salary Savings				-86,968	
					FY13 Total Request				1,695,805	

Program 1. Administration

Amy Ryan, President Organization: 110100

Program Description

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

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	7,064,165	7,359,804	6,711,228	6,694,847
Non Personnel	8,997,892	9,584,495	9,514,282	10,112,902
Total	16,062,057	16,944,299	16,225,510	16,807,749

Program 2. Community Library Services

Amy Ryan, President Organization: 110200

Program Description

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

Program Strategies

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

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
Adults using library cards	321,215	297,334	297,752	315,000
Books and audiovisual materials borrowed and downloaded	3,587,136	3,534,413	3,796,679	3,600,000
Books and audiovisual materials borrowed and downloaded by Boston residents	2,801,710	2,743,791	2,843,163	2,800,000
Boston residents signing up for new library cards	38,358	36,523	37,368	40,000
Boston residents using library cards	321,811	300,872	303,153	310,000
BPL website visits	7,731,111	7,227,401	7,827,166	7,300,000
Children using library cards	65,527	61,489	62,759	60,000
English as a Second Language (ESL) Programs	1,858	1,429	1,902	1,500
Program attendance total	213,936	185,427	192,436	180,000
Public use of BPL computers	738,867	743,268	802,293	800,000
Public wireless internet sessions	207,779	230,753	224,513	225,000
Student programs (visits to and from schools)	3,361	3,012	3,634	2,500
Teens using library cards	30,421	28,446	28,005	28,000
Visits to library locations	3,806,437	3,420,036	3,492,435	3,500,000

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	11,122,452	11,447,981	12,241,155	12,496,120
Non Personnel	22,094	23,413	58,707	58,707
Total	11,144,546	11,471,394	12,299,862	12,554,827

Program 3. Research Library Services

Amy Ryan, President Organization: 110300

Program Description

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

Program Strategies

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

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
Books and other materials provided to other libraries via the InterLibrary Loan Program	18,668	13,374	10,980	10,000
Books and other materials received from other libraries via the InterLibrary Loan Program	19,538	12,252	6,470	15,000
Computers available for public access	613	700	600	600
Digital items available in all of BPL's digital collections	34,458	56,921	94,684	125,000
In-building use of library materials	764,526	686,057	575,204	725,000

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	2,643,316	1,956,759	1,613,460	1,814,475
Non Personnel	12,343	5,970	0	0
Total	2,655,659	1,962,729	1,613,460	1,814,475

External Funds Projects

Boston Regional Library System

Project Mission

The Boston Regional Library System (BRLS) was one of six systems funded by the Commonwealth to provide supplemental services to libraries in the cities of Boston, Malden and Chelsea. Due to budget cuts, the Massachusetts Board of Library Commissioners has led a process to consolidate regional services into a single organization called Massachusetts Regional Library System. The BRLS, formerly housed at the Boston Public Library, will be absorbed into this merged system. Libraries in the cities of Boston, Malden and Chelsea will receive their services from them.

Donations

Project Mission

Donations are gifts and grants received from individuals, corporations, foundations, and other private donors for the benefit of the public library.

Library for the Commonwealth

Project Mission

The Library for the Commonwealth (LFC) provides reference and research services for all residents of the Commonwealth of Massachusetts at the Boston Public Library through developing, maintaining, and preserving comprehensive collections to supplement library resources available throughout Massachusetts. The Massachusetts Board of Library Commissioners provides this appropriation for the BPL to support personnel, purchase materials, digitize content, and develop a digital repository. The appropriation is calculated on a statewide per capita basis and distributed annually.

State Aid To Libraries

Project Mission

The Library Incentive Grant/Municipal Equalization Grant is annual granted by the Commonwealth of Massachusetts Board of Library Commissioners to the Trustees of the Boston Public Library. The Library is required to meet certain minimum standards of free public service established by the Board to receive the grant. Four important measures are used to determine eligibility: the Municipal Appropriation Requirement (MAR), the percent of the total budget spent on library materials, the hours of operation, and the ability to lend books to other libraries in the Commonwealth.

Trust Fund Income/Other Sources

Project Mission

The majority of the BPL's assets are held in trust in accordance with the intentions of the donors and trustees. The principal of the trust funds is invested in various types of investment securities that generate an annual income. This income is used to purchase library materials, support specific library positions, and enhance programming. Other sources of income include revenue from private events, royalties, commissions, and donations made directly to the BPL.

Library Department Capital Budget

Overview

Fiscal year 2013 capital investments will further enhance the Boston Public Library by continuing to preserve existing buildings and build new library spaces to provide better services for all.

FY13 Major Initiatives

- Begin construction of a new branch library in East Boston.
- Begin the facility program and design study at the Dudley Branch library.
- Implement low cost energy saving improvements at the Johnson Building.
- Begin a study for the refurbishment of the Adult Reading Room and the Children's Room at the Roslindale branch.
- Begin construction of the roof and HVAC at Charlestown and West End branches.
- Continue with the upgrade of the software and components of the Integrated Library System, the key public service delivery system of the library and all the branches.
- Facilities audit to assess the existing physical conditions of the 27 branch libraries and the main complex.
- Study options for enhancing the potential of the Children's Room, lecture hall, and the front entrance of the Johnson Building.

<i>Capital Budget Expenditures</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Estimated '12</i>	<i>Total Projected '13</i>
<i>Total Department</i>	<i>5,473,652</i>	<i>2,733,573</i>	<i>7,046,034</i>	<i>18,768,832</i>

Library Department Project Profiles

ADAMS STREET BRANCH LIBRARY

Project Mission

Assess interior space requirements of the Children and Adult sections. Replace front doors, roof, and flooring. Repair or replace windows. Improve handicap access and lighting.

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

Location, Dorchester **Operating Impact,** No

Authorizations

Source	Existing	FY13	Non Capital		Total
			Future	Fund	
City Capital	605,000	0	845,000	0	1,450,000
Grants/Other	0	0	0	0	0
Total	605,000	0	845,000	0	1,450,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
Grants/Other	0	0	0	0	0
Total	1,609	0	0	1,448,391	1,450,000

CRITICAL FACILITY REPAIRS

Project Mission

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

Managing Department, Library Department **Status,** Annual Program

Location, Citywide **Operating Impact,** No

Authorizations

Source	Existing	FY13	Non Capital		Total
			Future	Fund	
City Capital	1,250,000	100,000	400,000	0	1,750,000
Grants/Other	0	0	0	0	0
Total	1,250,000	100,000	400,000	0	1,750,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
Grants/Other	0	0	0	0	0
Total	747,508	260,000	300,000	442,492	1,750,000

Library Department Project Profiles

DUDLEY SQUARE BRANCH LIBRARY

Project Mission

Initiate a programming and design study to assess library requirements and facility improvements. Install door.

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

Location, Roxbury **Operating Impact**, No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	75,000	0	0	0	75,000
Grants/Other	0	0	0	0	0
Total	75,000	0	0	0	75,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	20,000	55,000	0	75,000
Grants/Other	0	0	0	0	0
Total	0	20,000	55,000	0	75,000

EAST BOSTON LIBRARY

Project Mission

Design, construction, and furnishings for the development of a new branch library.

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

Location, East Boston **Operating Impact**, Yes

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	10,105,000	0	0	0	10,105,000
Grants/Other	7,255,988	0	0	0	7,255,988
Total	17,360,988	0	0	0	17,360,988

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	544,856	2,000,000	4,150,000	3,410,144	10,105,000
Grants/Other	0	400,000	6,500,000	355,988	7,255,988
Total	544,856	2,400,000	10,650,000	3,766,132	17,360,988

Library Department Project Profiles

EGLESTON SQUARE BRANCH LIBRARY

Project Mission

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

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

Location, Roxbury **Operating Impact,** No

Authorizations

Source	Existing	FY13	Non Capital		Total
			Future	Fund	
City Capital	206,267	0	710,000	0	916,267
Grants/Other	0	0	0	0	0
Total	206,267	0	710,000	0	916,267

Expenditures (Actual and Planned)

Source	Thru	FY12	FY13	FY14-17	Total
	6/30/11				
City Capital	2,145	0	0	914,122	916,267
Grants/Other	0	0	0	0	0
Total	2,145	0	0	914,122	916,267

FACILITIES AUDIT

Project Mission

Assess the existing physical conditions of the branches according to how ably the branches can accomplish the Compass Principles with the goal of informing future capital project planning.

Managing Department, Construction Management **Status,** New Project

Location, Citywide **Operating Impact,** No

Authorizations

Source	Existing	FY13	Non Capital		Total
			Future	Fund	
City Capital	0	440,500	0	0	440,500
Grants/Other	0	0	0	0	0
Total	0	440,500	0	0	440,500

Expenditures (Actual and Planned)

Source	Thru	FY12	FY13	FY14-17	Total
	6/30/11				
City Capital	0	0	150,000	290,500	440,500
Grants/Other	0	0	0	0	0
Total	0	0	150,000	290,500	440,500

Library Department Project Profiles

FANEUIL BRANCH LIBRARY PHASE II

Project Mission

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

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

Location, Allston/Brighton **Operating Impact,** No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	358,650	0	760,000	0	1,118,650
Grants/Other	0	0	0	0	0
Total	358,650	0	760,000	0	1,118,650

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	8,373	0	0	1,110,277	1,118,650
Grants/Other	0	0	0	0	0
Total	8,373	0	0	1,110,277	1,118,650

HVAC REPLACEMENT AT 3 BRANCH LIBRARIES

Project Mission

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

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

Location, Various neighborhoods **Operating Impact,** Yes

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	1,935,000	0	0	0	1,935,000
Grants/Other	0	0	0	0	0
Total	1,935,000	0	0	0	1,935,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	250,000	1,169,752	515,248	1,935,000
Grants/Other	0	0	0	0	0
Total	0	250,000	1,169,752	515,248	1,935,000

Library Department Project Profiles

INTEGRATED LIBRARY SYSTEM

Project Mission

Upgrade the software and components of the Integrated Library System, the key public service delivery system for the library and all the branches.

Managing Department, Library Department **Status,** Implementation Underway

Location, Citywide **Operating Impact,** No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	2,500,000	0	0	0	2,500,000
Grants/Other	0	0	0	0	0
Total	2,500,000	0	0	0	2,500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	19,735	500,000	1,250,000	730,265	2,500,000
Grants/Other	0	0	0	0	0
Total	19,735	500,000	1,250,000	730,265	2,500,000

JAMAICA PLAIN BRANCH LIBRARY

Project Mission

Service improvements to address include circulation areas, shelving, electrical systems, accessibility, and other items. Major capital decisions will be informed by the branch facilities audit.

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

Location, Jamaica Plain **Operating Impact,** No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	500,000	0	8,000,000	0	8,500,000
Grants/Other	0	0	0	0	0
Total	500,000	0	8,000,000	0	8,500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	0	75,000	8,425,000	8,500,000
Grants/Other	0	0	0	0	0
Total	0	0	75,000	8,425,000	8,500,000

Library Department Project Profiles

JOHNSON BUILDING

Project Mission

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

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

Location, Back Bay/Beacon Hill **Operating Impact,** No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	750,000	0	0	0	750,000
Grants/Other	0	0	0	0	0
Total	750,000	0	0	0	750,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	184,588	306,000	0	259,412	750,000
Grants/Other	0	0	0	0	0
Total	184,588	306,000	0	259,412	750,000

JOHNSON BUILDING ENERGY IMPROVEMENTS

Project Mission

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

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

Location, Back Bay/Beacon Hill **Operating Impact,** Yes

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	3,350,000	0	11,650,000	0	15,000,000
Grants/Other	34,080	0	0	0	34,080
Total	3,384,080	0	11,650,000	0	15,034,080

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	100,494	300,000	2,250,000	12,349,506	15,000,000
Grants/Other	0	0	34,080	0	34,080
Total	100,494	300,000	2,284,080	12,349,506	15,034,080

Library Department Project Profiles

JOHNSON BUILDING PIPING INFRASTRUCTURE

Project Mission

Replace and update piping infrastructure including small diameter hot water piping, chilled water, steam and condensate return piping and related valves in the Johnson and McKim buildings.

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

Location, Back Bay/Beacon Hill **Operating Impact,** Yes

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	3,900,000	0	0	0	3,900,000
Grants/Other	0	0	0	0	0
Total	3,900,000	0	0	0	3,900,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	0	100,000	3,800,000	3,900,000
Grants/Other	0	0	0	0	0
Total	0	0	100,000	3,800,000	3,900,000

JOHNSON BUILDING PROGRAMMING STUDY

Project Mission

Study options for enhancing the potential of the Children's Room, lecture hall, and front entrance of the Central Library's Johnson Building.

Managing Department, Construction Management **Status,** New Project

Location, Back Bay/Beacon Hill **Operating Impact,** No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	0	1,500,000	0	0	1,500,000
Grants/Other	0	0	0	0	0
Total	0	1,500,000	0	0	1,500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	0	600,000	900,000	1,500,000
Grants/Other	0	0	0	0	0
Total	0	0	600,000	900,000	1,500,000

Library Department Project Profiles

MCKIM LIBRARY PHASE II C SIGNAGE

Project Mission

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

Managing Department, Library Department **Status**, In Design

Location, Back Bay/Beacon Hill **Operating Impact**, No

Authorizations

Source	Existing	FY13	Non Capital		Total
			Future	Fund	
City Capital	384,445	0	0	0	384,445
Grants/Other	115,555	0	0	0	115,555
Total	500,000	0	0	0	500,000

Expenditures (Actual and Planned)

Source	Thru	FY12	FY13	FY14-17	Total
	6/30/11				
City Capital	0	0	300,000	84,445	384,445
Grants/Other	22,759	40,000	50,000	2,796	115,555
Total	22,759	40,000	350,000	87,241	500,000

MCKIM LIBRARY PHASE II D

Project Mission

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

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

Location, Back Bay/Beacon Hill **Operating Impact**, No

Authorizations

Source	Existing	FY13	Non Capital		Total
			Future	Fund	
City Capital	2,150,000	0	0	0	2,150,000
Grants/Other	380,571	0	0	0	380,571
Total	2,530,571	0	0	0	2,530,571

Expenditures (Actual and Planned)

Source	Thru	FY12	FY13	FY14-17	Total
	6/30/11				
City Capital	63,630	0	0	2,086,370	2,150,000
Grants/Other	380,571	0	0	0	380,571
Total	444,201	0	0	2,086,370	2,530,571

Library Department Project Profiles

MCKIM LIBRARY WATERPROOFING

Project Mission

Remediate water infiltration in the basement of the McKim Building and reconstruct the pedestrian plaza on Dartmouth Street.

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

Location, Back Bay/Beacon Hill **Operating Impact,** No

Authorizations

Source	Existing	FY13	Non Capital		Total
			Future	Fund	
City Capital	480,000	0	0	0	480,000
Grants/Other	0	0	0	0	0
Total	480,000	0	0	0	480,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
Grants/Other	0	0	0	0	0
Total	0	0	60,000	420,000	480,000

NORTH END BRANCH LIBRARY

Project Mission

Upgrade HVAC system, upgrade lighting, install new circulation desk, repair or replace windows, replace roof, install new exterior signage, and other interior repairs.

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

Location, North End **Operating Impact,** No

Authorizations

Source	Existing	FY13	Non Capital		Total
			Future	Fund	
City Capital	865,000	0	610,000	0	1,475,000
Grants/Other	0	0	0	0	0
Total	865,000	0	610,000	0	1,475,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
Grants/Other	0	0	0	0	0
Total	4,183	0	0	1,470,817	1,475,000

Library Department Project Profiles

PARKER HILL LIBRARY

Project Mission

Replace windows and repoint masonry walls.

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

Location, Roxbury **Operating Impact**, No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	0	0	2,400,000	0	2,400,000
Grants/Other	0	0	0	0	0
Total	0	0	2,400,000	0	2,400,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	0	0	2,400,000	2,400,000
Grants/Other	0	0	0	0	0
Total	0	0	0	2,400,000	2,400,000

PAY-FOR-PRINT INFRASTRUCTURE SYSTEM

Project Mission

Replace public service pay-for-print infrastructure system.

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

Location, Citywide **Operating Impact**, No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	850,000	0	0	0	850,000
Grants/Other	0	0	0	0	0
Total	850,000	0	0	0	850,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	0	850,000	0	850,000
Grants/Other	0	0	0	0	0
Total	0	0	850,000	0	850,000

Library Department Project Profiles

ROOF REPLACEMENT AT 5 BRANCH LIBRARIES

Project Mission

Phase II: replace roof at West End and repair/replace roof and windows at the Charlestown branch. Phase I is complete (replace roof and repair/replace windows at Fields Corner, South End, and West Roxbury).

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

Location, Various neighborhoods **Operating Impact,** No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	3,800,000	0	0	0	3,800,000
Grants/Other	0	0	0	0	0
Total	3,800,000	0	0	0	3,800,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	1,507,988	100,000	825,000	1,367,012	3,800,000
Grants/Other	0	0	0	0	0
Total	1,507,988	100,000	825,000	1,367,012	3,800,000

ROSLINDALE BRANCH LIBRARY

Project Mission

Conduct a facility assessment of the existing physical conditions according to how ably the branch can accomplish the Compass Principles (study will be a pilot for system-wide assessment), develop a remodeling plan and implement the first phase.

Managing Department, Construction Management **Status,** New Project

Location, Roslindale **Operating Impact,** No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	0	125,000	0	0	125,000
Grants/Other	0	0	0	0	0
Total	0	125,000	0	0	125,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	0	50,000	75,000	125,000
Grants/Other	0	0	0	0	0
Total	0	0	50,000	75,000	125,000

Library Department Project Profiles

SECURITY AUDIT RECOMMENDATIONS IMPLEMENTATION

Project Mission

Implement security upgrades at all branch library locations.

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

Location, Citywide **Operating Impact**, No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	500,000	0	0	0	500,000
Grants/Other	0	0	0	0	0
Total	500,000	0	0	0	500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	0	0	500,000	500,000
Grants/Other	0	0	0	0	0
Total	0	0	0	500,000	500,000

SELF-CHECKOUT EQUIPMENT

Project Mission

Procure and install a self-checkout system at seventeen branch libraries.

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

Location, Citywide **Operating Impact**, No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	350,000	0	0	0	350,000
Grants/Other	0	0	0	0	0
Total	350,000	0	0	0	350,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	350,000	0	0	350,000
Grants/Other	0	0	0	0	0
Total	0	350,000	0	0	350,000

Library Department Project Profiles

UPHAMS CORNER LIBRARY (NEW)

Project Mission

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

Managing Department, Construction Management **Status**, Study Underway

Location, Dorchester **Operating Impact**, No

Authorizations

Source	Existing	FY13	Future	Non Capital Fund	Total
City Capital	690,000	0	12,290,000	0	12,980,000
Grants/Other	0	0	0	0	0
Total	690,000	0	12,290,000	0	12,980,000

Expenditures (Actual and Planned)

Source	Thru 6/30/11	FY12	FY13	FY14-17	Total
City Capital	0	50,000	0	12,930,000	12,980,000
Grants/Other	0	0	0	0	0
Total	0	50,000	0	12,930,000	12,980,000

Medicare Payments Operating Budget

Appropriation: 139

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Medicare Payments	6,594,999	5,697,616	7,924,250	8,280,841
	<i>Total</i>	<i>6,594,999</i>	<i>5,697,616</i>	<i>7,924,250</i>	<i>8,280,841</i>

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	6,594,999	5,697,616	7,924,250	8,280,841
	Non Personnel	0	0	0	0
	<i>Total</i>	<i>6,594,999</i>	<i>5,697,616</i>	<i>7,924,250</i>	<i>8,280,841</i>

Pensions & Annuities - City Operating Budget

Appropriation: 374

Department Mission

The Pensions and Annuities appropriation funds the City's payments to retired City officials and employees who were not members of the contributory retirement systems. There are approximately 140 individuals currently in the City's non-contributory system. These are largely members who qualify under the Veteran's Retirement Law as being World War II veterans, having 30 years of service, and being employed prior to 1939. Also included are approximately 30 Police and Fire members who received special legislation retirements due to extreme workplace injuries.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Pensions & Annuities - City	4,100,000	4,100,000	4,100,000	4,100,000
	Total	4,100,000	4,100,000	4,100,000	4,100,000

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	4,100,000	4,100,000	4,100,000	4,100,000
	Non Personnel	0	0	0	0
	Total	4,100,000	4,100,000	4,100,000	4,100,000

Pensions & Annuities - County Operating Budget

Appropriation: 749

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Pensions & Annuities - County	49,212	41,673	100,000	100,000
	<i>Total</i>	<i>49,212</i>	<i>41,673</i>	<i>100,000</i>	<i>100,000</i>

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	49,212	41,673	100,000	100,000
	Non Personnel	0	0	0	0
	<i>Total</i>	<i>49,212</i>	<i>41,673</i>	<i>100,000</i>	<i>100,000</i>

Purchasing Division Operating Budget

Barry Fadden, Acting 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.

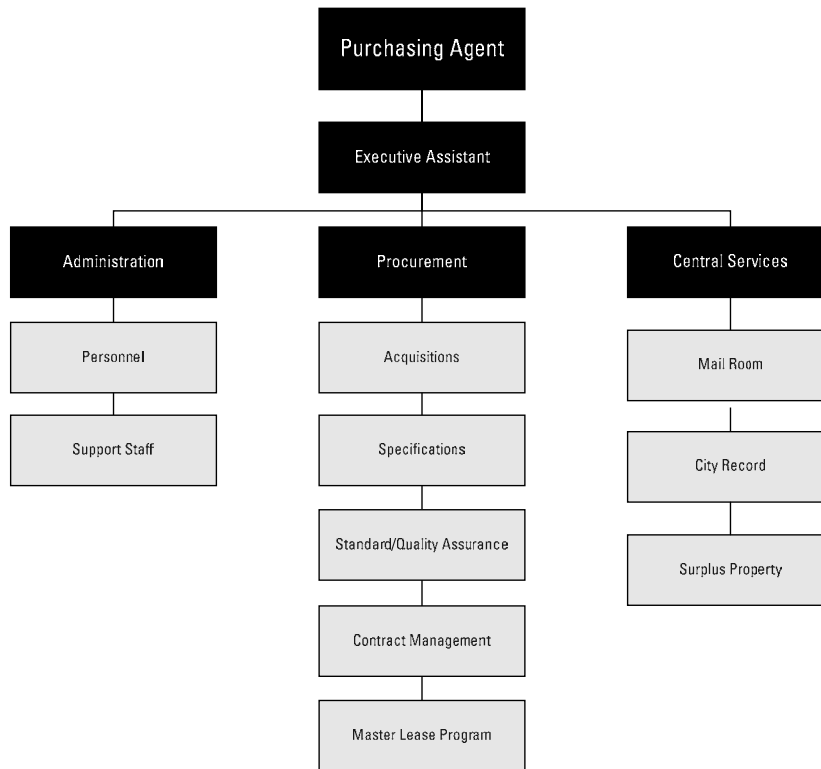
FY13 Performance Strategies

- To ensure the price the City pays for electricity and gasoline is less than alternatives.
- To increase items purchased through a purchase contract.
- To promote the purchasing of goods in compliance with the Environmentally Preferred Procurement guidelines.

Operating Budget	Program Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Administration	283,964	131,240	201,356	202,907
	Procurement	739,697	1,203,877	1,114,726	1,078,218
	Central Services	282,298	286,054	333,551	387,205
	Total	1,305,959	1,621,171	1,649,633	1,668,330

Operating Budget		Actual '10	Actual '11	Approp '12	Budget '13
	Personnel Services	1,223,981	1,477,064	1,534,507	1,500,821
	Non Personnel	81,978	144,107	115,126	167,509
	Total	1,305,959	1,621,171	1,649,633	1,668,330

Purchasing Division Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	1,223,338	1,474,953	1,534,507	1,500,821	-33,686
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	2,111	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	643	0	0	0	0
Total Personnel Services	1,223,981	1,477,064	1,534,507	1,500,821	-33,686
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	13,092	13,328	14,400	12,252	-2,148
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	25,283	26,543	21,175	21,250	75
52800 Transportation of Persons	0	0	0	1,760	1,760
52900 Contracted Services	26,027	8,654	10,420	9,320	-1,100
Total Contractual Services	64,402	48,525	45,995	44,582	-1,413
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	10,614	14,094	15,150	13,800	-1,350
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	2,290	0	0	0
Total Supplies & Materials	10,614	16,384	15,150	13,800	-1,350
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	2,519	2,839	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	1,950	5,757	1,945	2,555	610
Total Current Chgs & Oblig	4,469	8,596	1,945	2,555	610
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	2,493	46,426	46,036	25,572	-20,464
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	963	0	75,000	75,000
Total Equipment	2,493	47,389	46,036	100,572	54,536
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	0	23,213	6,000	6,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	23,213	6,000	6,000	0
Grand Total	1,305,959	1,621,171	1,649,633	1,668,330	18,697

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary	
Adm Analyst	SU4	14	1.00	47,058	Exec Asst	EXM	11	1.00	79,014	
Admin Assistant	SE1	05	1.00	66,358	Mailroom Equipment Operator	SU4	15	1.00	54,311	
Admin Assistant	SU4	15	2.00	116,322	Prin Acct Clerk	SU4	10	1.00	37,822	
Admin Assistant	SU4	17	2.00	136,026	Prin Admin Assistant	SE1	08	1.00	86,844	
Asst Buyer	SU4	12	1.00	46,000	Purchasing Agent	CDH	NG	1.00	110,302	
Asst Purchasing Agent	SE1	09	2.00	162,708	Sr Adm Anl	SE1	06	1.00	72,313	
Buyer/Purchasing	SU4	16	3.00	158,218	Sr Adm Assistant	SE1	05	1.00	66,358	
Director	CDH	NG	1.00	104,598	Sr Buyer	SU4	17	3.00	196,891	
					Total				23	1,541,143
					Adjustments					
					Differential Payments				0	
					Other				26,350	
					Chargebacks				-66,673	
					Salary Savings				0	
					FY13 Total Request				1,500,820	

Program 1. Administration

Barry Fadden, Manager Organization: 143100

Program Description

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

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	269,809	114,533	194,066	193,547
Non Personnel	14,155	16,707	7,290	9,360
<i>Total</i>	<i>283,964</i>	<i>131,240</i>	<i>201,356</i>	<i>202,907</i>

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.

Program Strategies

- To ensure the price the City pays for electricity and gasoline is less than alternatives.
- To increase items purchased through a purchase contract.
- To promote the purchasing of goods in compliance with the Environmentally Preferred Procurement guidelines.

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
% of dollar amount of goods purchased on contract.			94%	97%
% of total dollar value of total items purchased that meet Environmentally Preferred Product guidelines	12%	15%	18%	20%
Average per gallon price the City pays for gasoline	2.30	2.91	3.34	3
Dollar amount that the City pays on average for gasoline below the quoted fixed price	.12	-.04	-0.11	0.1
Total purchase orders	5,743	5,687	6,119	6,000

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	729,197	1,194,571	1,098,056	1,064,052
Non Personnel	10,500	9,306	16,670	14,166
Total	739,697	1,203,877	1,114,726	1,078,218

Program 3. Central Services

Barry Fadden, Acting Purchasing Agent Organization: 143300

Program Description

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

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	224,975	167,960	242,385	243,222
Non Personnel	57,323	118,094	91,166	143,983
<i>Total</i>	<i>282,298</i>	<i>286,054</i>	<i>333,551</i>	<i>387,205</i>

Registry Division Operating Budget

Patricia A. McMahon, Registrar Appropriation: 163

Department Mission

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

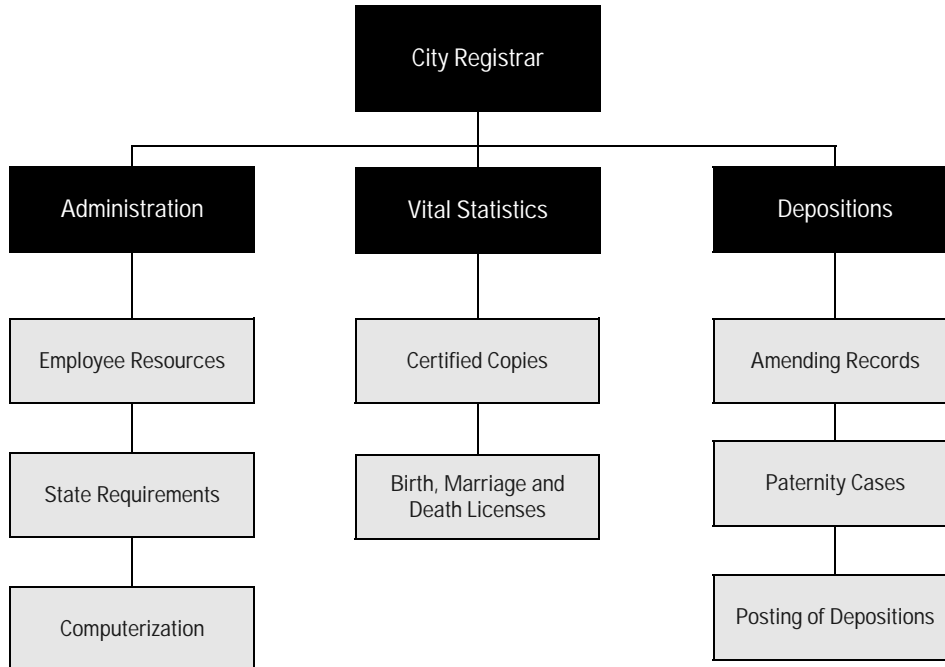
FY13 Performance Strategies

- To achieve overall customer satisfaction.
- To record and deliver correct information in accordance with MGL.
- To reduce waiting time for handling of birth, marriage and death requests.
- To register and record new births, deaths and marriages.
- To respond to customers inquiries for birth, death and marriage records in the most efficient and effective manner.
- To respond to requests for information from federal, state and local authorities.

Operating Budget	Program Name	Total Actual '10	Total Actual '11	Total Approp '12	Total Budget '13
	Administration	254,839	284,228	270,414	234,641
	Vital Statistics	569,639	585,239	655,887	656,491
	Depositions	108,901	95,719	120,214	121,643
	Total	933,379	965,186	1,046,515	1,012,775

Operating Budget		Actual '10	Actual '11	Approp '12	Budget '13
	Personnel Services	890,456	910,562	975,310	948,143
	Non Personnel	42,923	54,624	71,205	64,632
	Total	933,379	965,186	1,046,515	1,012,775

Registry Division Operating Budget



Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	890,456	910,562	975,310	948,143	-27,167
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	890,456	910,562	975,310	948,143	-27,167
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	5,533	3,144	4,005	3,996	-9
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	3,066	2,907	4,100	4,100	0
52800 Transportation of Persons	0	0	0	1,886	1,886
52900 Contracted Services	13,264	30,606	44,300	31,500	-12,800
Total Contractual Services	21,863	36,657	52,405	41,482	-10,923
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	9,580	10,961	17,000	21,100	4,100
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	794	798	750	1,000	250
Total Supplies & Materials	10,374	11,759	17,750	22,100	4,350
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	285	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	615	759	1,050	1,050	0
Total Current Chgs & Oblig	900	759	1,050	1,050	0
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	9,786	5,449	0	0	0
Total Equipment	9,786	5,449	0	0	0
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	933,379	965,186	1,046,515	1,012,775	-33,740

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Admin Secretary	SU4	14	1.00	51,722	First Asst City Registrar	SE1	07	1.00	79,459
Asst City Registrar	SE1	05	2.00	132,715	Head Cashier(Vitals/Registry)	SU4	14	1.00	51,722
City Registrar	CDH	NG	1.00	85,233	Prin Clerk (Vitals/Registry)	SU4	10	8.00	329,521
Deposition Clerk	SU4	13	1.00	47,833	Principal Clerk	SU4	10	4.00	165,067
					Total			19	943,274
					Adjustments				
					Differential Payments				0
					Other				4,870
					Chargebacks				0
					Salary Savings				0
					FY13 Total Request				948,144

Program 1. Administration

Marie D. Reppucci, Manager Organization: 163100

Program Description

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

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	230,897	237,817	258,379	219,683
Non Personnel	23,942	46,411	12,035	14,958
<i>Total</i>	<i>254,839</i>	<i>284,228</i>	<i>270,414</i>	<i>234,641</i>

Program 2. Vital Statistics

Marie D. Reppucci, Manager Organization: 163200

Program Description

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

Program Strategies

- To achieve overall customer satisfaction.
- To reduce waiting time for handling of birth, marriage and death requests.
- To register and record new births, deaths and marriages.
- To respond to customers inquiries for birth, death and marriage records in the most efficient and effective manner.
- To respond to requests for information from federal, state and local authorities.

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
Average waiting time for counter requests (mins)	8.75	10.92	14	10
Average waiting time for mail requests (days)	5.75	6.5	7	7
Counter requests for birth certificates			34,167	35,000
Counter requests for death certificates			16,795	20,000
Counter requests for marriage certificates			7,673	8,000
Mail requests for birth certificates			11,457	13,000
Mail requests for death certificates			10,813	13,500
Mail requests for marriage certificates			1,990	1,850

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	552,539	578,514	603,152	614,269
Non Personnel	17,100	6,725	52,735	42,222
Total	569,639	585,239	655,887	656,491

Program 3. Depositions

Rosalie Boylan, Manager Organization: 163300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Affidavits completed	2,640	2,715	2,400	2,500

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	107,020	94,231	113,779	114,191
Non Personnel	1,881	1,488	6,435	7,452
Total	108,901	95,719	120,214	121,643

Treasury Department Operating Budget

Meredith Weenick, 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.

FY13 Performance Strategies

- To issue tax bills in compliance with statutory requirements.
- To manage debt issuance.
- To maximize the collection of current year taxes.
- To maximize the collection of delinquent taxes.
- To monitor the City return on Trust Fund investments.
- To optimize the return on invested City funds.
- To prepare an instrument of taking for each delinquent property tax account.

<i>Operating Budget</i>	<i>Division Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Collecting Division	2,437,995	2,497,456	2,533,409	2,084,524
	Treasury Division	1,789,497	1,710,704	1,779,775	1,827,137
	Total	4,227,492	4,208,160	4,313,184	3,911,661

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	2,786,044	2,744,493	2,865,871	3,005,044
	Non Personnel	1,441,448	1,463,667	1,447,313	906,617
	Total	4,227,492	4,208,160	4,313,184	3,911,661

Treasury Department Operating Budget

Authorizing Statutes

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

Description of Services

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

Department History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	2,762,807	2,714,486	2,840,136	2,961,844	121,708
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	23,237	30,007	25,735	43,200	17,465
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,786,044	2,744,493	2,865,871	3,005,044	139,173
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	40,563	24,055	36,413	28,932	-7,481
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	8,482	25,083	22,350	52,700	30,350
52800 Transportation of Persons	0	0	0	3,646	3,646
52900 Contracted Services	214,182	192,355	117,850	117,850	0
Total Contractual Services	263,227	241,493	176,613	203,128	26,515
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	582,367	647,476	603,300	686,089	82,789
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	110	100	100	0
Total Supplies & Materials	582,367	647,586	603,400	686,189	82,789
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	16,689	18,587	17,300	17,300	0
Total Current Chgs & Oblig	16,689	18,587	17,300	17,300	0
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	579,165	556,001	650,000	0	-650,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	579,165	556,001	650,000	0	-650,000
Grand Total	4,227,492	4,208,160	4,313,184	3,911,661	-401,523

Department Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Adm Analyst	SU4	14	1.00	51,722	Head Administrative Clerk	SU4	14	2.00	102,296
Admin Assistant	SE1	04	1.00	40,467	Head Clerk	SU4	12	3.00	124,921
Admin Assistant	SU4	15	1.00	53,947	Prin Accountant	SU4	16	8.00	480,175
Admin Secretary	SU4	17	1.00	49,720	Prin Admin Assistant	EXM	10	1.00	100,901
Asst Corp Counsel V	EXM	10	1.00	84,665	Prin Admin Assistant	SE1	06	5.00	341,242
Collector-Treasurer	CDH	NG	1.00	142,891	Second Asst Coll-Trs	SE1	10	1.00	100,901
Data Proc Sys Analyst I	SE1	07	1.00	79,459	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	100,901
Deputy Collector	SU4	13	5.00	216,880	Sr Adm Assistant	SE1	05	4.00	243,724
Exec Asst	SE1	06	1.00	72,313	Sr Legal Asst	SU4	14	1.00	48,624
Exec Asst	SE1	11	1.00	107,091	Sr Programmer	SU4	15	1.00	42,525
First Asst Coll-Trs	SE1	11	1.00	107,091	Supervisor Accounting	SE1	08	8.00	646,105
First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	122,553	Tax Title Supervisor	SU4	15	2.00	110,732
					Teller	SU4	13	4.00	177,595
					Total			57	3,749,441
					Adjustments				
					Differential Payments				0
					Other				43,766
					Chargebacks				-697,080
					Salary Savings				-134,283
					FY13 Total Request				2,961,844

Treasury Division Operating Budget

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

Division Mission

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

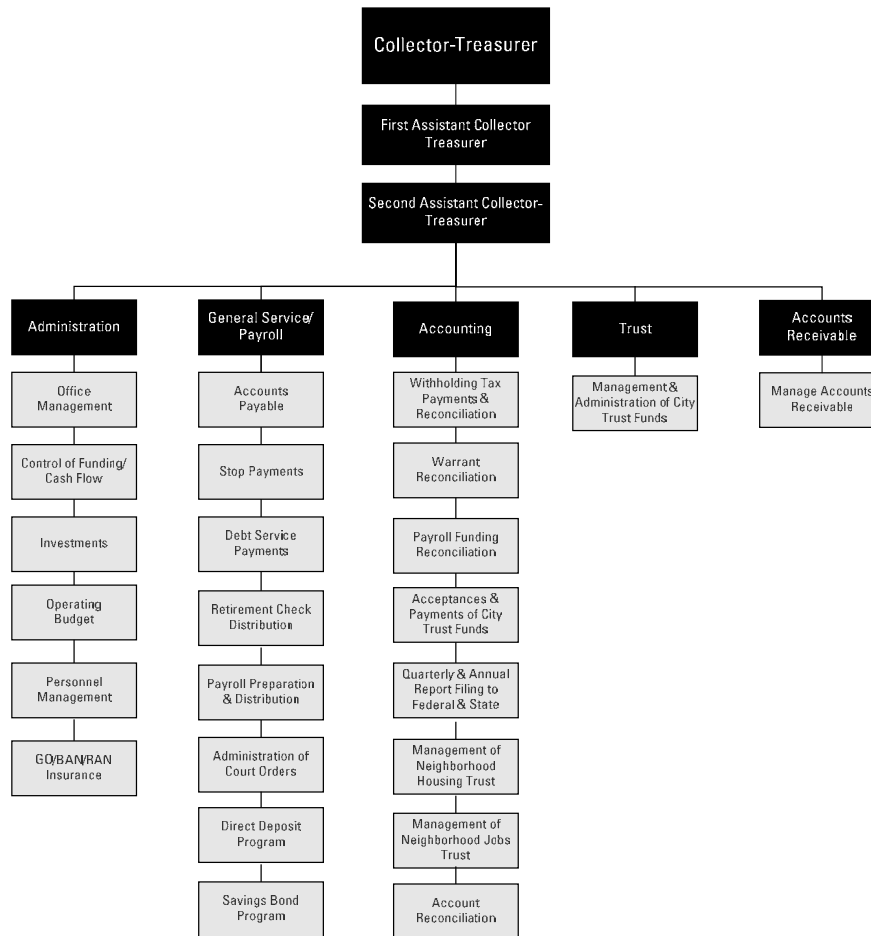
FY13 Performance Strategies

- To manage debt issuance.
- To monitor the City return on Trust Fund investments.
- To optimize the return on invested City funds.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Administration	568,877	448,424	463,201	546,031
	General Service/Payroll	587,926	577,994	667,077	760,227
	Accounting	223,307	274,642	250,319	238,683
	Accounts Receivable	409,387	409,644	399,178	282,196
	Trust	0	0	0	0
	Total	1,789,497	1,710,704	1,779,775	1,827,137

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	1,377,475	1,289,899	1,376,595	1,398,093
	Non Personnel	412,022	420,805	403,180	429,044
	Total	1,789,497	1,710,704	1,779,775	1,827,137

Treasury Division Operating Budget



Description of Services

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

Division History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	1,375,600	1,286,112	1,374,060	1,378,093	4,033
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	1,875	3,787	2,535	20,000	17,465
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,377,475	1,289,899	1,376,595	1,398,093	21,498
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	13,823	3,162	10,080	10,080	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	4,127	19,427	15,850	46,200	30,350
52800 Transportation of Persons	0	0	0	1,257	1,257
52900 Contracted Services	95,799	84,427	75,350	75,350	0
Total Contractual Services	113,749	107,016	101,280	132,887	31,607
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	288,505	303,779	291,800	286,057	-5,743
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	110	0	0	0
Total Supplies & Materials	288,505	303,889	291,800	286,057	-5,743
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	9,768	9,900	10,100	10,100	0
Total Current Chgs & Oblig	9,768	9,900	10,100	10,100	0
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	1,789,497	1,710,704	1,779,775	1,827,137	47,362

Division Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Adm Analyst	SU4	14	1.00	51,722	First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	122,553
Admin Assistant	SE1	04	1.00	40,467	Prin Accountant	SU4	16	8.00	480,175
Admin Secretary	SU4	17	1.00	49,720	Prin Admin Assistant	EXM	10	1.00	100,901
Asst Corp Counsel V	EXM	10	1.00	84,665	Prin Admin Assistant	SE1	06	1.00	67,757
Collector-Treasurer	CDH	NG	1.00	142,891	Second Asst Coll-Trs	SE1	10	1.00	100,901
Exec Asst	SE1	06	1.00	72,313	Sr Adm Assistant	SE1	05	3.00	199,073
Exec Asst	SE1	11	1.00	107,091	Supervisor Accounting	SE1	08	7.00	568,260
					Total			29	2,188,490
					Adjustments				
					Differential Payments				0
					Other				20,966
					Chargebacks				-697,080
					Salary Savings				-134,283
					FY13 Total Request				1,378,093

Program 1. Administration

Vivian M. Leo, Manager Organization: 138100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Average return on city investments	.36%	.31%	.28%	.2%
Bank statements analyzed	12	12	12	12
GO, BAN/RAN, refundings, lease financings	7	3	2	3

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	429,475	325,315	350,729	435,625
Non Personnel	139,402	123,109	112,472	110,406
Total	568,877	448,424	463,201	546,031

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.

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of interest and principal paid by the due date	100%	100%	100%	100%
Monthly Average of non-payroll payments prepared monthly	20,812	21,079	20,919	20,500

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	366,428	363,385	394,867	461,127
Non Personnel	221,498	214,609	272,210	299,100
Total	587,926	577,994	667,077	760,227

Program 3. Treasury Accounting

Marirose Graham, Manager Organization: 138400

Program Description

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

Program Strategies

- To monitor and reconcile all withheld taxes.

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
% of withheld taxes paid on due date	100%	100%	100%	100%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	215,403	266,208	244,877	233,241
Non Personnel	7,904	8,434	5,442	5,442
Total	223,307	274,642	250,319	238,683

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.

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Billable units utilizing the accounts receivable and billing system	23	23	23	23

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	366,169	334,991	386,122	268,100
Non Personnel	43,218	74,653	13,056	14,096
Total	409,387	409,644	399,178	282,196

Program 5. Trust

Vacant, Manager Organization: 138600

Program Description

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

Program Strategies

- To monitor the City return on Trust Fund investments.

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Annual Trust Fund investment return	12.8%	19.3%	.7%	3.00%

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	0	0	0	0
Non Personnel	0	0	0	0
Total	0	0	0	0

Collecting Division Operating Budget

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

Division Mission

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

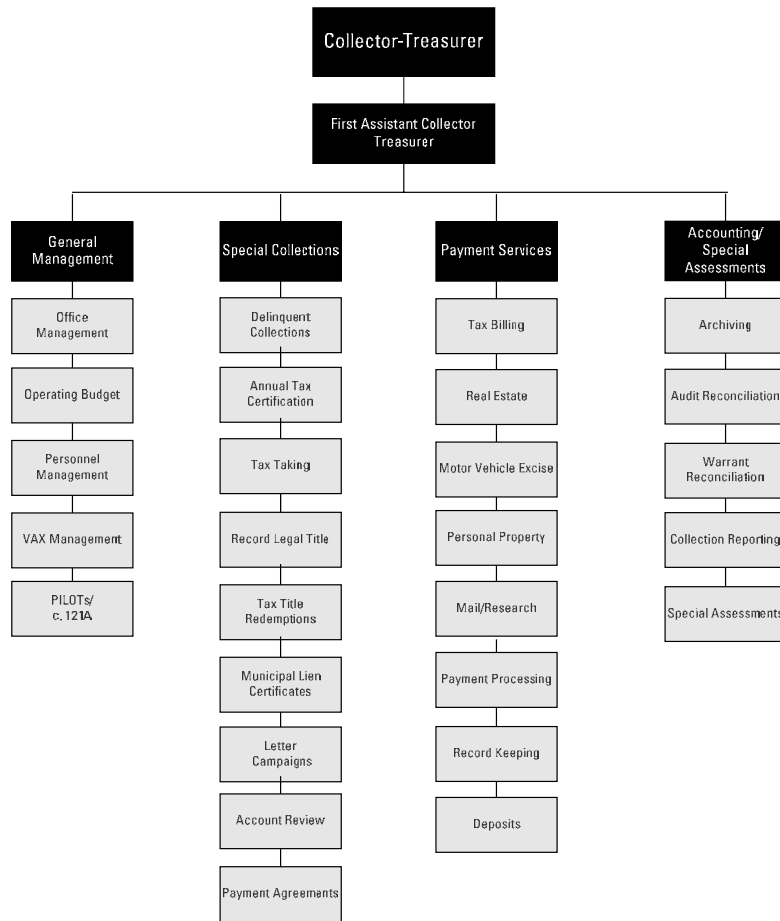
FY13 Performance Strategies

- To issue tax bills in compliance with statutory requirements.
- To maximize the collection of current year taxes.
- To maximize the collection of delinquent taxes.
- To prepare an instrument of taking for each delinquent property tax account.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	General Management	446,494	848,339	507,942	540,160
	Special Collections	1,354,218	519,378	1,127,943	503,332
	Payment Services	581,455	1,062,658	821,440	884,375
	Accounting/Special Assessments	55,828	67,081	76,084	156,657
	Total	2,437,995	2,497,456	2,533,409	2,084,524

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	1,408,569	1,454,594	1,489,276	1,606,951
	Non Personnel	1,029,426	1,042,862	1,044,133	477,573
	Total	2,437,995	2,497,456	2,533,409	2,084,524

Collecting Division Operating Budget



Description of Services

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

Division History

<i>Personnel Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
51000 Permanent Employees	1,387,207	1,428,374	1,466,076	1,583,751	117,675
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	21,362	26,220	23,200	23,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,408,569	1,454,594	1,489,276	1,606,951	117,675
<i>Contractual Services</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
52100 Communications	26,740	20,893	26,333	18,852	-7,481
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	4,355	5,656	6,500	6,500	0
52800 Transportation of Persons	0	0	0	2,389	2,389
52900 Contracted Services	118,383	107,928	42,500	42,500	0
Total Contractual Services	149,478	134,477	75,333	70,241	-5,092
<i>Supplies & Materials</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	293,862	343,697	311,500	400,032	88,532
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	100	100	0
Total Supplies & Materials	293,862	343,697	311,600	400,132	88,532
<i>Current Chgs & Oblig</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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	6,921	8,687	7,200	7,200	0
Total Current Chgs & Oblig	6,921	8,687	7,200	7,200	0
<i>Equipment</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
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
<i>Other</i>	FY10 Expenditure	FY11 Expenditure	FY12 Appropriation	FY13 Adopted	Inc/Dec 12 vs 13
56200 Special Appropriation	579,165	556,001	650,000	0	-650,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	579,165	556,001	650,000	0	-650,000
Grand Total	2,437,995	2,497,456	2,533,409	2,084,524	-448,885

Division Personnel

Title	Union Code	Grade	Position	FY13 Salary	Title	Union Code	Grade	Position	FY13 Salary
Admin Assistant	SU4	15	1.00	53,947	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	100,901
Data Proc Sys Analyst I	SE1	07	1.00	79,459	Sr Adm Assistant	SE1	05	1.00	44,651
Deputy Collector	SU4	13	5.00	216,880	Sr Legal Asst	SU4	14	1.00	48,624
First Asst Coll-Trs	SE1	11	1.00	107,091	Sr Programmer	SU4	15	1.00	42,525
Head Administrative Clerk	SU4	14	2.00	102,296	Supervisor Accounting	SE1	08	1.00	77,844
Head Clerk	SU4	12	3.00	124,921	Tax Title Supv	SU4	15	2.00	110,732
Prin Admin Assistant	SE1	06	4.00	273,486	Teller	SU4	13	4.00	177,595
					Total			28	1,560,951
					Adjustments				
					Differential Payments				0
					Other				22,800
					Chargebacks				0
					Salary Savings				0
					FY13 Total Request				1,583,751

Program 1. General Management

Celia M. Barton, Manager Organization: 137100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Property tax collection rate	98.8%	98.9%	98.9%	99%
Real estate bills paid online	29,500	35,690	42,061	40,000

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	339,814	431,474	458,358	488,293
Non Personnel	106,680	416,865	49,584	51,867
Total	446,494	848,339	507,942	540,160

Program 2. Special Collections

Michael Hutchinson, Manager Organization: 137200

Program Description

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

Program Strategies

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

Performance Measures	Actual '10	Actual '11	Projected '12	Target '13
Annual certification amount	8,087,979	8,569,342	8,556,240	8,500,000
Annual certifications	3,062	3,030	2,932	2,900
Annual tax taking amount	5,251,294	5,147,897	4,781,083	4,782,000
Annual tax takings	2,138	2,178	1,907	2,000
Delinquent motor vehicle excise tax collected	7,558,425	7,080,658	7,186,443	6,800,000
Delinquent personal property taxes collected	6,399,550	1,707,352	781,865	744,000
Delinquent real estate taxes collected	7,809,773	9,112,000	8,393,089	7,700,000
Municipal lien certificates processed	15,794	15,614	17,355	10,000
Tax title accounts resolved	2,351	1,982	2,010	1,500
Tax title amount collected	14,794,187	16,261,728	16,229,596	16,500,000

Operating Budget	Actual '10	Actual '11	Approp '12	Budget '13
Personnel Services	566,013	513,647	464,839	493,961
Non Personnel	788,205	5,731	663,104	9,371
Total	1,354,218	519,378	1,127,943	503,332

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.

Program Strategies

- To issue tax bills in compliance with statutory requirements.

<i>Performance Measures</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Projected '12</i>	<i>Target '13</i>
Boat excise bills issued	2,867	2,387	2,687	2,500
Delinquent real estate notices sent	54,081	53,915	50,786	55,000
Personal property tax bills issued	23,335	23,376	22,581	25,000

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	449,573	443,721	494,516	471,739
Non Personnel	131,882	618,937	326,924	412,636
Total	581,455	1,062,658	821,440	884,375

Program 4. Accounting/Special Assessments

Robert Butterworth, Manager Organization: 137400

Program Description

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

<i>Operating Budget</i>	<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
Personnel Services	53,169	65,752	71,563	152,958
Non Personnel	2,659	1,329	4,521	3,699
<i>Total</i>	<i>55,828</i>	<i>67,081</i>	<i>76,084</i>	<i>156,657</i>

Unemployment Compensation Operating Budget

Appropriation: 199

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Unemployment Compensation	16,318	159,806	350,000	350,000
	<i>Total</i>	<i>16,318</i>	<i>159,806</i>	<i>350,000</i>	<i>350,000</i>

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	16,318	159,806	350,000	350,000
	Non Personnel	0	0	0	0
	<i>Total</i>	<i>16,318</i>	<i>159,806</i>	<i>350,000</i>	<i>350,000</i>

Workers' Compensation Fund Operating Budget

Appropriation: 341

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '10</i>	<i>Total Actual '11</i>	<i>Total Approp '12</i>	<i>Total Budget '13</i>
	Workers' Compensation Fund	2,022,698	1,444,746	2,200,000	2,200,000
	<i>Total</i>	<i>2,022,698</i>	<i>1,444,746</i>	<i>2,200,000</i>	<i>2,200,000</i>

<i>Operating Budget</i>		<i>Actual '10</i>	<i>Actual '11</i>	<i>Approp '12</i>	<i>Budget '13</i>
	Personnel Services	0	0	0	0
	Non Personnel	2,022,698	1,444,746	2,200,000	2,200,000
	<i>Total</i>	<i>2,022,698</i>	<i>1,444,746</i>	<i>2,200,000</i>	<i>2,200,000</i>