

# Finance

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# Finance

Ashley Groffenberger, Chief Financial Officer & Collector-Treasurer

## Cabinet Mission

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

Operating Budget	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
Assessing Department	6,670,362	7,347,194	8,078,874	8,223,350
Auditing Department	2,996,261	3,132,303	3,064,943	3,255,490
Budget Management	2,827,300	2,833,403	3,538,791	3,355,257
Execution of Courts	7,083,289	5,790,678	5,000,000	5,000,000
Office of Finance	2,056,989	3,687,808	2,046,207	2,648,553
Office of Participatory Budgeting	0	0	1,000,000	2,000,000
Pensions & Annuities - City	3,515,768	3,429,223	3,900,000	3,900,000
Procurement	2,773,022	2,052,997	2,155,762	2,082,595
Treasury Department	20,087,307	5,310,310	4,921,229	5,109,510
<b>Total</b>	<b>48,010,298</b>	<b>33,583,916</b>	<b>33,705,806</b>	<b>35,574,755</b>

External Funds Expenditures	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
Auditing Department	59,242	7,589	246,131	239,445
Budget Management	23,600,385	72,792,094	130,960,880	175,355,000
Treasury Department	24,705,360	23,123,022	29,491,975	40,285,279
<b>Total</b>	<b>48,364,987</b>	<b>95,922,705</b>	<b>160,698,986</b>	<b>215,879,724</b>



# Assessing Department Operating Budget

Nicholas Ariniello, Commissioner, Appropriation 136000

## Department Mission

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

## Selected Performance Goals

### Assessing Operations

- To review abatement applications in a timely manner.

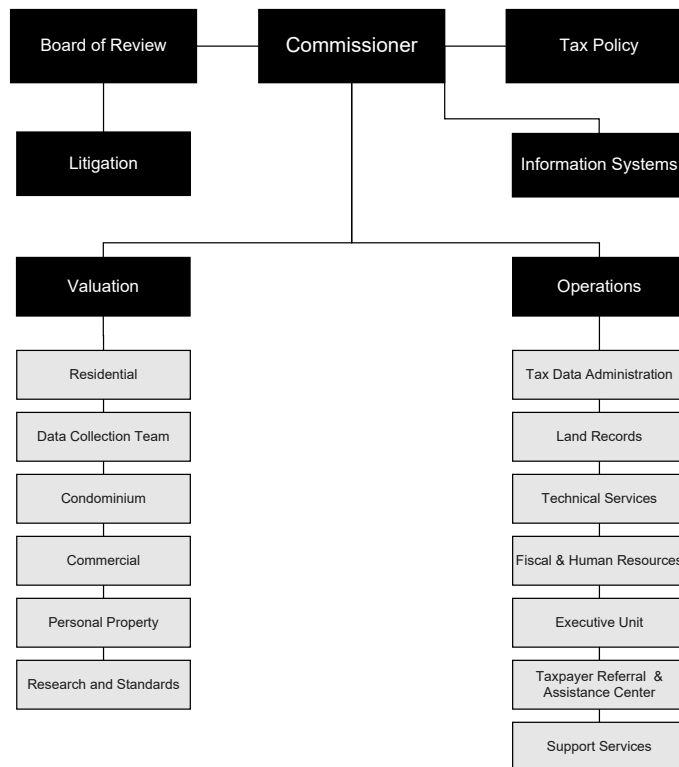
### Executive

- To resolve taxpayer inquiries responsively and quickly.

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Operations	2,446,938	2,703,920	2,760,703	2,499,500
	Valuation	3,208,034	3,581,960	3,934,546	4,295,260
	Executive	1,015,390	1,061,314	1,383,625	1,428,590
	<b>Total</b>	<b>6,670,362</b>	<b>7,347,19</b>	<b>8,078,874</b>	<b>8,223,350</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	6,225,298	6,596,988	7,364,374	7,261,010
	Non Personnel	445,064	750,206	714,500	962,340
	<b>Total</b>	<b>6,670,362</b>	<b>7,347,194</b>	<b>8,078,874</b>	<b>8,223,350</b>

# Assessing Department Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	6,158,325	6,578,76	7,354,374	7,251,010	-103,364
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	39,272	6,178	10,000	10,000	0
51600 Unemployment Compensation	27,701	0	0	0	0
51700 Workers' Compensation	0	12,046	0	0	0
Total Personnel Services	6,225,298	6,596,988	7,364,374	7,261,010	-103,364
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	59,674	46,674	40,000	40,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	7,437	7,107	17,100	17,100	0
52800 Transportation of Persons	13,210	3,806	16,000	16,000	0
52900 Contracted Services	234,870	400,879	409,000	649,700	240,700
Total Contractual Services	315,191	458,466	482,100	722,800	240,700
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	60	19	500	740	240
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	47,334	122,008	52,000	52,000	0
53700 Clothing Allowance	9,500	11,250	13,500	13,500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	56,894	133,277	66,000	66,240	240
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	1,054	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	57,501	157,409	166,400	173,300	6,900
Total Current Chgs & Oblig	57,501	158,463	166,400	173,300	6,900
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	15,478	0	0	0	0
Total Equipment	15,478	0	0	0	0
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	6,670,362	7,347,194	8,078,874	8,223,350	144,476

# Department Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary
121A Manager, BOR	EXM	10	1.00	93,774	Exec Asst	EXM	11	1.00	96,280
Adm.Anlst.	SU4	14	13.00	688,857	Exec Asst (Asn)	EXM	10	1.00	122,950
Adm_Asst	SU4	15	5.00	349,002	Jr Assessing Draftsperson	AFJ	16A	1.00	56,978
Adminis.Assistant	SU4	16	2.00	144,539	Manager, Litigation Support	EXM	10	1.00	122,950
Asst Assessor	AFL	16A	4.00	268,042	Member-Bd of Review	EXM	NG	1.00	97,687
Asst Assessor (Trainee II)	AFL	14	9.00	417,444	Office Manager (ASN)	SU4	16	3.00	229,911
Commissioner (ASN)	CDH	NG	1.00	155,426	Operations Manager, BOR	EXM	12	1.00	103,525
Dir Human Resources Assessing	EXM	08	1.00	105,822	Prin_Admin_Assistant	SE1	08	4.00	453,372
Dir of Information Systems	SE1	11	1.00	139,907	Prin_Admin_Asst	SE1	09	3.00	330,818
Dir of Personal Property	EXM	09	1.00	113,658	Property Utilization Officer	SE1	06	1.00	92,940
Dir of Tax Policy	EXM	10	1.00	87,958	Research Analyst (Asn)	SU4	16	1.00	56,203
Dir-Assessing Services	SE1	07	5.00	469,115	Sr Adm Anl	SE1	06	5.00	419,302
Director of Oper	EXM	13	1.00	140,945	Sr Assessing Draftsperson	AFJ	18A	2.00	193,636
Director of Research	EXM	10	1.00	122,950	Sr Data Proc Sys Analyst	SE1	08	3.00	292,180
Director of Technical Services	SE1	11	1.00	100,708	Sr Research Analyst (Asn)	SU4	18	3.00	246,138
Director of Valuation	EXM	12	1.00	131,227	Supv-Asst Assessors	AFL	18	11.00	985,628
					<b>Total</b>				<b>90 7,429,872</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				89,302
					Chargebacks				0
					Salary Savings				-268,165
					<b>FY23 Total Request</b>				<b>7,251,009</b>



# Program 1. Operations

Emmanuel Dikibo, Manager, Organization 136100

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	2,290,599	2,466,168	2,592,603	2,326,160
Non Personnel	156,339	237,752	168,100	173,340
<b>Total</b>	<b>2,446,938</b>	<b>2,703,920</b>	<b>2,760,703</b>	<b>2,499,500</b>

## Performance

**Goal:** To review abatement applications in a timely manner

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% of residential exemption applications processed within 15 days	100%	100%	100%	100%
Residential exemption applications reviewed within 15 days	11,035	8,296	8,334	7,500

# Program 2. Valuation

Raymond Boly, *Manager*, Organization 136200

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	2,961,779	3,241,718	3,588,846	3,707,760
Non Personnel	246,255	340,242	345,700	587,500
<b>Total</b>	<b>3,208,034</b>	<b>3,581,960</b>	<b>3,934,546</b>	<b>4,295,260</b>

# Program 3. Executive

Nicholas Ariniello, Commissioner, Organization 136300

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	972,920	889,102	1,182,925	1,227,090
Non Personnel	42,470	172,212	200,700	201,500
<b>Total</b>	<b>1,015,390</b>	<b>1,061,314</b>	<b>1,383,625</b>	<b>1,428,590</b>

## Performance

**Goal:** To resolve taxpayer inquiries responsively and quickly

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
# of calls to the Taxpayer Referral & Assistance Center (TRAC)	18,454	33,288	25,987	25,000
% of calls to TRAC answered within 3 minutes	100%	100%	100%	100%
% of public requests to Commissioner's office addressed within 2 days	100%	100%	100%	100%
Public requests received	3,165	3,586	2,167	2,500



# Auditing Department Operating Budget

Maureen Ann Joyce, City Auditor, Appropriation 131000

## Department Mission

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

## Selected Performance Goals

### Accounting

- Ensure Stability of Financial Reporting.

### Grants Monitoring

- Ensure Stability of Financial Reporting.

### Accounts Payable

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

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Administration	689,775	632,109	708,485	762,853
	Accounting	688,913	965,588	817,988	815,066
	Central Payroll	617,072	509,945	610,932	648,505
	Grants Monitoring	325,109	355,260	156,691	206,805
	Accounts Payable	675,392	669,401	770,847	822,261
	<b>Total</b>	<b>2,996,261</b>	<b>3,132,303</b>	<b>3,064,943</b>	<b>3,255,490</b>

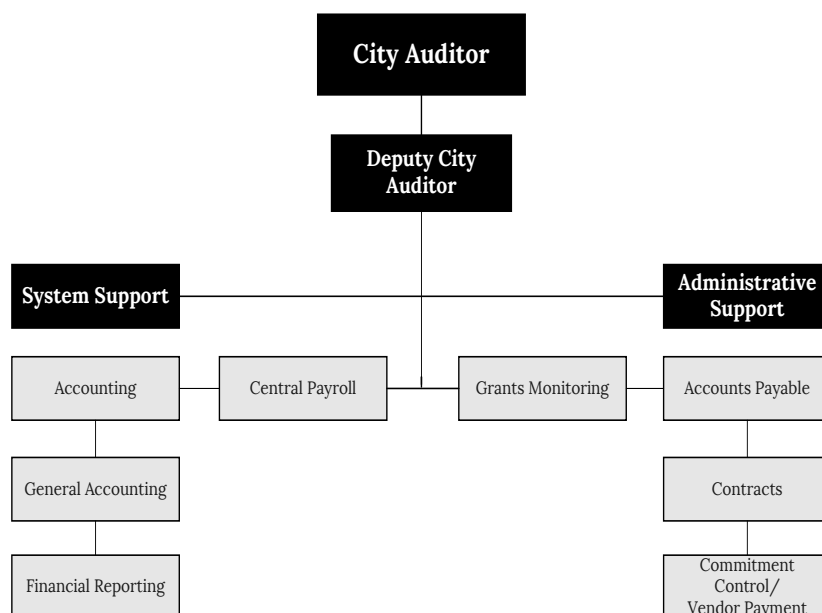
  

External Funds Budget	Fund Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Earned Indirect	59,242	7,589	246,131	239,445
	<b>Total</b>	<b>59,242</b>	<b>7,589</b>	<b>246,131</b>	<b>239,445</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	2,834,746	2,721,287	2,867,141	3,057,688
	Non Personnel	161,515	411,016	197,802	197,802
	<b>Total</b>	<b>2,996,261</b>	<b>3,132,303</b>	<b>3,064,943</b>	<b>3,255,490</b>

# Auditing Department Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	2,762,967	2,660,337	2,857,141	3,047,688	190,547
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	65,623	60,950	10,000	10,000	0
51600 Unemployment Compensation	6,156	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,834,746	2,721,287	2,867,141	3,057,688	190,547
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	8,280	9,050	9,048	9,048	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	2,507	2,200	6,570	6,570	0
52800 Transportation of Persons	10,462	1,975	7,684	7,684	0
52900 Contracted Services	105,473	360,691	122,680	122,680	0
Total Contractual Services	126,722	373,916	145,982	145,982	0
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	467	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	5,043	2,292	9,028	9,028	0
53700 Clothing Allowance	2,250	1,750	2,500	2,500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	7,760	4,042	11,528	11,528	0
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	99	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	26,934	28,622	40,292	40,292	0
Total Current Chgs & Oblig	27,033	28,622	40,292	40,292	0
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	4,436	0	0	0
Total Equipment	0	4,436	0	0	0
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	2,996,261	3,132,303	3,064,943	3,255,490	190,547

# Department Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary
Admin Analyst (Aud)	SE1	04	3.00	229,580	Prin_Admin_Assistant	SE1	08	2.00	219,190
Admin Asst	SE1	05	1.00	84,232	Senior Admin Asst	SE1	07	1.00	103,808
Asst City Auditor	SE1	09	1.00	121,858	Sr Accountant	SU4	13	6.00	336,556
Asst Prin Accountant	SU4	14	2.00	107,929	Sr Adm An(SpProjStff)(Aud)	SE1	06	4.00	356,531
City Auditor	CDH	NG	1.00	160,439	Sr Adm Anl	SE1	06	1.00	100,708
Dep City Auditor	EXM	14	1.00	149,334	Sr Data Proc Sys An(Budget)	SE1	09	1.00	121,858
Head Account Clerk	SU4	12	1.00	55,039	Sr. Research Analyst	SE1	03	3.00	190,311
P Admin Asst	SE1	10	3.00	388,129	SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	71,753
Prin Admin Analyst (Aud)	SE1	07	3.00	311,423	Supv-Acntng(Auditing)	SE1	05	2.00	143,082
					<b>Total</b>				<b>37 3,251,760</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				63,305
					Chargebacks				-239,445
					Salary Savings				-27,935
					<b>FY23 Total Request</b>				<b>3,047,685</b>



# External Funds History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	0	0	246,131	239,445	-6,686
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	246,131	239,445	-6,686
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	8,522	-8,331	0	0	0
52900 Contracted Services	34,970	170	0	0	0
Total Contractual Services	43,492	-8,161	0	0	0
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	0	0	0	0	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	0	0	0	0	0
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	15,750	15,750	0	0	0
Total Current Chgs & Oblig	15,750	15,750	0	0	0
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
Total Equipment	0	0	0	0	0
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	59,242	7,589	246,131	239,445	-6,686

# Program 1. Administration

Maureen Ann Joyce, *Manager*, Organization 131100

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	579,292	521,782	580,415	634,783
Non Personnel	110,483	110,327	128,070	128,070
<b>Total</b>	<b>689,775</b>	<b>632,109</b>	<b>708,485</b>	<b>762,853</b>

# Program 2. Accounting

Veronica Imbaro, 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 Annual Comprehensive Financial Reports (ACFR)

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	656,862	687,081	771,374	768,452
Non Personnel	32,051	278,507	46,614	46,614
<b>Total</b>	<b>688,913</b>	<b>965,588</b>	<b>817,988</b>	<b>815,066</b>

## Performance

**Goal:** Ensure Stability of Financial Reporting

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% of Financial Audit Work Completed	100%	100%	100%	100%
% of New GASB Standards Implemented	100%	100%	100%	100%
Financial Audit Completion	1	1	1	1

# Program 3. Central Payroll

Michael O'Keefe, Manager, Organization 131300

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	613,102	504,498	605,221	642,794
Non Personnel	3,970	5,447	5,711	5,711
Total	617,072	509,945	610,932	648,505

# Program 4. Grants Monitoring

Scott Finn, Manager, Organization 131400

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	321,741	352,117	152,194	202,308
Non Personnel	3,368	3,143	4,497	4,497
<b>Total</b>	<b>325,109</b>	<b>355,260</b>	<b>156,691</b>	<b>206,805</b>

## Performance

**Goal:** Ensure Stability of Financial Reporting

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% of Single Audit Completion	100%	100%	100%	100%
% of Single Audit Work Completed	100%	100%	100%	100%

# Program 5. Accounts Payable

Marie Murray, Manager, Organization 131500

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	663,749	655,809	757,937	809,351
Non Personnel	11,643	13,592	12,910	12,910
Total	675,392	669,401	770,847	822,261

## Performance

Goal: % contracts routed within 3 days of receipt

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% contracts routed within 3 days of receipt	77%	73%	74%	85%

Goal: % procurement documents approved within 3 days

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% procurement documents approved within 3 days	90.8%	84.1%	91%	95%

Goal: % vendor invoices processed within 5 days

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% vendor invoices processed within 5 days	100%	100%	96%	100%

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

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% of Standard Contracts Completed On-Line	50%	100%	100%	100%

# External Funds Projects

## Earned Indirect

### **Project Mission**

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





# Budget Management Operating Budget

James Williamson, Director, Appropriation 141000

## Department Mission

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

## Selected Performance Goals

### Budget & Management

- Improve use of limited city resources.

### Revenue Monitoring

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

### Capital Budgeting

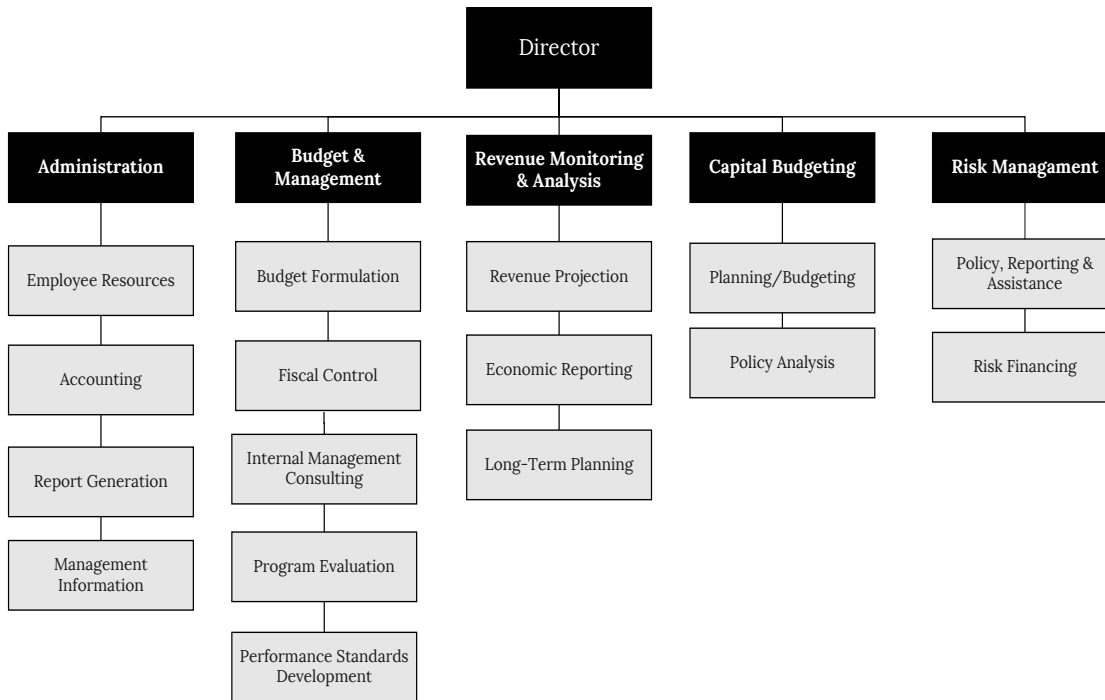
- Improve use of limited city resources.

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Administration	1,380,074	1,306,331	1,246,999	1,236,422
	Budget & Management	807,592	857,699	961,003	795,738
	Revenue Monitoring	84,407	105,797	671,131	657,871
	Capital Budgeting	370,042	375,321	395,053	422,452
	Risk Management	185,185	188,255	264,605	242,774
	<b>Total</b>	<b>2,827,300</b>	<b>2,833,403</b>	<b>3,538,791</b>	<b>3,355,257</b>

External Funds Budget	Fund Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	American Rescue Plan Act (ARPA)	0	0	90,500,000	175,355,000
	CARES-Coronavirus Relief Fund	14,203,649	68,894,222	37,755,487	0
	FEMA-Coronavirus Response	9,396,736	3,897,872	2,705,393	0
	<b>Total</b>	<b>23,600,385</b>	<b>72,792,094</b>	<b>130,960,880</b>	<b>175,355,000</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	2,251,768	2,336,922	2,603,901	2,420,967
	Non Personnel	575,532	496,481	934,890	934,290
	<b>Total</b>	<b>2,827,300</b>	<b>2,833,403</b>	<b>3,538,791</b>	<b>3,355,257</b>

# Budget Management Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	2,221,018	2,299,311	2,565,901	2,382,967	-182,934
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	30,750	37,611	38,000	38,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	2,251,768	2,336,922	2,603,901	2,420,967	-182,934
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	5,719	5,594	6,700	6,700	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	1,139	0	3,500	3,500	0
52800 Transportation of Persons	5,417	1,292	6,000	6,000	0
52900 Contracted Services	421,656	367,303	777,320	777,320	0
Total Contractual Services	433,931	374,189	793,520	793,520	0
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	74	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	2,667	557	4,100	4,100	0
53700 Clothing Allowance	500	250	500	500	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	135	110	1,500	1,500	0
Total Supplies & Materials	3,376	917	6,100	6,100	0
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	113,055	114,433	135,270	134,670	-600
Total Current Chgs & Oblig	113,055	114,433	135,270	134,670	-600
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	10,042	0	0	0	0
55900 Misc Equipment	15,128	6,942	0	0	0
Total Equipment	25,170	6,942	0	0	0
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	2,827,300	2,833,403	3,538,791	3,355,257	-183,534

# Department Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary
Adm.Sec.	SU4	14	1.00	63,025	Revenue Manager	EXM	09	1.00	91,984
Admin Assistant	SU4	16	1.00	76,637	Risk Finance Mgr	EXM	10	1.00	98,832
Assistant Director	EXM	10	2.00	219,722	Sr Adm An(SpProjStff)(Aud)	SE1	06	1.00	72,914
Dep Dir (Capital)	EXM	12	1.00	135,428	Sr Advisor	EXM	12	1.00	135,428
Deputy Director (Budget)	EXM	14	1.00	137,647	Sr Data Proc Sys Analyst	SE1	09	1.00	83,579
Exec Asst	EXM	10	1.00	122,950	Sr Finance Manager	EXM	09	1.00	79,904
Management Analyst (Obpe)	SE1	06	9.00	658,371	Sr Management Analyst	EXM	08	2.00	189,085
Office Operations Mgr	SE1	08	1.00	97,343	Supervisor of Budgets	CDH	NG	1.00	150,412
					<b>Total</b>			<b>26</b>	<b>2,413,261</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				54,975
					Chargebacks				61,307
					Salary Savings				-146,576
					<b>FY23 Total Request</b>				<b>2,382,967</b>

# External Funds History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	0	939,929	825,227	0	-825,227
51100 Emergency Employees	0	2,374,501	0	0	0
51200 Overtime	4,145,720	14,199,299	4,151,658	0	-4,151,658
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	0	0	0	0
51500 Pension & Annuity	0	0	45,040	0	-45,040
51600 Unemployment Compensation	0	2,000,000	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	4,145,720	19,513,729	5,021,925	0	-5,021,925
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	5,573,572	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	282,435	0	0	0	0
52900 Contracted Services	13,506,807	38,726,270	123,955,650	175,355,000	51,399,350
Total Contractual Services	13,789,242	44,299,842	123,955,650	175,355,000	51,399,350
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	996,461	1,689,274	0	-1,689,274
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	1,044,599	0	0	0
53900 Misc Supplies & Materials	2,396,198	4,045,505	91,665	0	-91,665
Total Supplies & Materials	2,396,198	6,086,565	1,780,939	0	-1,780,939
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	0	85,066	112,421	0	-112,421
Total Current Chgs & Oblig	0	85,066	112,421	0	-112,421
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	3,269,225	2,806,892	89,947	0	-89,947
Total Equipment	3,269,225	2,806,892	89,947	0	-89,947
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	23,600,385	72,792,094	130,960,880	175,355,000	44,394,118

# Program 1. Administration

James Williamson, *Manager*, Organization 141100

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	865,956	868,922	1,015,814	1,005,237
Non Personnel	514,118	437,409	231,185	231,185
<b>Total</b>	<b>1,380,074</b>	<b>1,306,331</b>	<b>1,246,999</b>	<b>1,236,422</b>

# Program 2. Budget & Management

Johanna Bernstein, *Manager*, Organization 141200

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	805,637	857,131	958,703	793,438
Non Personnel	1,955	568	2,300	2,300
<b>Total</b>	<b>807,592</b>	<b>857,699</b>	<b>961,003</b>	<b>795,738</b>

## Performance

**Goal:** Improve use of limited city resources

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% achieved of savings identified in budget process	62%	100%	100%	100%
% of new investments implemented	84%	95%	92%	100%
New healthcare savings achieved through the Public Employee Committee (PEC)	0.6	8.6	22.8	14.9

# Program 3. Revenue Monitoring

Todd Swisher, Manager, Organization 141300

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	84,407	105,797	110,831	97,571
Non Personnel	0	0	560,300	560,300
Total	84,407	105,797	671,131	657,871

## Performance

Goal: Ensure long-term financial stability

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% by which actual revenues exceed actual expenditures	0.4%	0.4%	0.5%	0.5%

Goal: Maximize current and future revenues

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% achieved of new revenue identified in the budget process	127%	70%	96%	100%



# 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.

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	369,092	375,067	393,703	421,102
Non Personnel	950	254	1,350	1,350
<b>Total</b>	<b>370,042</b>	<b>375,321</b>	<b>395,053</b>	<b>422,452</b>

## Performance

**Goal:** Improve use of limited city resources

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
% of capital plan associated with City planning efforts (Imagine Boston, Build BPS, Go Boston 2030, City Hall)	90.5%	90.1%	91%	91%

# Program 6. Risk Management

Benjamin McNeil, Manager, Organization 141600

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	126,676	130,005	124,850	103,619
Non Personnel	58,509	58,250	139,755	139,155
Total	185,185	188,255	264,605	242,774

# External Funds Projects

## American Rescue Plan Act (ARPA)

### Project Mission

The American Rescue Plan Act of 2021 (ARPA) is a \$1.9 trillion economic stimulus bill passed by the 117th U.S. Congress and signed into law by the President on March 11, 2021. ARP will provide an estimated \$424 million to the City of Boston with funding availability through the end of calendar year 2024. Funding from the ARP will be provided in two tranches, in May 2021 the second tranche will come a year later. Eligible uses of ARPA funding are broader than CARES-CRF funding and include: Revenue replacement to strengthen support for vital public services and help retain jobs; Urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control; Assistance to small businesses, households, and hard-hit industries, and economic recovery; Addressing systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations; and Investments in water, sewer and broadband infrastructure.

## CARES-Coronavirus Relief Fund

### Project Mission

The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, is a \$2.2 trillion economic stimulus bill passed by the 116th U.S. Congress and signed into law by the President on March 27, 2020 in response to the economic fallout of the COVID-19 pandemic in the United States. The CARES Act is a broad-based economic stimulus bill, but the City of Boston is a direct recipient from a \$150 billion program called the Coronavirus Relief Fund (CRF) specifically for states, tribal governments and units of local government paid in advance by the United States Treasury. Boston with a population in excess of 500,000 was eligible for a direct payment totaling \$120.8 million. These funds were approved in the Boston City Council on May 6, 2020 and have been used to respond to COVID-19 crisis by providing resources to support rental relief; small business support, public health interventions and the funding will be spent by December 31, 2021.

## FEMA-Coronavirus Response

### Project Mission

The Federal Emergency Management Agency (FEMA) will provide reimbursement through the Commonwealth of Massachusetts for costs related to the emergency response funding for the COVID-19 emergency. The Boston City Council approved the first round of reimbursement on June 24, 2020 additional reimbursement authorization has been submitted to City Council total reimbursable costs are estimated at \$14 million.



# Execution of Courts Operating Budget

## Appropriation 333000

### Department Mission

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

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Execution of Courts	7,083,289	5,790,678	5,000,000	5,000,000
	<b>Total</b>	<b>7,083,289</b>	<b>5,790,678</b>	<b>5,000,000</b>	<b>5,000,000</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	0	0	0	0
	Non Personnel	7,083,289	5,790,678	5,000,000	5,000,000
	<b>Total</b>	<b>7,083,289</b>	<b>5,790,678</b>	<b>5,000,000</b>	<b>5,000,000</b>



# Office of Finance Operating Budget

Ashley Groffenberger, *Chief Financial Officer & Collector Treasurer*, Appropriation 144000

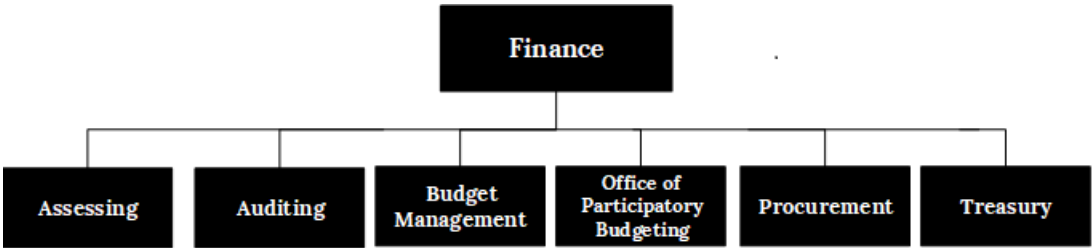
## Department Mission

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

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Office of Finance	2,056,989	3,687,808	2,046,207	2,648,553
	<b>Total</b>	<b>2,056,989</b>	<b>3,687,808</b>	<b>2,046,207</b>	<b>2,648,553</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	734,473	785,330	873,999	937,900
	Non Personnel	1,322,516	2,902,478	1,172,208	1,710,653
	<b>Total</b>	<b>2,056,989</b>	<b>3,687,808</b>	<b>2,046,207</b>	<b>2,648,553</b>

# Office of Finance Operating Budget



**Description of Services**

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



# Department History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	732,489	785,330	846,624	910,525	63,901
51100 Emergency Employees	1,984	0	27,375	27,375	0
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	734,473	785,330	873,999	937,900	63,901
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	17,938	14,872	16,500	13,500	-3,000
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	1,472	338	500	500	0
52800 Transportation of Persons	1,097	7	700	900	200
52900 Contracted Services	1,276,399	2,864,541	1,150,000	1,691,703	541,703
Total Contractual Services	1,296,906	2,879,758	1,167,700	1,706,603	538,903
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	934	1,476	2,000	1,000	-1,000
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	250	250
Total Supplies & Materials	934	1,476	2,000	1,250	-750
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	1,472	3,651	2,508	2,800	292
Total Current Chgs & Oblig	1,472	3,651	2,508	2,800	292
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	20,332	0	0	0	0
55900 Misc Equipment	2,872	17,593	0	0	0
Total Equipment	23,204	17,593	0	0	0
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	2,056,989	3,687,808	2,046,207	2,648,553	602,346

# Department Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary
Admin Assistant	EXM	05	1.00	80,858	Dir of Strategic Procurem	EXM	11	1.00	120,578
Administrative Assistant	EXM	04	1.00	49,310	Director Admin Services	CDH	NG	1.00	190,000
Data Proc Systems Analyst	EXM	06	1.00	88,116	Exec Asst	MYO	06	1.00	50,631
					Project Mgr, Alternative Financing	EXM	10	1.00	122,950
					<b>Total</b>			<b>7</b>	<b>702,443</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				290,660
					Chargebacks				0
					Salary Savings				-82,579
					<b>FY23 Total Request</b>				<b>910,524</b>

# Program 1. Office of Finance

Ashley Groffenberger, Chief Financial Office & Collector Treasurer, Organization 144100

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	734,473	785,330	873,999	937,900
Non Personnel	1,322,516	2,902,478	1,172,208	1,710,653
<b>Total</b>	<b>2,056,989</b>	<b>3,687,808</b>	<b>2,046,207</b>	<b>2,648,553</b>



# Office of Participatory Budgeting Operating Budget

**Vacant, Director Appropriation 418000**

## Department Mission

The Participatory Budgeting appropriation supports the City's efforts to incorporate participatory budgeting practices, with the goals of being more democratic, inclusive, and transparent. The appropriation will fund efforts to include all residents, with a focus on those residents historically disconnected from the budgeting process.

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Participatory Budgeting	0	0	1,000,000	2,000,000
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>2,000,000</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	0	0	0	240,000
	Non Personnel	0	0	1,000,000	1,760,000
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>2,000,000</b>

# Office of Participatory Budgeting Operating Budget

## **Description of Services**

The Office of Participatory Budgeting will spearhead the City's efforts to incorporate participatory budgeting practices, with the goals of being more democratic, inclusive and transparent. As the City writes the ordinance mandated by Ballot Measure 1, passed in November 2021, the specific functions of this office will be delineated.

# Department History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	0	0	0	240,000	240,000
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	0	0	0	240,000	240,000
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	0	0	0	0	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	0	0	0	0
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	0	0	0	5,000	5,000
Total Contractual Services	0	0	0	5,000	5,000
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	0	0	0	0	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	0	0	0	0	0
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	0	0	0	0	0
Total Current Chgs & Oblig	0	0	0	0	0
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	5,000	5,000
Total Equipment	0	0	0	5,000	5,000
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
56200 Special Appropriation	0	0	1,000,000	1,750,000	750,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	1,000,000	1,750,000	750,000
Grand Total	0	0	1,000,000	2,000,000	1,000,000

# Program 1. Participatory Budgeting

Vacant, Director Organization 418100

## Program Description

The Participatory Budgeting appropriation supports the City's efforts to incorporate participatory budgeting practices, with the goals of being more democratic, inclusive, and transparent. The appropriation will fund efforts to include all residents, with a focus on those residents historically disconnected from the budgeting process.

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	0	0	0	240,000
Non Personnel	0	0	1,000,000	1,760,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>2,000,000</b>



# Pensions & Annuities - City Operating Budget

Appropriation 374000

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

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Pensions & Annuities - City	3,515,768	3,429,223	3,900,000	3,900,000
	<b>Total</b>	<b>3,515,768</b>	<b>3,429,223</b>	<b>3,900,000</b>	<b>3,900,000</b>



# Procurement Operating Budget

Christopher Radcliffe, Interim Purchasing Agent, Appropriation 143000

## Department Mission

The Procurement Department mission is to purchase the best quality products using fair and Equitable Procurement Processes, inclusive of small and local businesses, including minority-owned businesses (MBEs), woman-owned businesses (WBEs), and veteran-owned small businesses. These products are to be purchased at the lowest possible price and delivered promptly to City departments. The department is also responsible for surplus property, processing mail, providing copier service and publishing the City Record.

## Selected Performance Goals

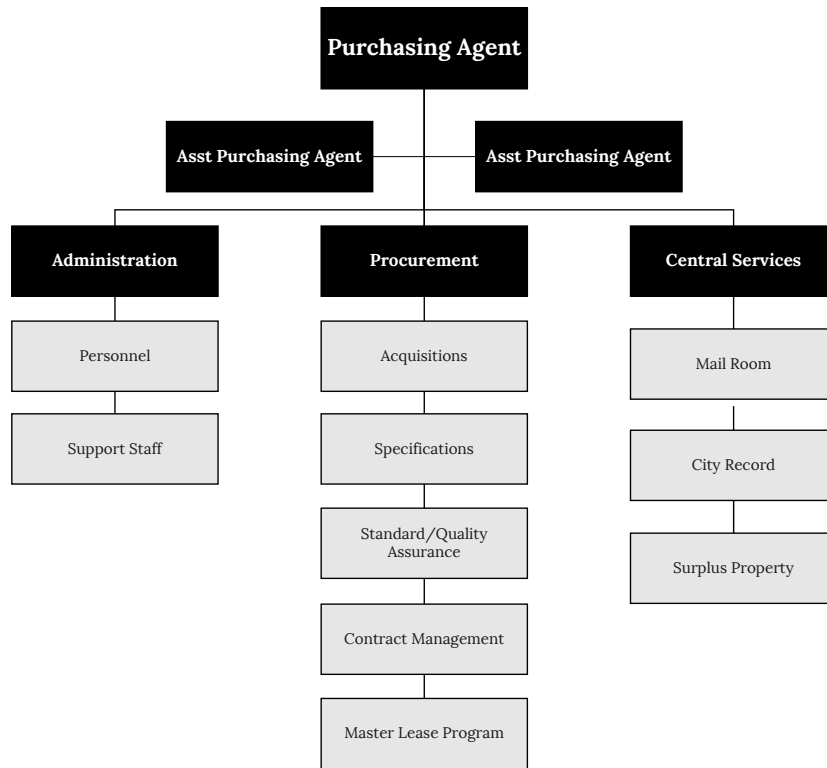
### Procurement

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

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Administration	1,681,843	1,004,793	888,989	1,034,415
	Procurement	747,960	636,217	908,732	686,740
	Central Services	343,219	411,987	358,041	361,440
	<b>Total</b>	<b>2,773,022</b>	<b>2,052,997</b>	<b>2,155,762</b>	<b>2,082,595</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	1,777,022	1,782,027	1,861,271	1,982,760
	Non Personnel	996,000	270,970	294,491	99,835
	<b>Total</b>	<b>2,773,022</b>	<b>2,052,997</b>	<b>2,155,762</b>	<b>2,082,595</b>

# Procurement Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	1,730,820	1,736,437	1,861,271	1,982,760	121,489
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	-368	-90	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	46,570	45,680	0	0	0
Total Personnel Services	1,777,022	1,782,027	1,861,271	1,982,760	121,489
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	7,961	7,952	8,376	8,860	484
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	55,282	42,791	30,000	30,000	0
52800 Transportation of Persons	4,038	1,062	4,875	4,875	0
52900 Contracted Services	7,162	7,565	200,618	5,740	-194,878
Total Contractual Services	74,443	59,370	243,869	49,475	-194,394
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	12,139	4,867	12,225	12,225	0
53700 Clothing Allowance	3,000	2,500	3,000	3,000	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	15,139	7,367	15,225	15,225	0
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	12,955	9,137	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	2,689	2,669	5,065	5,065	0
Total Current Chgs & Oblig	15,644	11,806	5,065	5,065	0
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	24,332	24,070	-262
55600 Office Furniture & Equipment	760	0	0	0	0
55900 Misc Equipment	16,747	12,025	0	0	0
Total Equipment	17,507	12,025	24,332	24,070	-262
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
56200 Special Appropriation	873,267	180,402	6,000	6,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	873,267	180,402	6,000	6,000	0
Grand Total	2,773,022	2,052,997	2,155,762	2,082,595	-73,167

# Department Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary
Adm Analyst	SU4	14	1.00	45,180	Manager - Print/Mail Services	EXM	08	1.00	91,648
Adm.Assistant	SU4	17	1.00	65,290	Prin Acct Clerk	SU4	10	1.00	51,837
Adm Asst	SU4	15	2.00	141,741	Prin Admin Assistant	SE1	08	2.00	226,913
Admin Asst (Asd/Cab)	SE1	05	1.00	86,692	Procurement Process Manager	EXM	10	1.00	117,247
Asst Buyer	SU4	12	1.00	56,052	Purchasing Agent	CDH	NG	1.00	125,344
Asst Purchasing Agent	SE1	09	2.00	226,029	Sr Adm Anl	SE1	06	1.00	94,473
Buyer/Purchasing	SU4	16	3.00	228,964	Sr Adm Asst (WC)	SE1	06	2.00	188,945
Mailroom Equipment Operator	SU4	15	1.00	70,870	Sr Buyer	SU4	17	2.00	165,753
					Sr Data Proc Systems Anl I	SE1	09	1.00	121,858
					<b>Total</b>			<b>24</b>	<b>2,104,836</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				34,861
					Chargebacks				-65,290
					Salary Savings				-91,648
					<b>FY23 Total Request</b>				<b>1,982,759</b>

# Program 1. Administration

Christopher Radcliffe, Manager Organization 143100

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	860,926	870,393	836,889	981,897
Non Personnel	820,917	134,400	52,100	52,518
<b>Total</b>	<b>1,681,843</b>	<b>1,004,793</b>	<b>888,989</b>	<b>1,034,415</b>

# Program 2. Procurement

Gerard Bonaceto, Managers, Organization 143200

## Program Description

The Procurement Program procures goods and materials for use by all City departments. This program selects vendors through the public bid process, and initiates purchase orders and contracts consistent with appropriateness of cost, quality, delivery requirements, and vendor service. All procurements are fully inclusive of small and local businesses, including minority-owned businesses (MBEs), woman-owned businesses (WBEs), and veteran-owned small businesses are conducted to ensure taxpayers money is spent appropriately. Our Procurement Program follows a Green Purchasing process and purchases products that has a lesser or reduced negative effect or increased positive effect on human health and the environment, when compared with competing products that serve the same purpose.

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	537,746	585,651	701,262	674,344
Non Personnel	210,214	50,566	207,470	12,396
Total	747,960	636,217	908,732	686,740

## Performance

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

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
Average time to create contract (days)	21.5	24.92	20	15

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

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
Requisition to Purchase Order savings in percents	3	3	3.26	3

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

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
Average Requisition to Purchase Order timeline (days)	6.38	9.37	10.6	5

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

Performance Measures	Actual '20	Actual '21	Projected '22	Target '23
Supplier Portal Vendor support requests	14,303	11,868	9,751	7,500



# Program 3. Central Services

Christopher Radcliffe, Manager, Organization 143300

## Program Description

The Central Services Program provides central mailroom services, manages the central photocopy center, manages the disposal of departmental surplus goods and publishes the City Record.

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	378,350	325,983	323,120	326,519
Non Personnel	-35,131	86,004	34,921	34,921
<b>Total</b>	<b>343,219</b>	<b>411,987</b>	<b>358,041</b>	<b>361,440</b>



# Treasury Department Operating Budget

Ashley Groffenberger, Chief Financial Officer & Collector-Treasurer, Appropriation 137000

## Department Mission

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

Operating Budget	Division Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Collecting Division	3,071,539	3,380,344	2,938,243	3,019,839
	Treasury Division	17,015,768	1,929,966	1,982,986	2,089,671
	<b>Total</b>	<b>20,087,307</b>	<b>5,310,310</b>	<b>4,921,229</b>	<b>5,109,510</b>

External Funds Budget	Fund Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Community Preservation Act	24,705,360	23,123,022	29,491,975	40,285,279
	<b>Total</b>	<b>24,705,360</b>	<b>23,123,022</b>	<b>29,491,975</b>	<b>40,285,279</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	3,249,561	3,279,534	3,371,329	3,500,252
	Non Personnel	16,837,746	2,030,776	1,549,900	1,609,258
	<b>Total</b>	<b>20,087,307</b>	<b>5,310,310</b>	<b>4,921,229</b>	<b>5,109,510</b>

# Treasury Department Operating Budget

## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	3,219,536	3,244,594	3,328,129	3,457,052	128,923
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	30,025	34,940	43,200	43,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	3,249,561	3,279,534	3,371,329	3,500,252	128,923
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	19,170	26,159	17,400	21,008	3,608
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	19,901	19,622	27,250	27,250	0
52800 Transportation of Persons	11,224	5,196	7,750	12,750	5,000
52900 Contracted Services	560,900	595,545	622,250	672,250	50,000
Total Contractual Services	611,195	646,522	674,650	733,258	58,608
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	831,611	778,988	814,000	814,000	0
53700 Clothing Allowance	5,250	5,000	5,750	6,000	250
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	836,861	783,988	819,750	820,000	250
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	28,438	14,658	35,500	36,000	500
Total Current Chgs & Oblig	28,438	14,658	35,500	36,000	500
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	248	5,816	20,000	20,000	0
Total Equipment	248	5,816	20,000	20,000	0
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
56200 Special Appropriation	15,361,004	579,792	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	15,361,004	579,792	0	0	0
Grand Total	20,087,307	5,310,310	4,921,229	5,109,510	188,281

# Department Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary
Adm Asst	SU4	15	2.00	125,160	Prin Accountant	SU4	16	6.00	413,688
Admin Asst (Law)	SU4	16	1.00	54,926	Prin Admin Asst (Treas/Treas)	SE1	06	1.00	63,088
Chief of Staff	EXM	10	1.00	122,950	Prin Admin Asst (Trs/Col)	SE1	06	3.00	270,762
Collector-Treasurer	CDH	NG	1.00	182,500	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	131,820
Data Proc Sys Analyst I	SE1	07	1.00	78,444	Second Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	160,108
Dep Collector	SU4	13	5.00	231,097	Sr Legal Asst	SU4	14	1.00	63,025
Director	CDH	NG	1.00	160,439	Sr Personnel Off	SE1	06	1.00	94,473
Exec Asst (Treas/Trea)	SE1	11	1.00	100,708	Sr Programmer	SU4	15	1.00	70,870
Exec Asst (Treasury)	SE1	06	1.00	93,712	Sr Adm Asst	SE1	05	4.00	315,580
First Asst Coll-Trs	SE1	11	1.00	139,907	Supervisor Accounting	SE1	08	8.00	840,407
Head Administrative Clerk	SU4	14	2.00	126,050	Tax Title Supv	SU4	15	3.00	201,199
Head Clerk	SU4	12	2.00	85,375	Teller	SU4	13	4.00	200,352
Mgmt Analyst	SE1	06	1.00	93,326	Trust and Asset Manager	SE1	11	1.00	137,638
<b>Total</b>								<b>55</b>	<b>4,557,604</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				51,795
					Chargebacks				-1,107,490
					Salary Savings				-44,860
					<b>FY23 Total Request</b>				<b>3,457,049</b>

# External Funds History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	266,107	249,761	400,000	605,970	205,970
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	18,358	26,523	79,100	108,091	28,991
51500 Pension & Annuity	0	0	36,000	54,537	18,537
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	5,000	5,000	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	3,102	5,978	5,800	8,787	2,987
Total Personnel Services	287,567	282,262	525,900	782,385	256,485
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	0	0	0	3,000	3,000
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	54	0	0	0	0
52800 Transportation of Persons	588	-39	2,000	2,000	0
52900 Contracted Services	24,381,182	22,814,433	455,000	609,500	154,500
Total Contractual Services	24,381,824	22,814,394	457,000	614,500	157,500
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	0	66	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	3,285	5,640	1,000	1,000	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	3,285	5,706	1,000	1,000	0
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	28,479,575	38,861,894	10,382,319
54900 Other Current Charges	27,637	20,000	21,000	21,000	0
Total Current Chgs & Oblig	27,637	20,000	28,500,575	38,882,894	10,382,319
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	5,000	2,000	-3,000
55900 Misc Equipment	5,047	660	2,500	2,500	0
Total Equipment	5,047	660	7,500	4,500	-3,000
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	24,705,360	23,123,022	29,491,975	40,285,279	10,793,304

# External Funds Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary
Business Operations Mgr	EXM	08	1.00	87,965	Dir Community Preserva Committee	EXM	10	1.00	125,031
CPA Deputy Director	EXM	10	1.00	122,950	Special Assistant Admin	EXM	05	2.00	116,327
					Sr Adm Assistant	SE1	06	1.00	73,201
					<b>Total</b>			<b>6</b>	<b>525,474</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				80,497
					Chargebacks				0
					Salary Savings				0
					<b>FY23 Total Request</b>				<b>605,971</b>



# Treasury Division Operating Budget

Maureen Garceau, First Assistant Collector-Treasurer, Appropriation 138

## Division Mission

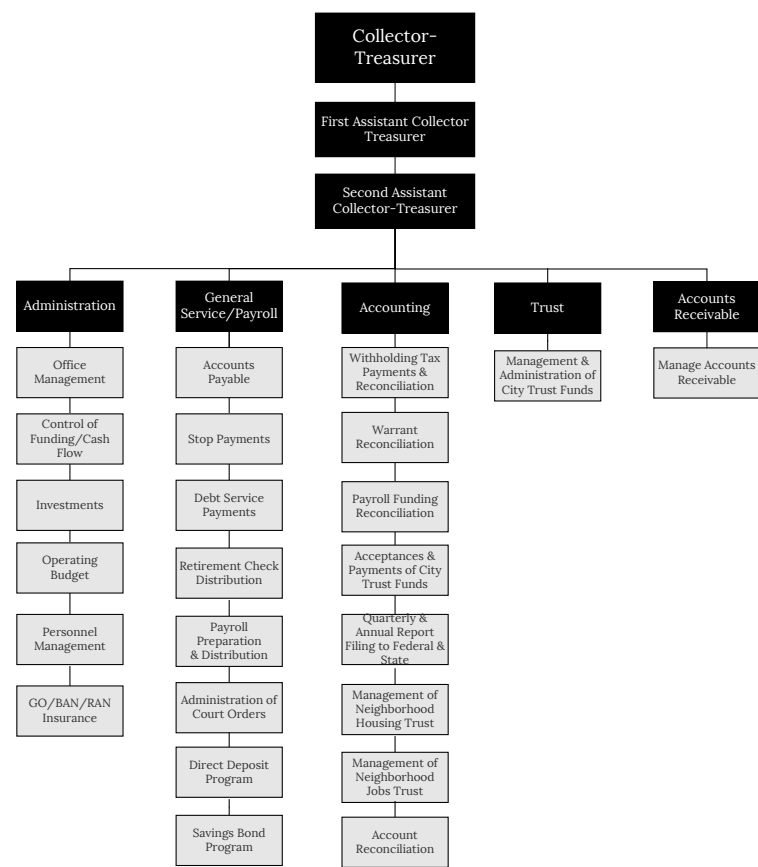
The Treasury Division receives and has care and custody of all monies, property, and securities acquired by virtue of any statute, ordinance, gift, devise, bequest, or deposit. In addition, the Division pays all warrants, drafts, bonds, and approved executions against the City.

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	Administration	734,710	674,253	638,161	756,441
	General Service/Payroll	678,147	634,398	701,765	630,839
	Accounting	180,535	185,574	193,953	174,318
	Accounts Receivable	422,293	435,109	449,107	528,072
	Trust	15,000,083	632	0	1
	<b>Total</b>	<b>17,015,768</b>	<b>1,929,966</b>	<b>1,982,986</b>	<b>2,089,671</b>

Operating Budget		Actual '20	Actual '21	Approp '22	Budget '23
	Personnel Services	1,510,041	1,487,497	1,510,286	1,558,113
	Non Personnel	15,505,727	442,469	472,700	531,558
	<b>Total</b>	<b>17,015,768</b>	<b>1,929,966</b>	<b>1,982,986</b>	<b>2,089,671</b>

# Treasury Division Operating Budget



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

# Division History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	1,505,792	1,484,350	1,490,286	1,538,113	47,827
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	4,249	3,147	20,000	20,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,510,041	1,487,497	1,510,286	1,558,113	47,827
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	15,492	21,384	12,400	16,008	3,608
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	17,514	16,742	25,750	25,750	0
52800 Transportation of Persons	5,703	526	3,300	8,300	5,000
52900 Contracted Services	175,997	115,270	130,250	180,250	50,000
Total Contractual Services	214,706	153,922	171,700	230,308	58,608
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	275,572	275,593	281,000	281,000	0
53700 Clothing Allowance	1,000	750	1,000	1,250	250
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	276,572	276,343	282,000	282,250	250
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	14,449	12,204	19,000	19,000	0
Total Current Chgs & Oblig	14,449	12,204	19,000	19,000	0
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
Total Equipment	0	0	0	0	0
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
56200 Special Appropriation	15,000,000	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	15,000,000	0	0	0	0
Grand Total	17,015,768	1,929,966	1,982,986	2,089,671	106,685

# Division Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary	
Admin Asst (Law)	SU4	16	1.00	54,926	Prin Accountant	SU4	16	6.00	413,688	
Chief of Staff	EXM	10	1.00	122,950	Prin Admin Asst (Treas/Treas)	SE1	06	1.00	63,088	
Collector-Treasurer	CDH	NG	1.00	182,500	Second Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	160,108	
Director	CDH	NG	1.00	160,439	Sr Personnel Off	SE1	06	1.00	94,473	
Exec Asst (Treas/Trea)	SE1	11	1.00	100,708	Sr_Adm_Asst	SE1	05	3.00	230,295	
Exec Asst (Treasury)	SE1	06	1.00	93,712	Supervisor Accounting	SE1	08	7.00	743,817	
Mgmt Analyst	SE1	06	1.00	93,326	Trust and Asset Manager	SE1	11	1.00	137,638	
					Total				27	2,651,668
					Adjustments					
					Differential Payments					0
					Other					38,795
					Chargebacks					-1,107,490
					Salary Savings					-44,860
					FY23 Total Request					1,538,113

# External Funds History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	266,107	249,761	400,000	605,970	205,970
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	0	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	18,358	26,523	79,100	108,091	28,991
51500 Pension & Annuity	0	0	36,000	54,537	18,537
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	5,000	5,000	0
51800 Indirect Costs	0	0	0	0	0
51900 Medicare	3,102	5,978	5,800	8,787	2,987
Total Personnel Services	287,567	282,262	525,900	782,385	256,485
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	0	0	0	3,000	3,000
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	54	0	0	0	0
52800 Transportation of Persons	588	-39	2,000	2,000	0
52900 Contracted Services	24,381,182	22,814,433	455,000	609,500	154,500
Total Contractual Services	24,381,824	22,814,394	457,000	614,500	157,500
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
53000 Auto Energy Supplies	0	66	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	3,285	5,640	1,000	1,000	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	3,285	5,706	1,000	1,000	0
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	28,479,575	38,861,894	10,382,319
54900 Other Current Charges	27,637	20,000	21,000	21,000	0
Total Current Chgs & Oblig	27,637	20,000	28,500,575	38,882,894	10,382,319
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	5,000	2,000	-3,000
55900 Misc Equipment	5,047	660	2,500	2,500	0
Total Equipment	5,047	660	7,500	4,500	-3,000
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	24,705,360	23,123,022	29,491,975	40,285,279	10,793,304

# External Funds Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary
Business Operations Mgr	EXM	08	1.00	87,965	Dir Community Preserva Committee	EXM	10	1.00	125,031
CPA Deputy Director	EXM	10	1.00	122,950	Special Assistant Admin	EXM	05	2.00	116,327
					Sr Adm Assistant	SE1	06	1.00	73,201
					<b>Total</b>			<b>6</b>	<b>525,474</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				80,497
					Chargebacks				0
					Salary Savings				0
					<b>FY23 Total Request</b>				<b>605,971</b>

# Program 1. Administration

Maureen Garceau, Manager, Organization 138100

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	507,926	510,541	459,661	519,333
Non Personnel	226,784	163,712	178,500	237,108
<b>Total</b>	<b>734,710</b>	<b>674,253</b>	<b>638,161</b>	<b>756,441</b>

# Program 2. General Service/Payroll

Chinele Velazquez, Manager, Organization 138200

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	421,850	377,615	431,115	359,939
Non Personnel	256,297	256,783	270,650	270,900
<b>Total</b>	<b>678,147</b>	<b>634,398</b>	<b>701,765</b>	<b>630,839</b>



# Program 3. Accounting

Vacant, Organization 138400

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	175,415	180,807	188,303	168,668
Non Personnel	5,120	4,767	5,650	5,650
<b>Total</b>	<b>180,535</b>	<b>185,574</b>	<b>193,953</b>	<b>174,318</b>

# Program 4. Accounts Receivable

Rebecca Layden, Manager, Organization 138500

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	404,767	417,902	431,207	510,172
Non Personnel	17,526	17,207	17,900	17,900
Total	422,293	435,109	449,107	528,072

# Program 5. Trust

Margaret Dyson, Manager, Organization 138600

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	83	632	0	0
Non Personnel	15,000,000	0	0	0
<b>Total</b>	<b>15,000,083</b>	<b>632</b>	<b>0</b>	<b>0</b>

# Collecting Division Operating Budget

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

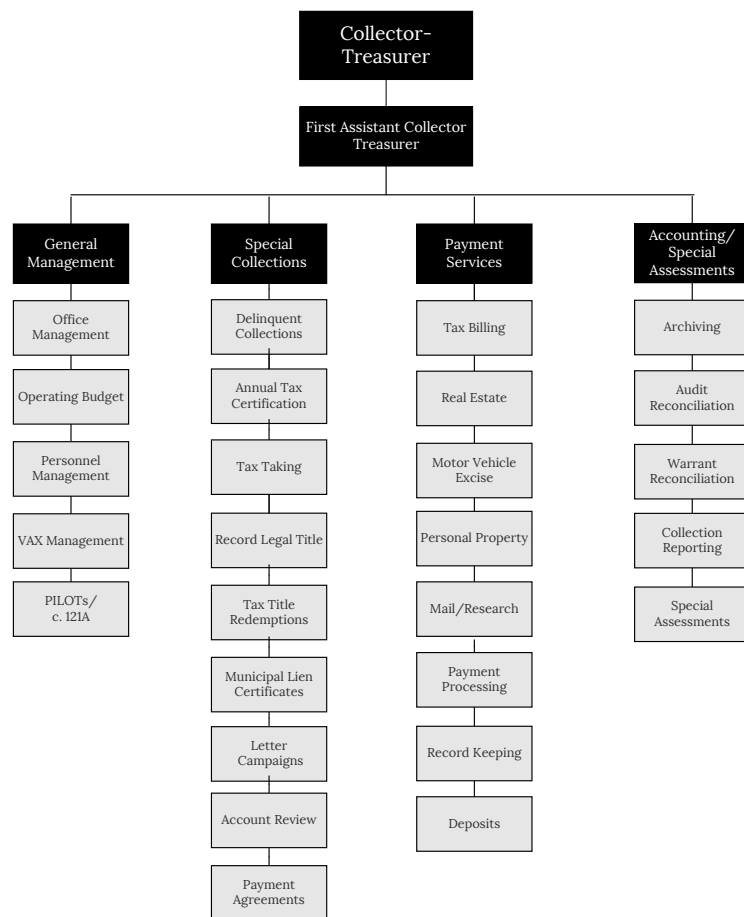
## Division Mission

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

Operating Budget	Program Name	Total Actual '20	Total Actual '21	Total Approp '22	Total Budget '23
	General Management	541,879	593,213	1,018,690	1,155,329
	Special Collections	587,052	582,537	629,625	518,705
	Payment Services	1,568,007	1,807,052	864,897	992,873
	Accounting/Quality Control	374,601	397,542	425,031	352,932
	<b>Total</b>	<b>3,071,539</b>	<b>3,380,344</b>	<b>2,938,243</b>	<b>3,019,839</b>

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23	
	Personnel Services	1,739,520	1,792,037	1,861,043	1,942,139
	Non Personnel	1,332,019	1,588,307	1,077,200	1,077,700
	<b>Total</b>	<b>3,071,539</b>	<b>3,380,344</b>	<b>2,938,243</b>	<b>3,019,839</b>

# Collecting Division Operating Budget



## Description of Services

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

# Division History

Personnel Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
51000 Permanent Employees	1,713,744	1,760,244	1,837,843	1,918,939	81,096
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	25,776	31,793	23,200	23,200	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,739,520	1,792,037	1,861,043	1,942,139	81,096
Contractual Services	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
52100 Communications	3,678	4,775	5,000	5,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	2,387	2,880	1,500	1,500	0
52800 Transportation of Persons	5,521	4,670	4,450	4,450	0
52900 Contracted Services	384,903	480,275	492,000	492,000	0
Total Contractual Services	396,489	492,600	502,950	502,950	0
Supplies & Materials	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	556,039	503,395	533,000	533,000	0
53700 Clothing Allowance	4,250	4,250	4,750	4,750	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	560,289	507,645	537,750	537,750	0
Current Chgs & Oblig	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	13,989	2,454	16,500	17,000	500
Total Current Chgs & Oblig	13,989	2,454	16,500	17,000	500
Equipment	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
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	248	5,816	20,000	20,000	0
Total Equipment	248	5,816	20,000	20,000	0
Other	FY20 Expenditure	FY21 Expenditure	FY22 Appropriation	FY23 Adopted	Inc/Dec 22 vs 23
56200 Special Appropriation	361,004	579,792	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	361,004	579,792	0	0	0
Grand Total	3,071,539	3,380,344	2,938,243	3,019,839	81,596

# Division Personnel

Title	Union Code	Grade	Position	FY23 Salary	Title	Union Code	Grade	Position	FY23 Salary	
Adm_Asst	SU4	15	2.00	125,160	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	131,820	
Data Proc Sys Analyst I	SE1	07	1.00	78,444	Sr Legal Asst	SU4	14	1.00	63,025	
Dep Collector	SU4	13	5.00	231,097	Sr Programmer	SU4	15	1.00	70,870	
First Asst Coll-Trs	SE1	11	1.00	139,907	Sr_Adm_Asst	SE1	05	1.00	85,285	
Head Administrative Clerk	SU4	14	2.00	126,050	Supervisor Accounting	SE1	08	1.00	96,590	
Head_Clerk	SU4	12	2.00	85,375	Tax Title Supv	SU4	15	3.00	201,199	
Prin Admin Asst (Trs/Col)	SE1	06	3.00	270,762	Tell.	SU4	13	4.00	200,352	
					<b>Total</b>				<b>28</b>	<b>1,905,936</b>
					<b>Adjustments</b>					
					Differential Payments					0
					Other					13,000
					Chargebacks					0
					Salary Savings					0
					<b>FY23 Total Request</b>					<b>1,918,936</b>

# Program 1. General Management

Celia M. Barton, *Manager*, Organization 137100

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	481,265	505,213	487,440	623,579
Non Personnel	60,614	88,000	531,250	531,750
Total	541,879	593,213	1,018,690	1,155,329



# 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 the City's recording of its legal title to properties with tax delinquencies and actions involving each account up through and including foreclosure or payment of the tax liability.

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	582,734	578,414	623,413	512,493
Non Personnel	4,318	4,123	6,212	6,212
<b>Total</b>	<b>587,052</b>	<b>582,537</b>	<b>629,625</b>	<b>518,705</b>

# Program 3. Payment Services

Massiel Deandrade, *Manager*, Organization 137300

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	302,800	312,386	326,872	454,848
Non Personnel	1,265,207	1,494,666	538,025	538,025
<b>Total</b>	<b>1,568,007</b>	<b>1,807,052</b>	<b>864,897</b>	<b>992,873</b>

# Program 4. Accounting/Quality Control

Maryanne Peckham, *Manager*, Organization 137400

## Program Description

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

Operating Budget	Actual '20	Actual '21	Approp '22	Budget '23
Personnel Services	372,721	396,024	423,318	351,219
Non Personnel	1,880	1,518	1,713	1,713
<b>Total</b>	<b>374,601</b>	<b>397,542</b>	<b>425,031</b>	<b>352,932</b>

# External Funds Projects

## Community Preservation Act

### **Project Mission**

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