

Administration & Finance

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Administration & Finance

Lisa C. Signori, Director

Cabinet Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Office of Administration & Finance	844,288	769,130	893,799	821,004
	Assessing Department	5,732,909	5,769,170	6,204,880	6,265,938
	Auditing Department	1,867,192	1,965,410	2,142,919	2,248,825
	Budget Management	2,554,975	2,893,440	2,805,171	2,543,106
	Execution of Courts	10,883,972	10,496,828	3,500,000	3,500,000
	Graphic Arts Department	1,327,400	1,452,422	1,526,620	1,539,064
	Health Insurance	139,104,893	151,575,199	168,525,434	182,583,083
	Human Resources	2,567,538	2,595,352	2,870,613	2,953,660
	Labor Relations	1,212,846	1,110,389	1,397,749	1,393,485
	Library Department	26,599,975	27,711,939	28,448,474	28,840,631
	Medicare	4,313,859	4,650,776	4,926,000	5,603,000
	Pensions & Annuities – City	4,599,985	4,599,999	4,600,000	4,100,000
	Pensions & Annuities – County	300,000	0	100,000	100,000
	Purchasing	1,240,983	1,282,620	1,373,704	1,378,388
	Registry Division	781,029	801,976	875,187	924,028
	Treasury Department	4,243,620	4,192,106	4,401,659	3,843,080
	Unemployment Compensation	9,751	13,999	50,000	50,000
	Worker's Compensation Fund	3,916,034	2,350,590	2,200,000	2,200,000
	Total	212,101,249	224,231,345	236,842,209	250,887,292

<i>Capital Budget Expenditures</i>	<i>Actual 05</i>	<i>Actual 06</i>	<i>Estimated 07</i>	<i>Projected 08</i>
Graphic Arts Department	23,250	0	0	0
Library Department	9,564,116	3,861,619	2,125,293	7,821,370
Total	9,587,366	3,861,619	2,125,293	7,821,370

<i>External Funds Expenditures</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
Library Department	10,360,521	11,514,920	11,518,681	11,491,774
Total	10,360,521	11,514,920	11,518,681	11,491,774

Assessing Department Operating Budget

Ronald W. Rakow, Commissioner Appropriation: 136

Department Mission

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

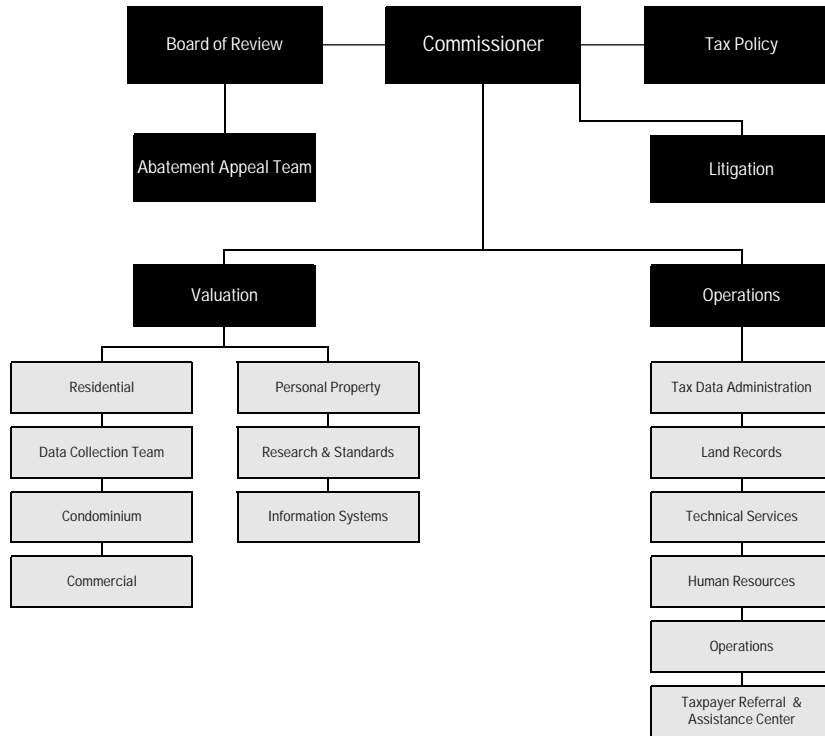
FY08 Performance Strategies

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

Operating Budget	Program Name	Total Actual '05	Total Actual '06	Total Approp '07	Total Budget '08
	Operations	2,015,202	1,785,629	1,791,300	1,883,712
	Valuation	2,832,837	2,689,673	3,121,001	3,080,505
	Executive	884,870	1,293,867	1,292,579	1,301,723
	Total	5,732,909	5,769,169	6,204,880	6,265,940

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	4,795,046	4,821,049	5,356,227	5,492,897
Non Personnel	937,863	948,120	848,653	773,043
Total	5,732,909	5,769,169	6,204,880	6,265,940

Assessing Department Operating Budget



Authorizing Statutes

- Organizations, CBC St. 6, s. 100-107; CBC Ord. 6, 100-104.
- Taxation, MGLA c. 59; MGLA c. 60A-B; MGLA c. 61A-B; MGLA c. 121A.
- Abatement of Back Taxes, MGLA c. 58, s. 8.
- Classification, MGLA c. 59, s. 2A; MGLA c. 40, s. 56.
- Annual Assessment, MGLA c. 59, s. 23.
- Proposition 2 1/2, MGLA c. 59, s. 21C.
- Cherry Sheets - State Aid, MGLA c. 58, s. 18A-C, 25A; MGLA c. 29, s. 2 M-O, 67-71.

Description of Services

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

Department History

<i>Personnel Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees	4,746,625	4,769,871	5,326,227	5,462,897	136,670
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	39,861	51,178	30,000	30,000	0
51600 Unemployment Compensation	8,560	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	4,795,046	4,821,049	5,356,227	5,492,897	136,670
<i>Contractual Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications	107,147	114,180	110,000	112,500	2,500
52200 Utilities	0	0	0	0	0
52300 Contracted Ed Services	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	32,090	27,381	25,000	25,000	0
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	497,145	607,333	524,300	419,250	-105,050
Total Contractual Services	636,382	748,894	659,300	556,750	-102,550
<i>Supplies & Materials</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies	5,052	5,798	7,000	7,001	1
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	81,370	67,871	57,000	53,000	-4,000
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	106	0	0	0
Total Supplies & Materials	86,422	73,775	64,000	60,001	-3,999
<i>Current Chgs & Oblig</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical	209	384	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	156,485	95,613	108,200	139,200	31,000
Total Current Chgs & Oblig	156,694	95,997	108,200	139,200	31,000
<i>Equipment</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	17,153	17,092	-61
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	58,365	29,454	0	0	0
Total Equipment	58,365	29,454	17,153	17,092	-61
<i>Other</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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	5,732,909	5,769,169	6,204,880	6,265,940	61,060

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
Commissioner (Asn)	CDH	NG	1.00	125,320	Head Clerk & Secretary	SU4	13	1.00	32,866
Asst Dir-Assessing Plan Maint	AFJ	19A	1.00	76,496	Title Examiner	SU4	13	1.00	32,653
Sr Assessing Draftsperson	AFJ	18A	1.00	70,725	Executive Assistant (Assessing)	EXM	13	1.00	106,501
Supv-Asst Assessors	AFL	18	12.00	745,172	Head_Clerk	SU4	12	6.00	203,584
Research Assessor	AFL	18	1.00	68,004	Exec Asst (Assess Oper Mgmt)	EXM	12	1.00	102,326
AdminAsst(Finance)	SU4	18	1.00	70,627	Asst Assessor (Trainee I)	AFL	12	1.00	29,831
Sr Research Analyst (Asn)	SU4	18	1.00	70,627	Prin Data Proc Systems Analyst	SE1	10	2.00	182,127
Asst Assessor	AFL	16A	6.00	289,256	Property Officer (Asn)	SU4	10	1.00	35,429
Jr Assessing Draftsperson	AFJ	16A	1.00	49,834	Exec Asst (Asn)	EXM	10	5.00	456,227
Office Manager(Asn)	SU4	16	2.00	116,099	Prin_Admin_Asst	SE1	09	2.00	168,342
Adminis.Assistant	SU4	16	3.00	158,499	Prin_Admin_Assistant	SE1	08	7.00	533,261
Research Analyst (Asn)	SU4	16	3.00	136,211	Prin AdminAsst	EXM	08	2.00	137,195
Adm_Asst.	SU4	15	1.00	44,241	Dir-Assessing Services	SE1	07	1.00	49,177
Adm.Sec.	SU4	14	1.00	43,542	DP Sys Anl	SE1	06	3.00	169,843
Asst Assessor (Trainee II)	AFB	14	1.00	34,003	Data Proc Info Mgr (AsnSvc)	SE1	06	1.00	65,222
Asst Assessor (Trainee II)	AFL	14	6.00	220,555	Sr Adm Anl	SE1	06	3.00	165,443
Adm.Anlst.	SU4	14	12.00	510,412	Management Analyst(TRAC)	SE1	06	2.00	130,444
					AdminSecretary(ASN)	SE1	03	1.00	49,503
					Total			95	5,479,596
					Adjustments				
					Differential Payments				0
					Other				59,343
					Chargebacks				0
					Salary Savings				-76,043
					FY08 Total Request				5,462,896

Program 1. Operations

Emmanuel Dikibo, Manager Organization: 136100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% decrease in deed transaction lag time				10%
% of map requests completed in 5 days	100%	100%	100%	100%
% of personal exemption applications processed within 90 days	100%	100%	100%	100%
% of residential exemption applications processed within 90 days	100%	100%	100%	100%
Map requests received	2,797	2,480	2,202	2,000
Personal exemption applications received	5,262	5,263	5,698	5,100
Residential exemption applications received	15,053	17,627	12,365	12,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	1,413,952	1,559,464	1,584,947	1,681,669
Non Personnel	601,250	226,165	206,353	202,043
Total	2,015,202	1,785,629	1,791,300	1,883,712

Program 2. Valuation

Richard Carlson, Manager Organization: 136200

Program Description

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

Program Strategies

- To maintain and ensure data quality to produce consistent and accurate values.
- To resolve abatements in a timely and responsive manner.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of first time commercial abatement filers processed in 90 days	100%	100%	100%	100%
% of first time residential abatement applications processed in 90 days	100%	100%	100%	100%
% of parcels inspected in the current fiscal year				100%
Commercial applications with information requests received	1,958	1,284	1,102	800
Number of maintenance parcels inspected				17,000
Residential abatement applications processed in 90 days	1,525	1,079	3,748	3,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	2,545,910	2,512,860	2,956,201	2,881,205
Non Personnel	286,927	176,813	164,800	199,300
Total	2,832,837	2,689,673	3,121,001	3,080,505

Program 3. Executive

Ronald W. Rakow, Commissioner Organization: 136300

Program Description

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

Program Strategies

- To resolve abatements in a timely manner.
- To resolve taxpayer inquiries in a timely and responsive manner.

Performance Measures	Actual '05	Actual '06	Projected '07	Target '08
% of FY2007 abatement cases closed				30%
% of public requests to Commissioner's office addressed within 3 days	99%	99%	99%	95%
Public requests received	1,310	1,304	1,271	1,200

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	835,184	748,725	815,079	930,023
Non Personnel	49,686	545,142	477,500	371,700
Total	884,870	1,293,867	1,292,579	1,301,723

Auditing Department Operating Budget

Sally D. Glora, City Auditor Appropriation: 131

Department Mission

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

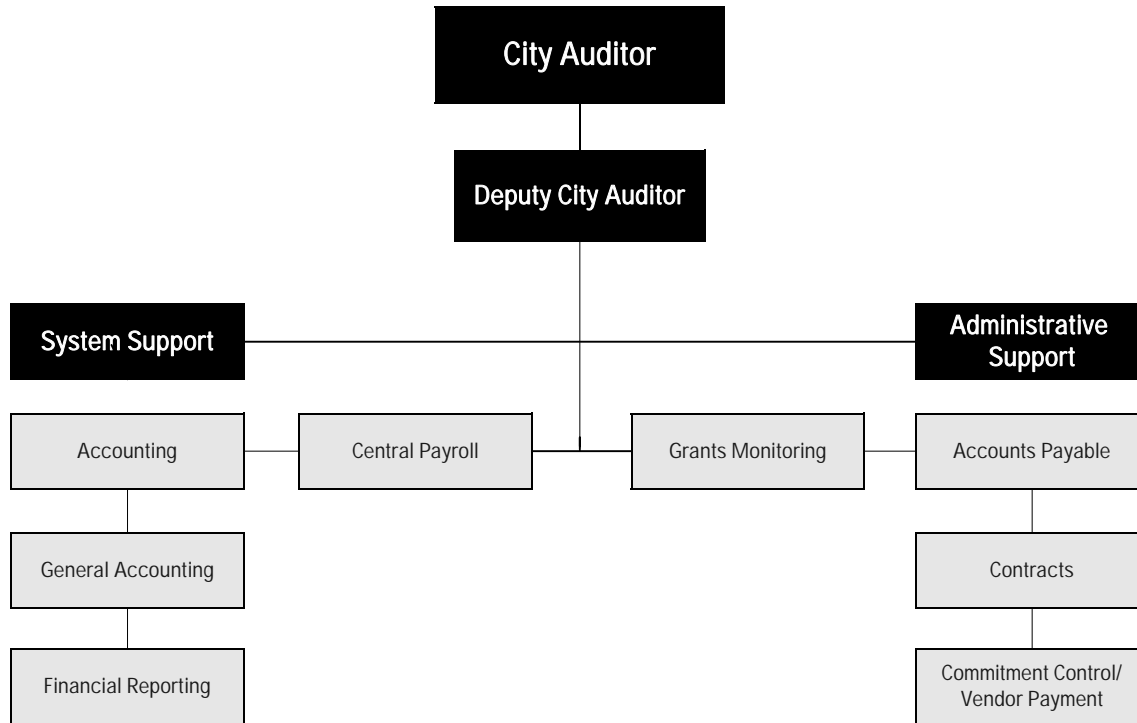
FY08 Performance Strategies

- To review, process, and record financial transactions in a timely fashion.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Administration	381,884	426,823	479,064	491,660
	Accounting	489,645	513,133	498,040	545,136
	Central Payroll	411,401	395,447	438,873	463,833
	Grants Monitoring	184,814	168,238	221,911	228,851
	Accounts Payable	399,447	461,767	505,030	519,346
	Total	1,867,191	1,965,408	2,142,918	2,248,826

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	1,771,798	1,848,566	2,016,828	2,117,257
Non Personnel	95,393	116,842	126,090	131,569
Total	1,867,191	1,965,408	2,142,918	2,248,826

Auditing Department Operating Budget



Authorizing Statutes

- Annual Audit, 31 USC 7502; MGLA c. 41, s. 50, 53; MGLA c. 44, s. 40, 53D; MGLA c. 60, s. 97; Ch. 190, s. 14, Acts of 1982; CBC Ord. 6, s. 5.
- Annual Appropriation, MGLA c. 41, s. 57-58; Ch. 701, s. 3, 7-9, Acts of 1986; Ch. 190, s. 18, Acts of 1982; CBC St. 6, s. 252; CBC Ord. 6, s. 10.
- Execution of Contracts, MGLA c. 40, s. 4G; MGLA c. 41, s. 17; CBC St. 4, s. 7-8; CBC Ord. 5, s. 120.
- Payment of Bills, MGLA c. 41, s. 51, 56; CBC Ord. 5, s. 119; CBC Ord. 6, s. 4-6; CBC Ord. 11, s. 178.
- Payment of Payrolls, MGLA c. 41, s. 56; Ch. 190, s. 18, Acts of 1982; CBC Ord. 5, s. 121; CBC Ord. 6, s. 3.
- Debt Service, Ch. 190, s. 4, 8, Acts of 1982; MGLA c. 41, s. 57; CBC St. 6, s. 254-255; CBC Ord. 6, s. 1-2.
- Financial Accounting and Reporting, 31 USC 7502; MGLA c. 41, s. 54, 57-58, 61; MGLA c. 44, s. 43; CBC St. 6, s. 2-3; CBC Ord. 5, s. 126; CBC Ord. 6, s. 7-8.

Description of Services

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

Department History

<i>Personnel Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees		1,743,562	1,825,797	1,998,078	2,087,257	89,179
51100 Emergency Employees		0	0	0	0	0
51200 Overtime		28,236	22,769	18,750	30,000	11,250
51600 Unemployment Compensation		0	0	0	0	0
51700 Workers' Compensation		0	0	0	0	0
Total Personnel Services		1,771,798	1,848,566	2,016,828	2,117,257	100,429
<i>Contractual Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications		28,803	10,313	12,000	12,000	0
52200 Utilities		0	0	0	0	0
52300 Contracted Ed Services		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		9,473	10,835	8,724	6,800	-1,924
52800 Transportation of Persons		0	40	4,500	4,500	0
52900 Contracted Services		26,826	58,681	72,500	72,500	0
Total Contractual Services		65,102	79,869	97,724	95,800	-1,924
<i>Supplies & Materials</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies		0	0	0	0	0
53200 Food Supplies		0	477	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		7,759	6,922	12,900	12,900	0
53700 Clothing Allowance		0	0	0	0	0
53800 Educational Supplies & Mat		0	0	0	0	0
53900 Misc Supplies & Materials		1,429	430	1,000	1,000	0
Total Supplies & Materials		9,188	7,829	13,900	13,900	0
<i>Current Chgs & Oblig</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical		0	0	0	0	0
54400 Legal Liabilities		0	0	0	0	0
54500 Aid To Veterans		0	0	0	0	0
54600 Current Charges H&I		0	0	0	0	0
54700 Indemnification		0	0	0	0	0
54900 Other Current Charges		5,729	5,441	6,450	6,450	0
Total Current Chgs & Oblig		5,729	5,441	6,450	6,450	0
<i>Equipment</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment		0	0	0	0	0
55400 Lease/Purchase		4,008	8,016	8,016	15,419	7,403
55600 Office Furniture & Equipment		11,366	4,525	0	0	0
55900 Misc Equipment		0	11,162	0	0	0
Total Equipment		15,374	23,703	8,016	15,419	7,403
<i>Other</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation		0	0	0	0	0
57200 Structures & Improvements		0	0	0	0	0
58000 Land & Non-Structure		0	0	0	0	0
Total Other		0	0	0	0	0
Grand Total		1,867,191	1,965,408	2,142,918	2,248,826	105,908

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
City Auditor	CDH	NG	1.00	118,243	Prin Admin Analyst(Aud)	SE1	07	2.00	140,043
Asst Prin Accountant	SU4	14	2.00	92,253	Senior_Admin_Asst	SE1	07	1.00	71,682
Sr Accountant	SU4	13	4.00	172,967	Sr Adm Anl	SE1	06	1.00	61,346
Head Account Clerk	SU4	12	4.00	150,257	Sr Adm An(SpProjStff)(Aud)	SE1	06	4.00	245,696
Dep City Auditor	EXM	11	1.00	98,592	Supv-Acctng(Auditing)	SE1	05	2.00	113,344
P Admin Asst	SE1	10	2.00	177,890	Supv-Acctng(TransDiv)(Aud)	SE1	05	1.00	59,587
Sr Data Proc Sys An(Budget)	SE1	09	1.00	71,009	Sr Personnel Officer(Aud)	SE1	05	1.00	59,839
Asst City Auditor	SE1	09	2.00	167,416	AdminAnalyst(Aud)	SE1	04	2.00	98,205
Prin_Admin_Assistant	SE1	08	1.00	78,357	SrResearchAnalyst	SE1	03	3.00	144,144
					SrResAn(GrantsUnit)(Aud)	SE1	03	1.00	37,494
					Total			36	2,158,365
					Adjustments				
					Differential Payments				0
					Other				21,358
					Chargebacks				-55,122
					Salary Savings				-37,345
					FY08 Total Request				2,087,256

Program 1. Administration

Dennis Coughlin, Manager Organization: 131100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of information requests processed within 10 days	86%	73%	89%	90%
% of personnel transactions accurately processed in 5 days	100%	100%	93%	95%
% of procurement transactions accurately processed in 5 days	100%	58%	100%	95%
% of vendor invoices accurately processed within 3 days	80%	93%	100%	95%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	340,572	347,161	416,254	421,831
Non Personnel	41,312	79,662	62,810	69,829
Total	381,884	426,823	479,064	491,660

Program 2. Accounting

Paul F. Waple, Manager Organization: 131200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of account reconciliations completed within 5 days	91%	100%	99%	95%
% of journal vouchers completed within 3 days	96%	99%	98%	
% of payrolls posted within 7 days of pay period end			94%	95%
Account reconciliations completed	784	848	869	876
Journal vouchers processed accounting	19,481	23,772	23,633	21,000
Major auditing reports issued			5	5
Number of monthly financial reports distributed			11	11
Number of pay periods			52	52
Number of pay periods posted within 7 days			49	51

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	480,440	508,907	485,790	532,886
Non Personnel	9,205	4,226	12,250	12,250
Total	489,645	513,133	498,040	545,136

Program 3. Central Payroll

Sally Glora, Manager Organization: 131300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of general deductions processed within two pay periods of receipt	100%	100%	94%	90%
% of payroll confirms met within scheduled time frame	100%	100%	100%	100%
General deductions processed	49,498	44,283	59,808	77,000
General deductions processed within two pay periods of receipt	49,498	44,283	55,402	69,300
Payrolls confirmed within scheduled time frame	51	53	52	52
Scheduled payroll confirms	51	53	52	52

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	385,997	388,501	431,723	455,923
Non Personnel	25,404	6,946	7,150	7,910
Total	411,401	395,447	438,873	463,833

Program 4. Grants Monitoring

Mary L. Raysor, Manager Organization: 131400

Program Description

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

Program Strategies

- Review and record financial transactions and take custody of financial records.
- To ensure that the financial records of the City are complete and accurate.

Performance Measures	Actual '05	Actual '06	Projected '07	Target '08
% of journal vouchers processed within 3 days	76%	88%	84%	90%
Journal vouchers processed	883	1,176	1,206	1,200
Journal vouchers processed within 3 days	737	1,046	1,025	1,080
Subrecipient findings cleared	1	11	7	20
Subrecipient findings reported	1	19	18	25

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	181,090	165,391	216,111	223,051
Non Personnel	3,724	2,847	5,800	5,800
Total	184,814	168,238	221,911	228,851

Program 5. Accounts Payable

Julie Ann Tippett, Manager Organization: 131500

Program Description

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

Program Strategies

- To review, process, and record financial transactions.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of contracts routed within 3 days of receipt	79%	75%	78%	90%
% of procurement documents approved within 3 days	79%	84%	83%	90%
% of Vendor invoices processed within 5 days	85%	86%	85%	90%
Procurement documents approved	6,756	6,701	8,995	9,500

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	383,699	438,606	466,950	483,566
Non Personnel	15,748	23,161	38,080	35,780
Total	399,447	461,767	505,030	519,346

Budget Management Operating Budget

Karen A. Connor, Director Appropriation: 141

Department Mission

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

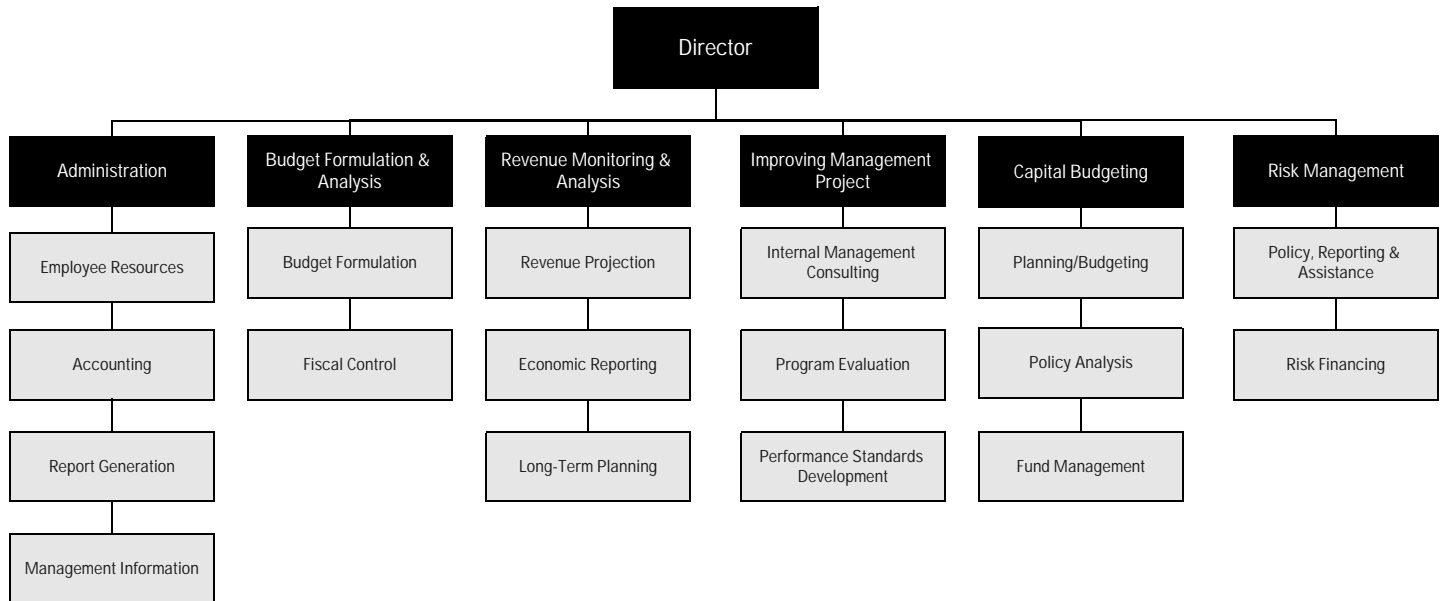
FY08 Performance Strategies

- To ensure a balanced budget that achieves its stated objectives.
- To maintain debt service costs at 7% or less of operating budget expenditures.
- To effectively manage the capital appropriation system.
- To conduct accurate, objective, and independent analysis of City programs and services.
- To promote improved city-wide risk management efforts and lower related costs.
- To develop and implement city-wide risk financing strategy.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Administration	1,414,731	1,710,501	1,803,164	1,541,027
	Budget Formulation	417,736	386,942	530,714	515,671
	Revenue Monitoring	167,804	202,228	233,335	243,046
	Improving Management Project	3,839	38,563	48,776	58,017
	Capital Budgeting	420,232	436,247	47,681	44,210
	Risk Management	130,635	118,959	141,502	141,135
	Total	2,554,977	2,893,440	2,805,172	2,543,106

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	1,648,010	1,715,788	1,515,749	1,508,245
Non Personnel	906,967	1,177,652	1,289,423	1,034,861
Total	2,554,977	2,893,440	2,805,172	2,543,106

Budget Management Operating Budget



Authorizing Statutes

- Annual Appropriation Process, Ch. 190, s. 15, Acts of 1982 (Tregor Legislation) as amended by Ch. 701, s. 2, Acts of 1986 (Tregor Amendment).
- Reserve Fund, Ch. 701, s. 7, Acts of 1986.
- Budget Allotment Process and Reallocations, Ch. 190, s. 18, Acts of 1982 as amended by Ch. 701, s. 8-9, Acts of 1986.
- Duties of Supervisor of Budgets, CBC Ord. 5, s. 5.
- Transfer of Appropriations, Ch. 190, s. 23, Acts of 1982 as amended by Ch. 701, s. 3 Acts of 1986.
- Penalty for Overspending Budget, Ch. 190, s. 17, Acts of 1982.

Description of Services

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

Department History

<i>Personnel Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees	1,628,006	1,686,054	1,503,049	1,492,545	-10,504
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	20,004	29,734	12,700	15,700	3,000
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,648,010	1,715,788	1,515,749	1,508,245	-7,504
<i>Contractual Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications	38,212	37,369	37,800	39,800	2,000
52200 Utilities	0	0	0	0	0
52300 Contracted Ed Services	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	1,805	3,442	2,500	2,500	0
52800 Transportation of Persons	300	1,244	400	400	0
52900 Contracted Services	768,218	744,532	1,014,442	738,500	-275,942
Total Contractual Services	808,535	786,587	1,055,142	781,200	-273,942
<i>Supplies & Materials</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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	2,968	2,391	4,600	4,600	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	275	701	2,000	2,000	0
Total Supplies & Materials	3,243	3,092	6,600	6,600	0
<i>Current Chgs & Oblig</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	91,954	387,368	217,800	232,320	14,520
Total Current Chgs & Oblig	91,954	387,368	217,800	232,320	14,520
<i>Equipment</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	9,381	14,241	4,860
55600 Office Furniture & Equipment	1,270	306	0	0	0
55900 Misc Equipment	1,965	299	500	500	0
Total Equipment	3,235	605	9,881	14,741	4,860
<i>Other</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	2,554,977	2,893,440	2,805,172	2,543,106	-262,066

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary	
Supv-Budget	CDH	NG	1.00	111,529	Exec Asst (Obpe)	EXM	10	5.00	464,423	
Adminis.Assistant	SU4	16	1.00	54,376	Sr Data Proc Sys An(Budget)	SE1	09	1.00	84,171	
Dep Director	MYO	14	1.00	88,089	Prin Budget Analyst (Ads-Bdd)	SE1	09	1.00	84,171	
Adm.Sec.	SU4	14	1.00	35,199	Prin_Admin_Assistant	SE1	08	1.00	78,357	
Budget Supervisor	MYO	12	1.00	85,103	Budget Policy Analyst	MYO	07	3.00	169,107	
Exec Asst(Management Serv,Asd)	EXM	12	1.00	102,326	Prin Admin Asst(Asd)	EXM	07	1.00	50,160	
Sr Finance Manager	MYO	10	1.00	76,545	Management Analyst (Obpe)	SE1	06	8.00	411,610	
					Sr Adm An(SpProjStff)(Aud)	SE1	06	1.00	65,222	
					Total				28	1,960,388
					Adjustments					
					Differential Payments				0	
					Other				19,849	
					Chargebacks				-380,782	
					Salary Savings				-106,910	
					FY08 Total Request				1,492,545	

Program 1. Administration

Karen A. Connor, Manager Organization: 141100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of available hours worked	98%	98%	99%	98%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	585,220	609,347	607,041	601,466
Non Personnel	829,511	1,101,154	1,196,123	939,561
Total	1,414,731	1,710,501	1,803,164	1,541,027

Program 2. Budget Formulation

James M. Williamson, Manager Organization: 141200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Balanced budget submitted to City Council	1	1	1	1
Monthly expenditure variance reports available to city departments	10	9	10	10

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	406,988	376,479	519,714	502,671
Non Personnel	10,748	10,463	11,000	13,000
<i>Total</i>	<i>417,736</i>	<i>386,942</i>	<i>530,714</i>	<i>515,671</i>

Program 3. Revenue Monitoring

Chris Giuliani, Manager Organization: 141300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% by which actual revenues exceed actual expenditures	.4%	.4%	.7%	.5%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	163,965	198,491	229,635	239,346
Non Personnel	3,839	3,737	3,700	3,700
Total	167,804	202,228	233,335	243,046

Program 4. Improving Management Project

Karen A. Connor, Manager Organization: 141400

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Hours of continuing Professional Education Training	39	12	70	25
Program or service analyses completed	1	2	3	4
Project benefits realized		3	2	2

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	0	34,826	45,076	54,317
Non Personnel	3,839	3,737	3,700	3,700
Total	3,839	38,563	48,776	58,017

Program 5. Capital Budgeting

Laurie Pessah, Manager Organization: 141500

Program Description

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

Program Strategies

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

Performance Measures	Actual '05	Actual '06	Projected '07	Target '08
% of anticipated external revenue collected	100%	90%	90%	90%
% of funds expended in accordance with bond requirements	100%	100%	100%	100%
Debt service costs as a % of operating expenditures	6.2%	5.5%	5.8%	7%

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	413,299	429,894	40,781	37,310
Non Personnel	6,933	6,353	6,900	6,900
Total	420,232	436,247	47,681	44,210

Program 6. Risk Management

Lynda Fraley, Manager Organization: 141600

Program Description

The Risk Management Program develops and implements the City's integrated risk financing program, which includes self-insurance and commercial policies. The program also assists other City departments in their efforts to minimize disruption of services due to accidental losses of human, financial and physical assets.

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
City-wide risk management reviews or improvements		1	1	1
Risk financing strategy implemented	87%	87%	87%	87%
Risk related cost increases as a percentage of medical inflation	140%	110%	130%	130%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	78,538	66,751	73,502	73,135
Non Personnel	52,097	52,208	68,000	68,000
<i>Total</i>	<i>130,635</i>	<i>118,959</i>	<i>141,502</i>	<i>141,135</i>

Execution of Courts Operating Budget

Appropriation: 333

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Execution of Courts	10,883,973	10,496,829	3,500,000	3,500,000
	<i>Total</i>	<i>10,883,973</i>	<i>10,496,829</i>	<i>3,500,000</i>	<i>3,500,000</i>

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	0	0	0	0
Non Personnel	10,883,973	10,496,829	3,500,000	3,500,000
<i>Total</i>	<i>10,883,973</i>	<i>10,496,829</i>	<i>3,500,000</i>	<i>3,500,000</i>

Graphic Arts Department Operating Budget

Paul Dennehy, Superintendent Appropriation: 145

Department Mission

The mission of the Graphic Arts Department is to supply quality, timely and reasonably priced design, prepress, printing and binding services to City Departments.

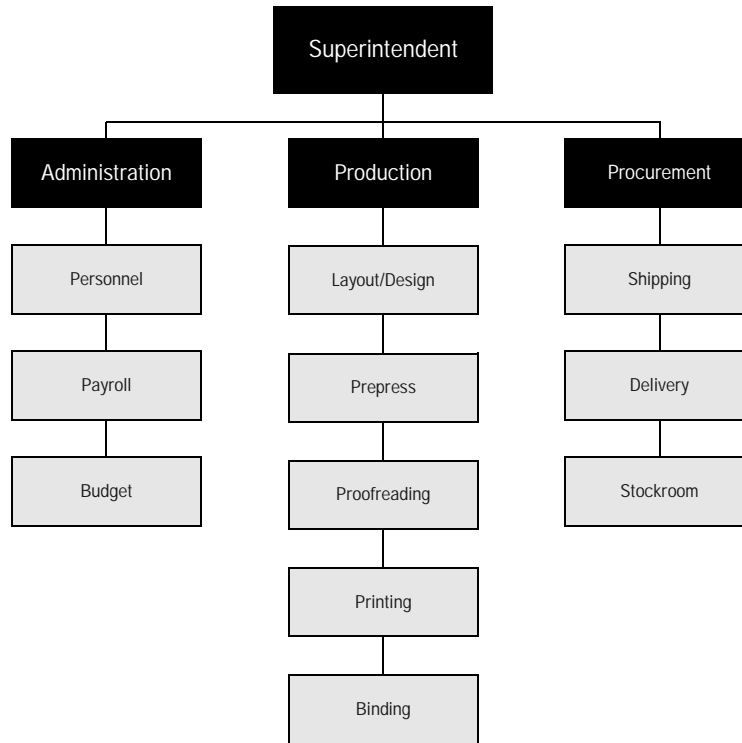
FY08 Performance Strategies

- To provide printing services at the lowest possible cost and to maintain a high level of utilization.
- To provide quality printing to all city departments.
- To provide timely printing services.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Administration	350,593	351,952	339,547	353,142
	Production	976,808	1,100,470	1,187,073	1,185,922
	Total	1,327,401	1,452,422	1,526,620	1,539,064

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	1,112,551	1,187,733	1,239,446	1,238,888
Non Personnel	214,850	264,689	287,174	300,176
Total	1,327,401	1,452,422	1,526,620	1,539,064

Graphic Arts Department Operating Budget



Authorizing Statutes

- Printing Plant; Union Label, CBC Ord. 5, s. 8.
- City Documents, CBC Ord. 5, s. 9.
- Departmental Charges, CBC Ord. 6, s. 6.
- Printing and Office Supplies, CBC Ord. 5, s. 116.

Description of Services

The Graphic Arts Department supplies quality, timely and reasonably priced design, typesetting, printing and binding services to City departments.

Department History

<i>Personnel Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees	1,069,712	1,148,634	1,199,446	1,198,888	-558
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	18,841	14,291	15,000	15,000	0
51600 Unemployment Compensation	11,012	0	0	0	0
51700 Workers' Compensation	12,986	24,808	25,000	25,000	0
Total Personnel Services	1,112,551	1,187,733	1,239,446	1,238,888	-558
<i>Contractual Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications	8,778	8,456	9,000	9,000	0
52200 Utilities	92,896	95,100	112,004	117,596	5,592
52300 Contracted Ed Services	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	737	2,000	1,000	-1,000
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	57,192	56,613	70,000	70,000	0
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	6,156	12,647	25,000	24,000	-1,000
Total Contractual Services	165,022	173,553	218,004	221,596	3,592
<i>Supplies & Materials</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies	1,245	1,824	2,000	1,718	-282
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	1,432	1,337	1,500	1,500	0
53500 Med, Dental, & Hosp Supply	200	276	300	300	0
53600 Office Supplies and Materials	2,299	2,172	3,000	2,000	-1,000
53700 Clothing Allowance	0	0	2,200	2,250	50
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	851	730	1,000	1,000	0
Total Supplies & Materials	6,027	6,339	10,000	8,768	-1,232
<i>Current Chgs & Oblig</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical	3,011	13,365	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	4,517	3,764	4,170	4,200	30
Total Current Chgs & Oblig	7,528	17,129	4,170	4,200	30
<i>Equipment</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	10,612	10,612
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	0	875	0	0	0
Total Equipment	0	875	0	10,612	10,612
<i>Other</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation	36,273	66,793	55,000	55,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	36,273	66,793	55,000	55,000	0
Grand Total	1,327,401	1,452,422	1,526,620	1,539,064	12,444

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
Apprentice Compositor	TGU	NG	1.00	33,497	Wkg Frprs-Pressroom	GRA	NG	1.00	62,102
Offset Compositor	TGU	NG	3.00	160,819	Wkg Frperson-Printing Section	TGU	NG	1.00	61,209
Offset Press/Camera Op Hd Pres	NPP	NG	1.00	59,356	Frprs-Pressroom	NPP	NG	1.00	67,355
Offset Pressprs & Camera Oper	NPP	NG	3.00	158,862	Gen Foreperson	TGU	NG	1.00	79,601
Head Proofreader	TGU	NG	1.00	61,108	Adm.Sec.	SU4	14	1.00	43,814
Bookbinder	GR1	NG	5.00	229,526	Maint Mech (Mach Repair)	SU4	12L	1.00	42,960
Wkg Frperson-Bindery	GR1	NG	1.00	57,507	Supn-Printing	EXM	12	1.00	102,326
Asst Sheet Stckpers&Layout Per	GR1	NG	1.00	57,507	MotorEquipOper&Lbr	SU4	08L	1.00	29,217
Head Sht Stkpr & Layout Prs	GR1	NG	1.00	64,923	Sr Data Proc Sys Analyst	SE1	08	1.00	54,977
Apprentice Pressperson	NPP	NG	1.00	28,449	Prin_Admin_Assistant	SE1	08	1.00	78,357
Cylinder Pressperson	NPP	NG	3.00	136,583	Sr Research Analyst(Asd/Prin)	SE1	06	1.00	65,222
Total								32	1,735,280
Adjustments									
Differential Payments						0			
Other						9,513			
Chargebacks						-500,000			
Salary Savings						-45,905			
FY08 Total Request						1,198,888			

Program 1. Administration

Paul Dennehy, Manager Organization: 145100

Program Description

The Administration Program provides overall management, and financial and clerical services to the department. It develops budget estimates, maintains department records, prepares weekly payrolls, and submits billing for printing services. This section procures the materials needed for printing and maintains the physical plant.

Program Strategies

- To provide printing services at the lowest possible cost and to maintain a high level of utilization.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Department chargebacks as a % of direct operating cost	65	45	45	47

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	336,925	339,632	330,547	336,241
Non Personnel	13,668	12,320	9,000	16,901
Total	350,593	351,952	339,547	353,142

Program 2. Production

Brian Leard, Manager Organization: 145200

Program Description

The Production Program is responsible for layout, design, press room operations, and binding of finished materials. The program allocates paper stock and other supplies, assigns jobs, oversees shipping and delivery of orders, and ensures the quality of printed materials.

Program Strategies

- To provide quality printing to all city departments.
- To provide timely printing services.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of jobs completed by client deadline	97%	97%	97%	97%
Overall level of satisfaction; average of graded survey responses	96%	97%	97%	97%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	775,626	848,101	908,899	902,647
Non Personnel	201,182	252,369	278,174	283,275
Total	976,808	1,100,470	1,187,073	1,185,922

Health Insurance Operating Budget

Appropriation: 148

Department Mission

The Health Insurance appropriation provides funding for a variety of health insurance, dental care, vision care, and life insurance plans to approximately 28,900 active employee and retiree subscribers within the guidelines of MGL Chapter 32B.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Health Insurance	139,104,893	151,575,199	168,525,434	182,583,083
	<i>Total</i>	<i>139,104,893</i>	<i>151,575,199</i>	<i>168,525,434</i>	<i>182,583,083</i>

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	0	0	0	0
Non Personnel	139,104,893	151,575,199	168,525,434	182,583,083
<i>Total</i>	<i>139,104,893</i>	<i>151,575,199</i>	<i>168,525,434</i>	<i>182,583,083</i>

Human Resources Operating Budget

Vivian Leonard, Director Appropriation: 142

Department Mission

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

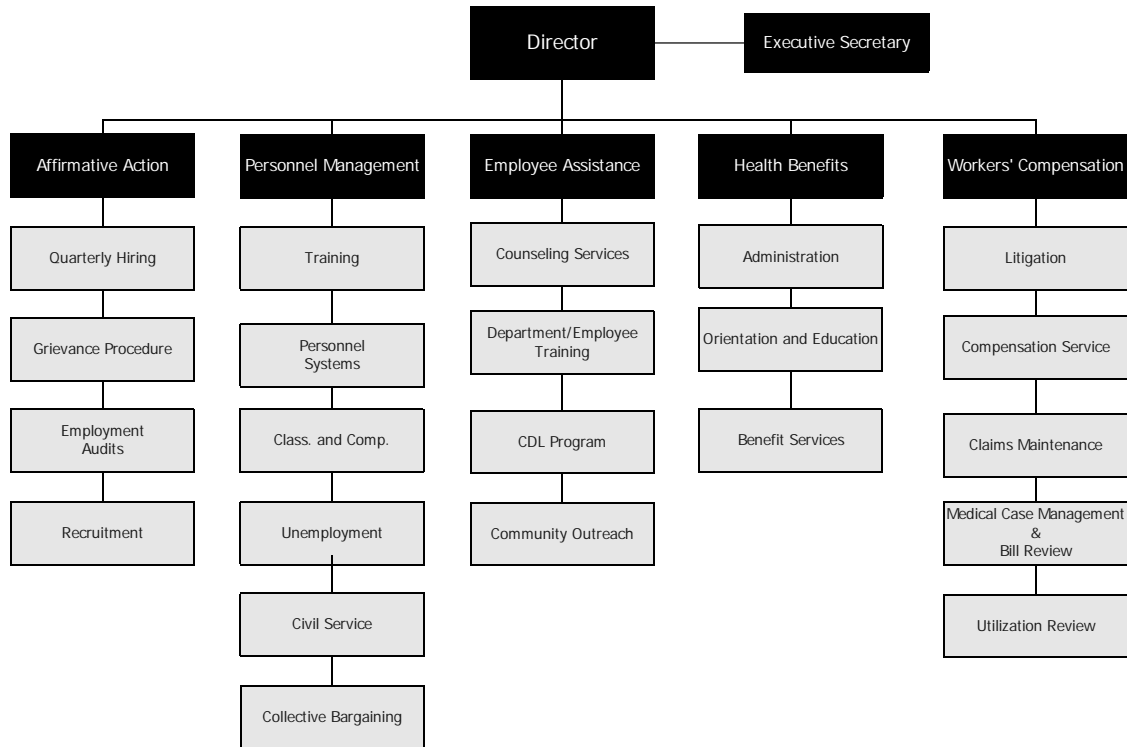
FY08 Performance Strategies

- To return injured employees to work as soon as possible.
- To process injury claims promptly.
- To reduce medical and indemnity costs associated with workers' compensation claims.
- To track all city-wide promotions by race, gender, and salary on a monthly basis.
- To track all new hires by race, gender and salary on a monthly basis.
- To inform City employees of services available through EAP.
- To provide immediate and appropriate response to employees seeking assistance through EAP.
- To reduce sick leave usage by 5% (non public safety/BPS).
- To recruit and sustain a workforce that reflects Boston's diverse population.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Personnel	990,550	1,004,417	1,208,064	1,270,143
	Affirmative Action	169,702	168,647	181,889	179,598
	Health Benefits & Insurance	458,362	468,010	499,954	512,416
	Employee Assistance	197,609	163,641	155,422	149,684
	Workers' Compensation	751,314	790,637	825,283	841,820
	Total	2,567,537	2,595,352	2,870,612	2,953,661

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	2,386,489	2,421,250	2,690,016	2,716,037
Non Personnel	181,048	174,102	180,596	237,624
Total	2,567,537	2,595,352	2,870,612	2,953,661

Human Resources Operating Budget



Authorizing Statutes

- Civil Service, MGLA c. 31, as amended.
- Collective Bargaining, CBC St. 6, s. 202.
- Compensation of Employees; CBC St. 4, s. 12; CBC Ord. 5, s. 112.
- Employees Subject to Civil Service Laws, CBC St. 5, s. 110.
- Duties of Supervisor of Personnel, CBC Ord. 5, s. 6.
- Generally, MGLA c. 152.
- County Employees Salary Classification, MGLA c. 35, s.56.
- Third Parties; Subrogation, MGLA c. 152, s. 15.
- Group Insurance Plan to Municipalities, MGLA c. 32B, s.1-17.
- Operation As Self-Insurer, MGLA c. 152, s. 25.
- Second Injury Reimbursement, MGLA c. 152, s. 37.
- Special Fund; Trust Fund; Assessment Base and Rates; Payments; Reports; Audits, MGLA c. 152, s. 65.

Description of Services

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

Department History

<i>Personnel Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees		2,382,607	2,415,582	2,690,016	2,716,037	26,021
51100 Emergency Employees		0	-321	0	0	0
51200 Overtime		0	165	0	0	0
51600 Unemployment Compensation		3,636	5,824	0	0	0
51700 Workers' Compensation		246	0	0	0	0
Total Personnel Services		2,386,489	2,421,250	2,690,016	2,716,037	26,021
<i>Contractual Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications		50,268	45,690	46,600	34,488	-12,112
52200 Utilities		0	0	0	0	0
52300 Contracted Ed Services		0	0	0	0	0
52400 Snow Removal		0	0	0	0	0
52500 Garbage/Waste Removal		0	0	0	0	0
52600 Repairs Buildings & Structures		0	0	0	0	0
52700 Repairs & Service of Equipment		5,019	2,362	2,645	2,668	23
52800 Transportation of Persons		0	0	0	0	0
52900 Contracted Services		18,875	16,568	19,150	44,850	25,700
Total Contractual Services		74,162	64,620	68,395	82,006	13,611
<i>Supplies & Materials</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies		26	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		11,719	24,412	24,949	30,215	5,266
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		11,745	24,412	24,949	30,215	5,266
<i>Current Chgs & Oblig</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical		0	93	0	0	0
54400 Legal Liabilities		0	0	0	0	0
54500 Aid To Veterans		0	0	0	0	0
54600 Current Charges H&I		0	0	0	0	0
54700 Indemnification		0	0	0	0	0
54900 Other Current Charges		76,029	77,840	85,451	125,403	39,952
Total Current Chgs & Oblig		76,029	77,933	85,451	125,403	39,952
<i>Equipment</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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		19,112	7,137	1,801	0	-1,801
Total Equipment		19,112	7,137	1,801	0	-1,801
<i>Other</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation		0	0	0	0	0
57200 Structures & Improvements		0	0	0	0	0
58000 Land & Non-Structure		0	0	0	0	0
Total Other		0	0	0	0	0
Grand Total		2,567,537	2,595,352	2,870,612	2,953,661	83,049

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary	
Supv Of Personnel	CDH	NG	1.00	109,905	Centrex Telephone Sys Operator	SU4	09	1.00	32,118	
Alcoholism Coord I	SU4	18	1.00	70,627	Supvising Claims Agent (Asd)	EXM	09	1.00	68,430	
Personnel Asst (Ads/Psd)	SU4	17	4.00	251,150	Sr Adm Asst (PPerAnl/C&C)	EXM	09	1.00	85,854	
Supv-Management Svcs	SU4	17	2.00	113,383	Prin Admin Asst Asd Pers	EXM	09	2.00	163,224	
Alcoholism Coordinator	SU4	16	1.00	58,050	Exec Asst (EAP/OHR)	EXM	09	1.00	85,854	
Adm_Asst.	SU4	15	1.00	53,671	Asst Corp Counsel III	EXM	08	1.00	69,454	
Adm.Sec.	SU4	14	1.00	46,795	Employee Devel Coor(Supv/Pers)	SE1	08	1.00	78,357	
Claims Investigator(Unemplmnt)	SU4	14	1.00	46,795	Sr Adm Asst (Ohr)	SE1	08	2.00	156,715	
Adm.Anlst.	SU4	14	1.00	47,712	Prin_Admin_Assistant	SE1	08	2.00	156,715	
Sr.Adm.An.	SU4	14	1.00	38,200	Senior_Admin_Assst	SE1	07	1.00	71,682	
Head Clerk & Secretary	SU4	13	1.00	39,852	Prin Admin Asst_(ASD)	SE1	07	1.00	71,682	
Prin Admin Asst(Ohr)	EXM	13	1.00	106,501	DP Sys Anl	SE1	06	1.00	65,222	
Head_Clerk	SU4	12	3.00	98,385	Sr Adm Asst(W.C)	SE1	06	2.00	130,444	
Health Insurance Coordinator	EXM	12	1.00	102,326	Sr_Adm_Assistant	SE1	06	1.00	65,222	
Head Account Clerk	SU4	12	3.00	102,395	UtilizationReviewSpec	SE1	06	1.00	53,717	
Exec Asst(Ohr/Wc)	EXM	12	1.00	102,326	Personnel Analyst	SE1	05	1.00	50,967	
Workmen'S Compensation Agent	EXM	11	1.00	98,592	Affirm Action Monitor	SE1	05	1.00	59,839	
Principal_Clerk	SU4	10	1.00	36,141	AdminSecretary(ASD)	SE1	04	1.00	54,455	
					Total				48	3,042,757
					Adjustments					
					Differential Payments				0	
					Other				45,317	
					Chargebacks				-267,931	
					Salary Savings				-104,106	
					FY08 Total Request				2,716,037	

Program 1. Personnel

Vivian Leonard, Manager Organization: 142100

Program Description

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

Program Strategies

- To reduce sick leave usage by 5% (non public safety/BPS).
- To track all new hires by race, gender and salary on a monthly basis.
- To track city-wide promotions by race, gender, and salary on a monthly basis.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
People of color hired	235	280	299	170
People of color hired as a % of total new hires	40%	45%	44%	40%
People of color promoted	20	37	36	33
People of color promoted as a % of total city-wide promotions	35%	36%	27%	33%
Total hires	597	604	721	420
Total promotions	60	123	148	100
Women hired	276	283	296	210
Women hired as a % of total new hires	46%	47%	41%	50%
Women promoted	28	24	42	50
Women promoted as a % of total city-wide promotions	47%	20%	28%	50%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	884,855	907,686	1,101,864	1,097,693
Non Personnel	105,695	96,731	106,200	172,450
Total	990,550	1,004,417	1,208,064	1,270,143

Program 2. Affirmative Action

Vivian Leonard, Manager Organization: 142200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of city workforce which is female	35%	34%	34%	35%
% of city workforce which is people of color	33%	33%	33%	33%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	169,264	168,647	181,889	169,598
Non Personnel	438	0	0	10,000
Total	169,702	168,647	181,889	179,598

Program 3. Health Benefits & Insurance

Eugene Pastore, Director Organization: 142300

Program Description

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

Program Strategies

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

Performance Measures	Actual '05	Actual '06	Projected '07	Target '08
% of eligible employees enrolled in health insurance	95%	99%	98%	99%
% of eligible employees enrolled in life insurance	98%	99%	100%	99%
Employees enrolled in dental/vision benefit plan	5,823	5,924	6,232	6,000
Employees enrolled in health insurance	15,592	16,076	16,103	16,300
Employees enrolled in life insurance	16,137	16,238	16,297	16,300
Total HMO cost increase as a % of medical inflation			83%	83%

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	433,188	434,208	470,953	485,191
Non Personnel	25,174	33,802	29,001	27,225
Total	458,362	468,010	499,954	512,416

Program 4. Employee Assistance

Jay Donovan, Director Organization: 142400

Program Description

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

Program Strategies

- To provide immediate and proper response to those seeking assistance through EAP.
- To inform City employees of services available through EAP.

Performance Measures	Actual '05	Actual '06	Projected '07	Target '08
% of referrals made within 5 business days	100%	100%	100%	100%
Assessments completed	293	198	288	175
Referrals made	281	198	309	170

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	188,805	153,617	144,922	149,684
Non Personnel	8,804	10,024	10,500	0
Total	197,609	163,641	155,422	149,684

Program 5. Workers' Compensation

Linda Kelly, Manager Organization: 142500

Program Description

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

Program Strategies

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

Performance Measures	Actual '05	Actual '06	Projected '07	Target '08
% of eligible claimants collecting pay and benefits within 3 weeks of claim	100%	100%	100%	100%
% of eligible claimants contacted within 2 days of claim	99%	100%	100%	100%
Total indemnity costs paid	10,165,104	9,388,919	9,089,273	9,000,000
Total medical costs paid	2,367,554	1,951,254	2,014,302	2,455,000
Avg. number of employees on WC payroll	297	269	274	270

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	710,377	757,092	790,388	813,871
Non Personnel	40,937	33,545	34,895	27,949
Total	751,314	790,637	825,283	841,820

Labor Relations Operating Budget

John Dunlap, Director Appropriation: 147

Department Mission

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

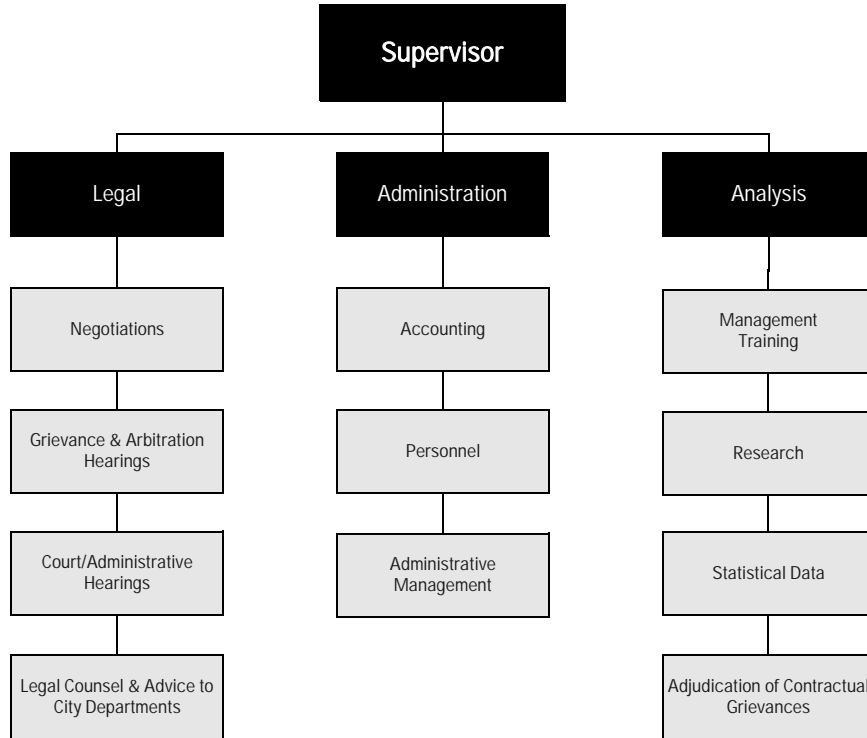
FY08 Performance Strategies

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Labor Relations	1,212,847	1,110,390	1,397,748	1,393,485
	Total	1,212,847	1,110,390	1,397,748	1,393,485

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	658,407	767,229	823,748	771,051
Non Personnel	554,440	343,161	574,000	622,434
Total	1,212,847	1,110,390	1,397,748	1,393,485

Labor Relations Operating Budget



Authorizing Statutes

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

Description of Services

The Office of Labor Relations represents the Mayor and City departments in all labor relations matters before state and federal courts, state agencies, and in various other forums. The Office is responsible for negotiating and administering collective bargaining agreements with approximately 24 unions covering 7,500 employees. Additionally, the Office advises City managers and supervisors on labor matters regarding policy issues.

Department History

<i>Personnel Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees	655,640	766,300	808,731	766,032	-42,699
51100 Emergency Employees	2,767	929	15,017	5,019	-9,998
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	658,407	767,229	823,748	771,051	-52,697
<i>Contractual Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications	7,254	6,858	6,300	6,660	360
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	3,848	3,047	1,250	2,750	1,500
52800 Transportation of Persons	1,593	2,669	7,100	7,100	0
52900 Contracted Services	487,452	299,544	523,150	571,300	48,150
Total Contractual Services	500,147	312,118	537,800	587,810	50,010
<i>Supplies & Materials</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies	52	118	600	824	224
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	4,062	3,907	5,700	5,700	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	4,114	4,025	6,300	6,524	224
<i>Current Chgs & Oblig</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	25,052	18,577	29,900	28,100	-1,800
Total Current Chgs & Oblig	25,052	18,577	29,900	28,100	-1,800
<i>Equipment</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	8,441	0	0	0
55900 Misc Equipment	25,127	0	0	0	0
Total Equipment	25,127	8,441	0	0	0
<i>Other</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	1,212,847	1,110,390	1,397,748	1,393,485	-4,263

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary	
Supv-Labor Relations	CDH	NG	1.00	110,856	Asst Corp Counsel V	EXM	10	1.00	92,885	
Admin Asst	EXM	15	1.00	49,429	Asst Corp Counsel III	EXM	08	5.00	332,618	
Legal Secretary (olr)	EXM	14	1.00	43,942	ExecAsst(LaborRelations)	EXM	06	1.00	66,527	
					LaborRelationsAnl(LabRel)	EXM	04	1.00	55,544	
					Total				11	751,801
Adjustments										
					Differential Payments				0	
					Other				14,231	
					Chargebacks				0	
					Salary Savings				0	
					FY08 Total Request				766,032	

Program 1. Labor Relations

John Dunlap, Manager Organization: 147100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of city collective bargaining contracts settled	100%	58%	46%	100%
% of grievances filed for arbitration				46%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	658,407	767,229	823,748	771,051
Non Personnel	554,440	343,161	574,000	622,434
<i>Total</i>	<i>1,212,847</i>	<i>1,110,390</i>	<i>1,397,748</i>	<i>1,393,485</i>

Library Department Operating Budget

Bernard Margolis, President Appropriation: 110

Department Mission

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

FY08 Performance Strategies

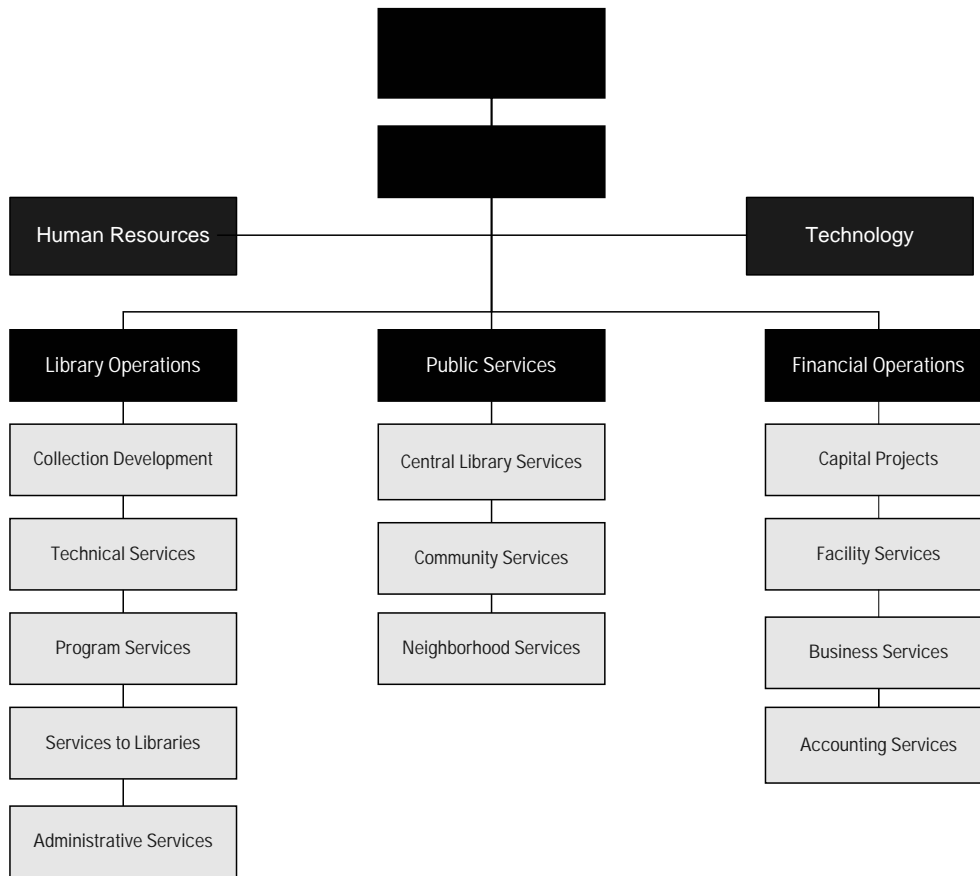
- To provide overall user satisfaction with Library services.
- To provide access to and encourage the use of print and non-print resources that respond to the needs and interests of all segments of the population.
- To provide and preserve access to information and collections by supporting the acquisition, maintenance, preservation, and access to materials and information in all fields of knowledge.
- To assist people of various ages, backgrounds, and stages of learning through the development of a variety of materials and programs, including those designed to teach information literacy.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Library Administration	14,609,549	15,412,026	15,763,768	15,765,227
	Community Library Services	9,767,734	10,076,240	10,768,064	11,159,308
	Research Library Services	2,222,692	2,223,674	1,916,642	1,916,096
	Total	26,599,975	27,711,940	28,448,474	28,840,631

<i>External Funds Budget</i>	<i>Fund Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Boston Regional Library System	781,597	804,682	850,851	850,851
	Donations	560,163	466,507	500,000	500,000
	Library of Last Recourse	6,515,960	6,515,960	6,515,960	6,515,960
	State Aid to Libraries	469,996	685,268	677,648	677,648
	Trust Fund Income	2,032,805	3,042,503	2,974,222	2,947,317
	Total	10,360,521	11,514,918	11,518,681	11,491,774

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	17,528,959	17,940,357	18,678,865	18,937,297
Non Personnel	9,071,016	9,771,582	9,769,609	9,903,334
Total	26,599,975	27,711,939	28,448,474	28,840,631

Library Department Operating Budget



Authorizing Statutes

- Power of City to Establish and Maintain a Library, Ch. 52, s. 1, Acts of 1848 as amended.
- Library Department: Trustees of the Public Library, Appointment, Compensation, etc., Ch. 114, s. 3, Acts of 1878 as amended.
- Organization of Board; Powers and Duties, Ch. 114, s. 4-5, Acts of 1878 as amended.
- Librarian and Other Officers, Ch. 114, s. 1-2, 6, Acts of 1878 as amended.
- Reports to Mayor and City Council, Ch. 60, Acts of 1887.
- Incorporation of the Trustees, Duties, Ch. 114, s. 1, Acts of 1878 as amended.
- Authority of Corporation to Take and Hold Property; Limitation, Ch. 114, s. 2, Acts of 1878 as amended.

Description of Services

The Boston Public Library system consists of the Central Library at Copley Square, the Edward Kirstein Business Library, 26 branch libraries located throughout Boston's neighborhoods, nine virtual libraries, and three remote storage facilities. Library staff assists users in locating and using resources, and provides public programming, exhibits, and outreach. Internet, wireless, and online technology resources connect people to informational resources aimed at enriching individuals, organizations, and the entire community.

Department History

<i>Personnel Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees	17,110,547	17,438,088	18,298,671	18,527,103	228,432
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	347,333	391,056	305,194	305,194	0
51600 Unemployment Compensation	17,425	33,492	25,000	35,000	10,000
51700 Workers' Compensation	53,651	77,717	50,000	70,000	20,000
Total Personnel Services	17,528,956	17,940,353	18,678,865	18,937,297	258,432
<i>Contractual Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications	45,000	44,989	45,000	45,000	0
52200 Utilities	3,415,108	4,371,420	4,476,949	4,054,414	-422,535
52300 Contracted Ed Services	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	98,059	95,210	1,500,539	1,817,534	316,995
52700 Repairs & Service of Equipment	168,512	180,644	213,076	217,076	4,000
52800 Transportation of Persons	3,061	3,351	1,500	3,500	2,000
52900 Contracted Services	2,579,031	2,175,017	766,341	789,306	22,965
Total Contractual Services	6,308,771	6,870,631	7,003,405	6,926,830	-76,575
<i>Supplies & Materials</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	6,727	6,735	6,739	6,739	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	28,199	20,898	30,698	30,698	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	2,404,295	2,583,979	2,384,295	2,584,295	200,000
Total Supplies & Materials	2,439,221	2,611,612	2,421,732	2,621,732	200,000
<i>Current Chgs & Oblig</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical	10,788	11,189	0	10,000	10,000
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	194,543	191,118	207,215	207,515	300
Total Current Chgs & Oblig	205,331	202,307	207,215	217,515	10,300
<i>Equipment</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	6,906	0	0	0	0
55900 Misc Equipment	77,524	66,832	112,256	112,256	0
Total Equipment	84,430	66,832	112,256	112,256	0
<i>Other</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	33,262	20,200	25,000	25,000	0
Total Other	33,262	20,200	25,000	25,000	0
Grand Total	26,599,971	27,711,935	28,448,470	28,840,631	392,158

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
Supv-Accounting	PL2	06	0.76	63,938	AdultsLibrarianII	PSA	02	5.55	308,813
Prin Library Asst	AFP	06	0.55	25,999	ChildrensLibrarianII	PSA	02	18.00	1,011,357
Communications Manager	PL2	06	0.93	76,253	Reader&InfoLibrarianII	PSA	02	3.00	175,222
Network & Server Manager	PL2	06	0.51	42,906	ReferenceLibrarianII	PSA	02	2.75	162,876
Network Services Manager	PL2	06	0.51	42,906	SrLibAsst	AFP	02	38.04	1,100,823
Operating System & ProgrMangr	PL2	06	0.51	42,906	CatalogerAndClassifierII	PSA	02	0.64	38,003
EndServ. & Systems SupportMnger	PL2	06	0.51	42,906	AcquisitionsLibrarianII	PSA	02	0.64	38,099
Sp Library Asst II (Branch)	AFP	06	8.00	378,164	GeneralistII	PSA	02	8.00	465,008
Collection Development Manager	PL2	06	0.64	39,881	SystemsLibrarianII	PSA	02	0.55	31,750
Motor_Equip_Operator_&_Lbr	AFP	05	1.96	78,637	SrLibraryAsst	AFP	02	6.00	155,045
Prin Accounting Clerk	AFP	05	0.76	33,050	InterLibraryLoanLibrarian	PSA	02	0.55	32,130
SrClerk	AFP	05	1.96	85,269	TechnicalSupportAnalyst	PSA	02	0.51	29,389
Spec Library Asst II	AFP	05	12.84	528,611	CatalogerAndClassifierI	PSA	01	1.92	103,282
Staff Officer-SpecialProjects	PL2	05	1.90	130,886	Children'sLibrarianI	PSA	01	10.00	444,937
Coord Resources & Proces	PL2	05	0.53	40,444	Reader&InfoLibrarianI	PSA	01	6.00	280,151
Coord-Ship&Rec&Stocks&Supplies	PL2	05	0.98	74,783	ReferenceLibrarianI	PSA	01	13.65	665,548
Asst Neighborhood Svcs Mgr	PL2	05	0.53	29,959	YoungAdultsLibrarianI	PSA	01	3.00	130,931
Applications Manager	PL2	05	0.51	38,216	GeneralistI	PSA	01	6.00	301,570
Coord of Literacy Services	PL2	05	1.00	59,825	AcquisitionsLibrarianI	PSA	01	0.64	34,017
CapPlnng&ImplmtinOfficer(BPL)	PL2	05	0.95	72,494	LibrarianI	PSA	01	0.55	20,963
Manager of Digital Services	PL2	05	0.95	72,494	SpecCollectionLibI	PSA	01	0.53	28,733
Quality Services Manager	PL2	05	0.53	40,444	InterLibraryLoanLibrarianI	PSA	01	0.55	29,568
DigitalImaging Production Manger	PL2	05	0.95	59,179	Library_Aide	EXO	NG	154.00	563,640
Access Manager (BPL)	PL2	05	0.53	40,444	President	CDH	NG	0.95	157,574
Special Lib Asst I (Branch)	AFP	05	19.00	802,253	Dir Public Services	PL2	NG	0.95	109,158
Programming Coordinator	PL2	05	0.93	58,444	Dir Operations	PL2	NG	0.95	111,324
BookConservatorProjDirec	PSA	04	0.55	39,204	Asst Supv Of Custodians	PL2	11	1.70	124,548
BranchLibrarianII	PSA	04	9.00	637,000	Accountant	AFP	09	1.52	90,005
Chief-Cataloging	PSA	04	0.64	45,748	Spec Library Asst V (BPL)	AFP	08F	2.38	148,049
Curator-Microtext&Newspapers	PSA	04	0.55	39,176	Special Library Asst V	AFP	08	8.57	479,011
JrBldgCust	AFP	04	16.15	548,532	Wkg Frprs Carpenter	AFP	08	1.00	48,205
Laborer	AFP	04	3.00	88,722	Wkg Frperson Painter	AFP	08	1.00	46,567
SrReader&InfoLibrarianI	PSA	04	1.00	71,331	Pers Officer	PL2	08	0.93	95,059
SpecLibraryAsstI	AFP	04	7.75	303,091	Systems Officer	PL2	08	0.51	49,877
Curator-ProfessionalLibIV	PSA	04	1.65	117,946	Chief Financial Off	PL2	08	0.95	103,067
BranchLibrarian	PSA	04	2.00	142,961	Facilities Officer	PL2	08	0.85	86,882
HeadCentralChildServ.	PSA	04	1.00	71,230	Wkg Foreprs,Oper/Labor BPL	AFP	08	1.00	48,190
Head,GeneralRefService	PSA	04	0.55	39,039	Special Library Assistant V	PL1	08	0.95	51,719
CuratorOfSocialSciences	PSA	04	0.55	39,343	Events Planner	PL2	08	0.93	37,116
PublicRelationsWrite/Editor	PSA	04	0.93	63,862	CentrallibraryServicesManager	PL2	08	0.53	54,173
Cleaner	AFP	03	0.85	33,159	Neigh Library Service Manager	PL2	08	1.00	102,214
Clerk	AFP	03	2.94	96,876	Carpenter	AFP	07	2.00	82,395
PrinLibraryAsst	AFP	03	24.43	843,411	Hvy Mtr Equip Oper & Lbr	AFP	07	1.00	45,315
BranchLibrarianI	PSA	03	14.00	898,340	Keeper-Rare Books	PL2	07	0.55	38,874
Curator-Manuscripts	PSA	03	0.55	25,473	Painter	AFP	07	1.00	42,947
ProfessionalLibrarianIII	PSA	03	3.15	195,008	Spec Library Asst IV	AFP	07	1.80	86,575
Reader&InfoLibrarianIII	PSA	03	1.00	46,315	Budget & Procurement Manager	PL2	07	0.76	52,204
SrCataloger&Classifier	PSA	03	0.59	34,230	Technical Services Manager	PL2	07	0.64	59,342
ExecAsstOffPresident	PL1	03	0.95	63,438	Human Resources Manager (BPL)	PL2	07	0.93	86,231
BusinessAnalyst	PSA	03	0.76	48,051	Community Services Manager	PL2	07	0.53	48,963
AcquisitionsLibrarianIIIBPL	PSA	03	0.64	41,811	Special Library Asst IV	PL1	07	2.41	122,780
PrinLibraryAssistant	PL1	03	0.93	25,898	Sr Bldg Cust	AFP	06	22.50	933,846

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
HdOfBibliographicServMetrBLNet	PSA	03	0.64	40,722	Sr Bldg Cust(T)	AFP	06	1.00	42,706
SeniorLibraryAsst(Branch)	AFP	03	49.00	1,593,889	Spec Library Asst III	AFP	06	3.59	166,925
Digital Librarian I	PSA	01	0.95	36,210	Digital Systems Librarian IV	PSA	01	0.95	48,491
Development Office Asst	PL1	02	1.86	97,399	Supn-Library Buildings	PL2	06	0.85	71,516
Total								556.54	19,392,407
Adjustments									
Differential Payments									0
Other									133,260
Chargebacks									0
Salary Savings									-998,564
FY08 Total Request									18,527,103

External Funds History

Personnel Services					
	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees	4,462,986	4,666,137	4,793,087	4,910,272	117,185
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	0	744	0	0	0
51300 Part Time Employees	0	0	0	0	0
51400 Health Insurance	166,248	171,684	135,417	204,216	68,799
51500 Pension & Annuity	108,431	45,073	87,721	100,527	12,806
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	9,324	11,440	7,115	11,829	4,714
Total Personnel Services	4,746,989	4,895,078	5,023,340	5,226,844	203,504
Contractual Services					
	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications	7,145	9,001	6,100	4,650	-1,450
52200 Utilities	92,594	110,940	99,739	99,738	-1
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	4,035	0	0	0
52600 Repairs Buildings & Structures	77,141	35,154	71,981	326,794	254,813
52700 Repairs & Service of Equipment	46,924	55,227	70,360	56,506	-13,854
52800 Transportation of Persons	50,858	75,845	73,729	55,210	-18,519
52900 Contracted Services	1,406,301	1,801,267	1,819,891	1,697,083	-122,808
Total Contractual Services	1,680,963	2,091,469	2,141,800	2,239,981	98,181
Supplies & Materials					
	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	31,155	32,500	0	-32,500
53400 Custodial Supplies	53,436	74,611	74,409	31,491	-42,918
53500 Med, Dental, & Hosp Supply	0	599	1,715	1,715	0
53600 Office Supplies and Materials	59,818	73,302	45,625	57,229	11,604
53800 Educational Supplies & Mat	9,200	4,700	11,950	0	-11,950
53900 Misc Supplies & Materials	3,222,346	3,719,921	3,396,165	3,283,145	-113,020
Total Supplies & Materials	3,344,800	3,904,288	3,562,364	3,373,580	-188,784
Current Chgs & Oblig					
	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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
54900 Other Current Charges	356,289	485,031	527,906	395,629	-132,277
Total Current Chgs & Oblig	356,289	485,031	527,906	395,629	-132,277
Equipment					
	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	31,049	26,313	25,313	-1,000
55900 Misc Equipment	231,480	88,135	236,958	230,427	-6,531
Total Equipment	231,480	119,184	263,271	255,740	-7,531
Other					
	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	19,870	0	0	0
Total Other	0	19,870	0	0	0
Grand Total	10,360,521	11,514,920	11,518,681	11,491,774	-26,907

External Funds Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary	
Pre-Professional Lbrly Asst IV	PSA	NG	1.00	28,225	Applications Manager	PL2	05	0.49	36,717	
Library_Aide	EXO	NG	4.00	14,640	CapPlnng&ImplmtnOfficer(BPL)	PL2	05	0.05	3,815	
President	CDH	NG	0.05	8,293	Manager of Digital Services	PL2	05	0.05	3,815	
Dir Public Services	PL2	NG	0.05	5,745	Quality Services Manager	PL2	05	0.47	35,865	
Dir Operations	PL2	NG	0.05	5,859	DigitalImaging Production Manger	PL2	05	0.05	3,115	
Asst Supv Of Custodians	PL2	11	0.30	21,979	Access Manager (BPL)	PL2	05	0.47	35,865	
Accountant	AFP	09	0.48	28,377	Programming Coordinator	PL2	05	0.07	4,399	
Spec Library Asst V (BPL)	AFP	08F	1.62	100,764	BookConservatorProjDirec	PSA	04	0.45	32,076	
Special Library Asst V	AFP	08	5.43	273,339	Digital Systems Librarian IV	PSA	04	0.05	2,552	
Regional Administrator	PL2	08	1.00	88,587	Chief-Cataloging	PSA	04	0.36	25,733	
Pers Officer	PL2	08	0.07	7,155	Curator-Microtext&Newspapers	PSA	04	0.45	32,053	
Systems Officer	PL2	08	0.49	47,921	JrBldgCust	AFP	04	2.85	96,800	
Chief Financial Off	PL2	08	0.05	5,425	SpecLibraryAsstI	AFP	04	5.25	206,757	
Facilities Officer	PL2	08	0.15	15,332	Curator-ProfessionalLibIV	PSA	04	2.35	167,731	
Curator of Maps - BPL	PL2	08	1.00	102,214	Head.GeneralRefService	PSA	04	0.45	31,941	
Special Library Assistant V	PL1	08	0.05	2,722	CuratorOfSocialSciences	PSA	04	0.45	32,189	
Events Planner	PL2	08	0.07	2,794	PublicRelationsWrite/Editor	PSA	04	0.07	4,807	
CentralLibraryServicesManager	PL2	08	0.47	48,041	PrincipalLibraryAsst(Branch)	AFP	04	1.00	36,108	
Keeper-Prints	PL2	07	1.00	68,690	Cleaner	AFP	03	0.15	5,852	
Keeper-Rare Books	PL2	07	0.45	31,806	Clerk	AFP	03	0.06	1,977	
Spec Library Asst IV	AFP	07	1.20	55,796	PrinLibraryAsst	AFP	03	14.57	508,584	
Budget & Procurement Manager	PL2	07	0.24	16,486	Curator-Manuscripts	PSA	03	0.45	20,842	
Technical Services Manager	PL2	07	0.36	33,380	ProfessionalLibrarianIII	PSA	03	3.85	226,644	
Human Resources Manager (BPL)	PL2	07	0.07	6,490	AsstKeeperOfPrints	PSA	03	1.00	64,825	
Community Services Manager	PL2	07	0.47	43,420	SrCataloger&Classifier	PSA	03	0.41	23,787	
Special Library Asst IV	PL1	07	0.59	30,376	ExecAsstOffPresident	PL1	03	0.05	3,339	
Sr Bldg Cust	AFP	06	1.50	60,882	BusinessAnalyst	PSA	03	0.24	15,174	
Spec Library Asst III	AFP	06	1.41	65,090	AcquisitionsLibrarianIIIBPL	PSA	03	0.36	23,519	
Supn-Library Buildings	PL2	06	0.15	12,620	PrinLibraryAssistant	PL1	03	0.07	1,949	
Supv-Accounting	PL2	06	0.24	20,191	HdOfBibliographicServMetrBLNet	PSA	03	0.36	22,906	
Prin Library Asst	AFP	06	0.45	21,272	Map Cataloger III	PSA	03	1.00	47,657	
Communications Manager	PL2	06	0.07	5,739	Development Office Asst	PL1	02	0.14	7,331	
Network & Server Manager	PL2	06	0.49	41,223	AdultsLibrarianII	PSA	02	1.45	68,797	
Network Services Manager	PL2	06	0.49	41,223	ReferenceLibrarianII	PSA	02	3.25	192,140	
Coord of Regional AdmnrtrServ	PL2	06	1.00	84,129	SrLibAsst	AFP	02	9.96	304,013	
Operating System & ProgrMngr	PL2	06	0.49	41,223	YoungAdultsLibrarianII	PSA	02	1.00	56,100	
EndServ. & Systems SupportMnger	PL2	06	0.49	41,223	CatalogerAndClassifierI	PSA	02	0.36	21,376	
Collection Development Manager	PL2	06	0.36	22,433	AcquisitionsLibrarianII	PSA	02	0.36	21,431	
Coord of Services to Libraries	PL2	05	1.00	73,834	SystemsLibrarianII	PSA	02	0.45	25,977	
Motor_Equip_Operator_&_Lbr	AFP	05	0.04	1,605	InterLibraryLoanLibrarian	PSA	02	0.45	26,288	
Prin Accounting Clerk	AFP	05	0.24	10,437	TechnicalSupportAnalyst	PSA	02	0.49	28,237	
SrClerk	AFP	05	0.04	1,740	CatalogerAndClassifierI	PSA	01	1.08	58,096	
Spec Library Asst II	AFP	05	9.16	360,574	ReferenceLibrarianI	PSA	01	10.35	513,354	
Staff Officer-SpecialProjects	PL2	05	1.10	69,182	AcquisitionsLibrarianI	PSA	01	0.36	19,135	
Coord Resources & Proces	PL2	05	0.47	35,865	Digital LibrarianI	PSA	01	0.05	1,908	
Coord-Ship&Rec&Stocks&Supplies	PL2	05	0.02	1,526	SpecCollectionLibl	PSA	01	0.47	25,480	
Asst Neigh Svcs Manager	PL2	05	0.47	26,568	LibrarianI	PSA	01	0.45	17,152	
					InterLibraryLoanLibrarianI	PSA	01	0.45	24,192	
Total									109,46	5,302,837

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
					Adjustments				
					Differential Payments				0
					Other				-1,066
					Chargebacks				0
					Salary Savings				-391,496
					<i>FY08 Total Request</i>				<i>4,910,275</i>

Program 1. Library Administration

Bernard Margolis, President Organization: 110100

Program Description

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

Program Strategies

- To provide overall user satisfaction with Library services.
- To continually improve service abilities of library staff through ongoing training and professional developments.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Number of visits to library facilities	3,653,114	3,504,674	3,476,672	3,500,000
Average staff training programs offered per month	47	47	45	45

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	5,571,542	5,694,043	6,088,385	5,956,824
Non Personnel	9,038,004	9,717,979	9,675,381	9,808,402
<i>Total</i>	<i>14,609,546</i>	<i>15,412,022</i>	<i>15,763,766</i>	<i>15,765,226</i>

Program 2. Community Library Services

Bernard Margolis, President Organization: 110200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Boston residents newly registered for library cards annually	26,917	30,988	33,462	39,200
Digital downloads				30,000
Homework assistance program participants	5,713	7,034	8,330	7,000
Items circulated	2,393,799	2,601,520	2,848,813	2,800,000
Number of community group meetings in library space	2,621	3,321	4,909	4,500
Number of ESL programs				1,300
Number of pre-school children attending programs				20,500
Online library catalog searches	4,290,823	3,858,245	4,151,022	4,000,000
On-line visits to BPL website	3,514,008	3,959,654	4,891,030	5,000,000
Preschool Programs	911	964	1,012	1,000
Public internet sessions using BPL computers	630,614	537,507	593,948	570,000
Student programs (visits to and from schools)				1,500
Total program participation	140,945	167,680	192,833	180,000
Wireless internet sessions	42,919	64,714	85,910	84,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	9,734,722	10,022,635	10,673,835	11,064,386
Non Personnel	33,011	53,603	94,227	94,931
Total	9,767,733	10,076,238	10,768,062	11,159,317

Program 3. Research Library Services

Bernard Margolis, President Organization: 110300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Digital images added	873	6,273	18,940	11,000
In-house use of library materials	577,112	643,249	638,205	650,000
Interlibrary loan items received from other libraries	10,523	11,871	18,553	15,800
Interlibrary loan items requested by other libraries	39,286	40,687	43,693	37,500
Items de-accessioned library-wide				150,000
Library materials preserved	2,657	2,139	2,324	2,800
Number of computers available for public access				600

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	2,222,692	2,223,674	1,916,642	1,916,096
Non Personnel	0	0	0	0
Total	2,222,692	2,223,674	1,916,642	1,916,096

External Funds Projects

State Aid To Libraries

Project Mission

The Library Incentive Grant/Municipal Equalization Grant is granted by the Commonwealth of Massachusetts Board of Library Commissioners to the Trustees of the Public Library of the City of Boston annually. The Library is required to meet certain minimum standards of free public service established by the Board to receive the grant. Standards considered include but are not limited to: meeting the Municipal Appropriation Requirement, the percent of the total budget spent on library materials, the hours of operation, and the ability to lend books to other libraries in the Commonwealth. Funds are used to buy goods and services to support library operations.

Trust Fund Income

Project Mission

The majority of the Library's assets are held in trust in accordance with the intentions of the donors. The principal of the trust funds is invested in various types of investment securities that generate income. This income is used to purchase library materials and support certain library positions and functions.

Library of Last Recourse

Project Mission

The Library of Last Recourse provides reference and research services for individual residents of the Commonwealth at the Boston Public Library through developing, maintaining, and preserving comprehensive collections of a research and archival nature to supplement library resources available throughout Massachusetts. The Massachusetts Board of Library Commissioners provides this appropriation for the Library to maintain the human resources, expertise, and bibliographic skills needed to develop and provide access to these reference and research collections. The appropriation is calculated on a statewide per capita basis and distributed annually.

Boston Regional Library System

Project Mission

The Boston Regional Library System (BRLS) combines the resources of a voluntary organization of public, academic, and special libraries serving cities, towns, and institutions in Boston. Headquartered at the Boston Public Library and comprised of seven subregions, BRLS provides reference and information services, interlibrary loan and delivery services, and access to a variety of audiovisual materials to libraries that are part of this regional system. Regional activities and responsibilities are delineated in an annual Plan of Service and program budget approved by the Commonwealth of Massachusetts Board of Library Commissioners. The Board decides the amount of the budget and the BRLS operates on a cost reimbursement system up to that amount. Allocations are based on the population in each region.

Donations

Project Mission

Donations are gifts and grants received from individuals, governmental organizations, corporations, foundations, and other private donors for the benefit of the public library. Donations are often one-time funding sources for specific programs or projects that are generally of a temporary nature.

Library Department Capital Budget

Overview

To ensure that the Boston Public Library offers an inviting, well-maintained environment in which to learn, extensive capital improvements have been made over the past few years. Fiscal year 2008 capital investments will further enhance the Boston Public Library by continuing to preserve existing buildings and building new library spaces to provide better services for all.

FY08 Major Initiatives

- Construction will begin at the new Mattapan Branch library, a former brownfield site on Blue Hill Avenue.
- The expansion of Burke High School will include a new branch library in Grove Hall.
- Roof repairs at the Fields Corner in Dorchester, the South End and the West Roxbury branches will begin construction.
- A study to develop a program and evaluate potential sites for a new branch library in East Boston will begin.
- The McKim project is a partnership between the City of Boston, the Commonwealth of Massachusetts and the Boston Public Library Foundation. Phase II D that includes renovations to the Print Gallery, Music and Fine Arts Departments, Rare Books and Manuscripts Department, and the Map Center will begin design work.

<i>Capital Budget Expenditures</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Estimated '07</i>	<i>Total Projected '08</i>
<i>Total Department</i>	<i>9,564,116</i>	<i>3,861,619</i>	<i>2,125,293</i>	<i>7,821,370</i>

Library Department Project Profiles

ADAMS BRANCH LIBRARY

Project Mission

Replace front doors and repair or replace windows. Improve handicap access and replace VCT flooring. Install a new circulation desk. Assess interior space requirements of the Children's and Adults sections.

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

Location, Dorchester

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	129,300	0	845,000	0	974,300
Grants/Other	0	0	0	0	0
Total	129,300	0	845,000	0	974,300

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	1,609	0	972,691	974,300
Grants/Other	0	0	0	0	0
Total	0	1,609	0	972,691	974,300

BRIGHTON BRANCH LIBRARY

Project Mission

Install emergency lighting and exit signage. Interior renovations include flooring and carpet, window treatment, lighting and signage. Exterior renovations include signage, fences, roof, and retaining walls. Install windows and upgrade HVAC system.

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

Location, Allston/Brighton

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	4,190,610	1,350,000	0	0	5,540,610
Grants/Other	0	0	0	0	0
Total	4,190,610	1,350,000	0	0	5,540,610

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	115,983	21,420	150,000	5,253,207	5,540,610
Grants/Other	0	0	0	0	0
Total	115,983	21,420	150,000	5,253,207	5,540,610

Library Department Project Profiles

CRITICAL FACILITY REPAIRS

Project Mission

A critical repair fund to be used for emergency and critical repairs to infrastructure throughout the library system.

Managing Department, Library Department **Status,** Ongoing Program

Location, Citywide

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	250,000	250,000	0	0	500,000
Grants/Other	0	0	0	0	0
Total	250,000	250,000	0	0	500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	175,000	250,000	75,000	500,000
Grants/Other	0	0	0	0	0
Total	0	175,000	250,000	75,000	500,000

EAST BOSTON BRANCH LIBRARY

Project Mission

Repair stairs and floor in auditorium. Replace first floor ceiling, repair concrete stairs and install a new circulation desk.

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

Location, East Boston

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	217,745	0	750,000	0	967,745
Grants/Other	0	0	0	0	0
Total	217,745	0	750,000	0	967,745

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	2,789	0	964,956	967,745
Grants/Other	0	0	0	0	0
Total	0	2,789	0	964,956	967,745

Library Department Project Profiles

EAST BOSTON LIBRARY STUDY

Project Mission

Develop a library program and evaluate potential sites for a new branch library.

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

Location, East Boston

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	0	120,000	0	0	120,000
Grants/Other	0	0	0	0	0
Total	0	120,000	0	0	120,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	60,000	60,000	120,000
Grants/Other	0	0	0	0	0
Total	0	0	60,000	60,000	120,000

EGLESTON SQUARE BRANCH LIBRARY

Project Mission

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

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

Location, Roxbury

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	206,267	0	710,000	0	916,267
Grants/Other	0	0	0	0	0
Total	206,267	0	710,000	0	916,267

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	2,145	0	914,122	916,267
Grants/Other	0	0	0	0	0
Total	0	2,145	0	914,122	916,267

Library Department Project Profiles

FANEUIL BRANCH LIBRARY PHASE II

Project Mission

Install new fire alarm system, repaint stairs and refurbish interior finishes. Improve interior lighting. Provide exterior signage, upgrade HVAC system and improve access.

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

Location, Allston/Brighton

Authorizations

Source	Existing	FY08	Non Capital		Total
			Future	Fund	
City Capital	358,650	0	760,000	0	1,118,650
Grants/Other	0	0	0	0	0
Total	358,650	0	760,000	0	1,118,650

Expenditures (Actual and Planned)

Source	Thru		FY08	FY09-12	Total
	6/30/06	FY07			
City Capital	0	0	0	1,118,650	1,118,650
Grants/Other	0	0	0	0	0
Total	0	0	0	1,118,650	1,118,650

HVAC REPLACEMENT AT THREE BRANCH LIBRARIES

Project Mission

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

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

Location, Various neighborhoods

Authorizations

Source	Existing	FY08	Non Capital		Total
			Future	Fund	
City Capital	0	0	1,935,000	0	1,935,000
Grants/Other	0	0	0	0	0
Total	0	0	1,935,000	0	1,935,000

Expenditures (Actual and Planned)

Source	Thru		FY08	FY09-12	Total
	6/30/06	FY07			
City Capital	0	0	0	1,935,000	1,935,000
Grants/Other	0	0	0	0	0
Total	0	0	0	1,935,000	1,935,000

Library Department Project Profiles

JAMAICA PLAIN BRANCH LIBRARY

Project Mission

Construct an addition and renovate the existing branch to facilitate program delivery and improve access.

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

Location, Jamaica Plain

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	500,000	0	8,000,000	0	8,500,000
Grants/Other	0	0	0	0	0
Total	500,000	0	8,000,000	0	8,500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	0	8,500,000	8,500,000
Grants/Other	0	0	0	0	0
Total	0	0	0	8,500,000	8,500,000

JOHNSON BUILDING

Project Mission

Assess building system needs, waterproofing, accessibility and other infrastructure repairs.

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	750,000	0	0	0	750,000
Grants/Other	0	0	0	0	0
Total	750,000	0	0	0	750,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	100,000	650,000	750,000
Grants/Other	0	0	0	0	0
Total	0	0	100,000	650,000	750,000

Library Department Project Profiles

JOHNSON BUILDING ENERGY IMPROVEMENTS

Project Mission

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

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	0	350,000	1,900,000	0	2,250,000
Grants/Other	0	0	750,000	0	750,000
Total	0	350,000	2,650,000	0	3,000,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	100,000	2,150,000	2,250,000
Grants/Other	0	0	0	750,000	750,000
Total	0	0	100,000	2,900,000	3,000,000

MATTAPAN BRANCH LIBRARY (NEW)

Project Mission

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

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

Location, Mattapan

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	16,745,000	0	0	0	16,745,000
Grants/Other	0	0	0	0	0
Total	16,745,000	0	0	0	16,745,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	2,110,388	1,000,000	5,500,000	8,134,612	16,745,000
Grants/Other	0	0	0	0	0
Total	2,110,388	1,000,000	5,500,000	8,134,612	16,745,000

Library Department Project Profiles

MATTAPAN LIBRARY -- CONSTR. CONTINGENCY

Project Mission

Managing Department, Construction Management **Status**,

Location, Mattapan

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	0	0	0	0	0
Grants/Other	0	0	0	0	0
Total	0	0	0	0	0

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	0	0	0
Grants/Other	0	0	0	0	0
Total	0	0	0	0	0

MCKIM / JOHNSON SOUND DAMPENING

Project Mission

Modify HVAC system to reduce sound impact to the surrounding community.

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	125,000	210,000	0	0	335,000
Grants/Other	0	0	0	0	0
Total	125,000	210,000	0	0	335,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	50,000	150,000	135,000	335,000
Grants/Other	0	0	0	0	0
Total	0	50,000	150,000	135,000	335,000

Library Department Project Profiles

MCKIM II C SIGNAGE

Project Mission

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

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	0	0	0	0	0
Grants/Other	500,000	0	0	0	500,000
Total	500,000	0	0	0	500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	0	0	0
Grants/Other	0	0	500,000	0	500,000
Total	0	0	500,000	0	500,000

MCKIM II C SUPPLEMENTAL LIGHTING

Project Mission

Design and install supplemental lighting in the Cheverus Room.

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	0	0	0	0	0
Grants/Other	400,000	0	0	0	400,000
Total	400,000	0	0	0	400,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	0	0	0
Grants/Other	0	400,000	0	0	400,000
Total	0	400,000	0	0	400,000

Library Department Project Profiles

MCKIM LIBRARY PHASE II D

Project Mission

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

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	2,000,000	0	0	0	2,000,000
Grants/Other	1,685,000	0	0	0	1,685,000
Total	3,685,000	0	0	0	3,685,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	0	2,000,000	2,000,000
Grants/Other	0	50,000	250,000	1,385,000	1,685,000
Total	0	50,000	250,000	3,385,000	3,685,000

NORTH END BRANCH LIBRARY

Project Mission

Repair folding doors, exterior sign, repaint windows, investigate fountain leak, interior lighting, replace AC unit, address heat at librarian's office, repair/replace wooden shelves and work tables, replace tile floor, and install a new circulation desk.

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

Location, North End

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	330,550	0	610,000	0	940,550
Grants/Other	0	0	0	0	0
Total	330,550	0	610,000	0	940,550

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	4,183	0	936,367	940,550
Grants/Other	0	0	0	0	0
Total	0	4,183	0	936,367	940,550

Library Department Project Profiles

PARKER HILL LIBRARY

Project Mission

Replace windows and repoint masonry walls.

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

Location, Roxbury

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	0	0	2,400,000	0	2,400,000
Grants/Other	0	0	0	0	0
Total	0	0	2,400,000	0	2,400,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	0	2,400,000	2,400,000
Grants/Other	0	0	0	0	0
Total	0	0	0	2,400,000	2,400,000

RARE BOOKS CLIMATE CONTROL SYSTEM

Project Mission

Replace climate control system in the Rare Books Department of the central library.

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

Location, Back Bay/Beacon Hill

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	150,000	0	0	0	150,000
Grants/Other	0	0	0	0	0
Total	150,000	0	0	0	150,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	63,630	0	86,370	0	150,000
Grants/Other	0	0	0	0	0
Total	63,630	0	86,370	0	150,000

Library Department Project Profiles

ROOF REPLACEMENT AT 7 BRANCH LIBRARIES

Project Mission

Replace roof and repair/replace windows at Fields Corner, South End, West Roxbury. Replace roof at West End. Roof repairs and repair/replace windows at Adams Street, Charlestown and North End libraries.

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

Location, Various neighborhoods

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	1,000,000	1,000,000	1,580,000	0	3,580,000
Grants/Other	0	0	0	0	0
Total	1,000,000	1,000,000	1,580,000	0	3,580,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	200,000	600,000	2,780,000	3,580,000
Grants/Other	0	0	0	0	0
Total	0	200,000	600,000	2,780,000	3,580,000

SECURITY AUDIT RECOMMENDATIONS IMPLEMENTATION

Project Mission

Implement security upgrades at all branch library locations.

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

Location, Citywide

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	0	500,000	0	0	500,000
Grants/Other	0	0	0	0	0
Total	0	500,000	0	0	500,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	75,000	425,000	500,000
Grants/Other	0	0	0	0	0
Total	0	0	75,000	425,000	500,000

Library Department Project Profiles

UPHAMS CORNER LIBRARY (NEW)

Project Mission

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

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

Location, Dorchester

Authorizations

Source	Existing	FY08	Future	Non Capital Fund	Total
City Capital	690,000	0	12,290,000	0	12,980,000
Grants/Other	0	0	0	0	0
Total	690,000	0	12,290,000	0	12,980,000

Expenditures (Actual and Planned)

Source	Thru 6/30/06	FY07	FY08	FY09-12	Total
City Capital	0	0	0	12,980,000	12,980,000
Grants/Other	0	0	0	0	0
Total	0	0	0	12,980,000	12,980,000

Medicare Payments Operating Budget

Appropriation: 139

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Medicare Payments	4,313,859	4,650,776	4,926,000	5,603,000
	<i>Total</i>	<i>4,313,859</i>	<i>4,650,776</i>	<i>4,926,000</i>	<i>5,603,000</i>

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	0	0	0	0
Non Personnel	4,313,859	4,650,776	4,926,000	5,603,000
<i>Total</i>	<i>4,313,859</i>	<i>4,650,776</i>	<i>4,926,000</i>	<i>5,603,000</i>

Office of Administration & Finance Operating Budget

Lisa C. Signori, Director Appropriation: 144

Department Mission

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

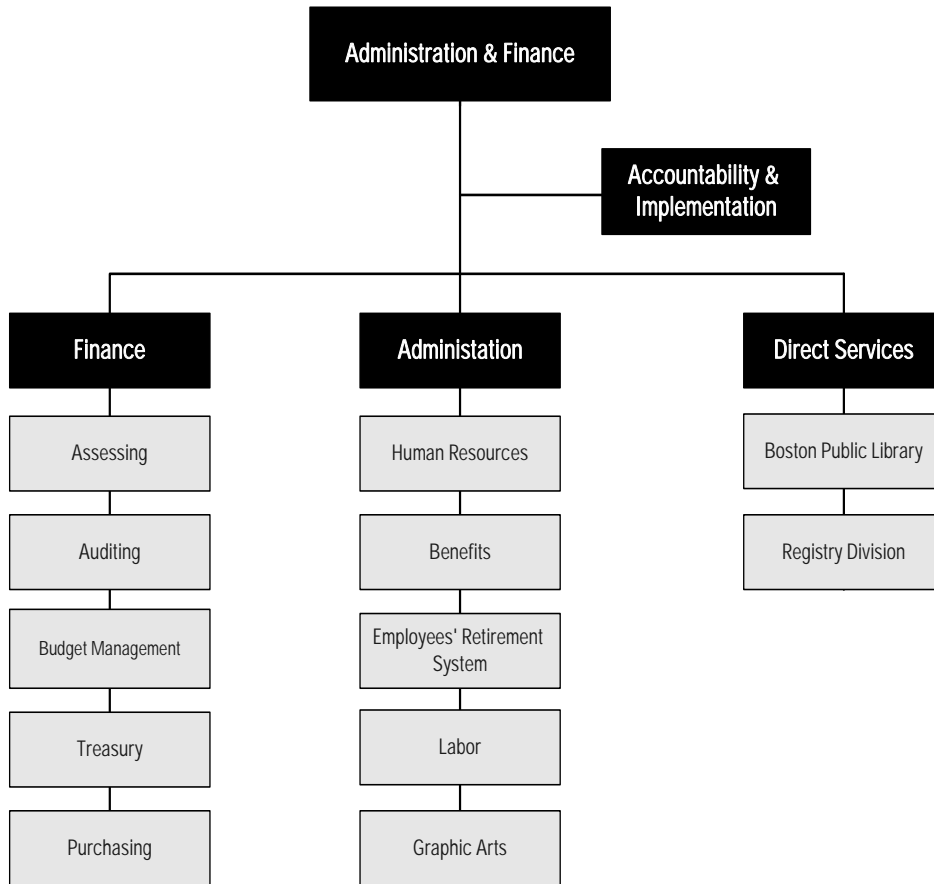
FY08 Performance Strategies

- Ensure financial accountability and preserve the City's long-term fiscal stability.
- Attract and retain the personnel needed for the City's continued growth and improvement.
- Create an information infrastructure to support the City's operational needs.
- To continuously improve the services the City provides.
- To implement best practice initiatives.
- To provide resources to Administration & Finance staff to effectively enhance administrative accountability and workforce productivity.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Administration & Finance	844,288	769,131	893,799	821,005
	Total	844,288	769,131	893,799	821,005

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	713,842	688,416	819,149	742,205
Non Personnel	130,446	80,715	74,650	78,800
Total	844,288	769,131	893,799	821,005

Office of Administration & Finance Operating Budget



Description of Services

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

Department History

<i>Personnel Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees		713,842	688,416	819,149	742,205	-76,944
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		713,842	688,416	819,149	742,205	-76,944
<i>Contractual Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications		9,794	9,015	10,100	10,100	0
52200 Utilities		0	0	0	0	0
52300 Contracted Ed Services		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		431	3,774	4,500	4,000	-500
52800 Transportation of Persons		492	0	0	0	0
52900 Contracted Services		116,084	64,041	53,300	59,500	6,200
Total Contractual Services		126,801	76,830	67,900	73,600	5,700
<i>Supplies & Materials</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies		0	0	1,000	0	-1,000
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		53	782	750	700	-50
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		53	782	1,750	700	-1,050
<i>Current Chgs & Oblig</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical		0	0	0	0	0
54400 Legal Liabilities		0	0	0	0	0
54500 Aid To Veterans		0	0	0	0	0
54600 Current Charges H&I		0	0	0	0	0
54700 Indemnification		0	0	0	0	0
54900 Other Current Charges		323	244	500	500	0
Total Current Chgs & Oblig		323	244	500	500	0
<i>Equipment</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment		0	0	0	0	0
55400 Lease/Purchase		0	0	0	0	0
55600 Office Furniture & Equipment		345	0	0	0	0
55900 Misc Equipment		2,924	2,859	4,500	4,000	-500
Total Equipment		3,269	2,859	4,500	4,000	-500
<i>Other</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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		844,288	769,131	893,799	821,005	-72,794

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
Dir-Administrative Services	CDH	NG	1.00	145,797	Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	88,922
Dep Director Fis Affairs	CDH	NG	1.00	118,648	Exec Asst (Obpe)	EXM	10	1.00	92,885
Adm.Sec.	SU4	14	1.00	34,850	Prin AdminAsst	EXM	08	1.00	79,924
Exec Asst(Management Serv,Asd)	EXM	12	1.00	102,326	Data Proc Systems Anl	EXM	06	1.00	66,527
					Total			8	729,880
					Adjustments				
					Differential Payments				0
					Other				12,325
					Chargebacks				0
					Salary Savings				0
					FY08 Total Request				742,205

Program 1. Administration & Finance

Lisa C. Signori, Director Organization: 144100

Program Description

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

Program Strategies

- Ensure financial accountability and preserve the City's long-term fiscal stability.
- Attract and retain the personnel needed for the City's continued growth and improvement.
- Create an information infrastructure to support the City's operational needs.
- To continuously improve the services the City provides.
- To implement best practice initiatives.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Property tax collection rate	98.8%	98.7%	99%	99%
Average return on City investments	2.5%	4.4%	5.4%	5%
% of workforce-people of color	33%	32.9%	33%	33%
% of workforce-women	33%	34.5%	34%	35%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	713,842	688,416	819,149	742,205
Non Personnel	130,446	80,715	74,650	78,800
Total	844,288	769,131	893,799	821,005

Pensions & Annuities - City Operating Budget

Appropriation: 374

Department Mission

The Pensions and Annuities appropriation funds the City's payments to retired City officials and employees who were not members of the contributory retirement systems. There are approximately 217 individuals currently in the City's non-contributory system. These are largely members who qualify under the Veteran's Retirement Law as being World War II veterans, having 30 years of service, and being employed prior to 1939. Also included are approximately 59 Police and Fire members who received special legislation retirements due to extreme workplace injuries.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Pensions & Annuities - City	4,599,985	4,599,999	4,600,000	4,100,000
	<i>Total</i>	<i>4,599,985</i>	<i>4,599,999</i>	<i>4,600,000</i>	<i>4,100,000</i>

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	4,599,985	4,599,999	4,600,000	4,100,000
Non Personnel	0	0	0	0
<i>Total</i>	<i>4,599,985</i>	<i>4,599,999</i>	<i>4,600,000</i>	<i>4,100,000</i>

Pensions & Annuities - County Operating Budget

Appropriation: 749

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Pensions & Annuities - County	300,000	0	100,000	100,000
	<i>Total</i>	<i>300,000</i>	<i>0</i>	<i>100,000</i>	<i>100,000</i>

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	300,000	0	100,000	100,000
Non Personnel	0	0	0	0
<i>Total</i>	<i>300,000</i>	<i>0</i>	<i>100,000</i>	<i>100,000</i>

Purchasing Division Operating Budget

William Hannon, Purchasing Agent Appropriation: 143

Department Mission

The mission of the Purchasing Department is to purchase the best quality products at the lowest possible price and to deliver those products to City departments promptly. The Department is also responsible for surplus property, processing mail, providing copier service and publishing the City Record.

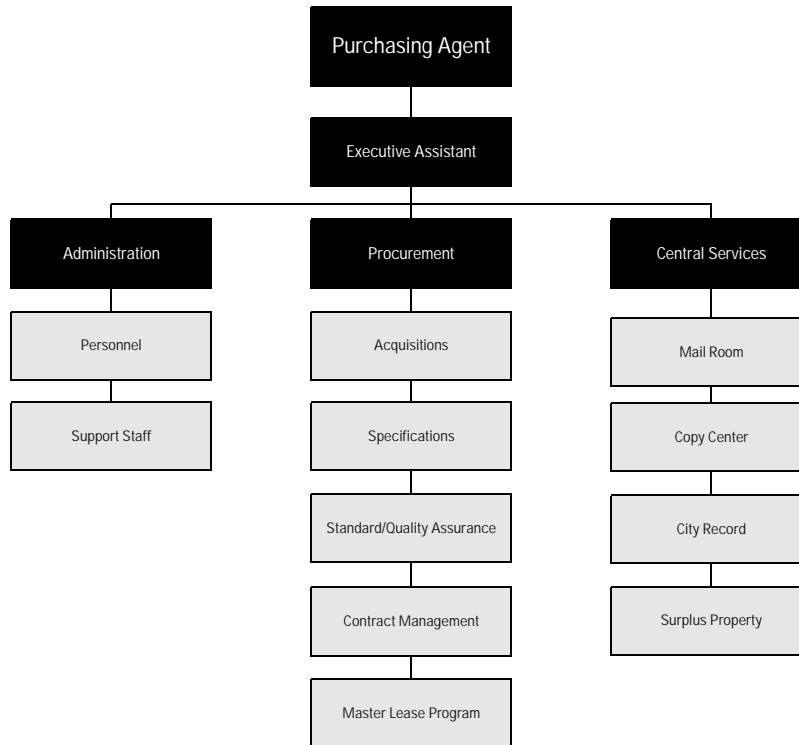
FY08 Performance Strategies

- To increase customer satisfaction with Purchasing Department services.
- To seek quality goods according to user department specifications.
- To deliver on departmental requests for goods as soon as possible.
- To produce copies at lower than commercially available costs.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Administration	247,387	236,721	271,502	246,144
	Procurement	688,098	746,922	789,355	807,189
	Central Services	305,499	298,976	312,846	325,054
	Total	1,240,984	1,282,619	1,373,703	1,378,387

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	1,078,650	1,156,961	1,198,829	1,208,507
Non Personnel	162,334	125,658	174,874	169,880
Total	1,240,984	1,282,619	1,373,703	1,378,387

Purchasing Division Operating Budget



Authorizing Statutes

- Enabling Legislation, MGLA c. 41, s. 103.
- Duties of the Purchasing Agent, CBC Ord. 5, s. 1.8.
- Content and Sale, CBC ST. 2, s. 650.
- Uniform Procurement Act, MGLA c. 30B.

Description of Services

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

Department History

<i>Personnel Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees	1,074,490	1,156,961	1,198,829	1,208,507	9,678
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	4,160	0	0	0	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	0	0	0	0
Total Personnel Services	1,078,650	1,156,961	1,198,829	1,208,507	9,678
<i>Contractual Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications	17,414	16,376	16,512	17,190	678
52200 Utilities	0	0	0	0	0
52300 Contracted Ed Services	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	19,005	20,388	22,273	33,171	10,898
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	27,008	28,013	27,252	27,252	0
Total Contractual Services	63,427	64,777	66,037	77,613	11,576
<i>Supplies & Materials</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	0	0	0	0	0
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	10,013	10,436	11,732	10,500	-1,232
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	10,013	10,436	11,732	10,500	-1,232
<i>Current Chgs & Oblig</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical	0	0	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	2,514	2,361	2,627	2,156	-471
Total Current Chgs & Oblig	2,514	2,361	2,627	2,156	-471
<i>Equipment</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	34,598	34,598	81,808	63,611	-18,197
55600 Office Furniture & Equipment	0	0	0	0	0
55900 Misc Equipment	55,993	6,114	6,670	10,000	3,330
Total Equipment	90,591	40,712	88,478	73,611	-14,867
<i>Other</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation	-4,211	7,372	6,000	6,000	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	-4,211	7,372	6,000	6,000	0
Grand Total	1,240,984	1,282,619	1,373,703	1,378,387	4,684

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
Purchasing Agent (Ads/Pud)	CDH	NG	1.00	113,760	Asst Buyer	SU4	12	1.00	38,448
Sr Buyer	SU4	17	3.00	188,363	Exec Asst	EXM	11	1.00	98,592
Adm.Assistant	SU4	17	1.00	62,788	Prin Acct Clerk	SU4	10	1.00	35,547
Buyer/Purchasing	SU4	16	2.00	116,099	Asst Purchasing Agent	SE1	09	2.00	168,342
Mailroom Equipment Operator	SU4	15	1.00	41,177	Prin_Admin_Assistant	SE1	08	1.00	78,357
Adm_Asst.	SU4	15	2.00	98,649	Sr Adm Anl	SE1	06	1.00	65,222
Adm.Anlst.	SU4	14	1.00	35,666	Admin Asst (Asd/Cab)	SE1	05	1.00	59,839
					Sr_Adm_Asst	SE1	05	1.00	59,839
Total								20	1,260,689
Adjustments									
Differential Payments									0
Other									31,647
Chargebacks									-68,830
Salary Savings									-15,000
FY08 Total Request									1,208,506

Program 1. Administration

Barry Fadden, Manager Organization: 143100

Program Description

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

Program Strategies

- To increase customer satisfaction with Purchasing Department services.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of user departments that rate purchasing services satisfactory	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	225,142	214,983	218,784	220,401
Non Personnel	22,245	21,738	52,718	25,743
Total	247,387	236,721	271,502	246,144

Program 2. Procurement

Vincent Caiani, Manager Organization: 143200

Program Description

The Procurement Program procures goods and materials for use by City departments. This program selects vendors through the public bid process, and initiates purchase orders and contracts consistent with appropriateness of cost, quality, delivery requirements, and vendor service. The program maintains the major vendor account for the City's Copier Lease/Purchase Program.

Program Strategies

- To deliver on departmental requests for goods as soon as possible.
- To increase items purchased through a purchase contract.
- To seek quality goods according to user department specifications.
- To seek the lowest possible price by increasing competition among vendors.
- To ensure the price the City pays for electricity and gasoline is less than alternatives.

Performance Measures	Actual '05	Actual '06	Projected '07	Target '08
% of requisition items purchased on contract	67%	63%	70%	70%
Total purchase requisitions	6,875	6,868	6,025	6,025
Dollar amount that the City pays on average for gasoline below a quoted fixed price				TBR
Average per gallon price the City pays for gasoline				\$2.29
Dollar amount that the City pays below Basic electricity supply costs provided by NSTAR				TBR

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	679,834	738,849	767,702	785,966
Non Personnel	8,264	8,073	21,653	21,223
Total	688,098	746,922	789,355	807,189

Program 3. Central Services

Francis Duggan, Manager Organization: 143300

Program Description

The Central Services Program provides mail service, document reproduction service, disposal of surplus property, and publishing of the City Record. This program is responsible for handling all incoming and outgoing mail for departments within City Hall. It provides a large volume and fast copy reproduction service through its Copy Center. The Surplus Property Unit ensures the efficient and economical disposal of all the City's surplus property excluding land and buildings. This program is responsible for publishing, distribution, billing, and marketing of the City Record.

Program Strategies

- To produce copies at lower than commercially available costs.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Avg. internal copy cost	\$0.04	\$0.04	\$0.05	\$0.04
Comparable avg. commercial price	\$0.06	\$0.06	\$0.06	\$0.06
In-house copying costs as a % of commercial copy prices	67%	67%	83%	67%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	173,674	203,129	212,343	202,140
Non Personnel	131,825	95,847	100,503	122,914
Total	305,499	298,976	312,846	325,054

Registry Division Operating Budget

Judith A. McCarthy, Registrar Appropriation: 163

Department Mission

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

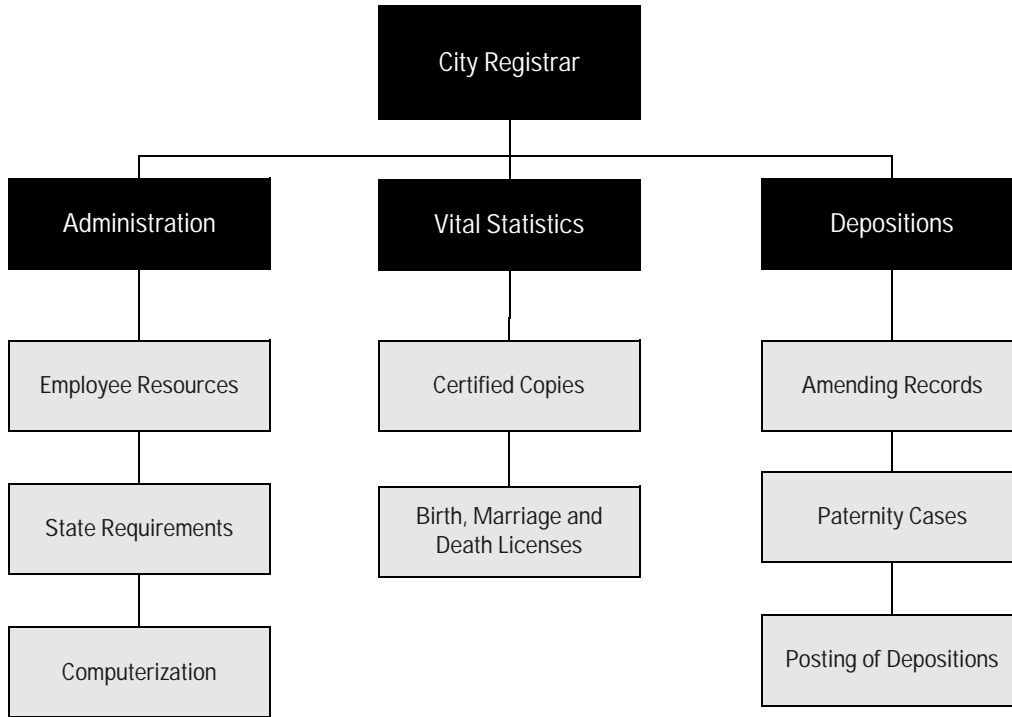
FY08 Performance Strategies

- To manage the daily operations of the department.
- To achieve overall customer satisfaction.
- To reduce waiting time for handling requests for birth, marriage and death records at the counter and through the mail.
- To record and deliver correct information in accordance with Massachusetts General Laws.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Administration	250,490	263,542	245,814	247,510
	Vital Statistics	450,474	452,902	527,108	571,648
	Depositions	80,064	85,533	102,265	104,870
	Total	781,028	801,977	875,187	924,028

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	697,782	718,012	798,687	841,528
Non Personnel	83,246	83,965	76,500	82,500
Total	781,028	801,977	875,187	924,028

Registry Division Operating Budget



Authorizing Statutes

- Civil Service, MGLA c. 31.
- Births, Marriages, Deaths, and Depositions, MGLA c. 46; MGLA c. 190, s. 7; MGLA c. 207; MGLA c. 209c; MGLA c. 210; MGLA c. 272, s. 96.
- Fees & Charges, CBC Ord. 14, s. 450.

Description of Services

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

Department History

<i>Personnel Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees		686,223	711,404	798,687	841,528	42,841
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		11,559	6,608	0	0	0
Total Personnel Services		697,782	718,012	798,687	841,528	42,841
<i>Contractual Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications		7,709	7,282	7,200	7,200	0
52200 Utilities		0	0	0	0	0
52300 Contracted Ed Services		0	0	0	0	0
52400 Snow Removal		0	0	0	0	0
52500 Garbage/Waste Removal		0	0	0	0	0
52600 Repairs Buildings & Structures		0	0	0	0	0
52700 Repairs & Service of Equipment		4,079	4,365	5,700	7,700	2,000
52800 Transportation of Persons		572	851	1,000	1,000	0
52900 Contracted Services		45,534	34,213	50,800	50,800	0
Total Contractual Services		57,894	46,711	64,700	66,700	2,000
<i>Supplies & Materials</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies		0	0	0	0	0
53200 Food Supplies		0	0	0	0	0
53400 Custodial Supplies		0	0	0	0	0
53500 Med, Dental, & Hosp Supply		0	0	0	0	0
53600 Office Supplies and Materials		8,565	9,791	10,000	14,000	4,000
53700 Clothing Allowance		0	0	0	0	0
53800 Educational Supplies & Mat		0	0	0	0	0
53900 Misc Supplies & Materials		285	880	750	750	0
Total Supplies & Materials		8,850	10,671	10,750	14,750	4,000
<i>Current Chgs & Oblig</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical		15,109	6,196	0	0	0
54400 Legal Liabilities		0	0	0	0	0
54500 Aid To Veterans		0	0	0	0	0
54600 Current Charges H&I		0	0	0	0	0
54700 Indemnification		0	0	0	0	0
54900 Other Current Charges		786	694	1,050	1,050	0
Total Current Chgs & Oblig		15,895	6,890	1,050	1,050	0
<i>Equipment</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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		607	19,693	0	0	0
Total Equipment		607	19,693	0	0	0
<i>Other</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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		781,028	801,977	875,187	924,028	48,841

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
Adm.Sec.	SU4	14	1.00	47,712	Principa_Clerk	SU4	10	4.00	123,485
Head Cashier(Vitals/Registry)	SU4	14	1.00	47,712	Prin Clerk(Vitals/Registry)	SU4	10	8.00	292,979
Deposition Clerk	SU4	13	1.00	39,464	First Asst City Registrar	SE1	07	1.00	71,682
City Registrar	EXM	12	1.00	102,324	Asst City Registrar	SE1	05	2.00	109,610
					Total			19	834,969
					Adjustments				
					Differential Payments				420
					Other				6,140
					Chargebacks				0
					Salary Savings				0
					FY08 Total Request				841,529

Program 1. Administration

Marie D. Reppucci, Manager Organization: 163100

Program Description

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

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	221,898	226,266	222,314	227,010
Non Personnel	28,592	37,276	23,500	20,500
<i>Total</i>	<i>250,490</i>	<i>263,542</i>	<i>245,814</i>	<i>247,510</i>

Program 2. Vital Statistics

Marie D. Reppucci, Manager Organization: 163200

Program Description

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

Program Strategies

- To achieve overall customer satisfaction.
- To reduce waiting time for handling for birth, marriage and death requests.

Performance Measures	Actual '05	Actual '06	Projected '07	Target '08
% of customers surveyed who rate services as satisfactory	90%	95%	95%	85%
% reduction in customer waiting time for counter requests	20%	24%	0%	13%
% reduction in customer waiting time for mail requests	20%	0%	-50%	0%
Average waiting time for counter requests (mins)	6	8	8	7
Average waiting time for mail requests (days)	2	2	3	3
Counter requests for certificates	78,838	78,299	81,567	75,000
Customers rating services as satisfactory	1,316	1,428	1,684	1,400
Customers surveyed	1,470	1,509	1,772	1,650
Mail requests for certificates	32,428	32,232	31,096	30,000

Selected Service Indicators	Actual '05	Actual '06	Approp '07	Budget '08
Personnel Services	398,364	408,682	486,508	515,148
Non Personnel	52,110	44,220	40,600	56,500
Total	450,474	452,902	527,108	571,648

Program 3. Depositions

Rosalie Boylan, Manager Organization: 163300

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Affidavits completed	2,093	2,724	2,375	2,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	77,520	83,064	89,865	99,370
Non Personnel	2,544	2,469	12,400	5,500
Total	80,064	85,533	102,265	104,870

Treasury Department Operating Budget

Lisa C. Signori, Collector-Treasurer Appropriation: 137

Department Mission

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

FY08 Performance Strategies

- To optimize the return on invested City funds.
- To issue quarterly real estate and personal property tax bills in compliance with statutory requirements.
- To prepare and issue all payroll accurately and on time.
- To maximize the collection of current year real estate, personal property, and motor and boat excise taxes.
- To maximize collection of delinquent taxes.
- To prepare an instrument of taking for each delinquent property tax account.
- To process tax payments and City department deposits and ensure that all monies are accurately deposited.
- To conduct monthly account reconciliations between the Collecting Division and Auditing.
- To monitor the City's return on Trust Fund investments.
- To manage debt issuance.

<i>Operating Budget</i>	<i>Division Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Collecting Division	2,264,108	2,264,854	2,392,073	1,786,035
	Treasury Division	1,979,510	1,927,252	2,009,586	2,057,047
	Total	4,243,618	4,192,106	4,401,659	3,843,082

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	2,773,759	2,872,302	3,017,879	3,075,102
Non Personnel	1,469,859	1,319,804	1,383,780	767,980
Total	4,243,618	4,192,106	4,401,659	3,843,082

Treasury Department Operating Budget

Authorizing Statutes

- Bonding Requirements, MGLA c. 41, s. 35.
- Deposit on Funds, MGLA c. 40, s. 3,5; MGLA c. 41, s. 46; MGLA c. 44, s. 53-55; MGLA c.70A, s. 4; MGLA c. 94C, s. 47.
- Custody and Safekeeping of Municipal Funds, MGLA c. 40, s. 5B; MGLA c. 41, s. 36,44,46; MGLA c. 44, s. 53-55.
- Payment of Bills, Payrolls, Withholding, MGLA c. 41, s. 35, 41-43,52,56,65-67; MGLA c. 71, s.37B; MGLA c. 149, s. 148, 178B; MGLA c. 62B, s. 2; MGLA c. 62, s. 10; MGLA c. 32, s. 22; MGLA c. 32B, s. 7; MGLA c. 154, s. 8; MGLA c. 175, s. 138A, 193R; MGLA c. 180, s. 17; 26 USC 3401-3406.
- Reporting of Indebtedness, MGLA c. 41, s. 59; MGLA c. 44, s. 22-28.
- Appropriated Expenditures, MGLA c. 44, s. 31,53, 62-63.
- Tax Title Responsibilities, MGLA c. 60, s. 61-63, 76-77, 79-80.
- Tax Rate Determination/Classification, MGLA c. 59, s. 23, 38, 43, 53-55.
- Tax Abatements, MGLA c. 58, s. 8; MGLA c 59, s. 5,59,63,69.
- Collection of Local Taxes, MGLA c. 60.
- General Authorizing Statutes, Ch. 434, s. 7, Acts of 1943.
- Motor Vehicle Excise Tax, MGLA c. 60A.
- Gifts and Grants, MGLA c. 44, s. 53A.
- Municipal Indebtedness, MGLA, c. 44, s. 11,20.
- Sale/Disposal of Realty/Public Land, MGLA c. 44, s. 63-63A.
- Classification and Taxation of Recreational Land, MGLA c. 60B.

Description of Services

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

Department History

<i>Personnel Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees		2,731,896	2,818,262	2,974,279	3,031,502	57,223
51100 Emergency Employees		0	0	0	0	0
51200 Overtime		41,863	48,103	43,600	43,600	0
51600 Unemployment Compensation		0	0	0	0	0
51700 Workers' Compensation		0	5,937	0	0	0
Total Personnel Services		2,773,759	2,872,302	3,017,879	3,075,102	57,223
<i>Contractual Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications		47,470	46,206	44,700	44,700	0
52200 Utilities		0	0	0	0	0
52300 Contracted Ed Services		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		26,445	12,728	30,200	32,700	2,500
52800 Transportation of Persons		3,292	747	1,000	1,000	0
52900 Contracted Services		304,763	334,212	146,330	155,830	9,500
Total Contractual Services		381,970	393,893	222,230	234,230	12,000
<i>Supplies & Materials</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000 Auto Energy Supplies		0	0	0	0	0
53200 Food Supplies		0	140	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		459,640	427,433	497,800	517,800	20,000
53700 Clothing Allowance		0	0	0	0	0
53800 Educational Supplies & Mat		0	0	0	0	0
53900 Misc Supplies & Materials		0	0	100	100	0
Total Supplies & Materials		459,640	427,573	497,900	517,900	20,000
<i>Current Chgs & Oblig</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical		0	3,136	0	0	0
54400 Legal Liabilities		0	0	0	0	0
54500 Aid To Veterans		0	0	0	0	0
54600 Current Charges H&I		0	0	0	0	0
54700 Indemnification		0	0	0	0	0
54900 Other Current Charges		9,120	16,372	12,650	14,850	2,200
Total Current Chgs & Oblig		9,120	19,508	12,650	14,850	2,200
<i>Equipment</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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		60,641	17,356	0	0	0
Total Equipment		60,641	17,356	0	0	0
<i>Other</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation		558,488	461,474	651,000	1,000	-650,000
57200 Structures & Improvements		0	0	0	0	0
58000 Land & Non-Structure		0	0	0	0	0
Total Other		558,488	461,474	651,000	1,000	-650,000
Grand Total		4,243,618	4,192,106	4,401,659	3,843,082	-558,577

Department Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
Prin Accountant	SU4	16	1.00	46,621	Prin Accountant	SU4	16	8.00	416,121
Sr Programmer	SU4	15	1.00	53,671	Asst Prin Accountant	SU4	14	1.00	39,331
Tax Title Supv (Trs/Col)	SU4	15	2.00	107,341	First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	110,636
Adm_Asst.	SU4	15	1.00	53,671	Adm.Anlst.	SU4	14	1.00	47,712
Head Administrative Clerk	SU4	14	1.00	47,712	Exec Asst (Treas/Trea)	SE1	11	1.00	96,660
Sr Legal Asst	SU4	14	1.00	44,693	Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	91,553
Dep Collector	SU4	13	7.00	300,516	Second Asst Coll-Trs (Trs/Trs)	SE1	10	1.00	91,063
Tell.	SU4	13	3.00	125,921	Prin Account Clerk	SU4	10	1.00	28,644
Head_Clerk	SU4	12	2.00	76,222	Asst Corp Counsel V	EXM	10	1.00	92,885
First Asst Coll-Trs (Trs/Col)	SE1	11	1.00	96,660	Exec Sec (Treasury/Trust)	SE1	09	1.00	84,171
Supv_Accounting	SE1	08	2.00	156,715	Supv_Accounting	SE1	08	6.00	470,145
Data Proc Sys Analyst 1	SE1	07	1.00	71,682	PrinAdminAsst(Treas/Treas)	SE1	06	1.00	65,222
Prin Admin Asst(Trs/Col)	SE1	06	3.00	195,667	Sr Adm Anl	SE1	06	1.00	65,222
Collector-Treasurer	CDH	NG	1.00	140,011	Exec Asst(Treasury)	SE1	06	1.00	65,222
Adm._Secretary	SU4	17	1.00	62,788	Sr_Adm_Asst	SE1	05	3.00	179,517
					AdminAsst(Trs/Col)	SE1	04	1.00	36,436
					Total			58	3,560,430
					Adjustments				
					Differential Payments				0
					Other				33,486
					Chargebacks				-562,417
					Salary Savings				0
					FY08 Total Request				3,031,499

Treasury Division Operating Budget

Vivian M. Leo, Division Head Appropriation: 138

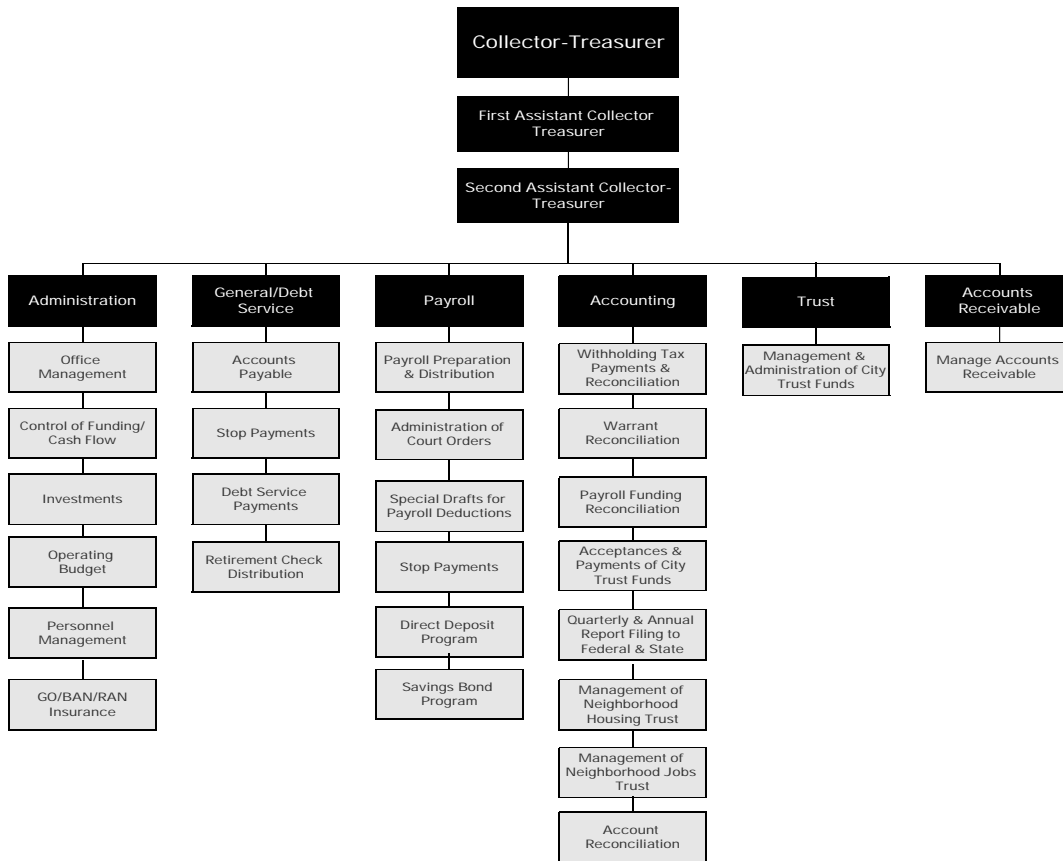
Division Mission

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.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Administration	790,204	808,475	683,575	702,283
	General Service/Debt Service	306,654	341,485	360,925	359,498
	Payroll	388,907	276,873	431,968	452,712
	Accounting	141,862	194,467	212,037	234,014
	Accounts Receivable	351,883	305,952	321,081	308,540
	Trust	0	0	0	0
	Total	1,979,510	1,927,252	2,009,586	2,057,047

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	1,549,437	1,605,136	1,637,086	1,654,547
Non Personnel	430,073	322,116	372,500	402,500
Total	1,979,510	1,927,252	2,009,586	2,057,047

Treasury Division Operating Budget



Description of Services

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

Division History

<i>Personnel Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000	Permanent Employees	1,539,324	1,594,562	1,623,486	1,640,947	17,461
51100	Emergency Employees	0	0	0	0	0
51200	Overtime	10,113	10,574	13,600	13,600	0
51600	Unemployment Compensation	0	0	0	0	0
51700	Workers' Compensation	0	0	0	0	0
	Total Personnel Services	1,549,437	1,605,136	1,637,086	1,654,547	17,461
<i>Contractual Services</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100	Communications	22,671	21,779	19,500	19,500	0
52200	Utilities	0	0	0	0	0
52300	Contracted Ed Services	0	0	0	0	0
52400	Snow Removal	0	0	0	0	0
52500	Garbage/Waste Removal	0	0	0	0	0
52600	Repairs Buildings & Structures	0	0	0	0	0
52700	Repairs & Service of Equipment	20,943	9,409	14,700	14,700	0
52800	Transportation of Persons	3,292	747	1,000	1,000	0
52900	Contracted Services	153,099	131,145	63,350	73,350	10,000
	Total Contractual Services	200,005	163,080	98,550	108,550	10,000
<i>Supplies & Materials</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
53000	Auto Energy Supplies	0	0	0	0	0
53200	Food Supplies	0	140	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	178,910	152,296	266,300	286,300	20,000
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	178,910	152,436	266,300	286,300	20,000
<i>Current Chgs & Oblig</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300	Workers' Comp Medical	0	0	0	0	0
54400	Legal Liabilities	0	0	0	0	0
54500	Aid To Veterans	0	0	0	0	0
54600	Current Charges H&I	0	0	0	0	0
54700	Indemnification	0	0	0	0	0
54900	Other Current Charges	4,440	6,600	7,650	7,650	0
	Total Current Chgs & Oblig	4,440	6,600	7,650	7,650	0
<i>Equipment</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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	46,718	0	0	0	0
	Total Equipment	46,718	0	0	0	0
<i>Other</i>		FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200	Special Appropriation	0	0	0	0	0
57200	Structures & Improvements	0	0	0	0	0
58000	Land & Non-Structure	0	0	0	0	0
	Total Other	0	0	0	0	0
Grand Total		1,979,510	1,927,252	2,009,586	2,057,047	47,461

Division Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary
Collector-Treasurer	CDH	NG	1.00	140,011	Prin Account Clerk	SU4	10	1.00	28,644
Adm._Secretary	SU4	17	1.00	62,788	Asst Corp Counsel V	EXM	10	1.00	92,885
Prin Accountant	SU4	16	8.00	416,121	Exec Sec (Treasury/Trust)	SE1	09	1.00	84,171
Asst Prin Accountant	SU4	14	1.00	39,331	Supv_Accounting	SE1	08	6.00	470,145
First Asst Coll-Trs (Trs/Trs)	SE1	14	1.00	110,636	PrinAdminAsst(Treas/Treas)	SE1	06	1.00	65,222
Adm.Anlst.	SU4	14	1.00	47,712	Sr Adm Anl	SE1	06	1.00	65,222
Exec Asst (Treas/Trea)	SE1	11	1.00	96,660	Exec Asst(Treasury)	SE1	06	1.00	65,222
Prin Admin Asst(Fin Cabinet)	EXM	10	1.00	91,553	Sr_Adm_Asst	SE1	05	3.00	179,517
Second Asst Coll-Trs (Trs/Trs)	SE1	10	1.00	91,063	AdminAsst(Trs/Col)	SE1	04	1.00	36,436
					Total			32	2,183,339
					Adjustments				
					Differential Payments				0
					Other				20,024
					Chargebacks				-562,417
					Salary Savings				0
					FY08 Total Request				1,640,946

Program 1. Treasury Administration

Vivian M. Leo, Manager Organization: 138100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Average return on city investments	2.5%	4.4%	5.4%	5%
Bank statements analyzed	12	12	12	12
GO refundings lease financings	3	6	3	3

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	592,026	586,569	582,525	590,233
Non Personnel	198,178	221,906	101,050	112,050
<i>Total</i>	<i>790,204</i>	<i>808,475</i>	<i>683,575</i>	<i>702,283</i>

Program 2. General Service/Debt Service

Judith Cataldo, Manager Organization: 138200

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of interest and principal paid by the due date	100%	100%	100%	100%
Non-payroll payments prepared monthly	10,940	10,742	10,418	15,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	241,000	312,774	301,175	294,748
Non Personnel	65,654	28,711	59,750	64,750
Total	306,654	341,485	360,925	359,498

Program 3. Payroll

Priscilla Russell, Manager Organization: 138300

Program Description

The Payroll Program issues, on a timely basis, all payroll for City employees. Additionally, the program pays all deductions and garnishments.

Program Strategies

- To prepare and issue all payroll accurately and on time.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Total payments processed	773,069	751,736	733,159	650,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	310,573	245,141	264,768	275,512
Non Personnel	78,334	31,732	167,200	177,200
Total	388,907	276,873	431,968	452,712

Program 4. Accounting

Marirose Graham, Manager Organization: 138400

Program Description

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

Program Strategies

- To monitor and reconcile all withheld taxes.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of withheld taxes paid on due date	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	137,636	181,336	201,537	223,514
Non Personnel	4,226	13,131	10,500	10,500
Total	141,862	194,467	212,037	234,014

Program 5. Accounts Receivable

Maureen Garceau, Manager Organization: 138500

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Billable units utilizing the accounts receivable and billing system			19	19
Departments utilizing the accounts receivable and billing system.	8	10	11	11

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	268,202	279,316	287,081	270,540
Non Personnel	83,681	26,636	34,000	38,000
<i>Total</i>	<i>351,883</i>	<i>305,952</i>	<i>321,081</i>	<i>308,540</i>

Program 6. Trust

Robert Fleming, Manager Organization: 138600

Program Description

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

Program Strategies

- To monitor the City return on Trust Fund investments.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Annual Trust Fund investment return	6%	7.3%	13.9%	6%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	0	0	0	0
Non Personnel	0	0	0	0
Total	0	0	0	0

Collecting Division Operating Budget

Lisa C. Signori, Collector Treasurer Appropriation: 137

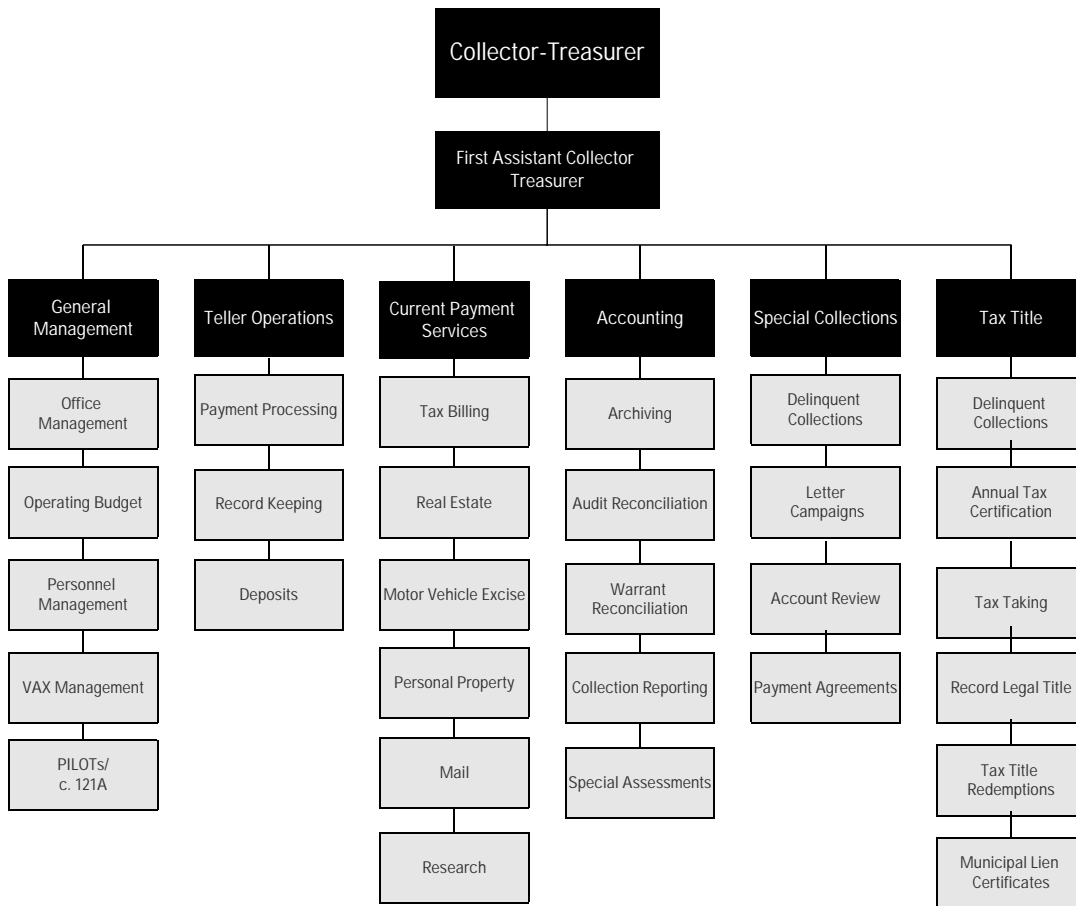
Division Mission

The Collecting Division collects property and excise taxes and fees due to the City using statutorily permitted collection techniques. The Division is also responsible for recording and depositing collections of monies from other City departments with the Treasury Division.

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	General Management	422,483	456,824	413,797	421,166
	Special Collections	201,374	259,612	296,994	350,280
	Tax Title System	719,461	668,254	876,085	249,663
	Teller Operations	200,182	191,047	224,522	186,980
	Accounting/Special Assessments	118,639	88,461	131,959	122,420
	Current Payment Services	601,969	600,656	448,716	455,526
	Total	2,264,108	2,264,854	2,392,073	1,786,035

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	1,224,322	1,267,166	1,380,793	1,420,555
Non Personnel	1,039,786	997,688	1,011,280	365,480
Total	2,264,108	2,264,854	2,392,073	1,786,035

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, and prepares reports and analyses on various fiscal issues for the City of Boston.

Division History

<i>Personnel Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
51000 Permanent Employees	1,192,572	1,223,700	1,350,793	1,390,555	39,762
51100 Emergency Employees	0	0	0	0	0
51200 Overtime	31,750	37,529	30,000	30,000	0
51600 Unemployment Compensation	0	0	0	0	0
51700 Workers' Compensation	0	5,937	0	0	0
Total Personnel Services	1,224,322	1,267,166	1,380,793	1,420,555	39,762
<i>Contractual Services</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
52100 Communications	24,799	24,427	25,200	25,200	0
52200 Utilities	0	0	0	0	0
52300 Contracted Ed Services	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	0	0	0	0
52700 Repairs & Service of Equipment	5,502	3,319	15,500	18,000	2,500
52800 Transportation of Persons	0	0	0	0	0
52900 Contracted Services	151,664	203,067	82,980	82,480	-500
Total Contractual Services	181,965	230,813	123,680	125,680	2,000
<i>Supplies & Materials</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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	280,730	275,137	231,500	231,500	0
53700 Clothing Allowance	0	0	0	0	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	0	0	100	100	0
Total Supplies & Materials	280,730	275,137	231,600	231,600	0
<i>Current Chgs & Oblig</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
54300 Workers' Comp Medical	0	3,136	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54900 Other Current Charges	4,680	9,772	5,000	7,200	2,200
Total Current Chgs & Oblig	4,680	12,908	5,000	7,200	2,200
<i>Equipment</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
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	13,923	17,356	0	0	0
Total Equipment	13,923	17,356	0	0	0
<i>Other</i>	FY05 Expenditure	FY06 Expenditure	FY07 Appropriation	FY08 Adopted	Inc/Dec 07 vs 08
56200 Special Appropriation	558,488	461,474	651,000	1,000	-650,000
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	558,488	461,474	651,000	1,000	-650,000
Grand Total	2,264,108	2,264,854	2,392,073	1,786,035	-606,038

Division Personnel

Title	Union Code	Grade	Position	FY08 Salary	Title	Union Code	Grade	Position	FY08 Salary	
Prin Accountant	SU4	16	1.00	46,621	Dep Collector	SU4	13	7.00	300,516	
Sr Programmer	SU4	15	1.00	53,671	Tell.	SU4	13	3.00	125,921	
Tax Title Supv (Trs/Col)	SU4	15	2.00	107,341	Head_Clerk	SU4	12	2.00	76,222	
Adm_Asst.	SU4	15	1.00	53,671	First Asst Coll-Trs (Trs/Col)	SE1	11	1.00	96,660	
Head Administrative Clerk	SU4	14	1.00	47,712	Supv_Accounting	SE1	08	2.00	156,715	
Sr Legal Asst	SU4	14	1.00	44,693	Data Proc Sys Analyst 1	SE1	07	1.00	71,682	
					Prin Admin Asst(Trs/Col)	SE1	06	3.00	195,667	
					Total				26	1,377,091
					Adjustments					
					Differential Payments				0	
					Other				13,462	
					Chargebacks				0	
					Salary Savings				0	
					FY08 Total Request				1,390,553	

Program 1. General Management

Celia M. Barton, Manager Organization: 137100

Program Description

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

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Current year property tax collection rate	99	99	99	99
PILOT accounts monitored	45	45	45	45
Real estate bills paid online			12,061	12,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	297,304	309,692	308,117	315,486
Non Personnel	125,179	147,132	105,680	105,680
Total	422,483	456,824	413,797	421,166

Program 2. Special Collections

N. Michael Portnoy, Manager Organization: 137200

Program Description

The Special Collections Program collects delinquent real estate, personal property, and motor vehicle excise taxes. The program reduces new tax title accounts through aggressive collection, and reviews account activities prior to the placement of liens.

Program Strategies

- To maximize the collection of delinquent taxes.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Delinquent motor vehicle excise tax collected	6,751,902	7,384,925	7,470,526	6,000,000
Delinquent personal property taxes collected	1,497,156	745,130	919,393	750,000
Delinquent real estate taxes collected	21,069,849	12,192,626	11,789,398	12,000,000
Tax title accounts resolved	1,188	2,209	2,987	2,750
Tax title amount collected		13,696,664	12,276,992	10,000,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	193,854	247,578	274,494	327,780
Non Personnel	7,520	12,034	22,500	22,500
Total	201,374	259,612	296,994	350,280

Program 3. Tax Title System

Michael Hutchinson, Manager Organization: 137300

Program Description

The Tax Title System Program is responsible for collecting delinquent real estate taxes. It manages the computerized system for controlling the City's recording of its legal title to properties with delinquent taxes. The system is used to record actions involving each account up through and including foreclosure or payment of the tax liability.

Program Strategies

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

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Annual certification amount	5,914,984	6,955,034	6,955,034	6,300,000
Annual certifications	2,466	2,427	2,427	2,424
Annual tax taking amount	5,278,036	4,945,340	5,745,939	6,900,000
Annual tax takings	2,548	2,269	2,562	2,600
Municipal lien certificates processed	22,911	20,143	20,251	19,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	204,910	211,513	221,585	240,963
Non Personnel	514,551	456,741	654,500	8,700
Total	719,461	668,254	876,085	249,663

Program 4. Teller Operations

Ellen Higginbottom, Manager Organization: 137400

Program Description

The Teller Operations Program processes all funds received by the City from taxpayers. It also records deposits made by City departments responsible for their own collections.

Program Strategies

- To process tax payments and ensure that all monies are accurately deposited.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Dollars processed by tellers	1,970,086,263	1,588,924,944	1,932,096,871	1,500,000,000
Transactions processed by tellers	141,800	154,000	106,562	100,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	194,943	187,242	212,422	174,880
Non Personnel	5,239	3,805	12,100	12,100
Total	200,182	191,047	224,522	186,980

Program 5. Accounting/Special Assessments

Joyce A. Trabucco, Manager Organization: 137500

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.

Program Strategies

- To conduct monthly account reconciliations between Collecting and Auditing.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
% of reports completed by the tenth of the month	100%	100%	100%	100%

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	117,188	87,028	126,459	116,920
Non Personnel	1,451	1,433	5,500	5,500
Total	118,639	88,461	131,959	122,420

Program 6. Current Payment Services

Dorothy Cofield, Manager Organization: 137600

Program Description

The Current Payment Services Program mails all current tax notices (including demand and warrant notices). It resolves questions from taxpayers and financial institutions regarding tax payments, provides duplicate tax bills, and processes all refunds and abatements.

Program Strategies

- To issue tax bills in compliance with statutory requirements.

<i>Performance Measures</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Projected '07</i>	<i>Target '08</i>
Boat excise bills issued	6,428	3,207	2,594	3,000
Delinquent real estate notices sent	57,958	58,586	61,407	40,000
Motor vehicle excise bills issued	457,948	405,906	472,569	450,000
Personal property tax bills issued	13,698	11,758	18,653	15,000
Real estate tax bills issued		599,024	611,229	600,000

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	216,123	224,113	237,716	244,526
Non Personnel	385,846	376,543	211,000	211,000
Total	601,969	600,656	448,716	455,526

Unemployment Compensation Operating Budget

Appropriation: 199

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Unemployment Compensation	9,751	13,999	50,000	50,000
	<i>Total</i>	<i>9,751</i>	<i>13,999</i>	<i>50,000</i>	<i>50,000</i>

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	9,751	13,999	50,000	50,000
Non Personnel	0	0	0	0
<i>Total</i>	<i>9,751</i>	<i>13,999</i>	<i>50,000</i>	<i>50,000</i>

Workers' Compensation Fund Operating Budget

Appropriation: 341

Department Mission

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

<i>Operating Budget</i>	<i>Program Name</i>	<i>Total Actual '05</i>	<i>Total Actual '06</i>	<i>Total Approp '07</i>	<i>Total Budget '08</i>
	Workers' Compensation Fund	3,916,036	2,350,590	2,200,000	2,200,000
	<i>Total</i>	<i>3,916,036</i>	<i>2,350,590</i>	<i>2,200,000</i>	<i>2,200,000</i>

<i>Selected Service Indicators</i>	<i>Actual '05</i>	<i>Actual '06</i>	<i>Approp '07</i>	<i>Budget '08</i>
Personnel Services	3,916,036	2,350,590	2,200,000	2,200,000
Non Personnel	0	0	0	0
<i>Total</i>	<i>3,916,036</i>	<i>2,350,590</i>	<i>2,200,000</i>	<i>2,200,000</i>