

# 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 '21	Total Actual '22	Total Approp '23	Total Budget '24
Assessing Department	7,347,194	7,280,560	8,283,326	8,471,223
Auditing Department	3,132,303	3,045,164	3,275,482	3,697,094
Budget Management	2,833,403	2,830,719	3,359,699	3,498,640
Execution of Courts	5,790,678	34,508,738	5,000,000	5,000,000
Office of Finance	3,687,808	2,390,174	2,648,553	1,685,875
Office of Participatory Budgeting	0	0	2,000,000	2,000,000
Pensions & Annuities - City	3,429,223	3,330,307	3,900,000	4,005,000
Procurement	2,052,997	2,237,761	2,109,251	3,726,001
Treasury Department	5,310,310	5,157,487	5,169,486	5,651,490
<b>Total</b>	<b>33,583,916</b>	<b>60,780,910</b>	<b>35,745,797</b>	<b>37,735,323</b>

External Funds Expenditures	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
Auditing Department	7,589	171,168	239,445	120,640
Budget Management	72,792,094	108,892,087	175,355,000	136,000,000
Treasury Department	36,954,466	15,244,052	40,285,280	38,483,633
<b>Total</b>	<b>109,754,149</b>	<b>124,307,307</b>	<b>215,879,724</b>	<b>174,604,273</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.

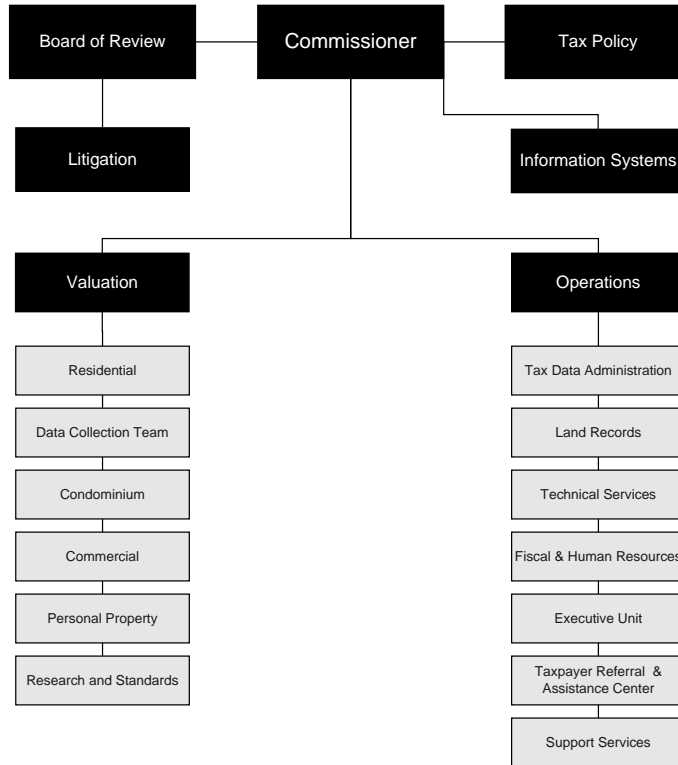
### Executive

- To resolve taxpayer inquiries responsively and quickly.

Operating Budget	Program Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	Operations	2,703,920	2,666,948	2,526,156	2,741,210
	Valuation	3,581,960	3,636,077	4,321,916	4,275,437
	Executive	1,061,314	977,535	1,435,254	1,454,576
	<b>Total</b>	<b>7,347,194</b>	<b>7,280,560</b>	<b>8,283,326</b>	<b>8,471,223</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	6,596,988	6,522,202	7,320,986	7,466,081
	Non Personnel	750,206	758,358	962,340	1,005,142
	<b>Total</b>	<b>7,347,194</b>	<b>7,280,560</b>	<b>8,283,326</b>	<b>8,471,223</b>

# Assessing Department Operating Budget



## Authorizing Statutes

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

## Description of Services

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

# Department History

Personnel Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	6,578,764	6,457,271	7,310,986	7,456,081	145,095
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	6,178	21,242	10,000	10,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	12,046	43,689	0	0	0
<b>Total Personnel Services</b>	<b>6,596,988</b>	<b>6,522,202</b>	<b>7,320,986</b>	<b>7,466,081</b>	<b>145,095</b>
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	46,674	38,025	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	7,107	2,010	17,100	17,100	0
52800 Transportation of Persons	3,806	11,931	16,000	46,663	30,663
52900 Contracted Services	400,879	335,774	649,700	614,700	-35,000
<b>Total Contractual Services</b>	<b>458,466</b>	<b>387,740</b>	<b>722,800</b>	<b>718,463</b>	<b>-4,337</b>
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
53000 Auto Energy Supplies	19	160	740	161	-579
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	122,008	57,802	52,000	52,000	0
53700 Clothing Allowance	11,250	10,500	13,500	14,500	1,000
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>133,277</b>	<b>68,462</b>	<b>66,240</b>	<b>66,661</b>	<b>421</b>
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
54300 Workers' Comp Medical	1,054	11,132	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	157,409	172,029	173,300	220,018	46,718
<b>Total Current Chgs &amp; Oblig</b>	<b>158,463</b>	<b>183,161</b>	<b>173,300</b>	<b>220,018</b>	<b>46,718</b>
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	118,995	0	0	0
<b>Total Equipment</b>	<b>0</b>	<b>118,995</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>7,347,194</b>	<b>7,280,560</b>	<b>8,283,326</b>	<b>8,471,223</b>	<b>187,897</b>

# Department Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary	
121A Manager, BOR	EXM	10	1.00	118,719	Exec Asst	EXM	11	1.00	101,951	
Adm Analyst	SU4	14	13.00	683,059	Exec Asst (Asn)	EXM	10	1.00	130,192	
Adm Asst	SU4	15	6.00	444,102	Jr Assessing Draftsperson	AFJ	16A	1.00	57,681	
Admin Assistant	SU4	16	2.00	155,662	Manager, Litigation Support	EXM	10	1.00	130,192	
Asst Assessor	AFL	16A	3.00	210,057	Member-Bd of Review	EXM	NG	1.00	112,615	
Asst Assessor (Trainee II)	AFL	14	15.00	719,171	Office Manager (ASN)	SU4	16	3.00	243,451	
Commissioner (ASN)	CDH	NG	1.00	165,907	Operations Manager, BOR	EXM	12	1.00	109,626	
Dir Human Resources	EXM	08	1.00	112,055	Prin Admin Assistant	SE1	08	3.00	344,570	
Dir of Information Systems	SE1	11	1.00	141,634	Prin Admin Asst	SE1	09	3.00	339,156	
Dir of Personal Property	EXM	09	1.00	120,353	Property Utilization Officer	SE1	06	1.00	95,654	
Dir of Tax Policy	EXM	10	1.00	93,139	Research Analyst (Asn)	SU4	16	3.00	179,047	
Dir-Assessing Services	SE1	07	5.00	513,881	Sr Adm Anl	SE1	06	4.00	333,595	
Director of Oper	EXM	13	1.00	149,246	Sr Assessing Draftsperson	AFJ	18A	2.00	196,023	
Director of Research	EXM	10	1.00	130,192	Sr Data Proc Sys Analyst	SE1	08	3.00	295,500	
Director of Technical Services	SE1	11	1.00	122,567	Sr Research Analyst (Asn)	SU4	18	2.00	161,854	
Director of Valuation	EXM	12	1.00	143,404	Supv-Asst Assessors	AFL	18	9.00	822,489	
					<b>Total</b>				<b>93</b>	<b>7,676,744</b>
					<b>Adjustments</b>					
					Differential Payments				0	
					Other				47,500	
					Chargebacks				0	
					Salary Savings				-268,165	
					<b>FY24 Total Request</b>				<b>7,456,079</b>	



# Program 1. Operations

**Emmanuel Dikibo, Manager, Organization 136100**

## Program Description

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

Operating Budget	Actual '21	Actual '22	Approp '23	Budget '24
Personnel Services	2,466,168	2,511,237	2,352,816	2,549,898
Non Personnel	237,752	155,711	173,340	191,312
<b>Total</b>	<b>2,703,920</b>	<b>2,666,948</b>	<b>2,526,156</b>	<b>2,741,210</b>

## Performance

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

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% of residential exemption applications processed within 15 days	100%	100%	100%	100%
Residential exemption applications reviewed within 15 days	8,296	8,334	8,500	8,600

# Program 2. Valuation

John Tagliatela, 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	3,241,718	3,189,053	3,734,416	3,693,905
Non Personnel	340,242	447,024	587,500	581,532
<b>Total</b>	<b>3,581,960</b>	<b>3,636,077</b>	<b>4,321,916</b>	<b>4,275,437</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	889,102	821,912	1,233,754	1,222,278
Non Personnel	172,212	155,623	201,500	232,298
<b>Total</b>	<b>1,061,314</b>	<b>977,535</b>	<b>1,435,254</b>	<b>1,454,576</b>

## Performance

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

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
# of calls to the Taxpayer Referral & Assistance Center (TRAC)	33,288	25,987	25,600	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 request received	3,586	2,167	1,200	1,300



# 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

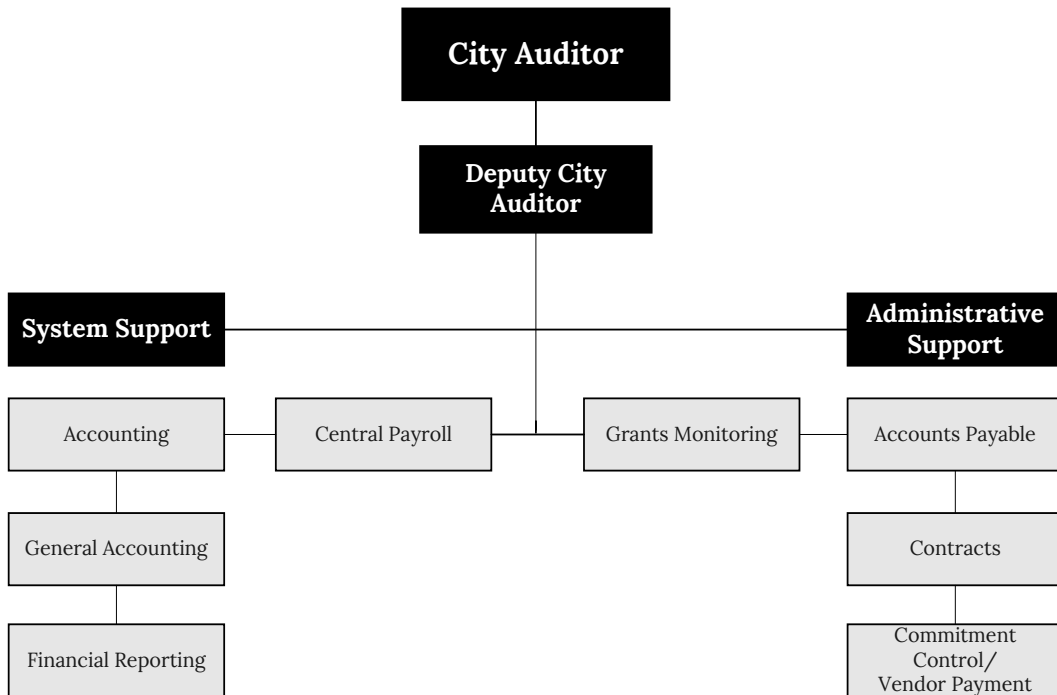
- % contracts routed within 3 days of receipt.
- % procurement documents approved within 3 days.
- % vendor invoices processed within 5 days.
- Improvement through the use of technology & resources to manage the City's Accounts Payable.

Operating Budget	Program Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	Administration	632,109	660,339	762,853	735,868
	Accounting	965,588	725,973	815,066	968,323
	Central Payroll	509,945	615,992	652,948	794,036
	Grants Monitoring	355,260	342,865	206,805	348,953
	Accounts Payable	669,401	699,995	837,810	849,914
	<b>Total</b>	<b>3,132,303</b>	<b>3,045,164</b>	<b>3,275,482</b>	<b>3,697,094</b>

External Funds Budget	Fund Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	Earned Indirect	7,589	30,289	239,445	120,640
	PPE Donation	0	140,879	0	0
	<b>Total</b>	<b>7,589</b>	<b>171,168</b>	<b>239,445</b>	<b>120,640</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	2,721,287	2,712,656	3,077,680	3,464,297
	Non Personnel	411,016	332,508	197,802	232,797
	<b>Total</b>	<b>3,132,303</b>	<b>3,045,164</b>	<b>3,275,482</b>	<b>3,697,094</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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	2,660,337	2,598,884	3,067,680	3,453,737	386,057
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	60,950	113,772	10,000	10,560	560
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,721,287</b>	<b>2,712,656</b>	<b>3,077,680</b>	<b>3,464,297</b>	<b>386,617</b>
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	9,050	8,206	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	2,200	3,354	6,570	6,570	0
52800 Transportation of Persons	1,975	6,861	7,684	30,712	23,028
52900 Contracted Services	360,691	290,878	122,680	130,835	8,155
<b>Total Contractual Services</b>	<b>373,916</b>	<b>309,299</b>	<b>145,982</b>	<b>177,165</b>	<b>31,183</b>
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	2,292	7,679	9,028	9,028	0
53700 Clothing Allowance	1,750	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
<b>Total Supplies &amp; Materials</b>	<b>4,042</b>	<b>9,429</b>	<b>11,528</b>	<b>11,528</b>	<b>0</b>
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	28,622	13,780	40,292	44,104	3,812
<b>Total Current Chgs &amp; Oblig</b>	<b>28,622</b>	<b>13,780</b>	<b>40,292</b>	<b>44,104</b>	<b>3,812</b>
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	4,436	0	0	0	0
<b>Total Equipment</b>	<b>4,436</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>3,132,303</b>	<b>3,045,164</b>	<b>3,275,482</b>	<b>3,697,094</b>	<b>421,612</b>

# Department Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary
Admin Analyst (Aud)	SE1	04	3.00	210,522	Prin Admin Assistant	SE1	08	4.00	459,150
Admin Asst	SE1	05	1.00	87,762	Senior Admin Asst	SE1	07	2.00	203,269
Asst City Auditor	SE1	09	1.00	123,362	Senior Payroll Specialist	SU4	16	2.00	141,436
Asst Prin Accountant	SU4	14	2.00	118,892	Sr Accountant	SU4	13	5.00	289,773
City Auditor	CDH	NG	1.00	165,907	Sr Adm An(SpProjStff)(Aud)	SE1	06	5.00	437,040
Dep City Auditor	EXM	14	1.00	158,130	Sr Data Proc Sys An(Budget)	SE1	09	1.00	123,362
P Admin Asst	SE1	10	3.00	400,340	Sr. Research Analyst	SE1	03	1.00	72,638
Prin Admin Analyst (Aud)	SE1	07	3.00	280,778	SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	72,638
					Supv-Acntng(Auditing)	SE1	05	1.00	87,762
					<b>Total</b>			<b>37</b>	<b>3,432,761</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				169,553
					Chargebacks				-120,640
					Salary Savings				-27,935
					<b>FY24 Total Request</b>				<b>3,453,739</b>



# External Funds History

Personnel Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	0	0	239,445	120,640	-118,805
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	29	0	0	0
Total Personnel Services	0	29	239,445	120,640	-118,805
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	-8,331	10,699	0	0	0
52900 Contracted Services	170	1,983	0	0	0
Total Contractual Services	-8,161	12,682	0	0	0
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	140,879	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	140,879	0	0	0
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	17,578	0	0	0
Total Current Chgs & Oblig	15,750	17,578	0	0	0
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	7,589	171,168	239,445	120,640	-118,805

# Program 1. Administration

Vacant, *Manager*, Organization 131100

## Program Description

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

Operating Budget	Actual '21	Actual '22	Approp '23	Budget '24
Personnel Services	521,782	556,283	634,783	655,808
Non Personnel	110,327	104,056	128,070	80,060
<b>Total</b>	<b>632,109</b>	<b>660,339</b>	<b>762,853</b>	<b>735,868</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 Comprehensive Annual Financial Report (CAFR).

Operating Budget	Actual '21	Actual '22	Approp '23	Budget '24
Personnel Services	687,081	509,181	768,452	842,824
Non Personnel	278,507	216,792	46,614	125,499
<b>Total</b>	<b>965,588</b>	<b>725,973</b>	<b>815,066</b>	<b>968,323</b>

## Performance

**Goal:** Ensure Stability of Financial Reporting

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	504,498	613,985	647,237	788,021
Non Personnel	5,447	2,007	5,711	6,015
<b>Total</b>	<b>509,945</b>	<b>615,992</b>	<b>652,948</b>	<b>794,036</b>

# 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	352,117	340,110	202,308	343,550
Non Personnel	3,143	2,755	4,497	5,403
<b>Total</b>	<b>355,260</b>	<b>342,865</b>	<b>206,805</b>	<b>348,953</b>

**Performance**

**Goal:** Ensure Stability of Financial Reporting

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	655,809	693,097	824,900	834,094
Non Personnel	13,592	6,898	12,910	15,820
<b>Total</b>	<b>669,401</b>	<b>699,995</b>	<b>837,810</b>	<b>849,914</b>

## Performance

**Goal:** % contracts routed within 3 days of receipt

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% contracts routed within 3 days of receipt	73%	85%	85%	85%

**Goal:** % procurement documents approved within 3 days

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% procurement documents approved within 3 days	84.1%	95%	95%	95%

**Goal:** % vendor invoices processed within 5 days

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% vendor invoices processed within 5 days	97.4%	97.4%	100%	100%

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

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% of Standard Contracts Completed On-Line	100%	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

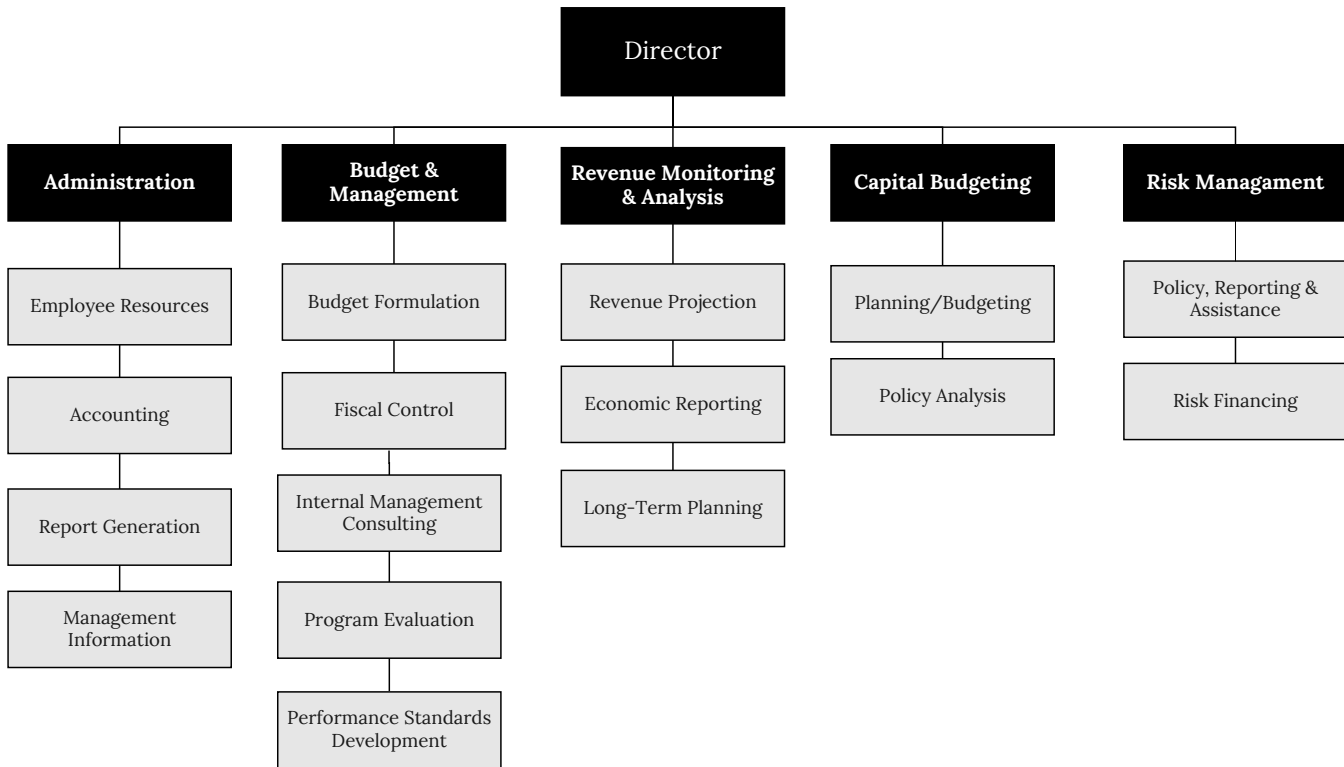
- Improve use of limited city resources.

Operating Budget	Program Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	Administration	1,306,331	1,494,678	1,238,643	1,128,074
	Budget & Management	857,699	777,867	795,738	1,076,931
	Revenue Monitoring	105,797	88,059	657,871	577,691
	Capital Budgeting	375,321	352,554	424,673	450,543
	Risk Management	188,255	117,561	242,774	265,401
	<b>Total</b>	<b>2,833,403</b>	<b>2,830,719</b>	<b>3,359,699</b>	<b>3,498,640</b>

External Funds Budget	Fund Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	American Rescue Plan Act (ARPA)		70,827,437	175,355,000	136,000,000
	CARES-Coronavirus Relief Fund	68,894,222	37,787,709	0	0
	FEMA-Coronavirus Response	3,897,872	276,941	0	0
	<b>Total</b>	<b>72,792,094</b>	<b>108,892,087</b>	<b>175,355,000</b>	<b>136,000,000</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	2,336,922	2,078,085	2,425,409	2,601,484
	Non Personnel	496,481	752,634	934,290	897,156
	<b>Total</b>	<b>2,833,403</b>	<b>2,830,719</b>	<b>3,359,699</b>	<b>3,498,640</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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	2,299,311	2,022,409	2,387,409	2,513,159	125,750
51100 Emergency Employees	0	0	0	50,325	50,325
51200 Overtime	37,611	55,676	38,000	38,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>2,336,922</b>	<b>2,078,085</b>	<b>2,425,409</b>	<b>2,601,484</b>	<b>176,075</b>
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	5,594	5,414	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	0	285	3,500	3,500	0
52800 Transportation of Persons	1,292	3,469	6,000	11,190	5,190
52900 Contracted Services	367,303	582,195	777,320	722,070	-55,250
<b>Total Contractual Services</b>	<b>374,189</b>	<b>591,363</b>	<b>793,520</b>	<b>743,460</b>	<b>-50,060</b>
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	557	513	4,100	4,100	0
53700 Clothing Allowance	250	250	500	250	-250
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	110	2,880	1,500	2,000	500
<b>Total Supplies &amp; Materials</b>	<b>917</b>	<b>3,643</b>	<b>6,100</b>	<b>6,350</b>	<b>250</b>
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	114,433	134,995	134,670	147,346	12,676
<b>Total Current Chgs &amp; Oblig</b>	<b>114,433</b>	<b>134,995</b>	<b>134,670</b>	<b>147,346</b>	<b>12,676</b>
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	4,107	0	0	0
55900 Misc Equipment	6,942	18,526	0	0	0
<b>Total Equipment</b>	<b>6,942</b>	<b>22,633</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>2,833,403</b>	<b>2,830,719</b>	<b>3,359,699</b>	<b>3,498,640</b>	<b>138,941</b>

# Department Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary	
Administrative Secretary	SU4	14	1.00	66,737	Risk Finance Mgr	EXM	10	1.00	124,646	
Assistant Director	EXM	10	2.00	213,671	Sr Adm Analyst	SE1	06	1.00	72,677	
Dep Dir (Capital)	EXM	12	1.00	143,404	Sr Advisor (OBM)	EXM	12	1.00	109,622	
Deputy Director (Budget)	EXM	14	1.00	152,830	Sr Data Proc Sys An(Budget)	SE1	09	1.00	84,611	
Management Analyst	SE1	06	8.00	615,332	Sr Finance Manager	EXM	09	1.00	120,353	
Office Operations Mgr	SE1	09	1.00	106,591	Sr Management Analyst	EXM	08	4.00	389,081	
Revenue Manager (OBM)	EXM	09	1.00	96,691	Supervisor of Budgets	CDH	NG	1.00	165,907	
					<b>Total</b>				<b>25</b>	<b>2,462,153</b>
					<b>Adjustments</b>					
					Differential Payments					0
					Other					149,600
					Chargebacks					65,096
					Salary Savings					-163,690
					<b>FY24 Total Request</b>				<b>2,513,159</b>	

# External Funds History

Personnel Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	939,929	0	0	1,341,948	1,341,948
51100 Emergency Employees	2,374,501	0	0	0	0
51200 Overtime	14,199,299	4,151,658	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	0	0	0	212,769	212,769
51500 Pension & Annuity	0	0	0	127,662	127,662
51600 Unemployment Compensation	2,000,000	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	20,568	20,568
Total Personnel Services	19,513,729	4,151,658	0	1,702,947	1,702,947
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	5,573,572	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	38,726,270	102,754,622	175,355,000	134,297,052	-37,057,948
Total Contractual Services	44,299,842	102,754,622	175,355,000	134,297,052	-37,057,948
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	996,461	1,691,774	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	1,044,599	0	0	0	0
53900 Misc Supplies & Materials	4,045,505	91,665	0	0	0
Total Supplies & Materials	6,086,565	1,783,439	0	0	0
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	85,066	112,421	0	0	0
Total Current Chgs & Oblig	85,066	112,421	0	0	0
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	2,806,892	89,947	0	0	0
Total Equipment	2,806,892	89,947	0	0	0
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	72,792,094	108,892,087	175,355,000	136,000,000	-35,355,001

# External Funds Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary
Assistant Director	EXM	26	1.00	113,477	Program Manager	SU2	21	2.00	150,197
Construction Specialist II	SU2	21	0.50	35,402	Sr Housing Develop Officer	SU2	24	2.00	192,708
Housing Development Officer	SU2	22	0.50	35,401	Trans Program Planner III	SE1	06	3.00	191,073
<b>Total</b>								<b>9</b>	<b>718,258</b>
<b>Adjustments</b>									
Differential Payments									0
Other									623,691
Chargebacks									0
Salary Savings									0
<b>FY24 Total Request</b>									<b>1,341,949</b>

# 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	868,922	802,626	1,007,458	856,591
Non Personnel	437,409	692,052	231,185	271,483
<b>Total</b>	<b>1,306,331</b>	<b>1,494,678</b>	<b>1,238,643</b>	<b>1,128,074</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	857,131	776,337	793,438	1,073,421
Non Personnel	568	1,530	2,300	3,510
<b>Total</b>	<b>857,699</b>	<b>777,867</b>	<b>795,738</b>	<b>1,076,931</b>

## Performance

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

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% achieved of savings identified in budget process	100%	100%	100%	100%
% of new investments implemented	95%	92%	92%	100%
New healthcare savings achieved through the Public Employee Committee (PEC)	8.6	22.8	14.9	14.9



# Program 3. Revenue Monitoring

Grant Holland, 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	105,797	87,836	97,571	97,691
Non Personnel	0	223	560,300	480,000
<b>Total</b>	<b>105,797</b>	<b>88,059</b>	<b>657,871</b>	<b>577,691</b>

## Performance

**Goal:** Ensure long-term financial stability

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% by which actual revenues exceed actual expenditures	0.4%	0.5%	0.5%	0.5%

**Goal:** Maximize current and future revenues

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% achieved of new revenue identified in the budget process	70%	96%	100%	100%

# Program 4. Capital Budgeting

John Hanlon, Manager, Organization 141500

## Program Description

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

Operating Budget	Actual '21	Actual '22	Approp '23	Budget '24
Personnel Services	375,067	351,975	423,323	447,235
Non Personnel	254	579	1,350	3,308
<b>Total</b>	<b>375,321</b>	<b>352,554</b>	<b>424,673</b>	<b>450,543</b>

## Performance

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

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
% of capital plan associated with City planning efforts (Imagine Boston, Build BPS, Go Boston 2030, City Hall)	90.1%	91%	84.5%	90%

# Program 5. 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	130,005	59,311	103,619	126,546
Non Personnel	58,250	58,250	139,155	138,855
<b>Total</b>	<b>188,255</b>	<b>117,561</b>	<b>242,774</b>	<b>265,401</b>

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

Operating Budget	Program Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	Execution of Courts	5,790,678	34,508,738	5,000,000	5,000,000
	<b>Total</b>	<b>5,790,678</b>	<b>34,508,738</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

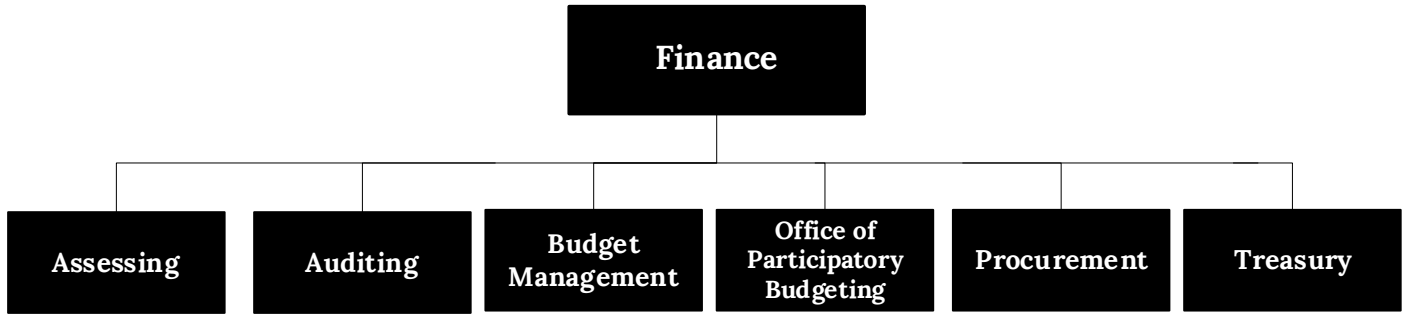
**Department Mission**

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 '21	Total Actual '22	Total Approp '23	Total Budget '24
	Office of Finance	3,687,808	2,390,174	2,648,553	1,685,875
	<b>Total</b>	<b>3,687,808</b>	<b>2,390,174</b>	<b>2,648,553</b>	<b>1,685,875</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	785,330	877,575	937,900	881,811
	Non Personnel	2,902,478	1,512,599	1,710,653	804,064
	<b>Total</b>	<b>3,687,808</b>	<b>2,390,174</b>	<b>2,648,553</b>	<b>1,685,875</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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	785,330	877,575	910,525	854,361	-56,164
51100 Emergency Employees	0	0	27,375	27,450	75
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>785,330</b>	<b>877,575</b>	<b>937,900</b>	<b>881,811</b>	<b>-56,089</b>
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	14,872	19,768	13,500	13,500	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	338	10	500	500	0
52800 Transportation of Persons	7	575	900	4,410	3,510
52900 Contracted Services	2,864,541	1,486,147	1,691,703	782,000	-909,703
<b>Total Contractual Services</b>	<b>2,879,758</b>	<b>1,506,500</b>	<b>1,706,603</b>	<b>800,410</b>	<b>-906,193</b>
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	1,476	463	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	45	250	250	0
<b>Total Supplies &amp; Materials</b>	<b>1,476</b>	<b>508</b>	<b>1,250</b>	<b>1,250</b>	<b>0</b>
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	3,651	2,939	2,800	2,404	-396
<b>Total Current Chgs &amp; Oblig</b>	<b>3,651</b>	<b>2,939</b>	<b>2,800</b>	<b>2,404</b>	<b>-396</b>
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	17,593	2,652	0	0	0
<b>Total Equipment</b>	<b>17,593</b>	<b>2,652</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>3,687,808</b>	<b>2,390,174</b>	<b>2,648,553</b>	<b>1,685,875</b>	<b>-962,678</b>

# Department Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary
Admin Assistant	EXM	05	1.00	85,621	Deputy Chief	CDH	NG	1.00	165,907
Administrative Assistant	EXM	04	1.00	57,613	Director Admin Services	CDH	NG	1.00	190,521
Data Proc Systems Analyst	EXM	06	1.00	93,305	Exec Asst	MYO	06	1.00	59,117
					Project Mngr, Alterative Finan	EXM	11	1.00	138,179
					<b>Total</b>			<b>7</b>	<b>790,263</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				64,098
					Chargebacks				0
					Salary Savings				0
					<b>FY24 Total Request</b>				<b>854,361</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	785,330	877,575	937,900	881,811
Non Personnel	2,902,478	1,512,599	1,710,653	804,064
<b>Total</b>	<b>3,687,808</b>	<b>2,390,174</b>	<b>2,648,553</b>	<b>1,685,875</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 '21	Total Actual '22	Total Approp '23	Total Budget '24
	Participatory Budgeting	0	0	2,000,000	2,000,000
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	0	0	240,000	240,000
	Non Personnel	0	0	1,760,000	1,760,000
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>

# Office of Participatory Budgeting Operating Budget

## **Authorizing Statutes**

Office Participatory Budgeting, CBC Ord. 5, s.11.

## **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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	0	0	240,000	240,000	0
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	240,000	240,000	0
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	5,000	5,000	0
Total Contractual Services	0	0	5,000	5,000	0
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	5,000	5,000	0
Total Equipment	0	0	5,000	5,000	0
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	0	0	1,750,000	1,750,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	1,750,000	1,750,000	0
Grand Total	0	0	2,000,000	2,000,000	0

# Department Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary
					Dir Office of Participatory Bud	CDH	NG	1.00	115,315
					<b>Total</b>			<b>1</b>	<b>115,315</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				124,685
					Chargebacks				0
					Salary Savings				0
					<b>FY24 Total Request</b>				<b>240,000</b>



# Program 1. Participatory Budgeting

Vacant, Manager, 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	0	0	240,000	240,000
Non Personnel	0	0	1,760,000	1,760,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>



# Pensions & Annuities - City Operating Budget

**Appropriation 374000**

**Department Mission**

The Pensions and Annuities appropriation funds for approximately 40 former City of Boston employees or the beneficiaries who received special legislation retirements by the Massachusetts Legislature.

Operating Budget	Program Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	Pensions & Annuities - City	3,429,223	3,330,307	3,900,000	4,005,000
	<b>Total</b>	<b>3,429,223</b>	<b>3,330,307</b>	<b>3,900,000</b>	<b>4,005,000</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

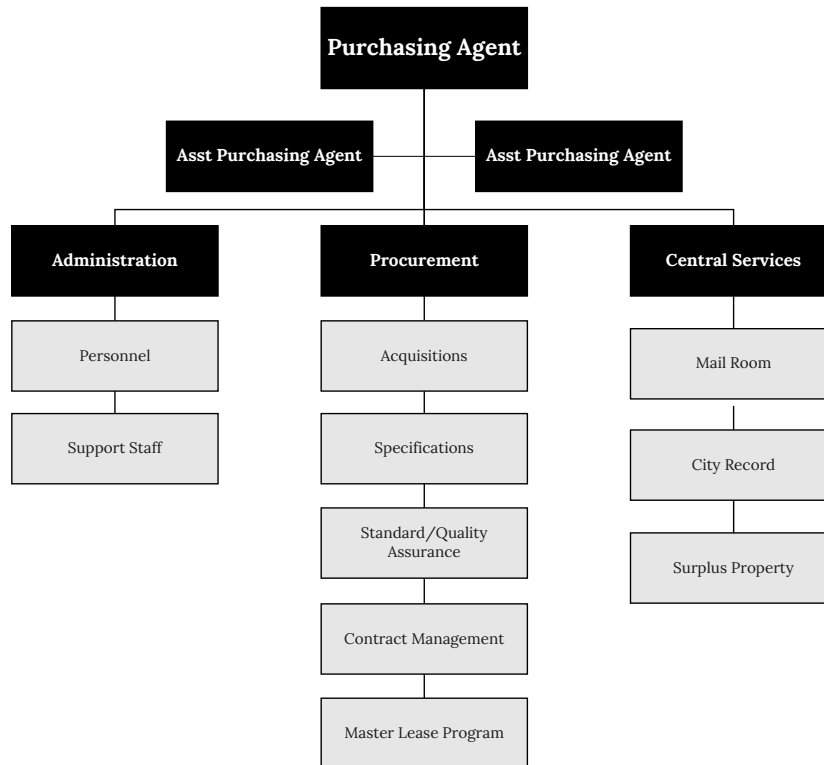
### Procurement

- 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 need to be publically bid, and it will be longer.
- To simplify conducting business with the City of Boston. To provide an exceptional experience and a superior level of customer service for all vendors. To supply support to vendors at all stages of procurement.

Operating Budget	Program Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	Administration	1,004,793	1,025,668	1,041,079	1,354,572
	Goods Procurement	636,217	749,636	700,068	640,905
	Central Services	411,987	462,457	368,104	331,910
	Technology & Training	0	0	0	662,012
	Strategic Procurement	0	0	0	736,602
	<b>Total</b>	<b>2,052,997</b>	<b>2,237,761</b>	<b>2,109,251</b>	<b>3,726,001</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	1,782,027	1,881,600	2,009,416	3,022,970
	Non Personnel	270,970	356,161	99,835	703,031
	<b>Total</b>	<b>2,052,997</b>	<b>2,237,761</b>	<b>2,109,251</b>	<b>3,726,001</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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	1,736,437	1,857,592	2,009,416	3,022,970	1,013,554
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	-90	7,503	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	45,680	16,505	0	0	0
<b>Total Personnel Services</b>	<b>1,782,027</b>	<b>1,881,600</b>	<b>2,009,416</b>	<b>3,022,970</b>	<b>1,013,554</b>
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	7,952	14,640	8,860	8,860	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	42,791	34,214	30,000	30,000	0
52800 Transportation of Persons	1,062	2,333	4,875	8,091	3,216
52900 Contracted Services	7,565	129,776	5,740	605,740	600,000
<b>Total Contractual Services</b>	<b>59,370</b>	<b>180,963</b>	<b>49,475</b>	<b>652,691</b>	<b>603,216</b>
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	4,867	8,955	12,225	12,225	0
53700 Clothing Allowance	2,500	2,750	3,000	3,000	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>7,367</b>	<b>11,705</b>	<b>15,225</b>	<b>15,225</b>	<b>0</b>
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
54300 Workers' Comp Medical	9,137	14,979	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	2,669	2,986	5,065	5,045	-20
<b>Total Current Chgs &amp; Oblig</b>	<b>11,806</b>	<b>17,965</b>	<b>5,065</b>	<b>5,045</b>	<b>-20</b>
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	24,070	24,070	24,070	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	12,025	17,296	0	0	0
<b>Total Equipment</b>	<b>12,025</b>	<b>41,366</b>	<b>24,070</b>	<b>24,070</b>	<b>0</b>
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	180,402	104,162	6,000	6,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>180,402</b>	<b>104,162</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>
<b>Grand Total</b>	<b>2,052,997</b>	<b>2,237,761</b>	<b>2,109,251</b>	<b>3,726,001</b>	<b>1,616,750</b>

# Department Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary
Adm Anlst	SU4	14	1.00	52,243	Head Clerk & Secretary	SU4	13	1.00	46,443
Adm Assistant	SU4	17	1.00	74,271	Mailroom Equipment Operator	SU4	15	1.00	75,045
Admin Asst	SU4	15	2.00	150,089	Prin Admin Analyst (Aud)	SE1	07	2.00	177,757
Admin Asst	SE1	05	1.00	87,762	Prin Admin Assistant	SE1	08	2.00	229,713
Assistant Buyer	SU4	14	1.00	61,696	Procurement Process Manager	EXM	10	1.00	130,192
Asst Buyer	SU4	12	1.00	59,353	Purchasing Agent	CDH	NG	1.00	130,714
Asst Purchasing Agent	SE1	09	2.00	234,091	Sr Adm Anl	SE1	06	1.00	78,220
Buyer/Purchasing	SU4	16	3.00	217,413	Sr Adm Asst (WC)	SE1	06	2.00	191,277
Dir of Strategic Procure	EXM	11	1.00	133,845	Sr Buyer	SU4	17	2.00	173,929
					Sr Data Proc Systems Anl I	SE1	09	1.00	123,362
					<b>Total</b>			<b>27</b>	<b>2,427,415</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				716,120
					Chargebacks				-70,564
					Salary Savings				-50,000
					<b>FY24 Total Request</b>				<b>3,022,971</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	870,393	960,097	988,561	1,101,010
Non Personnel	134,400	65,571	52,518	253,562
<b>Total</b>	<b>1,004,793</b>	<b>1,025,668</b>	<b>1,041,079</b>	<b>1,354,572</b>

# Program 2. Goods 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	585,651	614,427	687,672	627,433
Non Personnel	50,566	135,209	12,396	13,472
<b>Total</b>	<b>636,217</b>	<b>749,636</b>	<b>700,068</b>	<b>640,905</b>

## 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 '21	Actual '22	Projected '23	Target '24
Average time to create contract (days)	24.9	20	22.7	20.4

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

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
Requisition to Purchase Order savings in percents	3.3	3.3	3.7	3.5

**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 publically bid, and it will be longer

Performance Measures	Actual '21	Actual '22	Projected '23	Target '24
Average Requisition to Purchase Order timeline (days)	9.4	10.6	7.3	6

**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 '21	Actual '22	Projected '23	Target '24
Supplier Portal Vendor support requests	11,868	9,751	10,088	8,200

# Program 3. Central Services

Vacant, 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	325,983	307,076	333,183	295,913
Non Personnel	86,004	155,381	34,921	35,997
<b>Total</b>	<b>411,987</b>	<b>462,457</b>	<b>368,104</b>	<b>331,910</b>

# Program 4. Technology & Training

Jennifer Dufour, Manager, Organization 143400

## Program Description

The Technology & Training Program manages and improves the City's ability to procure well by providing operational tools and processes as well as training on how to use them. The program develops and maintains training for both staff and vendors. The team leads procure-to-pay data and reporting initiatives and works to ensure all tools and trainings are accessible, predictable and empowering.

Operating Budget	Actual '21	Actual '22	Approp '23	Budget '24
Personnel Services	0	0	0	462,012
Non Personnel	0	0	0	200,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>662,012</b>

# Program 5. Strategic Procurement

**Michael Miller, Manager, Organization 143500**

**Program Description**

The Strategic Procurement program provides solicitation development expertise and support to city departments seeking to procure goods and services. For high profile or complex procurements, the program assists negotiations and throughout the life of the contract, facilitating meetings between departments and vendors to ensure active contract management. In addition, this program is responsible for conceiving, vetting, and drafting new procurement and supplier diversity process improvements to help the city achieve its' policy goals. This includes drafting new legislation, policies, and associated communications.

Operating Budget	Actual '21	Actual '22	Approp '23	Budget '24
Personnel Services	0	0	0	536,602
Non Personnel	0	0	0	200,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>736,602</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 '21	Total Actual '22	Total Approp '23	Total Budget '24
	Collecting Division	3,380,344	3,307,794	3,064,266	3,235,086
	Treasury Division	1,929,966	1,849,693	2,105,220	2,416,404
	<b>Total</b>	<b>5,310,310</b>	<b>5,157,487</b>	<b>5,169,486</b>	<b>5,651,490</b>

External Funds Budget	Fund Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	Community Preservation Act	36,954,466	15,244,052	40,285,279	38,483,632
	<b>Total</b>	<b>36,954,466</b>	<b>15,244,052</b>	<b>40,285,279</b>	<b>38,483,632</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	3,279,534	3,213,444	3,560,228	3,827,073
	Non Personnel	2,030,776	1,944,043	1,609,258	1,824,417
	<b>Total</b>	<b>5,310,310</b>	<b>5,157,487</b>	<b>5,169,486</b>	<b>5,651,490</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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	3,244,594	3,171,824	3,517,028	3,782,573	265,545
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	34,940	38,717	43,200	44,500	1,300
51600 Unemployment Compensation	0	1,505	0	0	0
51700 Workers' Compensation	0	1,398	0	0	0
<b>Total Personnel Services</b>	<b>3,279,534</b>	<b>3,213,444</b>	<b>3,560,228</b>	<b>3,827,073</b>	<b>266,845</b>
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	26,159	21,902	21,008	23,000	1,992
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	19,622	18,922	27,250	17,292	-9,958
52800 Transportation of Persons	5,196	8,373	12,750	31,600	18,850
52900 Contracted Services	595,545	567,884	672,250	867,300	195,050
<b>Total Contractual Services</b>	<b>646,522</b>	<b>617,081</b>	<b>733,258</b>	<b>939,192</b>	<b>205,934</b>
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	778,988	800,354	814,000	827,343	13,343
53700 Clothing Allowance	5,000	5,000	6,000	6,000	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>783,988</b>	<b>805,354</b>	<b>820,000</b>	<b>833,343</b>	<b>13,343</b>
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
54300 Workers' Comp Medical	0	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
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	14,658	8,578	36,000	31,882	-4,118
<b>Total Current Chgs &amp; Oblig</b>	<b>14,658</b>	<b>8,616</b>	<b>36,000</b>	<b>31,882</b>	<b>-4,118</b>
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	5,816	11,734	20,000	20,000	0
<b>Total Equipment</b>	<b>5,816</b>	<b>11,734</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	579,792	501,258	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>579,792</b>	<b>501,258</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>5,310,310</b>	<b>5,157,487</b>	<b>5,169,486</b>	<b>5,651,490</b>	<b>482,004</b>

# Department Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary
Adm_Asst	SU4	15	2.00	117,306	Prin Accountant	SU4	16	6.00	393,809
Admin Asst	SE1	05	1.00	57,613	Prin Admin Asst (Treas/Treas)	SE1	06	1.00	69,550
Chief of Staff	EXM	10	1.00	130,192	Prin Admin Asst (Trs/Col)	SE1	06	3.00	280,484
Collector-Treasurer	CDH	NG	1.00	191,044	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	133,447
Data Proc Sys Analyst I	SE1	07	1.00	83,191	Senior Program Manager	SE1	08	1.00	77,509
Dep Collector	SU4	13	5.00	233,933	Sr Adm Asst	SE1	05	1.00	87,762
Deputy Treasurer	SE1	11	1.00	141,634	Sr Legal Asst	SU4	14	1.00	66,737
Dir - Operations	EXM	11	1.00	138,179	Sr Personnel Off	SE1	06	1.00	95,638
Director	CDH	NG	1.00	165,907	Sr Programmer	SU4	15	1.00	75,044
Exec Asst (Treasury)	SE1	06	1.00	73,814	Sr_Adm_Asst	SE1	05	2.00	145,375
First Asst Coll-Trs	SE1	13	1.00	152,978	Supervisor Accounting	SE1	08	9.00	951,522
Head Administrative Clerk	SU4	14	2.00	133,474	Tax Title Supv	SU4	15	3.00	216,138
Head Clerk	SU4	12	2.00	88,269	Teller	SU4	13	4.00	222,600
Mgmt Analyst	SE1	06	1.00	95,638	Trust and Asset Manager	SE1	11	1.00	141,634
<b>Total</b>								<b>56</b>	<b>4,760,421</b>
<b>Adjustments</b>									
Differential Payments									0
Other									145,800
Chargebacks									-1,078,647
Salary Savings									-45,000
<b>FY24 Total Request</b>									<b>3,782,574</b>

# External Funds History

Personnel Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	249,761	174,221	605,970	542,394	-63,576
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	26,523	26,254	108,091	86,432	-21,659
51500 Pension & Annuity	0	0	54,537	46,115	-8,422
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	5,978	2,162	8,787	7,430	-1,357
Total Personnel Services	282,262	202,637	782,385	687,371	-95,014
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	0	0	3,000	3,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	95	0	0	0
52800 Transportation of Persons	-39	0	2,000	10,346	8,346
52900 Contracted Services	25,703,911	27,541,611	609,500	525,400	-84,100
Total Contractual Services	25,703,872	27,541,706	614,500	538,746	-75,754
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
53000 Auto Energy Supplies	66	0	0	500	500
53200 Food Supplies	0	0	0	1,000	1,000
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	6,706	25,404	1,000	4,000	3,000
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	6,772	25,404	1,000	5,500	4,500
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	38,861,894	37,214,515	-1,647,379
54900 Other Current Charges	20,000	20,000	21,000	33,000	12,000
Total Current Chgs & Oblig	20,000	20,000	38,882,894	37,247,515	-1,635,379
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	12,528	0	2,000	2,000	0
55900 Misc Equipment	660	0	2,500	2,500	0
Total Equipment	13,188	0	4,500	4,500	0
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	26,026,094	27,789,747	40,285,279	38,483,632	-1,801,647

# External Funds Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary	
Director	EXM	11	1.00	138,179	Special Assistant Admin	EXM	05	2.00	136,354	
Pr Adm Asst	EXM	09	1.00	104,294	Sr Admin Asst	EXM	06	1.00	77,509	
					<b>Total</b>				<b>5</b>	<b>456,336</b>
					<b>Adjustments</b>					
					Differential Payments					0
					Other					30,000
					Chargebacks					56,058
					Salary Savings					0
					<b>FY24 Total Request</b>				<b>542,394</b>	

# Treasury Division Operating Budget

Maureen Garceau, First Assistant Collector-Treasurer, Appropriation 138

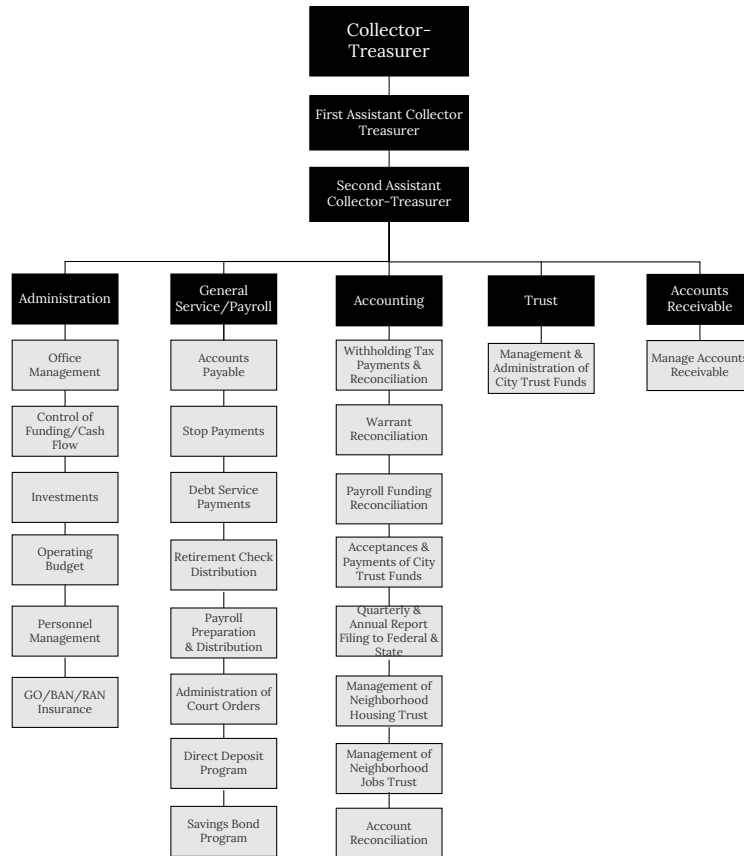
## Division Mission

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 '21	Total Actual '22	Total Approp '23	Total Budget '24
	Administration	674,253	786,936	756,441	972,077
	General Service/Payroll	634,398	617,060	635,282	712,416
	Accounting	185,574	129,075	180,981	223,945
	Accounts Receivable	435,109	304,926	528,072	424,559
	Trust	632	11,696	4,444	83,407
	<b>Total</b>	<b>1,929,966</b>	<b>1,849,693</b>	<b>2,105,220</b>	<b>2,416,404</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	1,487,497	1,402,266	1,573,662	1,800,337
	Non Personnel	442,469	447,427	531,558	616,067
	<b>Total</b>	<b>1,929,966</b>	<b>1,849,693</b>	<b>2,105,220</b>	<b>2,416,404</b>

# Treasury Division Operating Budget



## Description of Services

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

# Division History

Personnel Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	1,484,350	1,395,679	1,553,662	1,780,337	226,675
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	3,147	5,082	20,000	20,000	0
51600 Unemployment Compensation	0	1,505	0	0	0
51700 Workers' Compensation	0	0	0	0	0
<b>Total Personnel Services</b>	<b>1,487,497</b>	<b>1,402,266</b>	<b>1,573,662</b>	<b>1,800,337</b>	<b>226,675</b>
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	21,384	17,804	16,008	18,000	1,992
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	16,742	15,792	25,750	15,792	-9,958
52800 Transportation of Persons	526	1,963	8,300	16,400	8,100
52900 Contracted Services	115,270	125,550	180,250	275,300	95,050
<b>Total Contractual Services</b>	<b>153,922</b>	<b>161,109</b>	<b>230,308</b>	<b>325,492</b>	<b>95,184</b>
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	275,593	279,343	281,000	279,343	-1,657
53700 Clothing Allowance	750	750	1,250	1,000	-250
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>276,343</b>	<b>280,093</b>	<b>282,250</b>	<b>280,343</b>	<b>-1,907</b>
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	12,204	6,225	19,000	10,232	-8,768
<b>Total Current Chgs &amp; Oblig</b>	<b>12,204</b>	<b>6,225</b>	<b>19,000</b>	<b>10,232</b>	<b>-8,768</b>
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	0	0	0	0
<b>Total Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>1,929,966</b>	<b>1,849,693</b>	<b>2,105,220</b>	<b>2,416,404</b>	<b>311,184</b>

# Division Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary
Admin Asst	SE1	05	1.00	57,613	Mgmt Analyst	SE1	06	1.00	95,638
Chief of Staff	EXM	10	1.00	130,192	Prin Accountant	SU4	16	6.00	393,809
Collector-Treasurer	CDH	NG	1.00	191,044	Prin Admin Asst (Treas/Treas)	SE1	06	1.00	69,550
Deputy Treasurer	SE1	11	1.00	141,634	Senior Program Manager	SE1	08	1.00	77,509
Dir Operations	EXM	11	1.00	138,179	Sr Personnel Off	SE1	06	1.00	95,638
Director	CDH	NG	1.00	165,907	Sr Adm Asst	SE1	05	2.00	145,375
Exec Asst (Treasury)	SE1	06	1.00	73,814	Supervisor Accounting	SE1	08	8.00	849,147
					Trust and Asset Manager	SE1	11	1.00	141,634
					<b>Total</b>			<b>28</b>	<b>2,766,683</b>
					<b>Adjustments</b>				
					Differential Payments				0
					Other				137,300
					Chargebacks				-1,078,647
					Salary Savings				-45,000
					<b>FY24 Total Request</b>				<b>1,780,336</b>



# External Funds History

Personnel Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	249,761	174,221	605,970	542,394	-63,576
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	26,523	26,254	108,091	86,432	-21,659
51500 Pension & Annuity	0	0	54,537	46,115	-8,422
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	5,978	2,162	8,787	7,430	-1,357
Total Personnel Services	282,262	202,637	782,385	687,371	-95,014
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	0	0	3,000	3,000	0
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	0	95	0	0	0
52800 Transportation of Persons	-39	0	2,000	10,346	8,346
52900 Contracted Services	25,703,911	27,541,611	609,500	525,400	-84,100
Total Contractual Services	25,703,872	27,541,706	614,500	538,746	-75,754
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
53000 Auto Energy Supplies	66	0	0	500	500
53200 Food Supplies	0	0	0	1,000	1,000
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	6,706	25,404	1,000	4,000	3,000
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
Total Supplies & Materials	6,772	25,404	1,000	5,500	4,500
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	38,861,894	37,214,515	-1,647,379
54900 Other Current Charges	20,000	20,000	21,000	33,000	12,000
Total Current Chgs & Oblig	20,000	20,000	38,882,894	37,247,515	-1,635,379
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	12,528	0	2,000	2,000	0
55900 Misc Equipment	660	0	2,500	2,500	0
Total Equipment	13,188	0	4,500	4,500	0
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	26,026,094	27,789,747	40,285,279	38,483,632	-1,801,647

# External Funds Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary	
Director	EXM	11	1.00	138,179	Special Assistant Admin	EXM	05	2.00	136,354	
Pr Adm Asst	EXM	09	1.00	104,294	Sr Admin Asst	EXM	06	1.00	77,509	
					<b>Total</b>				<b>5</b>	<b>456,336</b>
					<b>Adjustments</b>					
					Differential Payments					0
					Other					30,000
					Chargebacks					56,058
					Salary Savings					0
					<b>FY24 Total Request</b>				<b>542,394</b>	

# Program 1. Administration

**Kevin Coyne, 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	510,541	623,740	519,333	699,477
Non Personnel	163,712	163,196	237,108	272,600
<b>Total</b>	<b>674,253</b>	<b>786,936</b>	<b>756,441</b>	<b>972,077</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	377,615	355,008	364,382	448,579
Non Personnel	256,783	262,052	270,900	263,837
<b>Total</b>	<b>634,398</b>	<b>617,060</b>	<b>635,282</b>	<b>712,416</b>

# Program 3. Accounting

**Hector Sosa, Manager, Organization 138400**

**Program Description**

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

Operating Budget	Actual '21	Actual '22	Approp '23	Budget '24
Personnel Services	180,807	124,223	175,331	216,785
Non Personnel	4,767	4,852	5,650	7,160
<b>Total</b>	<b>185,574</b>	<b>129,075</b>	<b>180,981</b>	<b>223,945</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	417,902	287,599	510,172	404,199
Non Personnel	17,207	17,327	17,900	20,360
<b>Total</b>	<b>435,109</b>	<b>304,926</b>	<b>528,072</b>	<b>424,559</b>

# 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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	632	11,696	4,444	31,297
Non Personnel	0	0	0	52,110
<b>Total</b>	<b>632</b>	<b>11,696</b>	<b>4,444</b>	<b>83,407</b>

# Collecting Division Operating Budget

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

## Division Mission

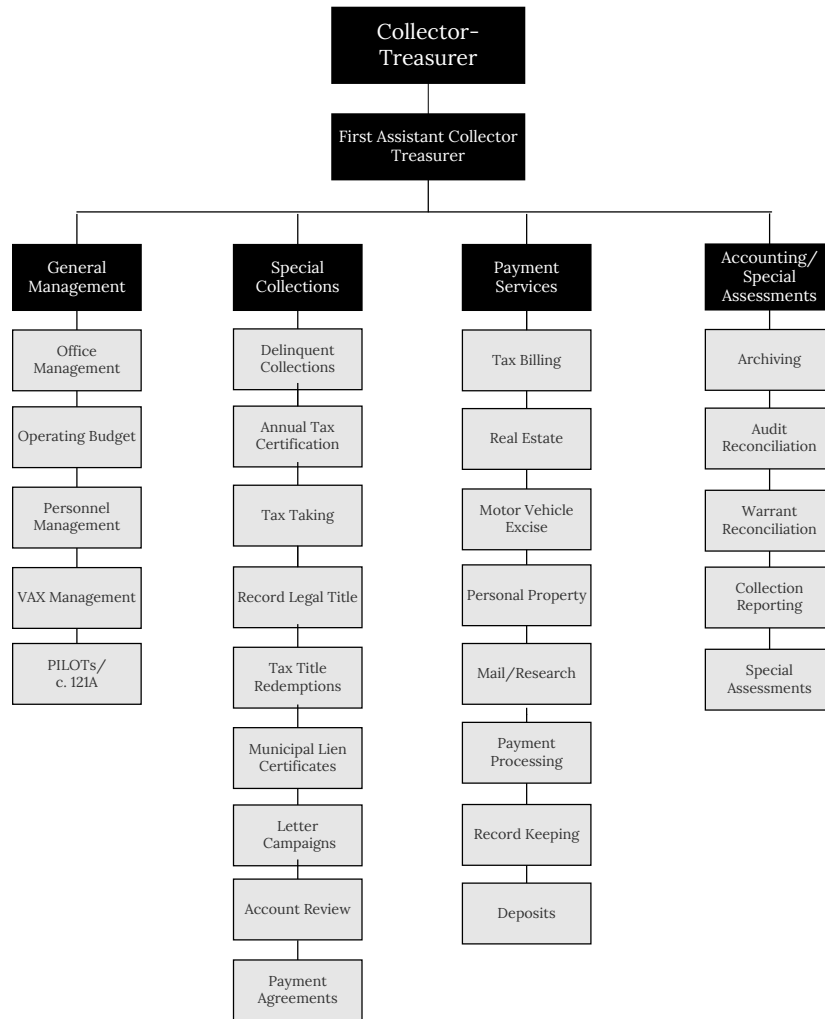
The Collecting Division collects property taxes and all other monies due to the City while serving taxpayers in a professional, courteous manner. The Division strives to achieve the highest property collection rate possible and pursues all collection remedies allowed under statute.

Operating Budget	Program Name	Total Actual '21	Total Actual '22	Total Approp '23	Total Budget '24
	General Management	593,213	709,434	1,164,214	1,284,218
	Special Collections	582,537	452,024	536,476	539,495
	Payment Services	1,807,052	1,791,909	1,008,422	1,043,204
	Accounting/Quality Control	397,542	354,427	355,154	368,169
	<b>Total</b>	<b>3,380,344</b>	<b>3,307,794</b>	<b>3,064,266</b>	<b>3,235,086</b>

Operating Budget		Actual '21	Actual '22	Approp '23	Budget '24
	Personnel Services	1,792,037	1,811,178	1,986,566	2,026,736
	Non Personnel	1,588,307	1,496,616	1,077,700	1,208,350
	<b>Total</b>	<b>3,380,344</b>	<b>3,307,794</b>	<b>3,064,266</b>	<b>3,235,086</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	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
51000 Permanent Employees	1,760,244	1,776,145	1,963,366	2,002,236	38,870
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	31,793	33,635	23,200	24,500	1,300
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	1,398	0	0	0
<b>Total Personnel Services</b>	<b>1,792,037</b>	<b>1,811,178</b>	<b>1,986,566</b>	<b>2,026,736</b>	<b>40,170</b>
Contractual Services	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
52100 Communications	4,775	4,098	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	2,880	3,130	1,500	1,500	0
52800 Transportation of Persons	4,670	6,410	4,450	15,200	10,750
52900 Contracted Services	480,275	442,334	492,000	592,000	100,000
<b>Total Contractual Services</b>	<b>492,600</b>	<b>455,972</b>	<b>502,950</b>	<b>613,700</b>	<b>110,750</b>
Supplies & Materials	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	503,395	521,011	533,000	548,000	15,000
53700 Clothing Allowance	4,250	4,250	4,750	5,000	250
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	0	0	0
<b>Total Supplies &amp; Materials</b>	<b>507,645</b>	<b>525,261</b>	<b>537,750</b>	<b>553,000</b>	<b>15,250</b>
Current Chgs & Oblig	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
54300 Workers' Comp Medical	0	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
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	2,454	2,353	17,000	21,650	4,650
<b>Total Current Chgs &amp; Oblig</b>	<b>2,454</b>	<b>2,391</b>	<b>17,000</b>	<b>21,650</b>	<b>4,650</b>
Equipment	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
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	5,816	11,734	20,000	20,000	0
<b>Total Equipment</b>	<b>5,816</b>	<b>11,734</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>
Other	FY21 Expenditure	FY22 Expenditure	FY23 Appropriation	FY24 Recommended	Inc/Dec 23 vs 24
56200 Special Appropriation	579,792	501,258	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
<b>Total Other</b>	<b>579,792</b>	<b>501,258</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>3,380,344</b>	<b>3,307,794</b>	<b>3,064,266</b>	<b>3,235,086</b>	<b>170,820</b>

# Division Personnel

Title	Union Code	Grade	Position	FY24 Salary	Title	Union Code	Grade	Position	FY24 Salary	
Adm Asst	SU4	15	2.00	117,306	Second Asst Coll-Trs (Trs/Col)	SE1	10	1.00	133,447	
Data Proc Sys Analyst I	SE1	07	1.00	83,191	Sr Adm Asst	SE1	05	1.00	87,762	
Dep Collector	SU4	13	5.00	233,933	Sr Legal Asst	SU4	14	1.00	66,737	
First Asst Coll-Trs	SE1	13	1.00	152,978	Sr Programmer	SU4	15	1.00	75,044	
Head Administrative Clerk	SU4	14	2.00	133,474	Supervisor Accounting	SE1	08	1.00	102,375	
Head Clerk	SU4	12	2.00	88,269	Tax Title Supv	SU4	15	3.00	216,138	
Prin Admin Asst (Trs/Col)	SE1	06	3.00	280,484	Teller	SU4	13	4.00	222,600	
					<b>Total</b>				<b>28</b>	<b>1,993,738</b>
					<b>Adjustments</b>					
					Differential Payments					0
					Other					8,500
					Chargebacks					0
					Salary Savings					0
					<b>FY24 Total Request</b>					<b>2,002,238</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	505,213	617,780	632,464	640,968
Non Personnel	88,000	91,654	531,750	643,250
<b>Total</b>	<b>593,213</b>	<b>709,434</b>	<b>1,164,214</b>	<b>1,284,218</b>

# Program 2. Special Collections

**Michael Hutchinson, Manager, Organization 137200**

**Program Description**

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

Operating Budget	Actual '21	Actual '22	Approp '23	Budget '24
Personnel Services	578,414	448,290	530,264	532,695
Non Personnel	4,123	3,734	6,212	6,800
<b>Total</b>	<b>582,537</b>	<b>452,024</b>	<b>536,476</b>	<b>539,495</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	312,386	392,111	470,397	487,254
Non Personnel	1,494,666	1,399,798	538,025	555,950
<b>Total</b>	<b>1,807,052</b>	<b>1,791,909</b>	<b>1,008,422</b>	<b>1,043,204</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 '21	Actual '22	Approp '23	Budget '24
Personnel Services	396,024	352,997	353,441	365,819
Non Personnel	1,518	1,430	1,713	2,350
<b>Total</b>	<b>397,542</b>	<b>354,427</b>	<b>355,154</b>	<b>368,169</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 restoration. 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 restoration. 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.