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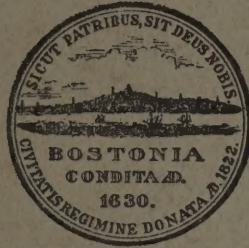
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CITY OF BOSTON
AND
COUNTY OF SUFFOLK



ANNUAL BUDGET
RECOMMENDATIONS

FOR THE FISCAL YEAR 1962

AS SUBMITTED TO

THE BOSTON CITY COUNCIL

BY

JOHN F. COLLINS

MAYOR

3/12/62

CITY OF BOSTON
AND
COUNTY OF SUFFOLK



ANNUAL BUDGET
RECOMMENDATIONS

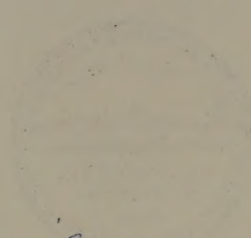
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CITY OF BOSTON
OFFICE OF THE MAYOR
CITY HALL

JOHN F. COLLINS
Mayor

February 5, 1962.

To the City Council.

GENTLEMEN:

I submit herewith the budget allowances for City and County Departments for the year 1962, totaling \$119,677,281.00.

The above figure represents a decrease of \$1,978,228.00 in the appropriations allowed for the year 1961. Appropriations for the current year already approved by your Honorable Body, however, total \$767,676.00 covering salary increases for certain employees in the labor service throughout the year 1962. City and County Departments account for \$723,436.00 of this appropriation, and the remaining sums of \$44,240.00 will be allocated to Income Departments as ordered by your vote of January 8, 1962. In addition, your Honorable Body also approved the sum of \$70,000.00 to provide for salaries of personnel, of the City Planning Board which was incorporated into the Boston Re-development Authority under Chapter 652 of the Acts of 1960. The net decrease of the 1962 recommended allowances, as a result of the above actions, will be \$1,184,792.00 less than the 1961 appropriations.

A decrease of \$2,085,548.00 in appropriations for City Departments is offset, to some degree, by an increase in County Departments of \$107,320.00. It should be noted, however, that the increase in the county appropriations is, for the most part, the result of statutory obligations over which department heads had little or no control.

After careful study and a thorough scrutiny of each departmental budget request, it has been found possible to reduce such requests by \$8,134,423.00. This reduction was realized by a decrease in City budget requests of \$7,563,599.00, and in County budget requests of \$570,824.00.

In addition to the City and County budgets, I am also submitting herewith the budget of the Income Departments for the year 1962, totaling \$5,102,333.00, which represents an increase of \$1,737,663.00 over 1961 appropriations. Since the appropriations for the budget of the Income Departments will be met solely from revenue collected by said departments, the increase will have no effect on the 1962 tax rate. A comparison of these budgets with the 1961 budgets for the various departments is explained in detail in a communication from the Supervisor of Budgets contained herein.

When I submitted my 1960 budget recommendations, there was a general feeling throughout the city that it would be impossible to expect the city to operate efficiently, while, at the same time, living within the appropriations allowed. This same feeling prevailed after my submission of the

1961 budget recommendations. It is interesting to note that with no essential services eliminated and with many of these services greatly improved, some departments finished the year with a surplus. I was mindful of the fact, nevertheless, that the operations of almost every department have been affected seriously by deferred budgeting of our equipment needs, which had been going on for many years. In March of 1961, your Honorable Body authorized the borrowing of \$3,000,000.00 for departmental equipment.

I am inaugurating with this budget a policy of annual replacement of departmental equipment. To this end I directed every department head to make an objective survey of his equipment needs, and such requests, as were justified have been incorporated in this budget for new equipment. It is my intention that this program will be continued in subsequent years.

The businesslike program of frugality and thrift which this administration has carried on since January, 1960, has indeed been difficult for all. I am grateful to your Honorable Body for your understanding and cooperation during this time.

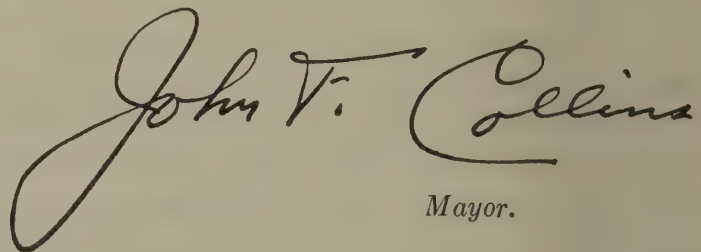
An outstanding example of the success of this program is shown by a recent statistical comparison made between the City of Boston and the 38 other cities in the Commonwealth on budgetary requirements for the years 1960 and 1961. Whereas the other 38 cities of the Commonwealth showed a 12.9 per cent increase in budgetary appropriations, the City of Boston showed only a 1.2 per cent increase.

It should also be noted that since January, 1960, we have reversed the upward trend of the tax rate, which, if permitted to continue its course, as it had in years prior to this administration, would now be approaching \$125.00.

Although we have adhered to a strict policy in budget appropriations and recognize that it is imperative to constantly strive toward economy in our government, we are aware that our efforts will not produce the financial recovery of the city we desire without assistance from the State Legislature. Now that we have demonstrated our ability to administer efficiently our city government it is anticipated that the General Court of Massachusetts will see fit to act favorably on a number of proposals presently before it and others which will be filed in the future to aid in the restoration of Boston to the position of leadership it must attain as the core city of New England.

I respectfully recommend to your Honorable Body adoption of the accompanying appropriation and tax orders.

Respectfully,

A large, elegant handwritten signature in cursive script that reads "John V. Collins". The signature is written in dark ink and is positioned above the printed name.

Mayor.



CITY OF BOSTON
ADMINISTRATIVE SERVICES DEPARTMENT

ROOM 50, CITY HALL

February 5, 1962.

HON. JOHN F. COLLINS,
 Mayor of Boston.

DEAR SIR:

In accordance with the provisions of Section 3 of Chapter 4 of the revised city ordinances, I have prepared, in segregated form, the annual budget for City, County, and Income Departments, to be submitted by you to the City Council for the year 1962.

GENERAL STATEMENT

The budget allowances recommended herein represent a net decrease in City and County Departments under the total appropriations authorized in 1961 of \$1,978,228.00. The budget recommendations for Income Departments contain, for the first time this year, the Sewer Service Division as a result of the enactment of Chapter 311 of the Acts of 1961 and the Cemetery Division by the acceptance of Chapter 13 of the Acts of 1961. Consequently the appropriations recommended for the operation of the Income Departments reflect an increase over the actual appropriations authorized in 1961 of \$1,737,663.00, but it is noted that these divisions are now self-supporting and will not affect the tax rate for the current year.

	1961 APPROPRIATIONS	1962 RECOMMENDATIONS	DECREASE
CITY BUDGET	\$113,384,839 00	\$111,299,291 00	\$2,085,548 00
COUNTY BUDGET	8,270,670 00	8,377,990 00	107,320 00*
TOTAL	\$121,655,509 00	\$119,677,281 00	\$1,978,228 00

	1961 APPROPRIATIONS	1962 RECOMMENDATIONS	DECREASE
INCOME DEPARTMENTS	3,364,670 00	5,102,333 00	1,737,663 00*

* Denotes increase

CITY BUDGET

Permanent Employees. The budgetary recommendations for 1962 reflect a reduction under the 1961 appropriation of \$1,176,561.00. This sum, however, does not reflect a previous appropriation order submitted by your Honor to the City Council dated January 8, 1962, to provide for a salary increase for certain employees in the labor service. This appropriation totaled \$767,676.00 of which \$700,990.00 was for employees of City Departments. In addition, a similar order appropriating \$70,000.00 for the City Planning Board, which was incorporated into the Boston Redevelopment Authority under Chapter 652 of the Acts of 1960, has been presented to the City Council. The budget request for the Redevelopment Authority was reduced by this \$70,000.00. If these two appropriations were deducted from this item a more realistic reduction in this appropriation would be \$405,571.00 under 1961. A decrease in employees, which did not affect the efficient operation of services demanded of the city, accounts for this reduction.

Temporary Employees. Budget recommendations for this item have been reduced under the 1961 appropriations by \$107,915.00.

Overtime. Allowances recommended for City Departments represent an increase of \$470,708.00 over comparable appropriations of last year. The major factors involved are indicated below:

Police Department	\$185,000 00	} Acceptance by the city of Chapter 546 of the Acts of 1953 authorized paid holidays for uniformed members of Police and Fire Departments.
Fire Department	157,000 00	
Public Works Department	\$81,000 00	} Revision of overtime pay scales by Executive Order of the Mayor, dated April 28, 1961.
Parks and Recreation Department	10,000 00	
Hospital Department:		} Permanent nurses, attendants, and medical workers agree to work extra hours due to shortage in personnel.
Boston City Hospital	\$10,000 00	
Long Island Hospital Division	15,000 00	
Various Departments	\$22,000 00	} Revision of overtime pay scale by Executive Order of the Mayor dated April 28, 1961.

Contractual Services. The recommended decrease in this item is \$179,000.00 under the 1961 appropriation.

Supplies and Materials. This allowance is reduced by \$129,891.00 below the previous years appropriation.

Current Charges and Obligations. Increase in this appropriation is \$50,000.00 due to rental of equipment.

Equipment: This appropriation shows an increase of \$336,000.00 due in part to the use of \$150,000.00 in 1961 for down payment on the Equipment Loan and the balance for purchase of Public Works Department equipment.

Structures and Improvements. The recommended decrease in this budget request is \$462,000.00 under the 1961 appropriations. This is due in part to the fact that no request has been received from the Public Works Department for down payments for loans.

Land and Improvements. An increase in Parks and Recreation Department requests for playground improvements is \$25,000.00 above the 1961 appropriations.

Special Appropriations. This appropriation request is decreased \$901,711.00. The recommendation for Snow Removal is \$750,000.00 less than last year's allowance. In addition there is no provision for a down payment of \$150,000.00 for a Departmental Equipment Loan.

COUNTY BUDGET

Allowances recommended for County Departments reflect an increase of \$107,320.00 over 1961.

Personal Services. Sliding scale and new positions necessitated by legislation passed by the General Court in 1961, which resulted in a greater volume of parking violations, and increased salaries of court officers and stenographers are responsible for the additional allowance of \$126,914.00 in 1962.

Contractual Services. This recommendation reflects a decrease of \$25,261.00 below the 1961 allowance. Again we have reduced the request for master and auditors to the minimum figure of \$45,000.00 in anticipation of receiving relief from the Legislature whereby the Commonwealth would bear this expense.

Supplies and Materials. This allowance reflects a decrease of \$16,022.00 under last year's appropriation.

Current Charges and Obligations. This item shows an increase of \$6,691.00 over the 1961 appropriation. The principal reason for the increase is the rental of I.B.M. equipment for a full year and higher insurance premiums.

Equipment. The recommended allowance in this item shows an increase of \$4,998.00. This is due to the higher cost of the items purchased under the policy of replacing obsolete office equipment, flags, and library books.

Pensions and Annuities. This allowance is \$10,000.00 over the 1961 appropriation due to the increased number of pensioners in the noncontributory pension system.

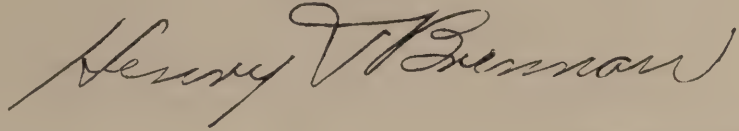
INCOME DEPARTMENTS

The Income Department allowances represent an increase over 1961 appropriations of \$1,737,663.00. The major portion of this increase is due to the transfer of the Sewer Service of the Public Works Department and the Cemetery Division of the Parks and Recreation Department into the Income Department classification.

CONCLUSION

The preceding paragraphs summarize in general a comparison of the 1962 recommended budget allowances with the 1961 appropriations.

Respectfully,

A handwritten signature in cursive script, reading "Henry T. Brennan". The signature is written in dark ink and is positioned centrally on the page.

Supervisor of Budgets.

PART I
APPROPRIATIONS AND TAX ORDERS FOR THE
FINANCIAL YEAR 1962

APPROPRIATIONS AND TAX ORDERS FOR THE FINANCIAL YEAR 1962

Ordered: That to meet the current expenses payable during the financial year beginning with the first day of January, 1962, for performing the duties and exercising the powers devolved by statute or ordinance, or by vote of the City Council during the year, upon the City of Boston, or County of Suffolk, or the departments or officers thereof, the respective sums of money specified in the tables and schedules hereinafter set out be, and the same are, hereby appropriated for the several departments and for the objects and purposes hereinafter stated.

Ordered: That the appropriation for Water Service, current expenses, and the payment to the Metropolitan Water District Commission, Commonwealth of Massachusetts, and for the interest and debt requirements for water purposes be met by the income of said service and any excess over income from taxes as provided for by Chapter 488 of the acts of 1895; that the appropriation for Sewer Service current expenses, payment of maintenance assessments to the Metropolitan District Commission, Commonwealth of Massachusetts and for the interest and debt requirements for loans issued for sewer purposes be met by the income authorized to be assessed by Section 18, Chapter 83 of the General Laws as amended by Chapter 311 of the Acts of 1961; that the appropriation for the Cemetery Division, Parks and Recreation Department authorized by Chapter 13, Acts of 1961 be met by the income from trust funds and departmental revenue, and any excess over income from taxes; that appropriations for the maintenance and operation of parking meters and the regulation of parking and other traffic activities incident thereto, be met by the income from parking meter fees; that the other appropriations hereinafter specified be met out of the money remaining in the treasury at the close of business on December 31, 1961, exclusive of the money raised by loan or needed to carry out the requirements of any statute, gift, trust or special appropriation; by the income of the financial year beginning January 1, 1962; by taxes on the polls and estates in the City of Boston; and by the proceeds of any duly authorized loans.

Ordered: That all sums of money which form no part of the income of the city, but shall be paid for services rendered or work done by any department or division for any other department or division, or for any person or corporation other than the City of Boston, be paid into the general treasury, and that all contributions made to any appropriation be expended for the objects and purposes directed by the several contributors thereof.

Ordered: That all taxes raised to meet the appropriations of the city, and all taxes assessed for meeting the city's proportion of the state tax for the year 1962, or for any other taxes or assessments payable to the Commonwealth, shall be due and payable on July 1, 1962. Interest shall be charged at the rate of 4 per cent per annum and computed from October 1, 1962, on all real estate and personal property taxes remaining unpaid after November 1, 1962, and assessed and payable in the year 1962, before said November 1, 1962, until such taxes are paid. All interest which shall have become due on taxes shall be added to and be part of such taxes.

Ordered: That except as the appropriation for any purpose or item shall be increased by additional appropriations or transfers lawfully made, no money shall be expended by any department for any of the purposes or items designated in the tables and schedules hereinafter set out in excess of the amount set down as appropriated for such specific purpose or item.

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$163,100 00	\$127,500 00	\$3,000 00
1-01-75 Office of Development	16,600 00	—	—
1-01-76 Office of Neighborhood Improve- ment	166,955 00	—	—
1-01-94 Conventions and Entertainment of Distinguished Guests	25,000 00	—	—
1-01-95 Public Celebrations	85,000 00	—	—
1-13-77 U. S. Bond Allotment Plan	28,337 00	—	—
1-13-78 Committee for Civic Unity	1,000 00	—	—
1-13-79 Youth Activities Bureau	33,000 00	—	—
1-01-12 City Council	154,670 00	140,440 00	8,655 00
1-01-13 City Council Proceedings	20,000 00	—	20,000 00
ELECTIONS			
1-01-21 Election Department	420,290 00	322,000 00	77,115 00
FINANCE			
1-01-31 Auditing Department	409,587 00	354,000 00	13,835 00
1-01-36 Assessing Department	727,062 00	662,500 00	40,340 00
1-01-37 Collecting Division, Treasury De- partment	281,225 00	204,600 00	26,200 00
1-01-38 Treasury Division, Treasury De- partment	273,606 00	189,100 00	24,395 00
1-01-39 Board of Sinking Fund Commis- sioners, Treasury Department	2,650 00	2,200 00	—
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,154,353 00	879,993 00	91,205 00
LAW			
1-01-51 Law Department	435,650 00	357,500 00	69,550 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	95,953 00	87,688 00	5,625 00
1-01-62 City Documents	45,000 00	—	45,000 00
PLANNING			
1-01-72 Board of Zoning Adjustment	2,400 00	460 00	1,640 00
1-01-73 Zoning Commission	2,400 00	—	—
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,452,588 00	799,265 00	445,036 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	114,350 00	102,000 00	10,050 00
1-01-93 Finance Commission	70,000 00	49,056 00	13,618 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	18,288,543 00	17,230,000 00	399,000 00
FIRE			
1-02-21 Fire Department	12,874,117 00	12,085,000 00	307,750 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	842,584 00	689,074 00	143,150 00

BUDGET

3 SUPPLIES AND MATERIALS	4 CURRENT CHARGES AND OBLIGATIONS	5 EQUIPMENT	7 STRUCTURES AND IMPROVEMENTS	8 LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$7,200 00	\$25,000 00	\$400 00			\$16,600 00
—	—	—	—	—	166,955 00
—	—	—	—	—	25,000 00
—	—	—	—	—	85,000 00
—	—	—	—	—	28,337 00
—	—	—	—	—	1,000 00
—	—	—	—	—	33,000 00
4,325 00	275 00	975 00			
16,400 00	4,075 00	700 00			
17,500 00	24,000 00	252 00			
19,030 00	3,329 00	1,863 00			
41,300 00	8,625 00	500 00			
15,050 00	44,635 00	426 00			
300 00	150 00				
96,010 00	71,220 00	925 00	—	—	15,000 00
5,700 00	1,700 00	1,200 00			
2,005 00	170 00	465 00			
300 00					
—	—	—	—	—	2,400 00
58,950 00	98,937 00	400 00	\$50,000 00		
2,000 00	300 00				
720 00	5,806 00	800 00			
469,900 00	54,643 00	135,000 00			
390,500 00	15,063 00	75,804 00			
8,600 00	110 00	250 00	—	—	1,400 00

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	\$86,903 00	\$63,000 00	\$20,800 00
OTHER			
1-02-51 Boston Traffic Department	848,195 00	593,650 00	175,710 00
1-02-52 Licensing Board	129,034 00	97,728 00	11,267 00
PUBLIC WORKS			
1-03-00 Public Works Department	9,097,118 00	4,107,409 00	4,418,189 00
HEALTH			
1-05-00 Health Department	2,170,850 00	1,822,665 00	247,860 00
HOSPITALS			
1-06-00 Hospital Department	18,627,851 00	14,156,500 00	752,000 00
PUBLIC WELFARE			
GENERAL WELFARE			
1-07-10 Welfare Department	25,744,966 00	1,952,046 00	115,740 00
AID TO NEEDY VETERANS			
1-07-40 Veterans' Services Department . .	2,385,265 00	340,910 00	37,393 00
LIBRARIES			
1-10-11 Library Department	3,565,607 00	2,930,000 00	237,500 00
PARKS AND RECREATION			
1-11-00 Parks and Recreation Department	3,266,236 00	2,547,000 00	253,300 00
MISCELLANEOUS			
1-13-31 Executions of Court, Damage Claims and Reimbursements	400,000 00	—	—
1-13-41 Workmen's Compensation Service	46,865 00	46,190 00	250 00
1-13-42 Workmen's Compensation	250,000 00	—	—
1-13-61 City Record, Publication of	55,206 00	9,906 00	45,000 00
1-13-74 Pensions and Annuities — City . .	5,500,000 00	—	—
1-23-31 Snow Removal	400,000 00	—	—
1-25-11 Federal Public Health Program . .	5,500 00	—	—
1-33-73 Reserve Fund	200,000 00	—	—
1-71-61 Boston Redevelopment Authority	333,675 00	208,000 00	83,310 00
Total	\$111,299,291 00	\$63,157,380 00	\$8,143,483 00

BUDGET

3 SUPPLIES AND MATERIALS	4 CURRENT CHARGES AND OBLIGATIONS	5 EQUIPMENT	7 STRUCTURES AND IMPROVEMENTS	8 LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$2,950 00	\$153 00				
75,020 00	1,125 00	\$2,690 00			
6,115 00	13,524 00	400 00			
362,450 00	1,820 00	163,250 00	\$44,000 00		
89,980 00	8,195 00	2,150 00			
3,464,925 00	27,426 00	72,000 00	155,000 00		
94,585 00	23,576,895 00	5,700 00			
6,525 00	2,000,287 00	150 00			
276,625 00	66,482 00	55,000 00			
248,100 00	9,054 00	3,782 00	55,000 00	\$150,000 00	
—	—	—	—	—	\$400,000 00
400 00	25 00	—	—	—	250,000 00
—	—	—	—	—	5,500,000 00
150 00	—	150 00	—	—	400,000 00
—	—	—	—	—	5,500 00
—	—	—	—	—	200,000 00
—	—	—	—	—	
4,490 00	28,895 00	8,980 00			
\$5,788,105 00	\$26,091,919 00	\$534,212 00	\$304,000 00	\$150,000 00	\$7,130,192 00

APPROPRIATION	TOTAL	1 PERSONAL SERVICES
GENERAL GOVERNMENT		
RECORDING AND REPORTING		
4-01-65 Registry of Deeds	\$471,100 00	\$435,000 00
GENERAL GOVERNMENT BUILDINGS		
4-01-82 County Court House (Custodian)	700,480 00	562,644 00
1-01-84 Buildings Division, Real Property Department	191,955 00	145,500 00
CORRECTION		
CORRECTIONAL INSTITUTIONS		
4-08-11 Jail	542,968 00	427,170 00
4-08-12 Central Office, Penal Institutions Department	60,485 00	59,700 00
4-08-13 House of Correction, Penal Institutions Department	1,037,147 00	628,700 00
4-08-14 Middlesex County Training School	75,000 00	—
JUDICIAL		
CENTRAL COURTS		
4-12-11 Supreme Judicial Court	104,400 00	98,960 00
4-12-12 Superior Court, General Expenses	150,269 00	143,014 00
4-12-13 Clerk's Office, Superior Court, Civil Session	875,815 00	569,697 00
4-12-14 Criminal Session, Superior Court	704,810 00	437,000 00
4-12-15 Municipal Court, City of Boston	1,045,406 00	962,526 00
4-12-16 Boston Juvenile Court	154,272 00	142,606 00
4-12-17 Probate Court	89,911 00	37,516 00
4-12-18 Court Officers' Division, Superior Court	398,722 00	382,000 00
4-12-19 Probation Department, Superior Court, Criminal Session	91,329 00	81,686 00
DISTRICT COURTS		
4-12-21 Municipal Court, Charlestown District	107,366 00	100,702 00
4-12-22 East Boston District Court	113,567 00	106,253 00
4-12-23 Municipal Court, South Boston District	105,962 00	99,538 00
4-12-24 Municipal Court, Dorchester District	187,085 00	176,054 00
4-12-25 Municipal Court, Roxbury District	466,645 00	427,663 00
4-12-26 Municipal Court, West Roxbury District	137,473 00	129,917 00
4-12-27 Municipal Court, Brighton District	91,264 00	83,936 00
4-12-28 District Court of Chelsea	120,394 00	113,386 00
MEDICAL EXAMINATIONS		
4-12-31 Medical Examiner Service, Northern District	51,380 00	46,000 00
4-12-32 Medical Examiner Service, Southern District	30,689 00	27,768 00
4-12-33 Associate Medical Examiner Service, Northern District	5,048 00	4,040 00
4-12-34 Associate Medical Examiner Service, Southern District	5,048 00	4,040 00
OTHER		
4-12-41 Social Law Library	2,000 00	—
4-12-42 Mental Illness	50,000 00	—
MISCELLANEOUS		
4-13-75 Pensions and Annuities	210,000 00	—
GRAND TOTAL	\$8,377,990 00	\$6,433,016 00

BUDGET

2 CONTRACTUAL SERVICES	3 SUPPLIES AND MATERIALS	4 CURRENT CHARGES AND OBLIGATIONS	5 EQUIPMENT	7 STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATIONS
\$7,612 00	\$18,093 00	\$10,115 00	\$280 00		
85,740 00	49,355 00	1,166 00	1,575 00		
34,655 00	11,300 00	200 00	300 00		
19,398 00	94,550 00	1,100 00	750 00		
220 00	500 00	65 00			
33,600 00	365,500 00	7,147 00	2,200 00		
—	—	—	—	—	\$75,000 00
2,325 00	2,590 00	125 00	400 00		
1,580 00	2,035 00	140 00	3,500 00		
286,100 00	18,000 00	518 00	1,500 00		
256,545 00	9,040 00	225 00	2,000 00		
43,300 00	35,935 00	1,445 00	2,200 00		
9,185 00	1,520 00	405 00	556 00		
23,000 00	26,560 00	1,435 00	1,400 00		
15,000 00	1,425 00	297 00			
5,160 00	4,113 00	250 00	120 00		
3,236 00	3,100 00	128 00	200 00		
2,950 00	4,000 00	114 00	250 00		
3,300 00	2,500 00	279 00	345 00		
6,235 00	4,070 00	226 00	500 00		
16,050 00	21,200 00	1,132 00	600 00		
3,975 00	3,300 00	81 00	200 00		
1,375 00	5,020 00	90 00	843 00		
2,450 00	3,930 00	128 00	500 00		
3,860 00	1,425 00	10 00	85 00		
1,575 00	1,000 00	311 00	35 00		
865 00	125 00	18 00			
865 00	125 00	18 00			
—	2,000 00				
49,700 00	300 00				
—	—	—	—	—	210,000 00
\$919,856 00	\$692,611 00	\$27,168 00	\$20,339 00	—	\$285,000 00

INCOME

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
1-01-37 Collecting Division, Treasury Department:			
Water Service	\$179,511 00	\$153,498 00	\$6,472 00
Sewer Service	29,000 00	24,000 00	—
3-03-31 Sewer Service, Public Works Department	801,778 00	554,502 00	154,092 00
3-13-21 Cemetery Division, Parks and Recreation Department	384,830 00	268,000 00	23,700 00
3-71-12 Water Service, Public Works Department	3,253,214 00	1,751,000 00	669,300 00
3-71-16 Pensions and Annuities	454,000 00	—	—
TOTAL	\$5,102,333 00	\$2,751,000 00	\$853,564 00

DEPARTMENTS BUDGET

3 SUPPLIES AND MATERIALS	4 CURRENT CHARGES AND OBLIGATIONS	5 EQUIPMENT	7 STRUCTURES AND IMPROVEMENTS	8 LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$16,088 00 5,000 00	\$3,283 00	\$170 00			
61,533 00	1,131 00	30,520 00			
17,860 00	70 00	25,200 00	—	\$50,000 00	
273,965 00 —	78,049 00 —	190,900 00 —	\$290,000 00 —	—	\$454,000 00
\$374,446 00	\$82,533 00	\$246,790 00	\$290,000 00	\$50,000 00	\$454,000 00

PART II
DETAIL BY ORGANIZATION UNITS,
OBJECTS, AND PROGRAMS

**CITY BUDGET
SUPPORTING DETAIL**

**MAYOR, OFFICE EXPENSES
1-01-11**

The Mayor is the chief executive officer of the city. He appoints all heads of city departments and other city officials with the exception of those appointed by the Governor, namely, the Police Commissioner, Licensing Board, and Finance Commission. The annual budget, as well as subsequent appropriations and transfers, are prepared under his direction for submission to the City Council. He may submit to the Council in the form of an ordinance or loan order such recommendations as he may deem to be for the welfare of the city. He may disapprove any action of the Council, and, if said action involves the expenditure of money, the Mayor's action is final.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$105,705 49	\$165,850 15	\$140,203 00	\$130,200 00	\$127,500 00	
-Contractual Services . . .	6,788 94	1,772 15	3,000 00	3,000 00	3,000 00	
-Supplies & Materials . . .	6,740 99	8,112 54	7,200 00	7,200 00	7,200 00	
-Current Charges & Oblig's	25,050 19	13,732 61	25,000 00	25,000 00	25,000 00	
-Equipment	56 00	384 00	400 00	400 00	400 00	
TOTALS	\$144,341 61	\$189,851 45	\$175,803 00	\$165,800 00	\$163,100 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$75,000 00

C — PROGRAMS

1. EXECUTIVE

Formulates policies, coordinates municipal activities, recommends legislative action, and maintains liaison with heads of departments and boards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1	\$20,000 00	\$2,200 00	\$3,200 00	\$23,500 00	\$400 00	\$49,300 00

Personal Services: Mayor.
Contractual Services: Messenger service, \$500.00; repairs and servicing of automotive equipment, \$700.00; travel expenses, \$1,000.00.
Supplies and Materials: Gas, oil, and accessories, \$1,500.00; postage and stationery, \$1,700.00.
Current Charges and Obligations: Flowers, trophies, photographs, and other expenses incidental to the welcome and reception of visitors to the city, \$9,650.00; association dues, newspaper and magazine subscriptions, \$3,050.00; auto storage and registration, \$800.00; League of Cities and Towns, \$10,000.
Equipment: Library books, \$400.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

General clerical and stenographic services, including handling of correspondence, arranging appointments for interviews and conferences, and the operation of a telephone switchboard.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
11	\$79,500 00	\$400 00	\$2,000 00	\$1,100 00	\$83,000 00

Personal Services: 2 Administrative Assistants, Community Relations Advisor, Assistant Community Relations Advisor, Supervisor of Complaints, 5 Assistant Secretaries, Telephone Operator. Overtime, \$9,500.00.
Contractual Services: Mimeographing and other duplicating services, \$176.00; messenger and telegraph service, \$100.00; printing and binding, \$100.00; towel service, \$24.00.
Supplies and Materials: Postage, \$500.00; forms, cards, and stationery, \$1,500.00.
Current Charges and Obligations: Newspapers and magazines, \$1,100.00.

3. REGULATION AND ISSUANCE OF AMUSEMENT LICENSES

Issues licenses for all places of public amusement and sport fields, and, in conjunction with Massachusetts Division of Public Safety, regulates conduct of Sunday entertainments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$28,000 00	\$400 00	\$2,000 00	\$400 00	\$30,800 00

Personal Services: Public Information Secretary, Assistant Chief Licensing Division, Secretary Licensing Division, 2 Clerical Employees.
Contractual Services: Messenger and telegraph service, \$400.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.
Current Charges and Obligations: Premium on surety bonds, \$60.00; dues and subscriptions, \$340.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Executive	1	\$20,000 00	\$2,200 00	\$3,200 00	\$23,500 00	\$400 00	\$49,300 00
2. Administrative and General Services	11	79,500 00	400 00	2,000 00	1,100 00	—	83,000 00
3. Regulation and Issuance of Amusement Licenses	5	28,000 00	400 00	2,000 00	400 00	—	30,800 00
TOTALS	17	\$127,500 00	\$3,000 00	\$7,200 00	\$25,000 00	\$400 00	\$163,100 00

MAYOR, SPECIAL ACTIVITIES
OFFICE OF DEVELOPMENT

1-01-75

This office coordinates the many phases and activities of the Development Program, and acts as a liaison agent between the Mayor's Office and the Boston Redevelopment Authority.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Office of Development	—	—	\$150,000 00	\$16,600 00	\$16,600 00	

Personal Services: Officer of Development, Coordinator, 2 clerical employees.
Supplies and Materials: Office supplies, \$300.00.

OFFICE OF NEIGHBORHOOD IMPROVEMENT
1-01-76

The program will be handled by a new Division of Neighborhood Improvement. One phase of the program, general code compliance, will be done through the proposed Code Enforcement Officers. This will be done city-wide in response to direct complaints, known violations and spot checks.

Code Enforcement Officers will carry out the second phase, a planned area program of housing and code enforcement in one or more sections of the Dorchester Improvement Area.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Office of Development	—	—	—	\$215,051 00	\$166,955 00	

Personal Service: Director of Neighborhood Improvement, 2 Neighborhood Improvement Supervisors, 16 Code Enforcement Officers, Neighborhood Improvement Specialist-Finance, Neighborhood Improvement Specialist-Architect, Attorney Advisor, Analytical Statistician, Research Analyst, 3 Secretary-Stenographers, 5 Clerk-Typists.

Contractual Services: Telephone, \$60.00; travel expense for 2 persons' attendance at NAHRO conference, \$400.00; travel expense for local surveys and local conferences, \$2,160.00; blueprinting, reproduction, etc., \$500.00; printing of public information brochures, bulletins, etc., \$3,000.00; historic sites conservation study, \$12,500.00.

Supplies and Materials: Postage, forms, cards, stationery supplies, \$1,100.00; technical supplies and materials, \$500.00.

Current Charges and Obligations: Subscription to professional journals and newspaper service, \$250.00.

Equipment: File cabinets, \$680.00; typewriters, \$1,800.00; library books, \$205.00.

YOUTH ACTIVITIES BUREAU
1-13-79

The Youth Activities Bureau has as its goal the prevention and control of juvenile delinquency. With the assistance of its advisory committee, the staff of the Bureau hopes to coordinate the work of all private and public agencies having a common interest in behavior, care, and welfare of children and youth. The staff by direct contact with potential delinquency situations and groups, hopes to guide and direct those involved into approved patterns of behavior.

All appointments, salary grades, titles, and other sundry expenses have to have the approval of the Youth Service Board. The Commonwealth of Massachusetts has approved matching funds of thirty-three thousand dollars this year.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Youth Activities Bureau	—	\$15,000 00	\$30,000 00	\$33,000 00	\$33,000 00	

ESTIMATED EXPENSES

Personal Services: Salaries: Director, Group Work Specialist, 6 Group Workers, Secretary	\$53,400 00
Contractual Services: Communications, repair of equipment, travel expenses, professional and technical services, printing and binding	10,600 00
Office and Other Supplies	900 00
Current Charges: Dues and subscriptions	500 00
Equipment: Office equipment, library books	600 00
TOTAL	\$66,000 00
City Appropriations	\$33,000 00
State Matching Funds	\$33,000 00

MAYOR, SPECIAL ACTIVITIES

CONVENTIONS AND ENTERTAINMENT OF DISTINGUISHED GUESTS

1-01-94

As provided by the General Laws, a sum not in excess of \$100,000.00 may be appropriated for providing proper facilities for public entertainment in connection with the holding of conventions, for paying expenses incidental to such entertainment, and for the entertainment of distinguished guests.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Conventions & Entertain- ment of Distinguished Guests	\$71,343 07	\$12,927 32	\$25,000 00	\$25,000 00	\$25,000 00	

ESTIMATED EXPENSES

Anticipated allocation for entertaining distinguished guests	\$10,000 00
Advertising for conventions	5,000 00
Maps — I Like Boston	10,000 00
TOTAL	\$25,000 00

PUBLIC CELEBRATIONS

1-01-95

As provided by the General Laws, the City Council may by a two-thirds vote appropriate money for the celebration of holidays and for other like public purposes. The programs and details for all public city functions are arranged by the Public Celebrations Division of the Mayor's Office.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Public Celebrations	\$139,911 87	\$112,708 51	\$80,000 00	\$85,000 00	\$85,000 00	

ESTIMATED EXPENSES

Salaries: Director and Clerical Employees	\$10,958 25
Major Celebrations:	
March 17, Evacuation Day	\$5,500 00
June 17, Bunker Hill Day	5,500 00
July 4, Independence Day	15,000 00
October 12, Columbus Day	5,500 00
Christmas Festival	7,500 00
Arts Festival	15,000 00
Band Concerts (Summer)	7,000 00
Total Major Celebrations	61,000 00
Special Observances	13,041 75
TOTAL	\$85,000 00

U. S. BOND ALLOTMENT PLAN

1-13-77

Deductions are made from the salary of employees for the purchase of United States Savings Bonds. The expenses of recording the deductions made and arranging for the delivery of the bonds are covered by this appropriation.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	Requested by Department	1962 Budget Recommended by Mayor	Approved
Special Appropriation: United States Bond Allotment Plan	\$23,454 13	\$23,454 13	\$25,803 00	\$28,337 00	\$28,337 00	

ESTIMATED EXPENSES

Salaries: 8 Clerical Employees	\$27,617 00
Cleaning	50 00
Forms, cards, and stationery	600 00
Premiums on surety bonds	70 00
TOTAL	\$28,337 00

COMMITTEE FOR CIVIC UNITY

1-13-78

The Committee for Civic Unity seeks to coordinate the work of all Boston and Greater Boston public and private agencies that are striving to reduce the causes of race friction; fosters an educational program that will lead to more harmonious relations among the people regardless of race, religion, color, or national origin.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	Requested by Department	1962 Budget Recommended by Mayor	Approved
Special Appropriation: Committee for Civic Improvement	\$12,222 01	\$9,046 97	\$1,000 00	\$1,000 00	\$1,000 00	

ESTIMATED EXPENSES

Communications, printing, and binding, travel expense	\$550 00
Office and other supplies	400 00
Dues	25 00
Library books	25 00
TOTAL	\$1,000 00

CITY COUNCIL

1-01-12

The City Council is the legislative body of the city. The Councillors are elected at large and serve for a two-year term. They elect annually a president who presides at meetings, appoints all committees, and serves as Acting Mayor when the Mayor is absent from the city or unable from any cause to perform his duties.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$129,039 28	\$135,065 31	\$136,077 00	\$140,440 00	\$140,440 00	
2—Contractual Services	9,726 92	3,939 10	8,855 00	8,655 00	8,655 00	
3—Supplies & Materials	3,845 23	2,762 69	4,625 00	4,325 00	4,325 00	
4—Current Charges & Oblig's	259 05	186 86	275 00	275 00	275 00	
5—Equipment	523 16	1,405 17	875 00	975 00	975 00	
TOTALS	\$143,393 64	\$143,359 13	\$150,707 00	\$154,670 00	\$154,670 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. CONSIDERATION AND ADOPTION OF LEGISLATIVE MEASURES

Personal Services No.	Amount	Contractual Services	Total
9	\$45,000 00	\$7,000 00	\$52,000 00

Personal Services: 9 Councillors.

Contractual Services: Advertising public hearings, \$2,000.00; stenographic services at public hearings, \$5,000.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

Supervises Council attachés, controls expenditures, distributes city documents, records committee actions, and provides secretarial assistance to Council members.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$95,440 00	\$1,655 00	\$4,325 00	\$275 00	\$975 00	\$102,670 00

Personal Services: City Messenger, Assistant City Messenger, Clerk of Committees and 2 Assistant Clerks of Committees, Document Clerk, Librarian Archivist, Stenographer and Clerk, Chaplain; *7 Police Officers receive \$200.00 per annum extra for special duty; *8 Temporary clerical employees to assist the Councillors in the performance of their duties, \$53,440.00.

Contractual Services: Messenger and telegraph service, \$875.00; servicing of office equipment, \$100.00; transportation for inspection tours, \$100.00; towel service, \$180.00; binding city documents, \$100.00; portrait of Councillors, \$300.00.

Supplies and Materials: Household supplies, \$75.00; postage, \$1,500.00; forms, cards, and stationery, \$2,700.00; general operating supplies, \$50.00.

Current Charges and Obligations: News clipping service, \$275.00.

Equipment: Library books, \$250.00; furniture, \$650.00; miscellaneous, \$75.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Consideration and Adoption of Legislative Measures	9	\$45,000 00	\$7,000 00	—	—	—	\$52,000 00
2. Administrative and General Services	9	95,440 00	1,655 00	\$4,325 00	\$275 00	\$975 00	102,670 00
TOTALS	18	\$140,440 00	\$8,655 00	\$4,325 00	\$275 00	\$975 00	\$154,670 00

* Not included in permanent quota.

CITY COUNCIL PROCEEDINGS

1-01-13

All proceedings of the City Council at its regular and special meetings are recorded in shorthand, transcribed and subsequently indexed, printed, and bound in a permanent document.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Contractual Services	\$23,229 50	\$16,598 00	\$22,000 00	\$20,000 00	\$20,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. RECORDING, INDEXING AND PRINTING OF CITY COUNCIL MEETINGS

Contractual Services: Reporting and indexing, \$6,500.00; printing and binding, \$13,500.00.

ELECTION DEPARTMENT

1-01-21

The Election Department maintains a system of permanent registration of persons eligible to vote in the city, state and national elections. It is responsible for the conduct of elections and the certification of election results. The examination of prospective jurors and the certification of jury lists are also functions of this department.

A — BUDGET SUMMARY

Group	1959		1960		1961		1962 Budget	
	Expenditures	Expenditures	Expenditures	Appropriations	Requested by Department	Recommended by Mayor	Approved	
1—Personal Services . . .	\$316,724 20	\$385,221 51	\$335,000 00	\$364,830 00	\$322,000 00			
2—Contractual Services . . .	91,964 00	86,016 48	92,615 00	92,115 00	77,115 00			
3—Supplies & Materials . . .	9,887 88	22,194 86	16,400 00	18,300 00	16,400 00			
4—Current Charges & Oblig's . . .	3,491 00	5,696 00	4,075 00	4,075 00	4,075 00			
5—Equipment	295 00	95 00	700 00	700 00	700 00			
TOTALS	\$422,362 08	\$499,223 85	\$448,790 00	\$480,020 00	\$420,290 00			

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$950 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative supervision and direction of department; provides general financial and clerical services and furnishes information to the public.

Personal Services	Contractual Services	Equipment	Total
No. Amount	Services	\$	\$
9 \$60,000 00	\$25 00	\$100 00	\$60,125 00

Personal Services: Performance under this program is divided among the following sections:

Administrative and General Services: Chairman, 3 Commissioners, Executive Secretary, Assistant Executive Secretary, Assistant Registrar of Voters and Administrative Clerk, Head Clerk, Senior Assistant Registrar.

Contractual Services: Servicing of office equipment, \$25.00.

Equipment: Library books, \$100.00.

2. CONDUCT OF ELECTIONS, INCLUDING REGISTRATION OF VOTERS, PREPARATION OF VOTING LISTS, AND CHECKING NOMINATIONS

The permanent register of voters is maintained by this division, nominating papers are checked, arrangements for the various elections are made, voting and jury lists are prepared, the elections are conducted, and the results are tabulated. Estimated statistics for 1962 with respect to these operations are 310,000 voters on register; 30,000 notices to voters dropped from voting list; 20,000 transfers in registrations during year; 3,500 nomination papers received; 75,000 signatures on nominating papers test-checked to register; and 12,000 prospective jurors interviewed.

Personal Services	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
No. Amount	Services	\$	\$	\$	\$
27 \$223,500 00	\$66,650 00	\$15,300 00	\$4,075 00	\$250 00	\$309,775 00

Personal Services: Head Assistant Registrar of Voters, 2 Principal Assistant Registrars of Voters, 7 Senior Assistant Registrars of Voters, Assistant Registrar of Voters and Jury Investigator, Assistant Registrar of Voters and Ballot Box Repairman, 15 Assistant Registrars of Voters

Temporary Employees needed to assist in the preparation for and the conduct of elections: 275 Wardens, 2 days; 275 Clerks, 2 days; 1,100 Inspectors, 2 days; 100 Custodians, private buildings, 2 days; 44 Assistant Registrars, 20 nights each; 20 Assistant Registrars, 16 weeks each. Total, \$75,000.

Overtime compensation for services required in excess of regular working hours in connection with checking of nomination papers, evening registrations, demonstration of voting machines, and recounts, \$17,500.00.

Contractual Services: Lighting service for schools and voting booths, \$2,000.00; transportation of persons for registration and voting, \$150.00; printing voting list, \$58,000.00; printing authority slips, \$2,000.00; advertising, \$500.00; miscellaneous printing, binding, \$2,000.00; delivery of election equipment, \$2,000.00.

Supplies and Materials: Food for employees working nights at 2 functions, \$250.00; postage, forms, cards, and stationery and miscellaneous election supplies for the 2 functions, \$15,000.00. General operating supplies and materials, \$50.00.

Current Charges and Obligations: Rentals of private buildings and land for registration and voting, \$4,075.00.

Equipment: Typewriter, \$250.00.

3. CARE AND MAINTENANCE OF VOTING MACHINES

The 1,463 voting machines owned by the city are prepared for elections by this division. Between elections all of the machines are stored under the care of this division in city-owned buildings. Minor adjustments and repairs are made to machines by this group. A storehouse with a floor area of 12,000 square feet is maintained for election records and minor records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
6	\$38,500 00	\$10,440 00	\$1,100 00	\$350 00	\$50,390 00

Personal Services: Chief Voting Machine Custodian, 4 Voting Machine Custodians, Carpenter.
Overtime for setting up of voting machines, \$7,500.00.

Contractual Services: Telephone service for Voting Machine Storehouse on election days, \$140.00; servicing of automotive equipment, \$150.00; trucking of voting machines, \$10,000.00; lighting for storehouse, \$50.00; repairs and maintenance of storehouse, \$100.00.

Supplies and Materials: Gas, oil, tires, and tubes for truck and carry-all, \$250.00; repair parts, tools, and supplies for voting machines, \$750.00; heating supplies for storehouse, \$100.00.

Equipment: Electric motors for voting machines, \$350.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	9	\$60,000 00	\$25 00	—	—	\$100 00	\$60,125 00
Conduct of Elections, Including Registration of Voters, Preparation of Voting Lists, and Checking Nominations	27	223,500 00	66,650 00	15,300 00	\$4,075 00	250 00	309,775 00
Care and Maintenance of Voting Machines	6	38,500 00	10,440 00	1,100 00	—	350 00	50,390 00
TOTALS	42	\$322,000 00	\$77,115 00	\$16,400 00	\$4,075 00	\$700 00	\$420,290 00

AUDITING DEPARTMENT

1-01-31

The Auditing Department is responsible for the examination and audit prior to payment of all claims against the City of Boston and County of Suffolk, except for debt service and court orders which are post-audited and for the maintenance of accounts necessary to record the financial operations of the city and county. The department is also responsible for prescribing the form of the accounts maintained by city departments and of making such audits as may be desired by the City Auditor.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$343,043 40	\$343,407 08	\$348,000 00	\$365,674 00	\$354,000 00	
2—Contractual Services . . .	11,461 87	11,507 12	11,450 00	15,585 00	13,835 00	
3—Supplies & Materials . . .	14,898 37	16,958 12	18,500 00	20,329 00	17,500 00	
4—Current Charges & Oblig's	23,809 14	24,574 00	24,645 00	39,124 00	24,000 00	
5—Equipment	1,230 47	281 09	252 00	252 00	252 00	
TOTALS	\$394,443 25	\$396,727 41	\$402,847 00	\$440,964 00	\$409,587 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL ACCOUNTING SERVICES

General supervision and direction of departmental activities; maintains general accounting records of receipts and expenditures, accounts receivable and appropriations; prepares monthly financial statements and a comprehensive annual report of the city's finances; audits departmental accounts; maintains complete record of funded debt; performs functions of the department pertaining to awarding of contracts and safekeeping of employees' bonds and insurance policies of the city and county. Maintains 200 ledger accounts, 300 accounts receivable ledger accounts, and 350 appropriation ledger accounts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$113,000 00	\$2,785 00	\$600 00	\$800 00	\$252 00	\$117,437 00

Personal Services: Performance under this program is divided among the following sections:
 Administrative Section: City Auditor, Deputy City Auditor, Assistant City Auditor, Principal Accountant, and Principal Clerk and Secretary, Principal Budget Analyst.
 Bookkeeping Section: Principal Accountant, Principal Account Examiner, Principal Accounting Machine Operator, and Clerical Employee.
 Post-Audit Section: 2 Principal Accountants, Senior Accountant, and 3 Principal Account Examiners.
 Contract and Debt Section: 2 Senior Accountants.
 Overtime, \$1,000.00.

Contractual Services: Servicing of office equipment, \$400.00; attendance at conventions of Municipal Finance Officers, \$600.00; coat service for office personnel, \$35.00; printing and binding, \$1,750.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Dues and subscriptions, \$380.00; premium on surety bonds, \$420.00.

Equipment: Library books, \$252.00.

2. CONTROL OF BUDGETARY ACCOUNTS

Maintains budgetary accounting control of every appropriation, pre-audits purchase orders and service orders to assure that expenditures and budget account codings are correct and particularly that funds are available for their payment; determines that funds are available for payment of all contracts. Maintains 900 accounts for budgetary accounting control.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$50,000 00	\$300 00	\$2,900 00	\$53,200 00

Personal Services: Principal Accountant, Assistant Principal Accountant, 2 Senior Accountants, Principal Accounting Machine Operator, and 4 Clerical Employees. Overtime, \$2,000.00.

Contractual Services: Service on two Burroughs Sensimatic accounting machines and other office equipment, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,900.00.

3. PRE-AUDIT AND PROCESSING OF INVOICES AND SPECIAL DRAFTS

Pre-audits invoices and special drafts to assure that bills are properly incurred, that funds have been appropriated a sufficient amount to pay the bill, that clerical computations are correct, and that there is a certificate thereon that the work done or goods delivered are satisfactory and in accordance with specifications, and that the department head approves payment; audited invoices are grouped, control totals obtained, and copies routed to the tabulation section, department concerned, Treasurer's Office, and disbursement section; 130,000 invoices and 3,500 contract payments are audited annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
13	\$67,000 00	\$150 00	\$600 00	\$67,750 00

Personal Services: Performance under this program is divided among the following sections:

Examining Section: 3 Senior Accountants, 4 Principal Account Examiners, and 2 Clerical Employees.

Control Section: Senior Accountant, 3 Principal Clerks.

Overtime, \$2,000.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

4. PRE-AUDIT AND PROCESSING PAYROLLS

Preliminary payrolls are prepared on tabulating machines and sent to departments. Payrolls submitted by departments are pre-audited; the application of sick and vacation leave is supervised; Blue Cross, Union dues, and Credit Union deductions are balanced monthly and checked to the respective invoices; final payrolls and checks are prepared on tabulating machine equipment. Approximately 28,000 payrolls are processed per year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
27	\$124,000 00	\$10,600 00	\$13,400 00	\$23,200 00	\$171,200 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: Principal Accountant, Senior Accountant, 8 Principal Account Examiners, and 3 Clerical Employees.

Tabulating Section: Principal Accountant, Assistant Supervisor of Statistical Machines, 3 Principal Statistical Machine Operators, 6 Senior Statistical Machine Operators, and 3 Statistical Machine Operators. Overtime, \$4,000.00.

Contractual Services: Messenger services, \$450.00; repair and maintenance of 20 tabulating machines and Recordak equipment, \$8,650.00; binding records, \$110.00; Preparation of Withholding Tax Statements, \$1,390.00.

Supplies and Materials: Tabulating cards, stock paper, and stationery, \$12,900.00; 200 rolls Recordak film, \$500.00.

Current Charges and Obligations: Rental of office machines, \$23,200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Accounting Services	18	\$113,000 00	\$2,785 00	\$600 00	\$800 00	\$252 00	\$117,437 00
Control of Budgetary Accounts	9	50,000 00	300 00	2,900 00	—	—	53,200 00
Pre-Audit and Processing of Invoices and Special Drafts	13	67,000 00	150 00	600 00	—	—	67,750 00
Pre-Audit and Processing Payrolls	27	124,000 00	10,600 00	13,400 00	23,200 00	—	171,200 00
TOTALS	67	\$354,000 00	\$13,835 00	\$17,500 00	\$24,000 00	\$252 00	\$409,587 00

ASSESSING DEPARTMENT

1-01-36

The Assessing Department is responsible for the assessment of real and personal property within the City of Boston, upon a fair cash value as provided in the General Laws. It is further obligated to assess poll taxes upon the male residents of the city over the age of twenty years, and to levy an excise tax upon motor vehicles. The department also has the duty of adding to the assessment rolls the amounts of special assessments for improvements determined by the Public Improvement Commission and other tax items.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$650,078 47	\$671,666 92	\$677,000 00	\$691,310 00	\$662,500 00	
2—Contractual Services . . .	44,098 07	40,435 46	51,032 00	52,440 00	40,340 00	
3—Supplies & Materials . . .	17,424 57	15,125 41	18,578 00	19,532 00	19,030 00	
4—Current Charges & Oblig's . . .	2,040 00	3,233 00	3,465 00	3,329 00	3,329 00	
5—Equipment	2,631 12	395 00	1,973 00	1,863 00	1,863 00	
TOTALS	\$716,272 23	\$730,855 79	\$752,048 00	\$768,474 00	\$727,062 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

I. ADMINISTRATIVE AND GENERAL SERVICES

Departmental total supervision and direction of all activities; estimates annual appropriation needs of department for personnel costs, and supplies and materials; makes charges on fee basis in accordance with Ordinances of the City, Chapter 40A, since December 1956, of all certificates with respect to property furnished taxpayers; by specially assigned career personnel examines all applications for abatement of real or personal property, and makes special and formal appraisals of real estate with a view to denial or acceptance of the petition presented, and in this connection interview property owners or their legal representatives; this specially assigned personnel will supervise the activities of personnel assigned as liaison assistants in connection with hearing assignments within the department, or in pre-trial hearings in advance of Appellate Tax Board trials; process towards the Commissioners of Assessing petitions analyzed by them with a view to abatement or denial. Under this function of the department there will be general executive responsibility for work operations in connection with the acceptance, recording, indexing of applications for abatement of real estate, and the factual recording of cases appealed to the State Appellate Tax Board, including the action taken thereunder, and including also the responsibility for preparation of certificates of abatements granted, commitment thereof to the city collector, and for publication in the City Record, the mailing of the abatement certificates and the perpetuation of an accrued abatement record by month and date, and by tax levy year to make possible a current record of overlay amounts used in any year and to supply a statement of valuation averages used in borrowings or loans; and to furnish the Finance Commission with statistics in connection with abatements granted; in motor vehicle excise taxes, petitions for exemption from the payment of tax, due to age, poverty, minor child status, blindness, and disability due to war service by veterans owning real estate; budgetary controls; tax reports required by the State Tax Commissioner; purchase of supplies and materials; the collection of the various appropriations and charges and credits that go towards the declaration of the annual tax rate on property.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
20	\$123,000 00	\$2,573 00	\$2,446 00	\$485 00	\$1,863 00	\$130,367 00

Personal Services: Commissioner of Assessing, 2 Deputy Commissioners of Assessing, Head Administrative Clerk, Assistant Head Administrative Clerk, 15 Clerical Employees.

Contractual Services: Repairs, maintenance of office equipment, \$133.00; travel expenses, \$340.00; advertising and posting, \$250.00; duplicating services, \$400.00; printing and binding, \$1,450.00.

Supplies and Materials: Household supplies, \$30.00; postage, \$1,800.00; forms, cards, stationery, \$600.00; general operating supplies, \$16.00.

Current Charges: Dues and subscriptions, \$485.00.

Equipment: Library books, \$795.00; photographic equipment, \$1,068.00.

Assessing Department — Continued

2. ASSESSMENT OF REAL AND PERSONAL PROPERTY

Assesses 114,000 parcels of real property and 18,000 personal property items at a fair cash value as of January 1 of each year; prepares statistical data; conducts field examinations of all properties, makes 3,000 court examinations, and handles 9,000 applications for abatements; a new multiple year field record and master office record, parcel by parcel throughout the city, on both real and personal property, makes it necessary for field staff to submit to the Board of Assessors a more comprehensive and detailed report of differences in valuation and description of property over the previous year in order to perpetuate annual field information observed; maintains a permanent record showing changes in valuation, title changes, betterment assessments, unpaid water bills, alteration, repair, and new construction permits. Under plan of reorganization, professionally surveyed to become effective as of January 1st, 1961, the city is to be divided into four assessment districts, in charge of a director, who will have as assistants a supervisory assessor, field assessors, supervisory clerk, and other clerks, with a view to concentrating in each of these districts all of the functions, assessing, clerical, correspondence, public reception, and all special assessment items, so as to sectionalize all such matters in each of these districts.

Personal Services No. Amount	Contractual Services	Supplies Materials	Total
45 \$323,000 00	\$27,710 00	\$2,900 00	\$353,610 00

Personal Services: Member, Board of Review, 3 Deputy Assessors; 5 District Director-Assistant Assessors; Executive Secretary (Board of Assessors); 4 Supervisors, Assistant Assessor; 16 Assistant Assessors (FT), Chief, Personal Property Division; Chief, Abatement Clerk; Tax Title Supervisor; 3 Head Clerks; Supervisor, Motor Excise; 8 Clerical Employees.

Contractual Services: Duplicating Services, \$550.00; printing and binding, \$4,160.00; Professional Appraisal Service and Expert Testimony, \$23,000.00.

Supplies and Materials: Forms, cards, and stationery, \$2,900.00;

3. STANDARDS AND RESEARCH

In the year 1956, the then Mayor instructed the Assessing Department to inaugurate a program called the "Equalization Survey", under special appropriation, with a view to modernizing the methods of assessment of real estate for tax purposes. A contract was given to an expert in this field, who had done similar surveys in various cities, and the function was staffed with special research assistants and clerks, and Boston field assessors (part time) who could be used in periods not required by the Department proper. As the result of this program, which ended in 1960, certain formulae have been prepared to apply modern and equalizing factors to many categories of property as a yard stick to be applied by field assessors in fixing the valuations of property to be assessed. These formulae become an adjunct to other information gathered in connection particularly with appeals taken against the original valuations fixed. The staff will be closely associated with the engineering functions of the department for plan detail affecting real estate, and with the registry of deeds so that mortgage and revenue stamp data indicating purchase price may be on hand at all times. The assessors assigned to the newly established assessment districts will be required to adopt these formulae in their examination of real estate conferring with directors on a collaborative basis to project valuations upon a proportionate basis.

Personal Services No. Amount	Contractual Services	Supplies Materials	Total
21 \$115,000 00	\$40 00	\$2,684 00	\$117,724 00

Personal Services: Research Assessor, 2 Assistant Assessors, Senior Appraisal Engineer, 3 Engineering Aids, Title Examiner, Reassessment Supervisor, 11 Clerical Employees, Research Assistant.

Contractual Services: Binding, \$40.00.

Supplies and Materials: Forms and stationery, \$1,700.00; Miscellaneous supplies, \$984.00.

4. PREPARATION OF TAX BILLS AND COLLECTOR'S COMMITMENTS

Computes and prepares 105,000 real estate tax bills with tabulating equipment and prints the tax roll; in addition 3,000 personal property, 225,000 auto excise tax, 235,000 poll tax bills, and 55,000 abatement forms are prepared. Since the operation of the Equalization Survey in 1956, the tabulating division of the department is required to furnish abstracts, whole or in part, of the real estate punched cards throughout the city together with necessary indices in order to facilitate the survey program. This division furnishes so far as its facilities are available groups of assessment data requested by the Planning Board, the Urban Redevelopment Authority, the Boston Housing Authority, and other agencies, on a cooperative basis; and submits for information to field assessors records of all abatements of real estate valuation granted against the prior year record so that they may be aware of departmental action thereon.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
18 \$101,500 00	\$10,017 00	\$11,000 00	\$2,844 00	\$125,361 00

Personal Services: Chief of Tabulating Division, Assistant Supervisor of Statistical Machines, Office Appliance Maintenance Man, 15 Statistical Machine Operators.
 Temporary Employees, \$10,000.00.
 Overtime, \$11,500.00.

Contractual Services: Perpetual maintenance of 21 Remington Rand machines, \$9,867.00; freight and express, \$150.00.

Supplies and Materials: Forms, cards and stationery, \$11,000.00.

Current Charges and Obligations: Rental of water cooler, \$84.00; rental of Remington Rand Collator, \$1,500.00; rental of Card Interpreter, \$1,260.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	20	\$123,000 00	\$2,573 00	\$2,446 00	\$485 00	\$1,863 00	\$130,367 00
2. Assessment of Real and Personal Property	45	323,000 00	27,710 00	2,900 00	—	—	353,610 00
3. Standards and Research	21	115,000 00	40 00	2,684 00	—	—	117,724 00
4. Preparation of Tax Bills and Collector's Commitments	18	101,500 00	10,017 00	11,000 00	2,844 00	—	125,361 00
TOTALS	104	\$662,500 00	\$40,340 00	\$19,030 00	\$3,329 00	\$1,863 00	\$727,062 00

COLLECTING DIVISION, TREASURY DEPARTMENT

1-01-37

The functions of the Collecting Division is the collection of all taxes, water charges, betterments and receipts from all departments: for which proper accounting records of all transactions are maintained. The division maintains a public service regarding the tax status of properties, and prepares and conducts the tax title taking of properties for unpaid taxes. The Collecting Division also operates a Central Mailing Unit.

A — BUDGET SUMMARY

Group	1959		1960		1961		1962 Budget	
	Expenditures	Expenditures	Expenditures	Appropriations	Requested by Department	Recommended by Mayor	Approved	
—Personal Services . . .	\$230,456 00	\$221,922 00	\$219,838 00	\$219,838 00	\$221,233 00	\$204,600 00		
—Contractual Services . . .	13,513 00	14,036 00	16,540 00	16,540 00	16,727 00	26,200 00		
—Supplies & Materials . . .	48,828 00	39,406 00	40,200 00	40,200 00	43,356 00	41,300 00		
—Current Charges & Oblig's	6,572 00	7,650 00	8,682 00	8,682 00	8,625 00	8,625 00		
—Equipment	1,062 00	463 00	500 00	500 00	749 00	500 00		
TOTALS	\$300,431 00	\$283,477 00	\$285,760 00	\$285,760 00	\$290,690 00	\$281,225 00		

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$98,630 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities, reconciles tellers' daily receipts with tabulating section reports, provides information service for the public on tax status of properties, operates the Central Mailing Unit, and provides general clerical services.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$29,732 00	\$225 00	\$572 00	\$1,880 00	\$32,409 00

Personal Services: Assistant Collector-Treasurer, Deputy Collector-Cashier, Head Administrative Clerk, and 2 Clerical Employees.

Contractual Services: Servicing of office machines, \$125.00; attendance national convention, \$100.00.

Supplies and Materials: Forms, cards, and stationery, \$527.00; slogan inserts for mailing machine, \$45.00.

Current Charges and Obligations: Premiums on surety bonds, \$1,880.00.

2. COLLECTION OF TAXES, ASSESSMENTS, AND OTHER CLAIMS

Prepares for mailing real estate, personal, poll, and excise tax bills, demands, and delinquent notices; posts payments on assessed accounts; receives and gives receipts for monies paid to or for the use of the city or county; computes refunds on abatements; prepares daily record of cash receipts on tabulating machine equipment; maintains control accounts; prepares reports of collections and requests for cancellation of automobile registration for nonpayment of excise taxes.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
32	\$168,352 00	\$4,775 00	\$39,878 00	\$6,585 00	\$425 00	\$220,015 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Principal Accountant, Senior Accountant, Supervisor of Statistical Machines, 2 Principal Account Clerks, 2 Senior Statistical Machine Operators, 5 Statistical Machine Operators.

Deputy Section: Supervising Deputy Collector, 10 Deputy Collectors.

Tellers Section: Head Teller, 4 Tellers.

Abatement Section: Abatement Supervisor, Senior Clerk and Typist.

Motor Vehicle Cancellation Section: Senior Clerk.

Central Mailing Unit: Senior Clerk.

Temporary Employees: \$7,600.00.

Overtime: \$10,200.00.

Contractual Services: Maintenance of tabulators, sorters, interpreter and punch machines, \$2,800.00; travel expenses for deputies to wards and outside stations, \$175.00; binding manuscripts, cash books, etc., \$1,640.00; freight on rented tabulating machines, \$160.00.

Supplies and Materials: Postage, \$26,500.00; bill forms, cards, and stationery, \$13,123.00; microfilm, \$255.00.

Current Charges and Obligations: Subscriptions, \$107.00; premiums on surety bonds, \$1,200.00; rental of machines, \$5,278.00.

Equipment: City directories, \$380.00; law books, \$45.00.

Collecting Division, Treasury Department—(Continued)

3. ESTABLISHING TAX TITLES ON REAL ESTATE

Prepares city liens on properties for unpaid real estate taxes, prepares tax sale advertisements, and records titles in the Registry of Deeds of properties acquired by the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1	\$6,516 00	\$21,200 00	\$850 00	\$160 00	\$75 00	\$28,801 00

Personal Services: Tax Title Supervisor, Temporary Employee, \$800.00.

Contractual Services: Advertising in City Record for tax title takings, \$4,162.00; recording at Registry of Deeds, \$16,388.00; typing deeds, \$650.00.

Supplies and Materials: Forms, cards, and stationery, \$850.00.

Current Charges and Obligations: Premiums on surety bonds, \$160.00.

Equipment: Directory, \$75.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	5	\$29,732 00	\$225 00	\$572 00	\$1,880 00	—	\$32,409 00
2. Collection of Taxes, Assessments and Other Claims .	32	168,352 00	4,775 00	39,878 00	6,585 00	\$425 00	220,015 00
3. Establishing Tax Titles on Real Estate .	1	6,516 00	21,200 00	850 00	160 00	75 00	28,801 00
TOTALS	38	\$204,600 00	\$26,200 00	\$41,300 00	\$8,625 00	\$500 00	\$281,225 00

TREASURY DIVISION, TREASURY DEPARTMENT

1-01-38

The Treasury Division has the responsibility for the care and custody of the current funds of the city and county and for all monies, properties, and securities placed in its charge by any statute, gift, devise, bequest, or deposit, and pays audited bills and demands against the city.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$188,220 02	\$194,063 78	\$199,100 00	\$203,833 00	\$189,100 00	
-Contractual Services . . .	24,451 45	22,783 04	25,296 00	24,895 00	24,395 00	
-Supplies & Materials . . .	15,177 14	16,123 96	14,500 00	15,950 00	15,050 00	
-Current Charges & Oblig's	43,477 12	37,416 88	45,759 00	47,135 00	44,635 00	
-Equipment	90 50	60 00	1,416 00	426 00	426 00	
TOTALS	\$271,416 23	\$270,447 66	\$286,071 00	\$292,239 00	\$273,606 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$100 00

C — PROGRAMS

1. ADMINISTRATIVE, ACCOUNTING, AND GENERAL SERVICES

General supervision and direction of activities; keeps detailed records of city and county debt accounts, including 25 trust funds totaling \$24,600,000.00 and 27 sinking funds; issues debt of the city; pays interest and redeems debt when due; prepares checks on discount drafts, signs and distributes checks on regular drafts, prepares and distributes checks on soldiers' relief and pension rolls.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$86,000 00	\$2,948 00	\$2,050 00	\$3,787 00	\$426 00	\$95,211 00

Personal Services: Performance under this program is divided among the following sections:

- Administrative Section: Collector-Treasurer and First Assistant Collector-Treasurer.
- Bookkeeping Section: Principal Accountant, Accountant Paymaster, and Clerical Employee.
- General Services Section: Head Clerk and 9 Clerical Employees.

Contractual Services: Telegraph services to New York City, \$150.00; servicing of office equipment, \$50.00; expenses of delivery of temporary loan notes to New York City, \$900.00; cleaning office coats, \$325.00; freight charges, \$25.00; binding records, \$100.00; transporting deposits to bank, \$1,398.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00; general operating supplies, \$50.00.

Current Charges and Obligations: Dues and subscriptions, \$60.00; safety deposit boxes, \$650.00; premiums on surety bonds, \$1,989.00; robbery and safe burglary policy, \$1,088.00.

Equipment: City directory, bond value tables, investors' service, advance sheets of supplement to General Laws, \$426.00.

2. PAYMENT OF CITY AND COUNTY EMPLOYEES

Receives from City Auditor approximately 1,000,000 payroll checks annually for signature and distribution; 16,000 employees are paid weekly by check; issues checks to paymasters for cash payments to be made, makes payment in cash to 10,000 employees weekly at various locations throughout the city; reconciles payroll deductions with amounts paid to organizations concerned; reconciles 54 accounts of the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$63,100 00	\$16,647 00	\$7,800 00	\$2,512 00	\$90,059 00

Personal Services: Performance under this program is divided among the following sections:

- Payroll Section: 2 Principal Accountants, County Paymaster, 6 Paymaster-clerks.
- Account Reconciliation Section: Second Assistant Collector-Treasurer, Principal Account Clerk, and 1 Clerical Employee. Overtime, \$1,100.00.

Contractual Services: Servicing of office equipment, \$150.00; transportation for paymasters, \$15,099.00; delivery of funds to paymasters, \$1,398.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$7,800.00.

Current Charges and Obligations: Robbery and burglary insurance, \$1,088.00; premiums on surety bonds, \$1,424.00.

3. PAYMENT OF OTHER CITY AND COUNTY OBLIGATIONS

Prepares checks and makes delivery over-the-counter for payment of special drafts, refunds and court executions receives coupons from banks and issues checks in payment thereof; maintains interest accounts and prepares checks on registered bonds.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$16,000 00	\$150 00	\$4,700 00	\$160 00	\$21,010 00

Personal Services: Head Bond and Interest Teller, Paymaster, and Principal Account Clerk.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$4,700.00.

Current Charges and Obligations: Premiums on surety bonds, \$160.00.

4. CONTROL OF TAX TITLE PROPERTIES

Establishes accounts for land advertised for sale for delinquent taxes, keeps record of foreclosed property, receive payments on tax title properties and sale of foreclosed parcels. Approximately 4,300 tax title and 3,000 foreclosed accounts are maintained and 4,800 payments posted annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$24,000 00	\$4,650 00	\$500 00	\$38,176 00	\$67,326 00

Personal Services: Chief of Tax Title Division, and 2 Tax Title Tellers, 2 Clerical Employees.

Contractual Services: Servicing of office equipment, \$50.00; binding, \$100.00; expenses of examination, sheriff fees of tax title cases, \$4,500.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$500.00.

Current Charges and Obligations: Premiums on surety bonds, \$176.00; Land Court fees for foreclosure of Tax Title Properties (Section 501 Chap. 60, Gen. Laws) \$38,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative, Accounting and General Services	16	\$86,000 00	\$2,948 00	\$2,050 00	\$3,787 00	\$426 00	\$95,211 00
2. Payment of City and County Employees	12	63,100 00	16,647 00	7,800 00	2,512 00	—	90,059 00
3. Payment of Other City and County Obligations	3	16,000 00	150 00	4,700 00	160 00	—	21,010 00
4. Control of Tax Title Properties	5	24,000 00	4,650 00	500 00	38,176 00	—	67,326 00
TOTALS	36	\$189,100 00	\$24,395 00	\$15,050 00	\$44,635 00	\$426 00	\$273,606 00

BOARD OF COMMISSIONERS OF SINKING FUNDS, TREASURY DEPARTMENT

1-01-39

The Board of Commissioners of Sinking Funds, consisting of six unpaid members, two of whom are appointed annually by the Mayor for a term of three years, is charged with the responsibility for the investment and reinvestment of funds deposited in sinking funds to provide for the redemption of city debt.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$2,199 96	\$2,199 96	\$2,200 00	\$2,200 00	\$2,200 00	
-Supplies & Materials . .	275 00	219 80	300 00	300 00	300 00	
-Current Charges & Oblig's	150 00	150 00	150 00	150 00	150 00	
TOTALS	\$2,624 96	\$2,569 76	\$2,650 00	\$2,650 00	\$2,650 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. SUPERVISING INVESTMENT OF SINKING FUNDS

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
2	\$2,200 00	\$300 00	\$150 00	\$2,650 00

Personal Services: Collector-Treasurer, First Assistant Collector-Treasurer.

Supplies and Materials: Forms and stationery, \$300.00.

Current Charges and Obligations: Rent of safety deposit vault for securities, \$150.00.

ADMINISTRATIVE SERVICES DEPARTMENT

1-01-40

The Administrative Services Department represents a combination of the key management functions of budget personnel, purchasing, and financial administration. It is under the charge of a board, called the Administrative Services Board, consisting of the Director of Administrative Services as chairman, Supervisor of Budgets, the Supervisor of Personnel, the Purchasing Agent, and the Collector-Treasurer and City Auditor and Assessor of Taxes, ex officio. It is the duty of the board to make, under the Mayor, studies and recommendations with respect to the organization, activities, policies, and procedures of all departments, boards, and officers so that the administration thereof shall be economical and efficient.

The department's activities are carried on by eight divisions, and a summary of the divisional appropriations is given below:

Title	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Administrative Division . . .	\$47,234 52	\$52,178 43	\$50,075 00	\$129,122 00	\$128,897 00	
Personnel Division . . .	51,939 26	52,165 77	62,905 00	58,372 00	58,245 00	
Purchasing Division . . .	148,887 99	143,160 38	148,250 00	163,876 00	152,000 00	
Budget Division . . .	63,397 72	62,394 56	63,135 00	64,862 00	64,662 00	
Printing Section, Purchasing Division . . .	720,265 29	703,178 38	690,505 00	736,287 00	721,805 00	
Office Supplies Account, Pur- chasing Division, Printing Section . . .	11,824 64	8,589 65	10,000 00	15,000 00	15,000 00	
Art Commission . . .	5,961 62	3,346 60	11,037 00	2,552 00	2,047 00	
Complaints Division . . .	9,632 38	11,150 84	17,297 00	16,484 00	11,697 00	
TOTALS . . .	\$1,059,143 42	\$1,036,164 61	\$1,053,204 00	\$1,186,555 00	\$1,154,353 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$848,800 82	\$843,578 41	\$852,124 00	\$895,692 00	\$879,993 00	
2—Contractual Services . . .	96,857 40	85,624 55	98,685 00	101,415 00	91,205 00	
3—Supplies and Materials . . .	97,934 17	96,771 94	90,000 00	101,200 00	96,010 00	
4—Current Charges & Oblig's	1,721 48	986 05	1,270 00	71,323 00	71,220 00	
5—Equipment . . .	2,004 91	614 01	1,125 00	1,925 00	925 00	
Special Appropriations . . .	11,824 64	8,589 65	10,000 00	15,000 00	15,000 00	
TOTALS . . .	\$1,059,143 42	\$1,036,164 61	\$1,053,204 00	\$1,186,555 00	\$1,154,353 00	

In the pages that follow the detail applicable to each of the eight divisions of the department is presented.

ADMINISTRATIVE DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-41

This division surveys and studies departmental activities and procedures and sets forth its findings and recommendations in reports and bulletins. The Director reviews all personnel proposals submitted by heads of departments, and his decisions are final except when the Mayor orders otherwise in writing.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$45,493 97	\$49,707 91	\$47,350 00	\$56,022 00	\$56,022 00	
-Contractual Services . . .	539 54	931 93	1,275 00	1,600 00	1,375 00	
-Supplies & Materials . . .	1,086 41	1,372 99	1,250 00	1,250 00	1,250 00	
-Current Charges & Oblig's	48 00	67 60	100 00	70,150 00	70,150 00	
-Equipment	66 60	98 00	100 00	100 00	100 00	
TOTALS	\$47,234 52	\$52,178 43	\$50,075 00	\$129,122 00	\$128,897 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. SUPERVISION AND CONDUCT OF DEPARTMENTAL SURVEYS AND STUDIES

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$56,022 00	\$1,375 00	\$1,250 00	\$70,150 00	\$100 00	\$128,897 00

Personal Services: Director, Administrative Secretary, Head Administrative Clerk, Senior Administrative Analyst, Principal Clerk and Stenographer, Principal Clerk, Director of Traffic Safety Education.

Contractual Services: Travel expenses, conferences, \$700.00; printing and binding, \$600.00; servicing of office machines, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,250.00.

Current Charges and Obligations: Association dues, \$150.00; rental of Data Processing equipment, \$70,000.00.

Equipment: Library Books, \$100.00.

PERSONNEL DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-42

This division administers the compensation plans established for city and county employees, maintains complete personnel records, and makes recommendations designed to improve and coordinate the handling of personnel matters.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$51,149 13	\$51,721 37	\$61,660 00	\$57,327 00	\$57,300 00	
2—Contractual Services . . .	81 00	173 45	600 00	400 00	300 00	
3—Supplies & Materials . . .	592 54	236 95	500 00	500 00	500 00	
4—Current Charges & Oblig's	36 00	24 00	120 00	120 00	120 00	
5—Equipment	80 59	10 00	25 00	25 00	25 00	
TOTALS	\$51,939 26	\$52,165 77	\$62,905 00	\$58,372 00	\$58,245 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. MAINTENANCE OF PERSONNEL RECORDS AND CONTROLS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$57,300 00	\$300 00	\$500 00	\$120 00	\$25 00	\$58,245 00

Personal Services: Supervisor of Personnel, Assistant Supervisor of Personnel, Principal Clerk and Secretary, 5 Principal Clerks, Clerical Employee. Overtime, \$1,000.00.

Contractual Services: Travel expenses to conventions, \$200.00; mimeographing service, \$50.00; repairs and servicing of equipment, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$120.00.

Equipment: Library books, \$25.00.

PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-43

It is the function of the Purchasing Division to furnish materials, supplies, and equipment to the various city departments upon receipt of requisitions from departments. Approximately 20,000 requisitions are received each year which, when processed, involve the issuance of 25,000 purchase orders and the disbursement of some \$10,000,000.00.

The division also supplies the printing and binding requirements of city departments and in the course of a year process 5,000 requisitions of this type.

It is the responsibility of the Purchasing Division to make certain that the materials, supplies, and equipment ordered be delivered in accordance with specifications. The repair and servicing of office equipment and the refinishing of office furniture is also performed by this department.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$136,886 73	\$133,386 98	\$138,500 00	\$152,626 00	\$142,500 00	
Contractual Services	5,508 09	4,996 64	5,100 00	5,850 00	5,100 00	
Supplies & Materials	4,331 77	4,477 13	4,000 00	4,900 00	4,000 00	
Current Charges & Oblig's	985 50	222 35	400 00	400 00	300 00	
Equipment	1,175 90	77 28	250 00	100 00	100 00	
TOTALS	\$148,887 99	\$143,160 38	\$148,250 00	\$163,876 00	\$152,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and is responsible for computing requisitions after processing by the buying agents and for the typing and mailing of purchase orders, requests for quotations, cancellations, standard invoices, and other documents. Statistics are compiled and departmental files are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$51,025 85	\$2,000 00	\$2,100 00	\$70 00	\$80 00	\$55,275 85

Personal Services: Purchasing Agent, Assistant Purchasing Agent, Principal Clerk and Secretary, and 7 Clerical Employees.

Contractual Services: Convention travel, \$200.00; advertising and posting, \$1,800.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,100.00.

Current Charges and Obligations: Dues and subscriptions, \$70.00.

Equipment: Library books, \$80.00.

2. PROCUREMENT OF SUPPLIES, MATERIALS, AND EQUIPMENT

Responsible for buying the commodities requisitioned by means of public advertising for sealed bids, informal written quotations, and telephone inquiries; and for the preparation of all public advertisements and proposals; the receipt and opening of sealed bids and the drafting of contracts entered into by the city with vendors; also is responsible for the inspection of commodities purchased, both at vendor's place of business and at the city delivery point. The services of the United States Department of Agriculture, Inspection Division, are utilized in the inspection of fresh fruit and vegetables, meats, poultry, and eggs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$81,999 85	\$2,300 00	\$1,500 00	\$230 00	\$20 00	\$86,049 85

Personal Services: 2 Senior Buyers, 7 Buyers, 4 Assistant Buyers, 3 Clerical Employees.

Contractual Services: Servicing of office equipment, \$50.00; use of Department of Agriculture car for inspection of meats, fruits, and vegetables, \$350.00; mimeographing and duplicating services, \$1,000.00; testing supplies, including coal, oil, tea, coffee, etc., \$900.00.

Supplies and Materials: Postage, forms, stationery, \$1,500.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, \$230.00.

Equipment: Library books, \$20.00.

Purchasing Division — Continued

3. REPAIR AND SERVICING OF OFFICE EQUIPMENT AND SURPLUS PROPERTY

Provides servicing and repairs of office equipment and the refinishing of office furniture for all city and county departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$9,474 30	\$800 00	\$400 00	\$10,674 30

Personal Services: 2 Typewriter Technicians and Inspectors.

Contractual Services: Services for refinishing surplus property, \$800.00.

Supplies and Materials: Repair parts for typewriters, \$400.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	10	\$51,025 85	\$2,000 00	\$2,100 00	\$70 00	\$80 00	\$55,275 85
2. Procurement of Supplies, Materials, and Equipment	16	81,999 85	2,300 00	1,500 00	230 00	20 00	86,049 85
3. Repair and Servicing of Office Equip- ment and Surplus Property	2	9,474 30	800 00	400 00	—	—	10,674 30
TOTALS	28	\$142,500 00	\$5,100 00	\$4,000 00	\$300 00	\$100 00	\$152,000 00

BUDGET DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-44

This division is responsible for the preparation of the annual and all supplementary budgets as well as all subsequent revisions of the items in any budget. Contacts are maintained through field visits to all departments. Organization method studies are made and assistance given the departments in the installation of improved procedures.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$61,438 32	\$60,398 26	\$61,000 00	\$62,807 00	\$62,807 00	
2—Contractual Services	976 81	1,041 81	1,285 00	1,005 00	805 00	
3—Supplies & Materials	972 59	944 49	800 00	1,000 00	1,000 00	
4—Current Charges & Oblig's	10 00	10 00	50 00	50 00	50 00	
TOTALS	\$63,397 72	\$62,394 56	\$63,135 00	\$64,862 00	\$64,662 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

I. REVIEW AND ANALYSIS OF BUDGETARY NEEDS AND REQUIREMENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$62,807 00	\$805 00	\$1,000 00	\$50 00	\$64,662 00

Personal Services: Supervisor of Budgets, 3 Principal Budget Analysts, 2 Senior Budget Analysts, 1 Senior Accountant, and Principal Clerk and Typist. Overtime, \$4,000.00.

Contractual Services: Carfares and mileage for Budget Analysts for visiting various departments, \$300.00; attendance at Municipal Finance Officers Association Conventions, \$470.00; repair of equipment, \$35.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00.

Current Charges: Dues and subscriptions, \$50.00.

PRINTING SECTION, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-45

The Printing Plant, which is a section of the Purchasing Division, supplies all printing, binding, stationery, and office supplies used by city departments. It occupies its own building, containing approximately 45,000 square feet of floor space. The Purchasing Agent is in charge of plant operations and is responsible for the standardization of all printing and binding.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$543,589 57	\$536,753 34	\$525,500 00	\$549,709 00	\$548,900 00	
Contractual Services	84,819 09	76,098 62	80,410 00	91,045 00	82,610 00	
Supplies & Materials	90,532 83	89,464 07	83,245 00	93,230 00	88,995 00	
Current Charges & Oblig's	641 98	662 10	600 00	603 00	600 00	
Equipment	681 82	200 25	750 00	1,700 00	700 00	
TOTALS	\$720,265 29	\$703,178 38	\$690,505 00	\$736,287 00	\$721,805 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$685,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and general financial and clerical services; prepares payrolls; prepares estimates of job costs; maintains a central supply of office supplies for use throughout the city; provides for the maintenance and preservation of plant property.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$56,897 05	\$6,770 00	\$7,940 00	\$480 00	\$72,087 05

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Administrative Assistant, Printing; General Foreman of Printing Production.
General Services Section: Head Administrative Clerk, 5 Clerical Employees, Clerk and Messenger.

Building Maintenance Unit: 3 Laborers.

Contractual Services: Telephone service, \$2,100.00; electricity, \$1,000.00; fireroom repairs, boilers, oil burners and vacuum pumps, \$800.00; plumbing repairs, \$100.00; elevator repairs, \$250.00; servicing of office equipment, \$25.00; carfares, \$10.00; cleaning windows, \$300.00; elevator inspection, \$180.00; install dark room, \$2,000.00; miscellaneous, \$5.00.

Supplies and Materials: Fuel oil, \$7,000.00; custodial supplies, \$300.00; postage, forms, and stationery, \$400.00; miscellaneous supplies and materials, \$220.00; first aid supplies, \$20.00.

Current Charges and Obligations: Machine rentals, \$480.00.

2. PREPARATION OF TYPE AND PLATES

Sets type by machine, using both monotype and linotype machines. Material which cannot be set by machine is prepared by hand composition. The proofreading unit marks copy for editorial changes, and marks typographical errors on proofs. The section operates sixteen monotype keyboards, ten monotype casting machines, six linotype machines, and other related equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
39	\$259,689 69	\$4,475 00	\$500 00	\$57 00	\$275 00	\$264,996 69

Personal Services: Performance under this program is divided among the following sections:

Book Composing Unit: 2 Working Foremen, Printing Section: Head Stoneman, 12 Compositors, Compositor Stoneman.

Job Composing Unit: Working Foreman, Printing Section; 2 Linotype Operators.

Casting Room: 3 Monotype Caster Operators.

Monotype Keyboard Unit: Foreman Monotype Typesetting Department, 8 Monotype Keyboard Operators.

Proofreading Unit: Head Proofreader, 7 Proofreaders.

Temporary Employees, \$1,000.00. Overtime, \$250.00.

Contractual Services: Gas and electricity, \$2,800.00; repairs to buildings, \$1,550.00; repairs of machines, \$125.00.

Supplies and Materials: Repair parts for equipment, \$500.00.

Current Charges and Obligations: Rentals, \$57.00.

Equipment: Emergency replacements of equipment, \$275.00.

Printing Section — Continued

3. PRODUCTION OF PRINTED MATTER

Responsible for operating the presses, binding, and completing all print jobs. The section operates 21 presses, cutters, 2 folding machines, punching machine, drill press, and round corner machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
24	\$147,951 92	\$5,200 00	\$700 00	\$60 00	\$275 00	\$154,186 92

Personal Services: Performance under this program is divided among the following sections:

Cylinder Pressroom: Foreman, Pressroom, 7 Cylinder Pressmen, 4 Cylinder Pressfeeders.

Job Pressroom: Head Job Pressman, 4 Job Pressmen, Multilith Press Operator.

Bindery: 3 Sheet Stockmen, Bookbinder, 2 Bookbinders and Cutters.

Temporary Employees, \$1,000.00. Overtime, \$250.00.

Contractual Services: Repairs and servicing of equipment, \$2,200.00; electricity, \$1,700.00; renovations, \$1,300.00.

Supplies and Materials: Repair parts for equipment, \$100.00; tools and instruments, \$200.00. General Operating Supplies, \$400.00.

Current Charges and Obligations: Machine rentals, \$60.00.

Equipment: Emergency replacements of equipment, \$275.00.

4. PROCUREMENT OF MATERIALS AND SERVICES INVOLVED IN PRODUCTION

Requisitions and distributes printing materials and services necessary for the completion of work; assigns jobs for processing, and checks progress of production. Responsible for supervision of activities necessary for shipping and delivery of printing and office supplies to the city and county departments; maintains stockroom and perpetual stock inventory records for printing papers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$26,713 54	\$62,215 00	\$75,155 00	\$3 00	\$164,086 54

Personal Services: Performance under this program is divided among the following sections:

Job Processing: Printing Production Analyst, Assistant Printing Production Analyst, Clerk and Typist.

Shipping and Delivery: Stores Deliveryman, Shipper and Sheet Stockman.

Contractual Services: Outside services to complete manufacture: ruling, \$6,000.00; binding, \$42,150.00; electros, cuts, and engravings, \$2,000.00; servicing of equipment, \$100.00; outside composition, \$1,000.00; relief printing, \$700.00; diestamping, \$1,500.00, other outside printing, \$4,915.00; silk screen process, \$400.00; electricity, \$1,000.00; minor building repairs, \$500.00.

Supplies and Materials: Paper stock and envelopes, \$48,000.00; printing inks, \$700.00; postage stock, \$24,385.00; gasoline and oil for delivery truck, \$175.00; general operating supplies, \$380.00; binders, mimeograph supplies, etc., \$1,515.00.

Current Charges and Obligations: Registration of truck, \$3.00.

5. ADDRESSOGRAPH SECTION

Maintains library of 500,000 Addressograph plates for residents of Boston over 20 years of age. Operates fifteen machines necessary for the production of the Annual List of Residents, the Voting List, and the Police List; and the preparation of tax bills and corresponding lists for collections.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
8	\$57,647 80	\$3,950 00	\$4,700 00	\$150 00	\$66,447 80

Personal Services: 2 Working Foremen, Printing Section; 6 Compositors.

Temporary Employees: \$5,500.00.

Contractual Services: Repairs and servicing of equipment, \$1,450.00; electricity, \$2,000.00; minor building repairs, \$500.00.

Supplies and Materials: Repair parts for equipment, \$300.00; general operating supplies, \$4,400.00.

Equipment: Emergency replacements of equipment, \$150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	12	\$56,897 05	\$6,770 00	\$7,940 00	\$480 00	—	\$72,087
2. Preparation of Type and Plates	39	259,689 69	4,475 00	500 00	57 00	\$275 00	264,996
3. Production of Printed Matter	24	147,951 92	5,200 00	700 00	60 00	275 00	154,186
4. Procurement of Materials and Services Involved in Production	5	26,713 54	62,215 00	75,155 00	3 00	—	164,086
5. Addressograph Section	8	57,647 80	3,950 00	4,700 00	—	150 00	66,447
TOTALS	88	\$548,900 00	\$82,610 00	\$88,995 00	\$600 00	\$700 00	\$721,805

**OFFICE SUPPLIES ACCOUNT,
PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT**

1-01-46

City departments make use collectively of many standard items of office supplies. If purchased from outside suppliers as individual departmental requisitions are submitted, the city will pay maximum prices. If, however, the total of annual purchases by all departments is calculated and included in a proposal for competitive bids, substantial savings will be secured. This appropriation will permit the Purchasing Agent to secure, after public advertising, a year's supply of various items of office supplies and store them in the Printing Section for issuance as individual departmental requisitions are received.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriations: Office Supplies Account, Purchasing Division, Administrative Services Department	\$11,824 64	\$8,589 65	\$10,000 00	\$15,000 00	\$15,000 00	
Estimated departmental revenues for 1962						\$15,000 00

ART COMMISSION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-47

The Art Commission has custody and care of all works of art owned by the city. No work of art can be accepted by the city or erected or placed in any public area without the approval of the Commission. The Commission is also responsible for the upkeep of monuments in public squares and the care of existing paintings owned by the city.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$1,032 00	\$946 00	\$1,032 00	\$1,032 00	\$1,032 00	
Contractual Services	4,924 62	2,374 60	10,000 00	1,500 00	1,000 00	
Supplies & Materials	5 00	26 00	5 00	20 00	15 00	
TOTALS	\$5,961 62	\$3,346 60	\$11,037 00	\$2,552 00	\$2,047 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. CUSTODY AND CARE OF WORKS OF ART

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
1	\$1,032 00	\$1,000 00	\$15 00	\$2,047 00

Personal Services: Clerk.

Contractual Services: For the purpose of cleaning and emergency small repair of markers and monuments during the year, \$1,000.00.

Supplies and Materials: Postage and office supplies, \$15.00.

COMPLAINTS DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-48

The Complaints Division investigates and follows up all complaints received from citizens and taxpayers. When action has been taken by the department or agency involved, notice is sent to the complainant. Approximately 70 complaints are processed daily.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$9,211 10	\$10,664 55	\$17,082 00	\$16,169 00	\$11,432 00	
2—Contractual Services . . .	8 25	7 50	15 00	15 00	15 00	
3—Supplies and Materials . . .	413 03	250 31	200 00	300 00	250 00	
5—Equipment	—	228 48	—	—	—	
TOTALS	\$9,632 38	\$11,150 84	\$17,297 00	\$16,484 00	\$11,697 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. PROCESSING OF COMPLAINTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$11,432 00	\$15 00	\$250 00	\$11,697 00

Personal Services: Head Clerk, Principal Clerk and Secretary.

Contractual Services: Repairs to typewriter, \$15.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$250.00.

LAW DEPARTMENT

1-01-51

The Law Department has general charge of the legal work of the city, represents the City of Boston and County Suffolk and their employees in all litigation to which it is a party, prosecutes certain criminal proceedings, does the conveyancing work for the various municipal departments, performs the legal work incidental to tax foreclosures, prepares and approves all municipal contracts and bonds, furnishes legal opinions to the Mayor and the City Council and to the various department heads and city and county officials, including the School Committee, on matters relating to the discharge of their official duties, prepares petitions for and drafts legislation in which the city has an interest, and appears and presents the city before the various committees of Legislature, before other boards, commissions, and administrative agencies including the Interstate Commerce Commission, Civil Aeronautics Board, and other federal agencies, the Appellate Tax Board, Industrial Accident Board, and the Department of Public Utilities.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$319,537 87	\$337,383 62	\$348,800 00	\$369,182 00	\$357,500 00	
Contractual Services	43,320 18	40,317 72	69,150 00	85,550 00	69,550 00	
Supplies & Materials	3,630 98	3,971 58	6,060 00	6,300 00	5,700 00	
Current Charges & Oblig's	1,538 00	1,583 00	1,600 00	1,710 00	1,700 00	
Equipment	1,568 29	1,629 68	900 00	1,845 00	1,200 00	
TOTALS	\$369,595 32	\$384,885 60	\$426,510 00	\$464,587 00	\$435,650 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

The Corporation Counsel is in charge of the department, and has general supervision and direction of departmental activities.

The General Services Division under his direction provides the clerical and stenographic services for the department, prepares the budget estimates and maintains appropriation and expenditure records, processes and distributes supplies and equipment, prepares all bills for payment, and handles cash in connection with payment of witness fees and travel expenditures of employees.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19 \$95,875 00	\$5,550 00	\$1,281 00	\$1,000 00	\$1,200 00	\$104,906 00

Personal Services: Corporation Counsel, Head Administrative Clerk, Head Clerk, 3 Assistant Head Clerks, and 13 Clerical Employees.

Contractual Services: Telephone service, \$5,500.00; servicing of office equipment, \$50.00.

Supplies and Materials: Household supplies, \$100.00; postage, forms, cards, and stationery, \$1,181.00.

Current Charges and Obligations: Dues and subscriptions, \$805.00; premium on surety bond, \$10.00; rental of water cooler, Postage Meter and Western Union clock, \$185.00.

Equipment: Library books, \$1,200.00.

2. COUNSELING AND MISCELLANEOUS LITIGATION DIVISION

This division handles legislation, conveyancing, contracts and opinion services of the department. It also furnishes the personnel engaged in special litigation.

Personal Services No. Amount	Contractual Services	Supplies Materials	Total
13 \$85,610 00	\$3,450 00	\$405 00	\$89,465 00

Law Department — Continued

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

Conveyancing Section: 2 Assistant Corporation Counsels, and Title Examiner.

Opinion Section: Chief Legal Assistant.

Contract Section: Assistant Corporation Counsel.

Legislative Section: 2 Assistant Corporation Counsels.

Special Litigation Section: 5 Assistant Corporation Counsels.

Contractual Services: Travel expenses, \$700.00; employment of court stenographers, \$250.00; printing and binding, \$2,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$405.00.

3. GENERAL TRIAL DIVISION

The General Trial Division is charged with the investigation, preparation, trial, and settlement of all matters in the Courts of the Commonwealth, and before the Appellate Tax Board, other than the cases handled by the Counselor and Miscellaneous Litigation Division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
19	\$103,269 00	\$24,750 00	\$1,729 00	\$660 00	\$130,408 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Litigation Section: 7 Assistant Corporation Counsels.

Appellate Tax Section: 3 Assistant Corporation Counsels.

Investigating Section: Chief Claims Investigator, 2 Claim Investigators, 2 Senior Law Clerks and Investigators, 2 Constables, Legal Assistant.

Overtime: For investigations, \$2,700.00.

Contractual Services: Transportation, \$2,800.00; photography, \$7,000.00; appraisal services, \$4,600.00; medical services, \$7,000.00; wealth records, \$350.00; witness fees, \$3,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,729.00.

Current Charges and Obligations: Dues and subscriptions, \$650.00; premium surety bond, \$10.00.

4. COLLECTION DIVISION

This division is charged with the collection of taxes, debts and claims owed to the city by others, and handles such matters as tax title foreclosure proceedings, the enforcement of old age assistance and similar lines, actions of contract to recover bills for hospital and other services rendered by the city, actions of tort for damages to municipal property (generally done by motor vehicles), petitions against the Commonwealth and other municipalities for reimbursement for welfare aid to recipients not having a Boston settlement, proceedings against bankruptcy trustees, assignees for the benefit of creditors and the like, and proceedings against estates liable for abatements to decedent during his or her lifetime.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
10	\$72,746 00	\$35,800 00	\$2,285 00	\$40 00	\$110,871 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Collection Section: 2 Assistant Corporation Counsels, Legal Assistant.

Tax Title Section: Senior Legal Assistant, 3 Legal Assistants, Senior Law Clerk and Investigator, Senior Clerk and Typist.

Temporary: For collection of hospital bills, \$16,925.00.

Contractual Services: Advertising, \$300.00; court reporters, \$3,500.00; recording fees, writs, service of processes fees, \$32,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,285.00.

Current Charges and Obligations: Premium on Surety Bond, \$40.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	19	\$95,875 00	\$5,550 00	\$1,281 00	\$1,000 00	\$1,200 00	\$104,906
2. Counseling and Miscellaneous Litigation Division	13	85,610 00	3,450 00	405 00	—	—	89,465
3. General Trial Division	19	103,269 00	24,750 00	1,729 00	660 00	—	130,408
4. Collection Division	10	72,746 00	35,800 00	2,285 00	40 00	—	110,871
TOTALS	61	\$357,500 00	\$69,550 00	\$5,700 00	\$1,700 00	\$1,200 00	\$435,650

CITY CLERK DEPARTMENT

1-01-61

The City Clerk is elected by the City Council for the term of three years and has the care and custody of all records, documents, maps, plans, and papers of the city for which no other department is responsible. He attends all meetings of the City Council and maintains records of such meetings.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$81,677 58	\$85,924 55	\$86,068 00	\$87,688 00	\$87,688 00	
—Contractual Services . . .	4,826 75	2,740 77	3,255 00	5,625 00	5,625 00	
—Supplies & Materials . . .	1,673 29	1,276 79	1,855 00	2,005 00	2,005 00	
—Current Charges & Oblig's	179 00	269 50	158 00	170 00	170 00	
—Equipment	143 50	434 60	355 00	465 00	465 00	
TOTALS	\$88,500 12	\$90,646 21	\$91,691 00	\$95,953 00	\$95,953 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$65,500 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical and stenographic services, and prepares the official records of the city, containing all messages of the Mayor and orders, resolutions, and votes passed or adopted by the City Council. Claims for damages due to defects in the streets and damage to property incurred by employees of the instrumentalities of the city are processed, subcontractors' liens recorded, and venires of jurors drawn by the City Council prepared.

Personal Services	Contractual	Supplies	Current	Equipment	Total
No.	Amount	Materials	Charges		
4	\$28,035 00	\$4,775 00	\$400 00	\$138 00	\$185 00
					\$33,533 00

Personal Services: City Clerk, Assistant City Clerk, Principal Clerk, Principal Clerk and Secretary.
Contractual Services: Attendance at conventions, \$650.00; advertising of elections, ordinances, and public hearings, \$4,000.00; binding, \$100.00; servicing equipment, \$25.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.
Current Charges and Obligations: Subscriptions, \$103.00; premium on surety bonds, \$35.00.
Equipment: Library books, \$185.00.

2. RECORDING, FILING OF LEGAL DOCUMENTS, AND ISSUANCE OF LICENSES

Responsible for the receiving, filing, or recording annually of approximately 26,000 documents, including personal property mortgages, business name certificates, married women's business certificates, assignments of wages, and other related documents or papers required by statute to be filed or recorded. This involves the receipt of the proper recording filing fees, card indexing the documents, preparation of the documents for recording by the photographic and microphotographing process, and the subsequent preparation of the record books and indices for binding.

Sunday bowling licenses, commercial and family use shellfish permits, newsboys and bootblack licenses, and various other licenses are issued.

Personal Services	Contractual	Supplies	Current	Equipment	Total
No.	Amount	Services	Materials	Charges	
12	\$59,653 00	\$850 00	\$1,605 00	\$32 00	\$280 00
					\$62,420 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, and 9 Clerical Employees.
Contractual Services: Servicing of office equipment, \$75.00; printing, binding, and ruling of records of mortgages, \$725.00; cleaning, \$50.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$1,400.00; photographic paper and badges, \$205.00.
Current Charges and Obligations: Premium on surety bonds, \$20.00; commission renewal, \$12.00.
Equipment: Filing cases, \$280.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services . . .	4	\$28,035 00	\$4,775 00	\$400 00	\$138 00	\$185 00	\$33,533 00
Recording, Filing of Legal Documents, and Issuance of Licenses	12	59,653 00	850 00	1,605 00	32 00	280 00	62,420 00
TOTALS	16	\$87,688 00	\$5,625 00	\$2,005 00	\$170 00	\$465 00	\$95,953 00

CITY DOCUMENTS

1-01-62

The cost of printing and binding the annual reports of city departments, and other publications ordered printed by City Council or Mayor, is provided for by this appropriation.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
2—Contractual Services . . .	\$44,696 91	\$44,535 00	\$46,000 00	\$45,000 00	\$45,000 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C—PROGRAM

1. PRINTING AND BINDING OF CITY DOCUMENTS

Contractual Services: Printing and binding of City Documents, \$45,000.00.

BOARD OF ZONING ADJUSTMENT

1-01-72

The Board of Zoning Adjustment is authorized to establish and change zone boundaries and to review decisions of the Board of Appeals granting height variances.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$454 40	\$454 90	\$460 00	\$460 00	\$460 00	
—Contractual Services . . .	1,217 25	1,400 50	1,640 00	1,640 00	1,640 00	
—Supplies & Materials . . .	244 51	75 00	300 00	300 00	300 00	
TOTALS	\$1,916 16	\$1,930 40	\$2,400 00	\$2,400 00	\$2,400 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$350 00

C — PROGRAM

I. DETERMINATION OF PETITIONS FOR ADJUSTMENT OF ZONE BOUNDARIES

Personal Services No. Amount	Contractual Services	Supplies Materials	Total
2 \$460 00	\$1,640 00	\$300 00	\$2,400 00

Personal Services: Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Messenger service, \$400.00; travel expenses in connection with petitions for zoning changes, \$50.00; advertising public hearing, \$350.00; blueprints of areas involved in zoning petitions, \$100.00; reporting of public hearings, \$740.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

ZONING COMMISSION

1-01-73

The Zoning Commission is the official authority that has the power to adopt a new zoning regulation and from time to time, once the original regulation is adopted, amend it upon petition or otherwise, rendered after a public hearing following advertisement.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Zoning Commission	—	\$1,240 80	\$2,400 00	\$2,400 00	\$2,400 00	

REAL PROPERTY DEPARTMENT

1-01-80

The Real Property Department has general responsibility for the care and disposal of property acquired for taxes and surplus real estate belonging to the City of Boston, and for the operation and maintenance of municipal and court buildings not assigned to a specific department.

The department's activities are carried on by three divisions and a summary of the divisional appropriations is given below:

Title	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Property Division	\$141,918 50	\$217,975 98	\$311,902 00	\$414,020 00	\$287,975 00	
Bldgs. Div. (City Buildings) .	1,053,111 85	1,089,309 03	1,172,908 00	1,326,257 00	1,127,822 00	
Market Division	35,300 88	36,588 20	37,077 00	38,026 00	36,791 00	
TOTALS	\$1,230,331 23	\$1,343,873 21	\$1,521,887 00	\$1,778,303 00	\$1,452,588 00	

The above tabulation does not include the appropriation of \$195,455.00 for the operation of the county building contained in the County Section, which will be administered by the Buildings Division.

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$749,357 02	\$780,914 41	\$760,803 00	\$827,555 00	\$799,265 00	
2—Contractual Services . . .	327,156 30	402,191 30	451,164 00	610,328 00	445,036 00	
3—Supplies & Materials . . .	53,666 02	56,931 78	58,405 00	82,380 00	58,950 00	
4—Current Charges & Oblig's	73,465 70	88,464 61	96,115 00	98,940 00	98,937 00	
5—Equipment	194 09	409 90	400 00	3,900 00	400 00	
7—Structures & Improvements	26,492 10	14,961 21	155,000 00	155,200 00	50,000 00	
TOTALS	\$1,230,331 23	\$1,343,873 21	\$1,521,887 00	\$1,778,303 00	\$1,452,588 00	

In the pages that follow the detail applicable to each of the three divisions of the department is presented.

PROPERTY DIVISION, REAL PROPERTY DEPARTMENT

1-01-85

The Property Division has the responsibility for the care and disposal of all real estate belonging to the city which not held by other departments for specific municipal purposes. It also has the duty of providing off-street parking where necessary and advisable. It administers leases on a long-term basis for three downtown sites on which parking garages have been erected, and administers leases on a short-term basis for four downtown sites on which parking garages have also been erected. An eighth garage is being erected to be completed in 1961 and two parking lots are leased on an annual basis. Ten suburban parking lots are operated, in which meters have been installed for the collection of fees.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$77,914 51	\$75,506 74	\$81,172 00	\$98,795 00	\$96,500 00	
-Contractual Services	50,696 61	112,480 76	107,450 00	194,450 00	122,900 00	
-Supplies & Materials	1,489 76	2,328 92	1,605 00	3,650 00	1,700 00	
-Current Charges & Oblig's	5,896 60	13,192 07	21,525 00	16,725 00	16,725 00	
-Equipment	146 69	253 03	150 00	400 00	150 00	
-Structures & Improvements	5,774 33	14,214 46	100,000 00	100,000 00	50,000 00	
TOTALS	\$141,918 50	\$217,975 98	\$311,902 00	\$414,020 00	\$287,975 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$2,180,700 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Maintenance of records and accounting for all money received from sale of city-owned property. Provides engineering service to determine the need for off-street parking facilities and preparation of plans for such developments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$52,460 00	\$450 00	\$1,665 00	\$325 00	\$150 00	\$55,050 00

Personal Services: Commissioner of Real Property, Executive Secretary, 8 Clerks.
Contractual Services: Servicing of equipment, \$300.00; travel to convention, \$150.00.
Supplies and Materials: Paper cups, \$15.00; postage, \$300.00; forms, cards, stationery, \$1,000.00; gasoline and lubricants, \$350.00.
Current Charges and Obligations: Premiums on surety bonds, \$100.00; rental of water cooler, \$75.00; dues and subscriptions, \$150.00.
Equipment: Library books, \$150.00.

2. CARE AND DISPOSAL OF FORECLOSED REAL ESTATE AND SURPLUS PROPERTY

Maintenance, care and disposal by auction of property acquired by foreclosure of title or transferred to the department by order of the City Council. At the time of preparing the budget, the number of parcels held totaled 2,779, of which 105 were real estate, and 2,674 were vacant lots. During the year 1961, 188 parcels were sold, at a total sale value of \$410,050.00.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
5	\$44,040 00	\$99,050 00	\$35 00	\$3,150 00	\$50,000 00	\$196,275 00

Personal Services: Real Property Agent, 2 Assistant Real Estate Custodians, Auctioneer, Senior Civil Engineer.
 Temporary Employees: 6 employees to assist in accelerated program to dispose of property, \$15,000.00.
Contractual Services: Steam service, \$3,000.00; repairs: carpentry, \$15,000.00; electrical, \$2,000.00; plumbing and steamfitting, \$7,500.00; roofing and masonry, \$5,500.00; advertising for sale of city-owned properties at public auction, \$30,000.00; carfares for purpose of inspecting properties, \$150.00; printing and binding, \$3,500.00; recording and judicial services, \$100.00; cleaning and removal of debris from city-owned land, \$32,000.00.
Supplies and Materials: Photographic supplies, \$35.00.
Current Charges and Obligations: Hold-up insurance, fidelity bonds, insurance on Houghton & Dutton Building and bond for Auctioneer, \$3,150.00.
Structures and Improvements: Alterations and repairs to Houghton & Dutton Building, \$50,000.00.

3. MAINTENANCE OF PARKING FACILITIES, LOCAL COMMUNITIES

Responsible for the maintenance, cleaning, removal of debris and snow removal.

Contractual Services	Current Charges	Total
\$23,400 00	\$13,250 00	\$36,650 00

Contractual Services: Electricity, \$4,000.00; repairs: electrical, \$2,000.00; repairing to parking garages, \$3,000.00; cleaning debris and snow from 9 off-street parking facilities, \$14,400.00.

Current Charges and Obligations: Insurance, fire, parking facilities: St. James Avenue, \$3,200.00; Kingston Street, \$3,050.00; Fort Hill, \$2,500.00, Central Street, \$4,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	10	\$52,460 00	\$450 00	\$1,665 00	\$325 00	\$150 00	—	\$55,050 00
2. Care and Disposal of Foreclosed Real Estate and Surplus Municipal Property	5	44,040 00	99,050 00	35 00	3,150 00	—	\$50,000 00	196,275 00
3. Maintenance of Parking Facilities, Local Communities	—	—	23,400 00	—	13,250 00	—	—	36,650 00
TOTALS	15	\$96,500 00	\$122,900 00	\$1,700 00	\$16,725 00	\$150 00	\$50,000 00	\$287,975 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

1-01-84

The Buildings Division is responsible for the care and management of city buildings not held by specific departments. Twenty-one major buildings are operated, including the City Hall and City Hall Annex.

These buildings are located in many parts of the city and are used by the courts and municipal departments, Selective Service Local Boards, civilian defense boards, and others. The buildings are frequently opened to the public after hours for civic, social, and other meetings. The total area of office and court space in these buildings is 714,905 square feet.

In addition to the city-owned buildings, the department is responsible for the leasing of office space for 3 departments occupying quarters outside of City Hall, as well as the care and maintenance of 10 buildings leased to veteran organizations.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$638,584 55	\$671,154 29	\$645,000 00	\$693,540 00	\$568,500 00	
—Contractual Services . . .	275,109 35	288,435 35	342,368 00	414,502 00	320,760 00	
—Supplies & Materials . . .	51,083 68	53,543 23	55,700 00	77,300 00	56,100 00	
—Current Charges & Oblig's	67,569 10	75,272 54	74,590 00	82,215 00	82,212 00	
—Equipment	47 40	156 87	250 00	3,500 00	250 00	
—Structures & Improvements	20,717 77	746 75	55,000 00	55,200 00	—	
TOTALS	\$1,053,111 85	\$1,089,309 03	\$1,172,908 00	\$1,326,257 00	\$1,127,822 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$162,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Provides clerical and financial services, maintains reports and statistics, processes all personnel actions, audits time records, prepares payrolls. Conducts periodic inspections of buildings, structures, and utilities under direct control of the division. Prepares plans for repair work; supervision and approval for payment of repair work performed satisfactorily by contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$46,075 00	\$1,700 00	\$750 00	\$48,525 00

Personal Services: Performance under this program is divided among the following sections:
 Administrative and General Services Division: Assistant Commissioner of Real Property, Head Clerk, and 4 Clerical Employees.
 Inspection Section: 3 Inspectors.

Contractual Services: Carfare and mileage, \$700.00; advertising, \$300.00; mimeographing and duplicating services, \$200.00; printing and binding, \$500.00.

Supplies and Materials: Forms, cards, stationery, and postage, \$750.00.

2. CARE, OPERATION, AND MAINTENANCE OF CITY HALL AND CITY HALL ANNEX

Responsible for the care and operation of the heating plant in City Hall and City Hall Annex, minor repairs to building, equipment, furnishings, and maintenance of elevators. Provides telephone exchange service for all offices in City Hall and City Hall Annex, and acts as the clearing house for all telephone calls. The switchboard is an automatic 5-position board. The number of calls annually is approximately as follows: outgoing, 1,816,000; incoming, 1,462,000; and long distance calls, 4,460. It is also responsible for the operation of 5 elevators in City Hall Annex and 2 in City Hall. Daily cleaning of 224,915 square feet of floor space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
65	\$268,740 00	\$192,100 00	\$4,725 00	\$1,012 00	\$466,577 00

Personal Services: Performance under this program is divided among the following sections:
 Maintenance Section: Plant Superintendent, Chief Power Plant Engineer, 3 Stationary Engineers, 4 Steam Firemen, Locksmith.
 Telephone Section: Chief Telephone Operator, 6 Telephone Operators.
 Custodial Section: Superintendent, 38 Custodial Workers, Matron, 3 Elevator Operator-Watchmen.
 Elevator Section: Chief Elevator Operator, 4 Elevator Operators.
 Vacation supply, \$1,500.00.
 Overtime Allowance, \$500.00 for Saturdays, Sundays, and holidays.

Buildings Division—Continued

Contractual Services: Telephone service, \$70,000.00; electricity, \$31,000.00; steam heat, \$30,000.00; gas for fuel, \$3,000.00; general repairs carpentry, \$1,800.00; painting, \$7,500.00; plumbing, \$9,300.00; electrical, \$15,000.00; tabulating room renovations, \$12,500.00; miscellaneous \$3,900.00; servicing equipment, \$100.00; towel service, \$3,000.00; servicing elevators, \$5,000.00.

Supplies and Materials: Cleaning and custodial supplies, \$2,600.00; tools, \$200.00; repair parts and materials, non-automotive, \$300.00; rock salt and sand, \$100.00; general operating supplies, \$300.00; miscellaneous building supplies and materials, \$1,000.00; First Aid supplies \$25.00; apparel, \$200.00.

Current Charges and Obligations: Rental water coolers, \$600.00; clocks, \$200.00; premium on bonds, \$15.00; rental of chairs, \$197.00.

3. CARE, OPERATION, AND MAINTENANCE OF OTHER CITY-OWNED BUILDINGS

Care and operation of heating units; minor repairs to buildings and installed utilities, equipment, and furnishings; care and daily cleaning of 490,000 square feet of floor space and the outside area of 17 buildings.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
91	\$353,685 00	\$126,960 00	\$45,525 00	\$68,800 00	\$250 00	\$595,220 00

Personal Services: 2 Building Maintenance Supervisors, Superintendent of Faneuil Hall, 2 Stationary Engineers, 15 Steam Firemen, 71 Custodial Workers.

Vacation supply, \$3,500.00.

Overtime allowance, \$8,000.00 for services required on Saturdays, Sundays, holidays, and in emergencies.

Contractual Services: Electricity, \$30,000.00; carpentry, \$6,500.00; electrical, \$30,000.00; plumbing and heating, \$22,000.00; painting, \$7,000.00; roofing, \$10,000.00; linoleum, \$1,500.00; miscellaneous, \$10,000.00; cleaning windows, \$2,000.00; extermination of vermin \$2,000.00; custodial services, Quincy Market, \$2,560.00; servicing of equipment, \$400.00.

Supplies and Materials: Fuel oil and coal, \$40,000.00; cleaning and custodial supplies, \$2,600.00; general operating supplies, \$500.00; lumber hardware and miscellaneous supplies and materials, \$1,900.00; First Aid supplies, \$25.00; tools, \$300.00; rock salt, \$200.00.

Current Charges and Obligations: Rentals, space in office buildings for city departments, Law Department (11 Beacon Street), \$40,800.00; Veterans' Services Department (38 Chauncy Street) \$26,000.00; rental of trucks, \$2,000.00.

Equipment: Federal, state, and city flags, \$250.00.

4. PROVIDING FACILITIES FOR USE OF THE ORGANIZED MILITIA

Providing as required by existing statutes adequate facilities for drill, housekeeping services, and suitable outdoor range for small-arms practice for certain units of the armed forces of the Commonwealth.

Supplies Materials	Current Charges	Total
\$5,100 00	\$12,400 00	\$17,500 00

Supplies and Materials: Fuel, oil, \$5,000.00; electric light bulbs and housekeeping supplies, \$100.00.

Current Charges and Obligations: Rental, First Corps Cadet Armory, \$11,800.00; water taxes, \$600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	9	\$46,075 00	\$1,700 00	\$750 00	—	—	\$48,525 00
2. Care, Operation, and Maintenance of City Hall and City Hall Annex	65	268,740 00	192,100 00	4,725 00	\$1,012 00	—	466,577 00
3. Care, Operation, and Maintenance of Other City-owned Buildings	91	353,685 00	126,960 00	45,525 00	68,800 00	\$250 00	595,220 00
4. Providing Facilities for Use of the Or- ganized Militia	—	—	—	5,100 00	12,400 00	—	17,500 00
TOTALS	165	\$668,500 00	\$320,760 00	\$56,100 00	\$82,212 00	\$250 00	\$1,127,822 00

MARKET DIVISION, REAL PROPERTY DEPARTMENT

1-01-86

The Market Division of the Real Property Department is responsible for the leasing of the upper area of Quincy Market and of the city public market area of the Faneuil Hall Market for the sale of perishable merchandise. This market area includes the lower floor of the buildings called New Faneuil Hall and Quincy Market, and the sidewalks and cellars of these buildings. The division is also responsible for the collection of rents, for the preservation of order, the destruction of food unfit for sale, and the approval of the installation of utilities and appliances in the market buildings. The market facility operates 24 hours a day.

There are 51,000 square feet of rentable space in the market area, which is leased to 70 tenants.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$32,857 96	\$34,253 38	\$34,631 00	\$35,220 00	\$34,265 00	
2—Contractual Services . . .	1,350 34	1,275 19	1,346 00	1,376 00	1,376 00	
3—Supplies & Materials . . .	1,092 58	1,059 63	1,100 00	1,430 00	1,150 00	
TOTALS	\$35,300 88	\$36,588 20	\$37,077 00	\$38,026 00	\$36,791 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962	<u>\$113,000 00</u>
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C—PROGRAM

I. OPERATION OF A MARKET FACILITY

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$34,265 00	\$1,376 00	\$1,150 00	\$36,791 00

Personal Services: Superintendent, Assistant Superintendent, Head Clerk, Junior Building Custodian, 3 Watchmen. Overtime allowance, \$100.00 for services required due to emergencies and absences of regular personnel due to illness.

Contractual Services: Communications, telephone, \$150.00; light, heat and power, \$1,100.00; servicing of equipment, \$27.00; miscellaneous \$99.00.

Supplies and Materials: Heating, \$800.00; household, \$250.00; office supplies, \$75.00; miscellaneous, \$20.00; medical supplies, \$5.00.

BOSTON RETIREMENT BOARD

1-01-91

The Boston Retirement System was established on February 1, 1923, in accordance with the provisions of Chapter 521 of the Acts of 1922, which was accepted by the Mayor and City Council in August, 1922. An additional retirement system for City and County employees was provided by the enactment of Chapter 658, of the Acts of 1945, as amended. This act was accepted by the City Council on June 3, 1946, and approved by the Mayor on June 5, 1946. Every employee appointed after that date becomes a member of the new retirement system, namely, 5 per cent. The Retirement Board consists of three members, Walter J. Malloy, appointed by the Mayor for a term of three years; the City Auditor, a member ex-officio, and Thomas J. McGrimley, Esq., who was elected by the members of the system. The Board is responsible for the correct administration of both systems, namely the 4 and 5 per cent whose members comprise the employees of the City of Boston, County of Suffolk, Boston Housing Authority, Boston Re-Development Authority, Massachusetts Turnpike Authority.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$102,355 00	\$101,620 00	\$84,444 00	\$108,034 00	\$102,000 00	
2—Contractual Services . . .	13,873 00	12,311 00	10,050 00	10,050 00	10,050 00	
3—Supplies & Materials . . .	2,839 00	4,538 00	2,000 00	2,000 00	2,000 00	
4—Current Charges & Oblig's	150 00	170 00	300 00	300 00	300 00	
5—Equipment	120 00	—	—	—	—	
TOTALS	\$119,337 00	\$118,639 00	\$96,794 00	\$120,384 00	\$114,350 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Administers the work of the department, subject to the approval of the Board; prepares the annual budget; requisitions supplies and prepares annual report; supervises the financial operation of the two systems; interviews members claiming disability and determines eligibility; prepares veterans' retirement cases and prepares minutes of and takes hearings of disability cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$41,000 00	\$4,020 00	\$800 00	\$100 00	\$45,920 00

Personal Services: Executive Officer, Assistant Executive Officer, Disability Pension Analyst, Disability Pension Investigator, Accountant, Temporary, \$1,000.00.

Contractual Services: Transportation for board members, \$60.00; medical services of 3 board members, \$3,800.00; repairs of office machines, \$160.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$800.00.

Current Charges and Obligations: Rental of safety deposit vault, \$100.00.

2. MAINTENANCE OF RETIREMENT SYSTEMS

Calculates all retirements under both systems; maintains master account cards for active members and retirement allowance payment cards for retired members; prepares monthly pension rolls; and maintains statistical records. Maintains current accounts for each member of the systems; posts retirement deductions on a cumulative basis; prepares statistical data and reports; makes refunds of resigned and deceased members; provides information on retirement laws to members; enrolls new entrants and maintains an index of all members; keeps account plate for each member for circular notices regarding legislation, changes in the law, benefits, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
17	\$61,000 00	\$6,030 00	\$1,200 00	\$200 00	\$68,430 00

Boston Retirement Board — Continued

Personal Services: Performance under this program is divided among the following sections:

Master Card Section: Head Pension Examiner, 2 Principal Pension Examiners, 5 Clerical Employees.

Machine Posting Division: Head Clerk, 8 Clerical Employees, temporary employees, \$1,000.00; fees, \$1,000.00.

Contractual Services: Servicing of office equipment, \$240.00; travel expenses, \$90.00; printing and binding of notices to members, \$1,200.00; actuarial services, \$4,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,200.00.

Current Charges: Rentals, \$200.00.

D—PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Current Charges	Equipment	Total
1. Administrative and General Services .	5	\$41,000 00	\$4,020 00	\$800 00	\$100 00	\$45,920 00
2. Maintenance of Retirement Systems .	17	61,000 00	6,030 00	1,200 00	200 00	68,430 00
	<u>22</u>	<u>\$102,000 00</u>	<u>\$10,050 00</u>	<u>\$2,000 00</u>	<u>\$300 00</u>	<u>\$114,350 00</u>

FINANCE COMMISSION

1-01-93

Chapter 486, Acts of 1909, Section 18:—"It shall be the duty of the finance commission from time to time to investigate any and all matters relating to appropriations, loans, expenditures, accounts, and methods of administration affecting the city of Boston, or the county of Suffolk, or any department thereof, that may appear to the commission to require investigation, and to report thereon from time to time to the Mayor, the city council, the governor, or the general court."

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$16,808 70	\$43,672 55	\$46,656 00	\$49,056 00	\$49,056 00	
2—Contractual Services	2,877 02	2,410 98	13,465 00	13,618 00	13,618 00	
3—Supplies & Materials	482 01	509 47	720 00	720 00	720 00	
4—Current Charges & Oblig's	6,603 55	6,411 96	8,409 00	5,806 00	5,806 00	
5—Equipment	1,198 81	1,377 64	750 00	800 00	800 00	
TOTALS	\$57,970 09	\$54,382 60	\$70,000 00	\$70,000 00	\$70,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$25,308 00	\$12,618 00	\$570 00	\$5,806 00	\$800 00	\$45,102 00

Personal Services: Chairman, Executive Secretary, and 2 Clerical Employees. Temporary employees, \$500.00.
Contractual Services: Telephone and telegraph services, \$1,025.00; electricity, \$300.00; servicing of office equipment, \$150.00; printing of annual report, \$2,000.00; cleaning, \$75.00; Special Investigations, (Professional and Technical Services) \$9,068.00.
Supplies and Materials: Household supplies, \$45.00; postage, forms, cards, and stationery, \$500.00; twine and wrapping paper, \$25.00.
Current Charges and Obligations: Rent of office space, \$5,275.00; rental of water cooler, \$85.00; dues, \$26.00; newspaper subscriptions, \$420.00.
Equipment: Library books, \$600.00; office equipment, \$200.00.

2. INVESTIGATION AND RESEARCH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$23,748 00	\$1,000 00	\$150 00	—	\$24,898 00

Personal Services: Investigator-Inspector, 2 Clerks (administrative Analysts).
Contractual Services: Carfares of Investigators, \$1,000.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	4	\$25,308 00	\$12,618 00	\$570 00	\$5,806 00	\$800 00	\$45,102 00
2. Investigation and Research	3	23,748 00	1,000 00	150 00	—	—	24,898 00
TOTALS	7	\$49,056 00	\$13,618 00	\$720 00	\$5,806 00	\$800 00	\$70,000 00

POLICE DEPARTMENT

1-02-11

The Police Department is directed by a Police Commissioner who is appointed by the Governor. The Commissioner has power under the law to appoint, establish, and organize the department and to make all necessary rules and regulations for its efficiency.

The primary functions of the Police Department are the prevention of crime; the detection and apprehension of offenders if crime is committed; the protection of life and property; the preservation of public tranquillity; and the enforcement of laws and ordinances. Each year the department lists residents twenty years of age or more for registration of voters.

The area under the jurisdiction of the department totals 46.1 square miles, containing a population of 669,803, as shown by the census of 1960.

An average of 75,214 arrests is effected annually.

A — BUDGET SUMMARY

Group	1959		1960		1961		1962 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
—Personal Services . . .	\$17,399,491	15	\$17,350,518	00	\$17,050,000	00	\$17,838,894	00	\$17,230,000	00
—Contractual Services . . .	435,958	81	363,568	30	417,000	00	451,200	00	399,000	00
—Supplies & Materials . . .	488,217	78	490,104	50	466,900	00	538,700	00	469,900	00
—Current Charges & Oblig's	29,179	22	31,773	30	38,410	00	56,862	00	54,643	00
—Equipment	152,516	59	134,288	91	—		219,745	00	135,000	00
—Structures & Improvements	17,295	77	—		—		205,000	00	—	
TOTALS	\$18,522,659	32	\$18,370,253	01	\$17,972,310	00	\$19,310,401	00	\$18,288,543	00

B — DEPARTMENTAL REVENUE

Estimated departmental revenues from sale of licenses, permits, second-hand articles, damage to police property	\$150,000 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Formulates policy; directs entire police program; processes appointments, promotions, and separations in accordance with the law; maintains personnel files and assignment records; determines medical fitness of members of uniformed force; and keeps various records of the Police Department.

Prepares payrolls and maintains payroll records; audits and records departmental expenditures; furnishes budget estimates; tabulates and compiles statistics on police operations; prepares and records all licenses granted by Police Commissioner; processes applications forwarded by Licensing Board, city and state departments for police investigation, and is responsible for all money received and disbursed by the department.

Personal Services	Contractual	Supplies	Current	Equipment	Total	
No.	Amount	Services	Charges			
63	\$345,000 00	\$21,700 00	\$16,730 00	\$7,141 00	\$4,850 00	\$395,421 00

Personal Services: Performance under this program is divided among the following sections:
 Commissioner's Office: Commissioner, Medical Examiner, Secretary (Confidential), Secretary, Planning Consultant, 2 Assistant Secretaries, 3 Clerical Employees.

Chief Clerk's Office: Chief Clerk (Deputy Superintendent), Captain, Sergeant, 11 Patrolmen, 39 Clerical Employees.

Contractual Services: Servicing of office equipment, \$3,200.00; advertising, \$1,400.00; legal services, \$11,000.00; other professional services, \$300.00; printing of annual report, \$3,500.00; other printing and binding, \$2,300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$12,000.00; medallions for hackney carriages, etc., \$1,730.00.

Current Charges and Obligations: Dues and subscriptions, \$1,309.00; rentals, \$272.00; bonds and insurance, \$5,560.00.

Equipment: Library books, \$4,850.00.

2. LAW ENFORCEMENT

Responsible for the enforcement of all laws, ordinances, and regulations which the police have authority to execute. The staff of the office of the Superintendent of Police includes the Inspector of Divisions.

There are 17 Police Divisions located in various parts of the city. These divisions use 130 automobiles, 45 other motor vehicles, and 55 motorcycles. The Harbor Police maintain day and night patrol service by the 5 police boats. One division has 12 saddle horses for use in parades, traffic and escort work, etc.

The Traffic Division is responsible for the enforcement of statutes, ordinances, rules, and regulations pertaining to traffic in downtown Boston, the processing of parking violations for the entire department, and the development of a safety educational program for school children and the general public. It is estimated that 1,880,148 vehicles use the city's streets daily. Total parking violations, looked up by the personnel of the Traffic Division and mailed to car owners, amounted to 592,034.

The Crime Prevention Bureau operates a program for the prevention of delinquency among juveniles and for the rehabilitation of maladjusted children.

The Bureau of Criminal Investigation is composed of several units, namely: Identification, Automobile, Homicide, Ballistics, Chemical Laboratory, Lost, Stolen Property, Missing Persons, Special Service, Domestic Relations, Narcotics, and Vice.

Detectives assigned to the Detective Bureau are detailed to the Bureau of Criminal Investigation and the various Police Divisions.

The House of Detention is maintained for women who are arrested in the city and who, unless otherwise released, are held in charge of the Chief Matron until the next session of the court before which they are to appear. Approximately 2,860 women are detained annually.

The City Prison is maintained for males who are arrested in the city for offenses the prosecution of which is within the jurisdiction of the Central Municipal Court, and who, unless otherwise released, are held in charge of the keeper until the next session of the court before which they are to appear. The average number of persons held annually is 12,359.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2,737	\$15,755,000 00	\$97,150 00	\$352,045 00	\$10,500 00	\$110,425 00	\$16,325,120 00

Personal Services: Performance under this program is divided among the following sections:

Superintendent's Office: Superintendent of Police, 4 Deputy Superintendents, 2 Sergeants, 11 Patrolmen.

Uniform Divisions: 25 Captains, 58 Lieutenants, 184 Sergeants, 1,841 Patrolmen.

Regulation and Control of Traffic: Deputy Superintendent, Captain, 7 Lieutenants, 13 Sergeants, 201 Patrolmen.

Crime Prevention Bureau: Captain, Lieutenant, 2 Sergeants, 12 Policewomen, Patrolman, Clerical Employee.

Bureau of Criminal Investigation: Deputy Superintendent, 3 Captains, 2 Lieutenants, 4 Sergeants, 60 Patrolmen, Biological Chemist, Assistant Biological Chemist, 11 Clerical Employees.

Detective Bureau: 14 Lieutenant-Detectives, 35 Sergeant Detectives, 191 Detectives.

House of Detention: Chief Matron, Assistant Chief Matron, 10 Assistant Matrons, 3 Janitresses.

City Prison: Captain, 2 Lieutenants, 3 Sergeants, 26 Patrolmen.

Overtime allowance for legal holiday, primary, and election days, parades, etc., \$730,000.00.

Contractual Services: Repairs and servicing of equipment, \$41,950.00; travel expenses, \$23,000.00; medical, dental, and laboratory services \$22,500.00; services of diver, \$300.00; cleaning services, uniforms, caps, etc., \$6,800.00; veterinary, stable and horseshoeing services, etc. \$1,700.00; expert services, \$400.00; copying records, witness fees, \$500.00.

Supplies and Materials: Gasoline and diesel oil, \$105,000.00; lubricating oil, and grease, \$9,000.00; tires and tubes, \$16,000.00; repair parts and accessories, \$25,000.00; food for prisoners, \$18,000.00; medical supplies, \$4,900.00; postage, forms, cards, and stationery, \$58,500.00; forms for Central Complaint Unit, \$8,500.00; ammunition, targets, tear gas, etc., \$9,000.00; general operating supplies for boats, ballistics etc., \$11,690.00; cloth for wearing apparel and making of same, \$72,105.00; photographic supplies, \$6,850.00; stable supplies, \$7,000.00; police badges, \$500.00.

Current Charges and Obligations: Rentals of garages and storage, \$8,950.00; revolver matches, \$1,000.00; notary public, \$50.00; entry fees colleges, \$500.00.

Equipment: Sedans, \$85,000.00; Patrol Wagons, \$15,000.00; miscellaneous equipment, \$5,425.00; Revolvers, \$5,000.00.

3. MAINTENANCE AND CONTROL OF COMMUNICATIONS

The Central Complaints and Record Bureau controls communications equipment, consisting of telephone, teletype radio, and telegraph, and through its facilities directs movement of radio cars, police boats, and ambulances. This Bureau records all crimes, arrests, and incidents on the newly installed IBM equipment.

The Signal Service Unit maintains the signal service system; supervises all telephone and teletype installations makes minor teletype repairs; services electrical equipment; installs wiring throughout the department; and provides signs for marking taxicab stands.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
113	\$615,000 00	\$82,300 00	\$35,925 00	\$37,002 00	\$9,325 00	\$779,552 00

Personal Services: Performance under this program is divided under the following sections:

Central Complaints and Record Bureau: 3 Lieutenants, 9 Sergeants, 58 Patrolmen, 12 Telephone Operators, 11 Clerical Employees.

Signal Service Unit: Director, 1 Assistant Director, 18 Mechanical Employees.

Contractual Services: Telephone service, \$66,300.00; repairs and servicing of equipment, \$16,000.00.

Supplies and Materials: Signal, traffic control, fire-fighting supplies and materials, \$30,600.00; radio transmitter parts and materials, \$5,325.00.

Current Charges and Obligations: Rentals, \$876.00; rental of IBM machines, \$32,466.00; rental of Xerox Copier, \$3,660.00.

Equipment: Signal and Traffic equipment, \$9,325.00.

Police Department — Continued

4. MAINTENANCE AND REPAIR OF POLICE BUILDINGS AND EQUIPMENT

The Senior Building Custodian is responsible for the maintenance of police buildings. The Property Clerk is responsible for servicing department automobiles and motorcycles; has charge of lost, stolen, and abandoned property and articles taken from persons arrested for any cause; and procures all supplies, uniforms, and equipment.

Annual statistics of this office are as follows: 7,922 repair jobs of departmental automobiles; 802 repair jobs of motorcycles; 18 buildings maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
110	\$515,000 00	\$118,150 00	\$65,200 00	\$10,400 00	\$708,750 00

Personal Services: Superintendent of Police Buildings, Assistant Superintendent of Police Buildings, Property Clerk, Supervisor of Automotive Equipment, Assistant of Automotive Equipment, Sergeant, Working Foreman and Motor Equipment Repairman, 4 Clerical Employees, Diesel and Gasoline Operator, 19 Motor Equipment Repairmen, 7 Hostlers, 73 Building Maintenance Employees.

Contractual Services: Electricity, \$42,000.00; gas, fuel, \$4,500.00; heating Station 1, \$6,200.00; repairs and servicing of buildings and structures (carpentry and electrical), \$9,200.00; plumbing and steamfitting, \$8,000.00; painting, plastering, roofing, masonry, etc., \$32,800.00; repairs and servicing of equipment, \$5,850.00; paint and repair flagpoles, \$700.00; inspection of elevators, \$3,000.00; cleaning, laundering, bedding, etc., \$5,400.00; freight and express, \$500.00.

Supplies and Materials, Heating supplies and materials, \$42,000.00; laundry, cleaning, custodial supplies and materials, \$19,000.00; building supplies and materials, \$1,200.00; machine parts, \$600.00; tools and instruments, \$2,400.00.

Equipment: Office furniture and equipment, \$10,000.00; miscellaneous equipment, \$400.00.

5. POLICE LISTING SERVICE

The Police Department lists residents twenty years of age or more each year for registration of voters. Members of the department perform this duty during the regular workday.

Contractual Services	Total
\$79,700 00	\$79,700 00

Contractual Services: Services and materials for preparing police list, \$5,000.00; printing police lists, \$65,000.00; other supplies for police listing, \$9,700.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	63	\$345,000 00	\$21,700 00	\$16,730 00	\$7,141 00	\$4,850 00	\$395,421 00
Law Enforcement	2,737	15,755,000 00	97,150 00	352,045 00	10,500 00	110,425 00	16,325,120 00
Maintenance and Control of Communi- cations	113	615,000 00	82,300 00	35,925 00	37,002 00	9,325 00	779,552 00
Maintenance and Repair of Police Buildings and Equipment	110	515,000 00	118,150 00	65,200 00	—	10,400 00	708,750 00
Police Listing Service	—	—	79,700 00	—	—	—	79,700 00
TOTALS	3,023	\$17,230,000 00	\$399,000 00	\$469,900 00	\$54,643 00	\$135,000 00	\$18,288,543 00

FIRE DEPARTMENT

1-02-21

The Fire Department is responsible for extinguishing fires, the prevention of fires, and the protection of life and property.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$12,337,035 28	\$12,296,330 76	\$12,088,000 00	\$12,393,539 00	\$12,085,000 00	
2—Contractual Services	294,407 67	283,564 65	362,700 00	393,200 00	307,750 00	
3—Supplies & Materials	434,756 80	392,150 96	403,785 00	404,129 00	390,500 00	
4—Current Charges & Oblig's	11,189 51	13,384 81	10,602 00	15,063 00	15,063 00	
5—Equipment	107,016 38	73,577 61	14,445 00	302,409 00	75,804 00	
7—Structures & Improvements	14,398 19	—	—	—	—	
TOTALS	\$13,198,803 83	\$13,059,008 79	\$12,879,532 00	\$13,508,340 00	\$12,874,117 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$263,520 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services, maintains reports and statistics of all fires, keeps personnel records, performs cleaning and other custodial work in the Headquarters Building, and ministers to the religious needs of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
55	\$262,500 00	\$14,600 00	\$4,000 00	\$234 00	\$85 00	\$281,419 00

Personal Services: Performance under this program is divided among the following sections:

- Administrative Section: Commissioner, Medical Examiner, Executive Secretary, 2 Clerical Employees, 3 Fire Fighter-Aides.
- General Services Section: Head Administrative Clerk, 4 Head Clerks, 15 Clerical Employees, 3 Fire Fighters.
- Payroll Section: Head Clerk, 3 Clerical Employees.
- Chaplain Section: 3 Chaplains.
- Custodial Section: 10 Fire Fighters, 7 Custodial Workers (Janitresses).
- Overtime: Closing accounts, \$500.00.

Contractual Services: Telephone service, \$14,000.00, advertising, \$600.00.

Supplies and Materials: Gasoline and oil, \$1,500.00; postage, forms, cards, and stationery, \$2,000.00; tires and tubes, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$234.00.

Equipment: Library books, \$85.00.

2. EXTINGUISHING FIRES AND PROTECTING LIFE AND PROPERTY

Responsible for the extinguishment of fires and the protection of life and property in emergencies. Available facilities include 40 Engine Companies, 5 Engine Squads, 29 Ladder Companies, 1 Rescue Company, 2 Water Towers, 3 Mobile Lighting Plants, 2 Fireboats, and 2 High Pressure Stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1,809	\$10,436,000 00	\$33,830 00	\$136,350 00	\$5,703 00	\$42,339 00	\$10,654,222 00

Personal Services: Performance under this program is divided among the following sections:

- Headquarters Section: Chief of Department, 2 Assistant Fire Chiefs, Deputy Chief, 2 District Chiefs, 8 Captains, 2 Lieutenants, 18 Fire-Fighter-Aides.
- Maintenance Section: Engineer in Charge, Assistant Engineer in Charge, 13 Engineers — High Pressure, 3 Fire Fighters.
- Fire Fighting Force: 7 Deputy Chiefs, 42 District Chiefs, 75 Captains, 199 Lieutenants, Chief Marine Engineer, 8 Fire Fighter-Masters, 8 Fire Fighter-First Engineers, 10 Fire Fighter-Second Engineers, 1,399 Fire Fighters, 7 Fire Fighter-Aides, Fire Fighter-Apparatus Operator.

Provision for overtime pay, as provided by city ordinance, for members of the department required to work on holidays, \$381,000.00.

Contractual Services: Gas, fuel, \$3,300.00; steam heat, \$7,000.00; servicing of equipment, \$3,300.00; travel expenses to attendance at International Association of Fire Chiefs, \$500.00; travel expenses to attend conferences with view toward gaining knowledge of operation and training procedures, \$450.00; manufacture of uniforms, \$7,300.00; medical examinations, \$300.00; musical instructor, \$780.00; cleaning towels and bed linen, \$5,400.00; repairs to uniforms, \$500.00; printing of new book of rules and regulations, \$5,000.00.

Fire Department — Continued

Supplies and Materials: Gasoline, diesel oil, grease, and automobile repair parts, \$52,500.00; bed linen, \$5,000.00; medical supplies, \$1,500.00; forms, cards, and stationery, \$9,000.00; canister refills for masks, \$21,340.00; parts for repair of gas masks, inhalators, resuscitators, smoke ejectors, pumps, and other fire-fighting equipment, \$12,660.00; cloth for the manufacture of uniforms, \$12,600.00; wearing apparel, \$11,250.00; fire fighting supplies, \$10,500.00.

Current Charges and Obligations: Rental of high pressure stations, \$4,800.00; dues and subscriptions, \$903.00.

Equipment: Hose, \$32,500.00; Fire Fighting Equipment, \$9,779.00; Library Books, \$60,000.

3. ENFORCEMENT OF FIRE PREVENTION LAWS AND ISSUANCE OF RELATED PERMITS AND LICENSES

Responsible for the enforcement of all laws, ordinances, and rules pertaining to fire prevention, and the issuance of permits and certificates of registration for the storage of inflammable fluids and explosives. Investigates fires of incendiary and suspicious origin; inspects various types of buildings and structures; checks the storage of inflammable fluids and oil burner installations and instructs school children in fire prevention matters. One hundred thirty-one thousand, two hundred and forty inspections are made in a year.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
79	\$420,000 00	\$920 00	\$19,000 00	\$8,656 00	\$365 00	\$448,941 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Assistant Fire Chief, 3 Fire Fighter-Aides, Analytical Chemist, Head Clerk and Secretary, 16 Clerical Employees.

Inspection and Investigation Section: Captain-Assistant to chief, 3 Captains, 12 Lieutenants, 41 Fire Fighters.

Contractual Services: Attendance at conference of National Fire Protection Association to be held in Kansas City, Missouri, \$350.00; printing fire prevention regulations, \$350.00; up-dating of maps, \$220.00.

Supplies and Materials: Gasoline, oil, and automotive supplies, \$2,000.00; postage, forms, cards, and stationery, \$11,000.00; photographic supplies, \$5,000.00; general operating supplies, \$1,000.00.

Current Charges and Obligations: Rental postage meter, \$120.00; dues and subscriptions, \$50.00; premium on surety bond, \$50.00; rental of Remington Rand equipment, \$8,436.00.

Equipment: Library books, \$165.00; laboratory equipment, \$200.00.

4. SIGNAL SYSTEM OPERATION AND MAINTENANCE

Responsible for the proper and efficient operation of the fire alarm signal service, including the receiving and transmission of alarms to the Fire Fighting Force, and telephone and radio communications. Maintains and repairs 2,136 fire alarm boxes, 195 miles of overhead and 375 miles of underground signal wires and cables, and the electrical and power systems in fire stations.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
82	\$471,500 00	\$87,150 00	\$75,650 00	\$467 00	\$32,885 00	\$667,652 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Fire Alarm.

Operating Section: Assistant Superintendent, 29 Alarm Operators, 7 other employees.

Fire Alarm Construction Section: Assistant Superintendent, General Foreman, Radio Supervisor, 3 Foremen, 8 Working Foremen, 6 Inside Wiremen, 8 Linemen, 5 Cable Splicers, 11 other employees.

Overtime: In the event of severe storms, \$1,500.00.

Contractual Services: Telephone services, \$23,000.00; electricity, \$3,000.00; gas, fuel, \$400.00; electrical repairs in fire stations, fireboats and fire alarm boxes, \$22,000.00; replacement, relocation of fire alarm boxes, \$7,000.00; installation of underground cable ducts and other signal equipment, \$19,000.00; repairs for various electrical machinery, tools, and motors, \$2,500.00; repairs to fire alarm tappers, registers, and electrical equipment, \$3,000.00; attendance at International Association of Municipal Signal Engineers, \$300.00; photostating fire alarm maps, \$200.00; services of the Underwriters' laboratory, \$600.00; express charges, \$50.00; printing of new fire alarm box location book, \$5,500.00; fire alarm repair, \$600.00.

Supplies and Materials: Gasoline, oil, and automotive parts, \$3,900.00; electric lamps and custodial supplies, \$3,100.00; postage, forms, cards, and stationery, \$1,000.00; building supplies, \$2,000.00; fire alarm underground cable, \$10,000.00; alarm posts, box sections, globes, and fire alarm parts, \$18,150.00; storage batteries, radio parts, and materials for the upkeep of fire alarm system, \$34,000.00; tools and instruments, \$3,000.00; blueprinting, drafting, and engineering supplies, \$500.00.

Current Charges and Obligations: Rental of ducts for fire alarm cable and post office box, \$430.00; dues and subscriptions, \$37.00.

Equipment: Library books, \$85.00; Scientific equipment \$1,000.00; Electrical and mechanical equipment, \$5,800.00; Fire Alarm boxes and miscellaneous parts, \$26,000.00.

5. PLANT AND EQUIPMENT MAINTENANCE AND REPAIR

Responsible for the maintenance of 45 department buildings, 180 pieces of apparatus, 34 automobiles, and 2 fireboats. Makes all repairs on motor vehicles and fire apparatus. Requisitions necessary equipment, supplies, materials, and contractual services, maintains inventory system, and records cost of building and equipment repair. Supervises and inspects repair work performed by private contractors.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
104	\$495,000 00	\$171,250 00	\$155,500 00	\$3 00	\$130 00	\$821,883 00

Fire Department — Continued

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Maintenance, General Foreman.
 Allocating and Storeroom Section: 7 Clerical Employees, Heavy Motor Equipment Operator.
 Motor Equipment Repair Section: General Foreman, 3 Working Foremen, 24 Repairmen, Garage Attendant, Welder.
 Building Maintenance Section: General Foreman, 4 Foremen, 11 Mechanics.
 Boiler Room Section: 2 Stationary Engineers, Fireman.
 Blacksmith Shop: 1 Working Foreman, 2 Blacksmiths.
 Hose and Harness Shop: Working Foreman, 4 Leather and Canvas Workers.
 Machine Shop: Foreman, Machinist.
 Apparatus Paint Shop: 3 Spray Painters.
 Custodial Section: 2 Junior Building Custodians.
 Maintenance Division: Uniformed Section: Motor Apparatus Engineer, Captain, Assistant Engineer, 7 Engineers-in-charge, Assistant Cardox Engineer, 16 Engineers—Motor Squad, 3 Fire Fighters. Overtime, repairing apparatus and equipment, \$2,000.00.

Contractual Services: Electricity, gas, and steam heat, \$72,300.00; general carpentry and maintenance of overhead doors and building \$10,000.00; monthly inspection of elevators, \$1,200.00; painting of fire stations, \$5,000.00; installing new heating plants and plumbing repairs, \$7,000.00; general repairs to buildings and structures, \$8,800.00; repair and servicing of autos, trucks, machinery, and tool \$44,700.00; installation and repair of oil burners, \$4,000.00; renovation of mattresses, repairs to furniture and equipment, \$9,800.00; express charges, \$250.00; miscellaneous services, \$2,200.00; fireboat repairs, \$6,000.00.

Supplies and Materials: Gasoline, oil, grease, and automotive supplies, \$27,600.00; heating supplies, \$79,000.00; custodial supplies and material \$4,900.00; postage, forms, cards, and stationery, \$1,000.00; building materials, plumbing, paints, and hardware supplies, \$18,000.00; repair parts and materials for fire-fighting equipment, \$12,500.00; wheat light batteries, parts, materials for machinery and equipment, \$7,000.00; tools and instruments, \$3,500.00; miscellaneous supplies and materials, \$2,000.00.

Current Charges and Obligations: Dues and subscriptions, \$3.00.

Equipment: Hydraulic Jacks, \$130.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	55	\$262,500 00	\$14,600 00	\$4,000 00	\$234 00	\$85 00	\$281,419 00
2. Extinguishing Fire and Protecting Life and Property	1,809	10,436,000 00	33,830 00	136,350 00	5,703 00	42,339 00	10,654,222 00
3. Enforcement of Fire Prevention Laws and Issuance of Related Permits and Licenses	79	420,000 00	920 00	19,000 00	8,656 00	365 00	448,941 00
4. Signal System Operation and Maintenance	82	471,500 00	87,150 00	75,650 00	467 00	32,885 00	667,652 00
5. Plant and Equipment Maintenance and Repair	104	495,000 00	171,250 00	155,500 00	3 00	130 00	821,883 00
TOTALS	2,129	\$12,085,000 00	\$307,750 00	\$390,500 00	\$15,063 00	\$75,804 00	\$12,874,117 00

BUILDING DEPARTMENT

1-02-30

The Building Department consists of the Building Department, the Board of Appeal, the Board of Examiners, the Beacon Hill Architectural Commission. Although the Building Commissioner and the members of the Boards have independent jurisdiction, the appropriations for the six parts of the department are combined for the purpose of general administration.

The department's activities are carried on by four divisions, and a summary of the divisional appropriations is given below:

Title	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Building Department . . .	\$714,947 81	\$704,281 37	\$735,600 00	\$971,045 00	\$800,000 00	
Board of Appeal . . .	31,590 77	31,986 80	32,537 00	33,333 00	32,300 00	
Board of Examiners . . .	9,550 90	9,557 57	9,548 00	9,034 00	8,884 00	
Beacon Hill Architectural Commission . . .	1,009 03	1,090 96	1,400 00	1,500 00	1,400 00	
Demolition or Restoration of Abandoned Properties . .	281,620 88	196,597 94	—	—	—	
TOTALS . . .	\$1,038,719 39	\$943,514 64	\$779,085 00	\$1,014,912 00	\$842,584 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$729,984 34	\$715,419 31	\$724,645 00	\$726,177 00	\$689,074 00	
—Contractual Services . . .	17,457 18	18,917 03	44,300 00	276,550 00	143,150 00	
—Supplies & Materials . . .	8,388 03	10,319 85	8,480 00	9,850 00	8,600 00	
—Current Charges & Oblig's . . .	109 50	105 00	110 00	135 00	110 00	
—Equipment . . .	150 43	1,064 55	150 00	700 00	250 00	
—Special Appropriation . . .	282,629 91	197,688 90	1,400 00	1,500 00	1,400 00	
TOTALS . . .	\$1,038,719 39	\$943,514 64	\$779,085 00	\$1,014,912 00	\$842,584 00	

In the pages that follow the detail applicable to each of the four divisions of the department is presented.

BUILDING DEPARTMENT

1-02-31

The Building Department administers and enforces the provisions of law governing the erection, alteration, repair, maintenance, use, occupancy, moving, or demolition of all buildings and structures in the city except those specifically exempted from the provision of the code. To this end the law empowers the commissioner to issue permits for the erection and alteration of buildings and structures; for the installation, extension, repair, and replacement of plumbing, gas fitting, fire extinguishing apparatus, and elevators; for the installation of steam boilers, heaters, and other heat-producing apparatus and for engines and dynamos.

The Building Department is also charged with the responsibility for granting permits for and inspection of electrical conductors and appliances.

The Zoning Law is administered by this department. This act regulates and defines the use to which any premises may be put according to specific areas designated as residential, business, industrial, and unrestricted.

The Building Department also licenses persons certified by the Board of Examiners as qualified to engage in or work at the business of gas fitting in Boston; registers licensed master plumbers doing work in the City of Boston; examines and licenses as qualified welders persons so qualified; and grants licenses for the operation of elevators in the City of Boston.

In addition, the department administers the laws establishing a minor code of safety for buildings, elevators, etc.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$690,685 36	\$675,766 38	\$684,500 00	\$686,520 00	\$650,050 00	
2—Contractual Services . . .	16,553 50	17,792 53	43,100 00	274,850 00	141,850 00	
3—Supplies & Materials . . .	7,459 02	9,562 91	7,750 00	8,850 00	7,750 00	
4—Current Charges & Oblig's . . .	99 50	95 00	100 00	125 00	100 00	
5—Equipment	150 43	1,064 55	150 00	700 00	250 00	
TOTALS	\$714,947 81	\$704,281 37	\$735,600 00	\$971,045 00	\$800,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$390,640 00

C — PROGRAM

I. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Maintains reports and statistics, and processes complaints.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
30	\$162,900 00	\$4,125 00	\$3,650 00	\$100 00	\$250 00	\$171,025 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Building Commissioner, Deputy Building Commissioner, Executive Secretary, Assistant Executive Secretary, Senior Legal Assistant, Legal Assistant, Principal Clerk.

General Services: 2 Head Administrative Clerks, 2 Head Clerks, Head Cashier, Head Statistical Clerk, Supervisor of Street Numbering, Street Numbering Inspector, Senior Cashier, 14 Clerical Employees.

Overtime for work indexing, cataloging, or recording of applications, permits, and other records, \$5,950.00.

Contractual Services: Servicing of office equipment, \$300.00; carfares, \$175.00; professional services and recording of hearings, \$250.00; telephone service, \$100.00; map revisions, \$300.00; printing and binding, \$3,000.00.

Supplies and Materials: Postage, cards, forms, stationery, \$3,500.00; flashlights, bulbs, batteries, and wrapping paper, \$150.00.

Current Charges and Obligations: Dues and subscriptions, \$50.00; premiums on surety bonds, \$50.00.

Equipment: Atlases, map pages, books, etc., \$150.00; office equipment, \$100.00.

2. ISSUANCE OF PERMITS AND LICENSES

Receives applications and issues licenses for the keeping and storage of inflammables; grants permits for maintenance of public and private garages; and licenses, supervises, and inspects public parking areas. During the year 664 licenses and permits were issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$14,600 00	\$180 00	\$150 00	\$14,930 00

Personal Services: Chief Permit Supervisor, Principal Clerk, Investigator.

Contractual Services: Carfare, \$100.00; telephone service, \$80.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.

3. PLAN EXAMINATIONS AND TECHNICAL INVESTIGATION

Examines and checks all plans for the erection, alteration, and extension of buildings. During the past year 1,550 plans for building construction or alterations were checked. The division also interprets the zoning law, examines all plans and applications for conformance with zoning law, and revises the zoning maps. During the year 1,875 plans and applications were acted upon.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$56,000 00	\$240 00	\$100 00	\$56,340 00

Personal Services: Principal Structural Engineer, Technical Assistant, 4 Senior Construction Engineers, Zoning Administrator, 2 Building Plan Examiners.

Contractual Services: Telephone, \$65.00; carfares, \$175.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.

4. CONSTRUCTION AND SAFETY EXAMINATIONS

Inspects all buildings in the process of erection or alteration for complete compliance with plans filed. Corrections necessary are reported, and any violations of building or zoning laws are noted and followed up. During the past year 7,555 inspections were made. The egress inspectors examine all buildings, including halls, places of assembly, apartment buildings, etc., as to proper and sufficient means of egress. During the year 30,350 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
33	\$165,300 00	\$127,330 00	\$2,000 00	\$294,630 00

Personal Services: Performance under this program is divided among the following sections:

Construction and Safety Section: Head of Construction and Safety, 2 Chief Building Inspectors, 19 Building Inspectors, Building Construction Repair Inspector.

Egress Section: Chief Egress Inspector, 2 Senior Egress Inspectors, 1 Egress Inspector, 6 Zoning-Egress Inspectors.

Overtime: Inspections on special occasions such as New Year's Eve in places of assembly, \$300.00.

Contractual Services: Carfares, \$6,250.00; telephone, \$80.00; demolition and securing of unsafe buildings, \$121,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

5. MECHANICAL INSPECTIONS

Inspects all sprinkler and standpipe installations, alterations, repairs, or replacements, and passes on the requirements for sprinklers in buildings. During the year 6,067 inspections and tests were made.

Inspects all plumbing installations, repairs, and replacements, reviews the layout for plumbing systems in large buildings, and passes on the use of various types of plumbing fixtures and appliances in the city. During the year 8,567 inspections and tests were made.

Inspects all gasfitting installations, repairs, and replacements; investigates all accidents due to use of gas and passes on approval for use in Boston of various gas-consuming fixtures and appliances. During the year 17,982 inspections and tests were made.

Inspects all elevator and dumb-waiter installations, alterations, and repairs, and supervises an annual test of elevators as required by law. Tests and certifies all applicants for licenses to operate freight and passenger elevators and investigates and reports on all accidents in connection with use of elevators. During the past year 8,932 inspections and tests were made and 5,262 licenses issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
27	\$127,250 00	\$5,425 00	\$350 00	\$133,025 00

Personal Services: Performance under this program is divided among the following sections:

Sprinkler Inspection Section: Head of Mechanical Inspection, Chief Sprinkler Inspector, 3 Inspectors.

Plumbing Inspection: Chief Plumbing Inspector, 7 Inspectors.

Gas Fitting Inspection: Chief Gas Fitting Inspector, 5 Inspectors.

Elevator Inspection: Chief Elevator Inspector, 7 Elevator Inspectors.

Overtime: The preparation of examinations by the Secretary of the Board of Examiners of Gas Fitters, \$250.00.

Contractual Services: Carfares, \$5,300.00; telephone, \$125.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$250.00; flashlights and batteries, \$100.00.

Building Department — Continued

6. ELECTRICAL INSPECTIONS

Inspects all installations of wiring systems for light, heat, and power, and passes on the use of electrical appliances. During the past year 37,458 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
23	\$124,000 00	\$4,550 00	\$1,500 00	\$130,050 00

Personal Services: Superintendent of Electrical Inspection, Chief Electrical Inspector, 21 Inspectors.

Contractual Services: Carfares, \$4,500.00; telephone, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	30	\$162,900 00	\$4,125 00	\$3,650 00	\$100 00	\$250 00	\$171,025 00
2. Issuance of Permits and Licenses . . .	3	14,600 00	180 00	150 00	—	—	14,930 00
3. Plan Examinations and Technical In- vestigations	9	56,000 00	240 00	100 00	—	—	56,340 00
4. Construction and Safety Examinations	33	165,300 00	127,330 00	2,000 00	—	—	294,630 00
5. Mechanical Inspections	27	127,250 00	5,425 00	350 00	—	—	133,025 00
6. Electrical Inspections	23	124,000 00	4,550 00	1,500 00	—	—	130,050 00
TOTALS	125	\$650,050 00	\$141,850 00	\$7,750 00	\$100 00	\$250 00	\$800,000 00

BOARD OF APPEAL, BUILDING DEPARTMENT

1-02-32

The Board of Appeal is empowered to review the decisions of the Building Commissioner with respect to the building and zoning laws administered by him. Applications for review are received, hearings are held, a detailed record is kept of the proceedings, and the decisions of the Board are recorded in writing.

During the past year 228 appeals were received; 27 were sustained, 160 were sustained with provisos, 37 were dismissed, 8 are pending, 140 hearings were held.

A -- BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$30,218 46	\$30,415 81	\$30,907 00	\$31,133 00	\$30,500 00	
Contractual Services . . .	903 68	1,124 50	1,200 00	1,700 00	1,300 00	
Supplies & Materials . . .	468 63	446 49	430 00	500 00	500 00	
TOTALS . . .	\$31,590 77	\$31,986 80	\$32,537 00	\$33,333 00	\$32,300 00	

B -- DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C -- PROGRAM

I. REVIEW OF APPEALS REGARDING BUILDING AND ZONING LAWS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
8	\$30,500 00	\$1,300 00	\$500 00	\$32,300 00

Personal Services: 5 Members, Head Clerk, and 2 Clerical Employees.
Contractual Services: Advertising public hearings in newspapers, \$1,300.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

BOARD OF EXAMINERS, BUILDING DEPARTMENT

1-02-33

The Board of Examiners is responsible for the examination of persons who desire to act as superintendents of work of erection, alteration, moving, shoring, and taking down buildings and structures. Licenses are issued to those qualified.

During the past year 207 persons were examined. Total licenses now outstanding: total, 2,322; renewals, 2,060; reissues, 127, new licensees, 135.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$9,080 52	\$9,237 12	\$9,238 00	\$8,524 00	\$8,524 00	
3—Supplies & Materials . .	460 38	310 45	300 00	500 00	350 00	
4—Current Charges & Oblig's	10 00	10 00	10 00	10 00	10 00	
TOTALS	\$9,550 90	\$9,557 57	\$9,548 00	\$9,034 00	\$8,884 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$8,700 00

C — PROGRAM

1. REGULATION OF BUILDERS' LICENSES

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
4	\$8,524 00	\$350 00	\$10 00	\$8,884 00

Personal Services: Chairman, 2 Members, Principal Clerk.

Supplies and Materials: Postage, forms, cards, and stationery, \$350.00.

Current Charges and Obligations: Premium on surety bond, \$10.00.

BEACON HILL ARCHITECTURAL COMMISSION

1-02-34

The Commission was established by the General Court of the Commonwealth to "promote the educational, cultural, economic and general welfare of the public through the preservation of the historic Beacon Hill District, and to maintain said district as a landmark in the history of architecture and as a tangible reminder of old Boston as it existed in the early days of the Commonwealth."

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Beacon Hill Architectural Commission	\$1,009 03	\$1,090 96	\$1,400 00	\$1,500 00	\$1,400 00	

CIVIL DEFENSE ACTIVITIES

1-02-41

The Civil Defense activities consist of the preparation for carrying out all emergency functions, except those for which military forces other than the National Guard are primarily responsible, for the purpose of minimizing and repairing damage resulting from disasters caused by attack or other hostile action or by natural causes.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$55,939 48	\$64,440 94	\$62,252 00	\$71,681 45	\$63,000 00	
-Contractual Services . . .	15,030 98	15,964 81	15,574 00	23,880 00	20,800 00	
-Supplies & Materials . . .	1,123 29	1,443 72	1,570 00	4,700 00	2,950 00	
-Current Charges & Oblig's	254 78	261 37	300 00	300 00	153 00	
-Equipment	—	—	—	2,000 00	—	
TOTALS	\$72,348 53	\$82,110 84	\$79,696 00	\$102,561 45	\$86,903 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. PLANNING THE MOBILIZATION OF COMMUNITY RESOURCES FOR EMERGENCIES

General supervision and direction of departmental activities. Provides clerical and stenographic services. Responsible for Civil Defense planning, survey, enrollment, and control center activities.

Personal Services No.	Amount	Contractual Services	Amount	Supplies Materials	Amount	Current Charges	Amount	Total
11	\$63,000 00		\$20,800 00		\$2,950 00		\$153 00	\$86,903 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Secretary.

General Services Section: 1 Senior Account Clerk

Operation Section: Deputy Director, 6 Assistant Directors, Women's Activities Officer.

Contractual Services: Telephone service, \$11,000.00; electricity for sirens, \$2,000.00; maintenance of air warning equipment, \$6,500.00; printing of instructions, \$150.00; repairs to equipment, \$1,150.00.

Supplies and Materials: Gas, tires, and parts, \$1,000.00; postage, forms, cards, and stationery, \$800.00; miscellaneous supplies and materials, \$150.00; fuel oil, \$1,000.00.

Current Charges and Obligations: Rental of water cooler, \$100.00; dues, Civil Defense Council, etc., \$53.00.

BOSTON TRAFFIC DEPARTMENT

1-02-51

The Boston Traffic Department establishes rules and regulations for the control of vehicular street traffic in Boston and is responsible for the erection, repair, and maintenance of traffic signs, signals, parking meters, and other mechanical traffic control devices.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$527,230 56	\$546,202 77	\$586,650 00	\$608,669 00	\$593,650 00	
2—Contractual Services . . .	166,587 84	150,406 47	166,510 00	187,610 00	175,710 00	
3—Supplies & Materials . . .	74,470 05	77,106 56	73,475 00	131,620 00	75,020 00	
4—Current Charges & Oblig's	950 58	979 85	1,000 00	1,125 00	1,125 00	
5—Equipment	29,923 29	19,056 35	29,190 00	10,190 00	2,690 00	
TOTALS	\$799,162 32	\$793,752 00	\$856,825 00	\$939,214 00	\$848,195 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$950,650 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services; prepares reports and maintains the vehicular traffic code; performs cleaning and custodial work in the department building and garage, totaling 26,500 square feet.

Responsible for the operation and maintenance of all motor vehicles. The vehicles include 26 trucks, 20 passenger cars, and 2 line-marking machines.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
23	\$114,500 00	\$17,760 00	\$14,205 00	\$625 00	\$290 00	\$147,380 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Chief Engineer, Deputy Commissioner and Secretary.

General Services Section: Head Administrative Clerk, 8 Clerical Employees.

Building Maintenance Section: Building Maintenance Man, Traffic Sign Maintenance Man, Senior Building Maintenance Mechanic.

Motor Equipment Maintenance Section: 3 Repairmen.

Motor Pool: 5 Motor Equipment Operators and Laborers.

Overtime Motor Pool: \$500.00.

Contractual Services: Telephone service, \$1,100.00; electricity for plant, \$3,500.00; gas for heating, \$200.00; carpentry, \$800.00; electrical repairs, \$200.00; repairs and maintenance of boilers, \$1,200.00; building repairs, \$300.00; A.D.T. burglar alarm system, \$1,200.00; repairs to 30 vehicles in fleet, \$2,000.00; servicing of office equipment, \$250.00; travel expenses to National Safety Council, \$250.00; advertising and posting of amendments to traffic rules, \$3,000.00; window cleaning service, \$600.00; towel service, \$360.00; printing traffic rules and regulations reports, \$1,500.00; repairs to tools, \$300.00; servicing of elevator, \$500.00; painting and plastering offices, \$500.00.

Supplies and Materials: Gasoline, oil, grease, \$5,000.00; tire tubes, motor accessories, \$3,000.00; laundry, cleaning, custodial supplies and materials, \$400.00; fuel oil, \$3,500.00; first aid supplies, \$5.00; postage, cards, forms, and stationery, \$1,500.00; garage tools, \$400.00; miscellaneous supplies and materials, \$400.00.

Current Charges and Obligations: Motor vehicle registration, \$250.00; dues and subscriptions, \$225.00; rentals, \$100.00; insurance and bonding, \$50.00.

Equipment: Tools, \$200.00; City Directory, \$90.00.

2. TRAFFIC PLANNING AND ENGINEERING

Responsible for the making of traffic engineering studies and surveys to discover major and minor measures for the relief of vehicular traffic congestion; making technical studies, including intersection counts to determine need for and timing of traffic signals and location of pavement painting; making parking surveys to provide for more equitable distribution of street parking opportunities.

Average annual statistics are as follows: 50 traffic engineering studies, 25 street parking surveys, 205 intersection vehicular volume counts, 73 other technical studies, 1,900 complaints and suggestions investigated.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
19	\$101,500 00	\$2,650 00	\$600 00	\$100 00	\$104,850 00

Personal Services: Associate Traffic Engineer, Principal Traffic Engineer, Senior Electrical Engineer, 2 Senior Traffic Engineers, Assistant Traffic Engineer, Senior Civil Engineer (Draftsman), Chief Traffic Investigator, 6 Senior Traffic Investigators, 5 Traffic Investigators. Overtime for Traffic Engineers and Investigators, \$500.00.

Contractual Services: Telephone service, \$600.00; carfares and mileage, \$1,950.00; photographing and blueprinting, \$100.00.

Supplies and Materials: Traffic engineering forms, \$200.00; drafting supplies, \$400.00.

Current Charges and Obligations: Membership in the Institute of Traffic Engineers, \$100.00.

3. TRAFFIC SIGN INSTALLATION AND MAINTENANCE

Prepares, installs, and maintains visual mechanical control devices designed to guide and control moving and standing vehicles and pedestrians on 750 miles of public streets and 202 bridges; maintains all pavement markings and curb painting and supervises roping of streets for parades. Traffic signs are prepared by Paint Shop personnel.

Average annual statistics for the section are as follows: 40,000 traffic signs maintained, 2,200 new signs painted and erected, 2,500 signs reconditioned, 200 miles of roadway safety lines painted, and 880 loading zones painted and maintained on curbs, involving 26,000 linear feet of painting.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
23	\$102,300 00	\$75,300 00	\$48,205 00	\$225,805 00

Personal Services: 2 Traffic Sign Supervisors, Traffic Sign Foreman, Principal Clerk, 4 Painters, 4 Heavy Motor Equipment Operators, Working Foreman Traffic Sign Maintenance Man, 10 Traffic Sign Maintenance Men. Overtime: Painting of loading zones and the installation of traffic signs in the downtown area requires that the work be done on Sundays, \$2,000.00.

Contractual Services: Telephone service, \$500.00; repair of machinery and tools, \$600.00; roping of streets for parades, \$4,000.00; carfares, \$200.00; painting of crosswalks, center lines, etc., \$60,000.00; installing 2,000 sign posts in conjunction with street cleaning program, \$10,000.00.

Supplies and Materials: Chemical cleaners for traffic sign plates, \$600.00; traffic sign shop forms, \$50.00; building materials and supplies, \$2,200.00; traffic sign blanks, paints, scotchlite, \$39,860.00; general operating supplies, \$1,540.00; repair parts for spray guns, air compressor, and marking machine, \$3,400.00; tools, \$500.00; wearing apparel, \$50.00; first aid supplies, \$5.00.

4. ELECTRIC TRAFFIC SIGNAL INSTALLATION AND MAINTENANCE

Installs and maintains electric traffic control devices designed to guide and control the moving vehicles and pedestrians that use the public streets. The signals maintained include 226 sets of pretimed traffic signals, 1 set of traffic actuated signals, 107 sets of pedestrian signals, 58 warning flashers, and 5 sets of bridge signals (manuals).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
21	\$96,200 00	\$71,900 00	\$10,955 00	\$2,400 00	\$181,455 00

Personal Services: Assistant Electrical Engineer, 2 Traffic Sign Maintenance Men, Traffic Signal Supervisor, Chief Traffic Signal Inspector, 4 Traffic Signal Inspectors, Principal Clerk and Typist, 2 Electrical Equipment Repairmen, 2 Working Foremen Traffic Signal Repairmen, 7 Traffic Signal Repairmen.

Contractual Services: Telephone service, \$900.00; electricity for traffic signals, \$64,500.00; repairs to machinery and tools, \$300.00; carfare and mileage, \$1,200.00; sandblast and paint signal posts, \$5,000.00.

Supplies and Materials: Cleaning materials, \$200.00; miscellaneous hardware, \$400.00; traffic signal supplies, \$8,650.00; electric conduit, ground clamps, electrical supplies and tools, \$1,500.00; first aid supplies, \$5.00; record forms, \$100.00; wearing apparel, \$100.00.

Equipment: Signal equipment, \$2,400.00.

5. PARKING METER MAINTENANCE AND COLLECTIONS

Responsible for the maintenance and general surveillance of parking meter installations; paints and maintains parking meter lines and overhauls parking meter mechanisms. Collections are made from receptacles, and are deposited with the First National Bank for counting and recording.

Average annual statistics are as follows: 7,919 parking meters maintained, 400,000 individual meter collections at a rate of 50 collections per year per meter, and \$560,880.00 collected in meter revenues.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
36	\$160,874 00	\$7,350 00	\$1,005 00	\$400 00	\$169,629 00

Personal Services: Parking Meter Supervisor, Senior Parking Meter Collector, Principal Account Clerk, 7 Parking Meter Collectors, 3 Motor Equipment Operators, Parking Meter Maintenance Foreman, 12 Parking Meter Maintenance Men, Head Parking Meter Repair and Maintenance Man, Parking Meter Clock Repairman, 5 Parking Meter Repairmen, Senior Traffic Investigator, 2 Heavy Motor Equipment Operators.

Temporary Employees: Vacation supply, \$1,650.00. Overtime, \$1,000.00.

Contractual Services: Telephone service, \$1,050.00; carfares, \$800.00; periodic investigations by Pinkerton, \$1,500.00; accounting of receipts, \$4,000.00.

Supplies and Materials: Household supplies, \$300.00; forms and stationery, \$100.00; first aid supplies, \$5.00; wearing apparel, \$100.00; parking meter tools, \$500.00.

Current Charges and Obligations: Premium on surety bonds, \$400.00.

Boston Traffic Department — Continued

6. TRAFFIC SAFETY EDUCATION

Develops a program for pedestrian and vehicular safety through public addresses, demonstrations, participation in conference groups, the use of radio, motion pictures, the press, photographs, store window displays. A program of making radar surveys of motor vehicle speeds has been initiated to provide information for use in driver safety education. The division participates in the city's driver training school and in driver training in the Boston public schools — maintains record of accidents and periodical analysis of accidents.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
4	\$18,276 00	\$750 00	\$50 00	\$19,076 00

Personal Services: Assistant Engineer, Senior Traffic Investigator, 2 Clerical Employees.

Contractual Services: Telephone service, \$350.00; servicing of office equipment, \$200.00; mileage, \$100.00; printing, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$50.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration and General Services	23	\$114,500 00	\$17,760 00	\$14,205 00	\$625 00	\$290 00	\$147,380 00
2. Traffic Planning and Engineering	19	101,500 00	2,650 00	600 00	100 00	—	104,850 00
3. Traffic Sign Installations and Maintenance	23	102,300 00	75,300 00	48,205 00	—	—	225,805 00
4. Electric Traffic Signal Installation and Maintenance	21	96,200 00	71,900 00	10,955 00	—	2,400 00	181,455 00
5. Parking Meter Maintenance and Collections	36	160,874 00	7,350 00	1,005 00	400 00	—	169,629 00
6. Traffic Safety Education	4	18,276 00	750 00	50 00	—	—	19,076 00
TOTALS	126	\$593,650 00	\$175,710 00	\$75,020 00	\$1,125 00	\$2,690 00	\$848,195 00

LICENSING BOARD

1-02-52

The Licensing Board is under the control and operation of three Commissioners who are appointees of the Governor. They have authority to grant licenses for the sale of liquors and various miscellaneous licenses, and to hold hearings, upon presentation of evidence by the Police Department, relative to violations of the terms of licenses granted by the Board.

A—BUDGET SUMMARY

Group	1962 Budget					
	1959 Expenditures	1960 Expenditures	1961 Appropriations	Requested by Department	Recommended by Mayor	Approved
1—Personal Services	\$94,704 99	\$95,404 03	\$93,729 00	\$99,643 00	\$97,728 00	
2—Contractual Services	8,385 01	8,191 95	8,854 00	13,267 00	11,267 00	
3—Supplies & Materials	6,057 22	4,689 27	6,115 00	6,140 00	6,115 00	
4—Current Charges & Oblig's	12,552 96	12,948 02	13,524 00	13,524 00	13,524 00	
5—Equipment	1,684 12	260 50	275 00	750 00	400 00	
TOTALS	\$123,384 30	\$121,493 77	\$122,497 00	\$133,324 00	\$129,034 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$1,810,025 00

C—PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the supervision and direction of the staff based on policies approved by the Licensing Board; conduct of hearings on applications for miscellaneous types of licenses; hearing evidence presented by the Boston Police Department on violations of regulations. Hearings are held on 500 alcoholic beverages license cases, and 175 hearings on miscellaneous licenses.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
7 \$51,519 00	\$1,747 00	\$1,225 00	\$13,350 00	\$67,841 00

Personal Services: Chairman, 2 Commissioners, Executive Secretary, Executive Assistant, 2 Clerical Employees. Overtime: To process applications and issue licenses before New Year, \$150.00.

Contractual Services: Telephone service, \$445.00; electricity, \$135.00; servicing of office equipment, \$40.00; transportation of persons, \$500.00; witness fees, \$300.00; printing and binding, \$75.00; news clipping service, \$165.00; towel service, \$87.00.

Supplies and Materials: Towels, soaps, germicide, electric bulbs, \$25.00; postage, forms, cards, and stationery, \$1,200.00.

Current Charges and Obligations: Rental of office space, \$13,350.00.

2. ISSUANCE OF LIQUOR AND MISCELLANEOUS LICENSES

Processes applications and issues licenses. In 1961, there were 9,000 applications filed, 8,725 granted, 180 rejected, and 90 withdrawn. An average of 2,395 licenses were issued for innholder and common victualler; 2,070 licenses for lodging houses; 1,200 licenses for entertainment as required by Chapter 299, Acts of 1926; 19 licenses for automatic amusement devices. The remainder were miscellaneous licenses of 9 various classes.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9 \$46,209 00	\$9,520 00	\$4,890 00	\$174 00	\$400 00	\$61,193 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, Assistant Head Clerk, and 5 Clerical Employees. Temporary employees for emergencies, \$1,400.00. Overtime: To process applications and issue licenses before the New Year, \$850.00.

Contractual Services: Telephone service, \$1,780.00; electricity, \$540.00; servicing of office equipment, \$150.00; mailing and letter service, \$50.00; stenotypist under contract, \$7,000.00.

Supplies and Materials: Custodial supplies, \$75.00; postage, forms, cards, and stationery, \$4,800.00; wrapping paper, \$15.00.

Current Charges and Obligations: Rental of water cooler, \$174.00.

Equipment: Library books, \$275.00; 6 numbering machines, \$125.00.

D—PROGRAM SUMMARY

Program	Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	7 \$51,519 00	\$1,747 00	\$1,225 00	\$13,350 00	—	\$67,841 00
2. Issuance of Liquor and Misc. Licenses	9 46,209 00	9,520 00	4,890 00	174 00	\$400 00	61,193 00
TOTALS	16 \$97,728 00	\$11,267 00	\$6,115 00	\$13,524 00	\$400 00	\$129,034 00

PUBLIC WORKS DEPARTMENT

1-03-00

The Public Works Department was created in 1911 under the provisions of Chapter 486, Acts of 1909, through the consolidation of the existing Street, Water and Engineering Departments. The department is in charge of a Commissioner who is required by City Ordinance to be a civil engineer. The department now operates through its Central Office, and six (6) major divisions each in charge of a Division Engineer. These divisions carry out the major programs of the department; namely, the maintenance and construction of highways, street-lighting, snow removal, sewerage construction and maintenance, water construction and maintenance, sanitation, street cleaning, removal of refuse and garbage. All engineering in connection with foregoing programs is performed by the Engineering Division. The Central Office performs general administrative functions, including personnel management, payrolls, cost accounting, purchasing, inventory control, property and equipment maintenance.

A — BUDGET SUMMARY

Group	1959		1960		1961		1962 Budget			
	Expenditures		Expenditures		Appropriations	Requested by Department	Recommended by Mayor	Approved		
1. Personal Services . . .	\$4,759,383	37	\$4,756,854	91	\$4,298,817	00	\$4,199,072	00	\$4,107,409	00
2. Contractual Services . . .	4,324,241	45	4,033,303	30	4,417,647	00	4,432,894	00	4,418,189	00
3. Supplies and Materials . . .	308,387	60	271,349	34	343,499	00	404,666	00	362,450	00
4. Current Charges & Oblig's . . .	12,211	90	11,646	42	2,110	00	1,820	00	1,820	00
5. Equipment	81,593	70	94,479	96	7,075	00	208,418	00	163,250	00
7. Structures and Improvements	251,287	60	174,606	88	351,350	00	95,100	00	44,000	00
8. Land and Non-Structural Improvements to Land	—		—		5,000	00	—		—	
TOTALS	\$9,737,105	62	\$9,342,240	81	\$9,425,498	00	\$9,341,970	00	\$9,097,118	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$228,742 00

C — PROGRAMS

I. CENTRAL OFFICE

The Central Office is composed of three sections: (a) General Service Section which was established on March 16, 1960, when the functions of the various divisions of the Public Works Department were rearranged, is intended to bring about more efficient control by the concentration of key responsibilities under one division. It is responsible for personnel and payroll management; procurement of supplies, maintenance of inventories, preparation of annual budget, preparation of statistical reports and serves as the office of record for the department. (b) Maintenance Section, responsible for the care, control and maintenance of all property and department-owned vehicles, maintenance of all real property and related facilities of the department. (c) Permit Section, established on March 16, 1960, issues all permits to open, occupy and obstruct portions of the streets, also permits for Water and Sewer projects.

Personal Services	Contractual	Supplies	Current	Equipment	Structures	Total
No.	Services	Materials	Charges		Improvements	
150	\$449,507 00	\$90,416 00	\$145,194 00	\$1,004 00	\$150,020 00	\$840,141 00

Personal Services: Commissioner, Director of Transportation, Executive Secretary, Principal Civil Engineer, Assistant Executive Secretary, Senior Civil Engineer, Superintendent of Automotive Maintenance, 2 Supervisors of Automotive Maintenance, Supervisor of Safety, Assistant Permit Supervisor, Personnel Officer, 3 Head Clerks, Head Account Clerk, 2 General Foremen of Mechanics and Craftsmen, Chief Encroachment Investigator, Senior Public Relations Representative, Principal Clerk and Secretary, 2 Principal Storekeepers, Senior Cashier, Blacksmith Foreman, 3 Head Clerks, 4 Motor Equipment Repair Foremen, Welder Foreman, 2 Principal Clerks and Stenographers, 6 Principal Account Clerks, 3 Principal Clerks and Typists, 2 Principal Clerks, 4 Encroachment Investigators, Senior Storekeeper, Senior Radio and Telephone Operator, Garage Foreman, 6 Working Foremen, Motor Equipment Repairman, Working Foreman Welder, 2 Heavy Trailer and Wrecker Truck Operators, 20 Motor Equipment Repairmen, 7 Maintenance Mechanics (Blacksmith), 5 Maintenance Mechanics (Carpenter), 7 Maintenance Mechanics (Painters), 4 Welders, 5 Radio-Telephone Operators, 3 Heavy Motor Equipment Operators and Laborers, 11 Motor Equipment Maintenance Men, Senior Account Clerk, 3 Senior Clerks and Typists, Storekeeper, 3 Motor Equipment Operators and Laborers, 5 Garage Attendants, 6 Blacksmiths' Helpers, Sheet Metal Worker's Helper, 4 Laborers, Clerk and Stenographer, Constable. Overtime, \$3,990.00.

Contractual Services: Telephone, \$7,600.00; electricity, \$9,116.00; emergency electrical repairs, \$1,000.00; plumbing and heating, \$1,000.00; repairs buildings Highland and Albany Streets, \$5,000.00; replace fences, \$3,400.00; repairs and servicing of automotive equipment, \$59,000.00; transportation conventions, \$375.00; car fares, use of privately owned vehicles, \$1,125.00; printing and binding, \$25.00; cleaning overalls, \$700.00; freight, \$25.00; protective service, \$2,000.00; advertising, \$50.00.

Supplies and Materials: Automotive supplies, \$100,000.00; heating supplies, \$12,000.00; household supplies, \$2,244.00; medical supplies, \$350.00; postage and office forms, \$6,600.00; building supplies, \$6,206.00; repair parts non-automotive, \$17,794.00.

Current Charges and Obligations: Premium on surety bond, \$50.00; registration of vehicles, \$939.00; subscription, \$15.00.

Equipment: Automotive equipment, \$40,000.00; office furniture and fixtures, \$2,250.00; special purpose vehicles, \$107,770.00.

Structures and Improvements:

Alteration and repair of building. \$4,000 00

2. ENGINEERING DIVISION

The Engineering Division is responsible for all surveying, engineering design, planning and estimating projects of the department. It also performs engineering services for the Public Improvement Commission and other city departments as required by City Ordinances. The work of this division includes every activity of an engineering nature in the department except engineering supervision of the various construction programs and maintenance activities relating to other department programs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
60	\$16,119 00	\$2,650 00	\$4,000 00	\$899 00	\$23,668 00

Personal Services: Division Engineer, 3 Associate Civil Engineers, 4 Principal Civil Engineers, 2 Senior Civil Engineers, 16 Assistant Civil Engineers, Head Clerk, Photographer, 11 Junior Civil Engineers, Head Photostat Operator, Photostat Operator, Principal Clerk and Stenographer, 13 Senior Engineering Aids, Senior Clerk and Typist, 4 Junior Engineering Aids.

Contractual Services: Repairs to reproduction equipment, \$550.00; transportation, \$1,500.00; printing and binding, \$600.00.

Supplies and Materials: Miscellaneous engineering forms and supplies, \$4,000.00.

Equipment: Drafting table, \$400.00; miscellaneous equipment for engineering force, \$499.00.

3. HIGHWAY DIVISION

The Highway maintenance program is carried on through 10 district yards and consists of street cleaning, snow removal and temporary and minor repairs to roadways, sidewalks and various highway appurtenances. The Highway general repair program is combined with the water service roadways excavation repair program, and both conducted as a single activity in the charge of the Highway Division. Snow removal, which costs approximately \$750,000 per year, is also Highway Division responsibility with other divisions assisting as required. The operation of 8 drawbridges together with the maintenance of many minor bridges, completes this Highway maintenance program. The highway construction portion of this program, including bridge construction costing 3 to 4 million dollars, is financed as part of the City's capital improvement loan program.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
741	\$2,578,128 00	\$2,077,180 00	\$67,000 00	\$448 00	\$9,237 00	\$40,000 00	\$4,771,993 00

Personal Services: Division Engineer, Associate Civil Engineer, Chief Highway Engineer, 2 Principal Civil Engineers, Principal Electrical Engineer, Superintendent of Highway Maintenance, Assistant Superintendent of Highway Maintenance, Superintendent of Highway Construction, Chief Highway Construction Inspector, Head Administrative Clerk, 11 Assistant Civil Engineers, 10 Supervisors of Highway Maintenance, Supervisor of Drawtenders, Head Clerk, 4 Highway Maintenance Foremen, 4 Highway Construction Foremen, 5 Junior Civil Engineers, 2 Electrician-Operators, 2 Bridge Construction Inspectors, 35 Highway Construction Inspectors, 20 Highway Maintenance Inspectors, 16 Street Cleaning and Waste Collection Inspectors, 2 Street Lighting Inspectors, 3 Principal Account Clerks, 2 Principal Clerks and Stenographers, Principal Clerk and Typist, 2 Working Foremen Painters, 8 Drawtenders, 2 Bulldozer Operators, 5 Working Foremen Heavy Motor Equipment Operators and Laborers, 2 Working Foremen Carpenters, 8 Senior Engineering Aids, 71 Heavy Motor Equipment Operators and Laborers, 6 Carpenters, 2 Machinists, 2 Painters, Motor Equipment Maintenance Man, 23 First Assistant Drawtenders, 24 Pavers, 52 Assistant Drawtenders, 2 Senior Clerks and Typists, 89 Motor Equipment Operators and Laborers, 4 Junior Engineering Aids, 245 Laborers, 62 Public Works Laborers, Clerk and Stenographer. Overtime, \$83,000.00.

Contractual Services: Telephone, \$180.00; electricity for street lighting, \$1,938,000.00; pedestrian underpasses, \$2,800.00; sub. stations, \$25,500.00; spotlights, \$3,000.00; electricity for drawbridges, \$5,400.00; removal of gaslights, \$2,000.00; repairs to motors and switches, \$4,500.00; repairs to bridges, \$3,500.00; cleaning catch basins, \$32,000.00; repair sidewalks, \$40,000.00; relocation of street lights, \$14,000.00; repair equipment, \$1,000.00; transportation, \$1,300.00; professional inspectors and divers, \$1,000.00; street cleaning signs, \$1,000.00; erection of fences and guard rails, \$1,800.00; advertising, \$200.00.

Supplies and Materials: Heating supplies, \$3,000.00; general operating supplies, \$15,000.00; patching materials, \$26,000.00; concrete, \$10,000.00; picks, shovels, etc., \$5,000.00; hokey pokey receptacles, \$1,200.00; electrical supplies, \$5,000.00; miscellaneous, \$1,800.00.

Current Charges and Obligations: Dues and subscriptions, \$23.00; rentals, City of Chelsea, \$125.00; railroad, N.Y. N.H. & H., \$300.00.

Equipment: Litter baskets, \$6,000.00; hokey pokey carts, \$1,250.00; concrete saw, \$1,700.00; miscellaneous, \$287.00.

Structures and Improvements: Cleaning and painting, renewing wood sidewalks, renewing steel sidewalks, resurfacing roadways, mechanical and electrical work, etc. on various bridges under control of the City, \$40,000.00.

Public Works Department — Continued

4. SANITARY DIVISION

The Sanitary program of the Public Works Department is concerned with collection and disposal of waste. Each day approximately 1,000 tons of rubbish and garbage are collected in Boston by private contractors operating in thirteen collection districts. Cost to the city is about \$8.00 per ton. Of the total, 650 tons of rubbish and garbage is incinerated at the South Bay Avenue Plant; 250 tons of rubbish is dumped at Gardner Street, West Roxbury; and about 50 tons of rubbish collected in East Boston is dumped in Saugus. The remainder, garbage, is carried away to numerous pig farms. Collection contractors are directed by a group of forty Inspectors working under three Area Supervisors and a General Superintendent.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
207	\$970,506 00	\$2,218,343 00	\$28,000 00	\$368 00	\$2,294 00	\$3,219,511 00

Personal Services: Performances under this program is divided among the following sections:

Administrative Section: Division Engineer, Head Clerk, Principal Clerk and Secretary, Principal Clerk, Senior Clerk and Typist.

Collection Section: Principal Civil Engineer, General Superintendent - Sanitary Division, 3 Supervisors of Waste Collection, 4 Waste Collection Foremen, 42 Street Cleaning and Waste Collection Inspectors, Senior Clerk, 7 Heavy Motor Equipment Operators and Laborers, 16 Motor Equipment Operators and Laborers, Working Foreman Laborer, 39 Laborers (Sanitary).

Sanitary Disposal Section: Principal Civil Engineer, 3 Supervisors of Incineration, Supervisor of Incinerator Maintenance, Head Incinerator Maintenance Repairman, 12 Incinerator Crane Operators, Incinerator Electrician, Principal Clerk, 2 Street Cleaning and Waste Collection Inspectors, Incinerator Maintenance Repairman, 4 Working Foremen Stokers, 4 Bulldozer Operators, 2 Cashiers and Weigh Clerks, 20 Incinerator Stokers, Incinerator Traffic Regulator, 12 Heavy Motor Equipment Operators and Laborers, 2 Motor Equipment Operators and Laborers, 19 Laborers (Incinerator). Overtime, \$60,110.00.

Contractual Services: Telephone, \$800.00; electricity, \$14,400.00; collection of garbage and waste, \$2,155,143.00; hire of dumps, \$27,000.00; maintenance of overhead doors and repair of gates, fence, elevator, \$1,500.00; repairs to feed, fuel and hydraulic pumps, \$2,000.00; electric servicing of Westinghouse cranes, \$6,000.00; repairing office machines and equipment, \$800.00; recharging fire extinguishers, \$600.00; repairing electric motors, \$600.00; transportation, \$500.00; advertising, \$4,800.00; cleaning overalls, \$1,040.00; consultant engineering services, \$1,000.00; exterminating, \$1,755.00; blueprinting, \$300.00; advertising City Record, \$105.00.

Supplies and Materials: Supplies and materials for incinerator, \$13,700.00; hardware supplies, electrical, steel shelving, paint, \$5,820.00; call for crane, \$4,600.00; wearing apparel, \$3,880.00.

Current Charges and Obligations: Dues and subscriptions, \$43.00; vehicle plates for contractors, \$75.00; permit fees, \$250.00.

Equipment: Fire fighting equipment, \$2,294.00.

5. CITY HOSPITAL STEAM

In connection with the operation of the incinerator by the Sanitary Division, steam will be furnished to the Boston City Hospital for heat, light and power.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
18	\$93,149 00	\$29,600 00	\$118,256 00	\$800 00	\$241,805 00

Personal Services: Superintendent of Incinerator, Supervisor of Incineration, 4 Second Class Stationary Engineers, 8 Steam Firemen (Incinerator), Incinerator Maintenance Repairman, 2 Incinerator Maintenance Men, Laborer (Incinerator). Overtime, \$12,900.00.

Contractual Services: Electricity, \$7,200.00; plumbing and heating, \$3,500.00; addition of deareator and feedwater open heater, \$7,500.00; valve for feed water heater, \$4,000.00; structural change to accomodate heater, \$3,000.00; miscellaneous, \$1,100.00; servicing electrical instruments, \$2,000.00; freight charges, \$1,300.00.

Supplies and Materials: Heating supplies, \$108,000.00; household supplies, \$256.00; pipe and fittings, \$2,500.00; electrical supplies, \$2,000.00; feedwater and chemical supplies, \$2,500.00; oil burner parts, \$500.00; refractories, \$1,000.00; grating materials, \$1,000.00; miscellaneous, \$500.00.

Equipment: Electric spray painter, \$300.00; welder rectifier, \$300.00; fire hose, \$200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equip- ment	Structures Improvements	Total
Central Office	150	\$449,507 00	\$90,416 00	\$145,194 00	\$1,004 00	\$150,020 00	\$4,000 00	\$840,141
Engineering Division	60	16,119 00	2,650 00	4,000 00	—	899 00	—	23,668
Highway Division	741	2,578,128 00	2,077,180 00	67,000 00	448 00	9,237 00	40,000 00	4,771,993
Sanitary Division	207	970,506 00	2,218,343 00	28,000 00	368 00	2,294 00	—	3,219,511
City Hospital (Steam)	18	93,149 00	29,600 00	118,256 00	—	800 00	—	241,805
Totals	1,176	\$4,107,409 00	\$4,418,189 00	\$362,450 00	\$1,820 00	\$163,250 00	\$44,000 00	\$9,097,118

HEALTH DEPARTMENT

1-05-00

The Health Department represents a combination of functions relating to the protection and promotion of public health, the recording of vital statistics, and the regulation of weighing and measuring devices. The department consists of three divisions and is in charge of the Health Commissioner.

Title	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Health Division	\$1,846,731 26	\$1,853,335 41	\$1,895,168 00	\$1,945,436 00	\$1,890,669 00	
Registry Division	158,885 58	176,208 42	183,625 00	193,909 00	185,350 00	
Unsafe Buildings, Securing, Removing, etc.	826 15	—	—	—	—	
Weights and Measures Division	90,433 11	93,078 84	96,660 00	97,333 00	94,831 00	
TOTALS	\$2,096,876 10	\$2,122,622 67	\$2,175,453 00	\$2,236,678 00	\$2,170,850 00	

The amounts tabulated above for the divisions specified are summarized by object of expense as follows:

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$1,749,565 58	\$1,781,923 13	\$1,810,000 00	\$1,850,395 00	\$1,822,665 00	
2—Contractual Services	247,778 99	252,972 48	268,385 00	278,010 00	247,860 00	
3—Supplies & Materials	88,806 96	80,487 75	90,780 00	92,417 00	89,980 00	
4—Current Charges & Oblig's	2,729 89	3,281 56	3,038 00	8,195 00	8,195 00	
5—Equipment	4,147 64	3,957 75	3,250 00	7,661 00	2,150 00	
7—Structures & Improvements	3,020 89	—	—	—	—	
Special Appropriations	826 15	—	—	—	—	
TOTALS	\$2,096,876 10	\$2,122,622 67	\$2,175,453 00	\$2,236,678 00	\$2,170,850 00	

In the pages that follow, the detail applicable to each of the three divisions of the department is presented.

HEALTH DIVISION—HEALTH DEPARTMENT

1-05-21

The Health Division of the Health Department is responsible for those activities of the municipal government which are primarily designed to protect or promote the public health. It enforces statutory laws, ordinances, and regulation dealing with public health, and provides direct and indirect services to the population, including disease control, environmental sanitation, and child hygiene. It operates through four sections which contain several bureaus, with functions as described below. The Administrative and General Services Section coordinates the activities of the bureaus under its jurisdiction.

A — BUDGET SUMMARY

Group						1962 Budget	
	1959 Expenditures	1960 Expenditures	1961 Appropriations	Requested by Department	Recommended by Mayor	Approved	
1—Personal Services . . .	\$1,525,766 85	\$1,547,480 43	\$1,567,000 00	\$1,597,371 00	\$1,579,665 00		
2—Contractual Services . . .	234,743 25	231,755 35	247,175 00	256,325 00	226,325 00		
3—Supplies & Materials . . .	78,530 64	69,201 42	77,450 00	78,550 00	76,900 00		
4—Current Charges & Oblig's . . .	889 35	1,375 70	1,093 00	5,779 00	5,779 00		
5—Equipment	3,780 28	3,522 51	2,450 00	7,411 00	2,000 00		
7—Structures & Improvements . . .	3,020 89	—	—	—	—		
TOTALS	\$1,846,731 26	\$1,853,335 41	\$1,895,168 00	\$1,945,436 00	\$1,890,669 00		

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$33,302 00

C — PROGRAMS

SECTION OF GENERAL SERVICES

General supervision and direction of the Health Division. Coordinates the fiscal and administrative phases of the division, including preparation of the budget, financial transactions, and management of personnel; and performs all functions necessary to the issuance of 23 separate types of licenses. In 1961, 4,140 licenses were issued. Compiles and maintains complete records on births, deaths, and reportable diseases; issues burial transportation, and removal permits to funeral directors; and reviews all record forms used by the Health Division. In 1961, there were 13,393 permits issued to funeral directors. Approximately 15,634 births to Boston residents were recorded, and 9,175 deaths of Boston residents were reported. The Health Division provided financial assistance in 1961 for hospitalization of 152 premature infants at an approximate cost of \$49,592.05. Coordinates health education activities within the Health Division and organizes health programs in schools and the community.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
22	\$127,240.00	\$15,400.00	\$4,800.00	\$5,579.00	\$550.00	\$153,569.00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner,
 Section of General Services: Director, Head Administrative Clerk, Senior Legal Assistant, Principal Clerk-Stenographer.
 Bureau of Administration: 2 Senior Accountants, Senior Settlement Investigator, 3 Clerical Employees.
 Garage and Automotive Service: Ambulance Service Foreman, Garage Foreman, Motor Equipment Operator.
 Bureau of Vital Statistics: Chief Bureau of Vital Statistics, Principal Statistical Machine Operator, 2 Clerical Employees.
 Bureau of Health Education: Director of Public Health Education, Asst. Director Public Health Education, Public Health Educator, Principal Clerk and Stenographer. Overtime: \$1,800; Temporary, \$1,440.00.

Contractual Services: Telephone service, \$8,100.00; automotive repairs, \$400.00; servicing of office equipment, \$500.00; transportation of persons, \$2,400.00; advertising, and posting, \$200.00; cleaning, \$50.00; freight, \$50.00; issuing of burial permits, \$2,700.00; printing and binding \$1,000.00.

Supplies and Materials: Gasoline, grease, and lubricating oils, \$400.00; tires and tubes, \$100.00; postage, \$4,000.00; general operating supplies \$300.00.

Current Charges and Obligations: Rental of statistical machine, \$5,394.00; dues and subscriptions, \$145.00; insurance, \$40.00.

Equipment: Library books, \$50.00; office equipment, \$500.00.

SECTION OF MEDICAL SERVICES

Coordinates the activities of 3 bureaus, Public Health Nursing, Laboratory Services, and Disease Control, and act as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs. Provides full control for all reportable diseases as required by law. In 1961 there were 4,673 communicable disease cases.

reported, processed, and followed when necessary. Carries out a program to detect tuberculosis cases, to commit and/or arrange for treatment and hospitalization, and to follow-up known cases in order to protect the health of the patient and the community. There were 438 new cases of tuberculosis discovered, reported, and processed in 1961; 14,255 clinic visits made in 1960 by tuberculosis patients; and in 1961, 14,948 70mm. films and 15,924 large x-ray plates were taken at health units and clinics.

Performs culture, microscopic, and serological examinations of specimens submitted by physicians, hospitals, and clinics to assist in establishing diagnosis of diseases and aid epidemiological studies. As an average over the last 5-year period, 46,613 specimens were prepared and examined annually.

Performs a generalized public health nursing service functioning through clinics, day care agencies, parochial schools, and in the home. In 1961 there were 44,629 home visits for child hygiene purposes, 283 home visits for communicable disease cases, and 6,612 home visits to tuberculosis families and contacts made by the nurses; 2,598 home visits, 6,018 (1960) school interviews with parents, and 10,872 (1960) school interviews with teachers for the correction of defects in school children also were conducted by the nurses.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
140	\$640,290 00	\$97,500 00	\$37,525 00	\$1,000 00	\$776,315 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Medical Service, Principal Hospital and Institutional Inspector and Supervisor, Head Clerk.
Nursing Service: Director of Public Health Nurses, 3 Principal Public Health Nurses, 13 Supervising Public Health Nurses, Public Health Nutritionist, 76 Public Health Nurses, Principal Clerk and Typist, Principal Clerk and Stenographer, 5 Clerical Employees.
Bureau of Disease Control: Chief of Bureau of Disease Control, Public Health Investigator, 4 Principal Clerks and Typists, 1 Principal X-Ray Technician, Senior X-Ray Technician, X-Ray Technician, 13 Clerical Employees, Senior Physician-Roentgenologist, Chief Examining Physician, Tuberculosis.
Bureau of Diagnostic Laboratories: Head Bacteriologist, Principal Bacteriologist, 2 Senior Bacteriologists, 2 Junior Bacteriologists, 2 Laboratory Assistants, 2 Media Men, 2 Clerical Assistants.
Overtime: Services of employees on Saturdays, Sundays, and holidays in diagnostic laboratory, \$2,000.00; Temporary \$1,290.00.

Contractual Services: Telephone service, \$1,800.00; repairs of equipment, \$1,300.00; transportation of persons, \$9,400; care of tuberculosis patients, \$60,400.00; professional services at tuberculosis clinics, \$10,400.00. Consultant, \$1,200.00; cleaning, gown and apron service, \$4,500.00; printing, binding, and ruling, \$500.00; removal of bodies, \$500.00; ambulance service, \$900.00; Medical Social Services in Tuberculosis Program, \$6,600.00.

Supplies and Materials: Medical, dental, and hospital supplies, \$26,000.00; postage, forms, cards, and stationery, \$7,500.00; cleaning and custodial supplies, \$900.00; diagnostic and chemical supplies, \$3,125.00.

Equipment: X-ray equipment in health units, \$1,000.00.

3. SECTION OF LOCAL HEALTH SERVICES

Coordinates the activities of 2 bureaus, Child Health and Health Units and Dental Services, and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

The 9 George Robert White Fund Health Units provide local headquarters in the various sections of Boston for the Health Division and for the various health, welfare, and social agencies. Maintenance is provided entirely by the Health Division.

Operates the 21 decentralized clinic locations of the Health Department bringing the preventive services of the Health Division to the various neighborhoods of the city. In 1961 the pediatricians and public health physicians gave 7,516 inoculations and 2,175 mantoux tests at 33 weekly clinics (well child conferences) and made 11,440 physical examinations. In the local health units exclusive of the well child conferences 11,587 inoculations and 697 mantoux tests were given in addition to 1,320 physical examinations and 4,783 physical examinations given children going to summer camps. In the parochial schools in 1961 the public health physicians gave 17,290 inoculations against diphtheria, tetanus, and poliomyelitis; 14,824 physical examinations were given at the 4 eye clinics. In addition to the above, 8,871 Salk polio inoculations and 5,339 doses of Sabin oral polio vaccine were administered.

Provides dental education, preventive and therapeutic dental care to children in 23 clinics throughout the city. In 1960 there were 26,355 individuals examined and/or treated at the various dental clinics, with 48,766 fillings and 14,303 extractions made and 14,537 given prophylactic treatment. In 1960 there were 7 weekly clinics for the topical application of sodium fluoride and 573 such applications made. There were also 2 weekly orthodontic clinics. Total visits to dental clinics were 59,806 in 1960.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
88	\$401,290 00	\$98,625 00	\$29,200 00	\$400 00	\$529,515 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Assistant to the Director.
Maintenance of Health Units: Building Maintenance Supervisor, Assistant Building Supervisor, 21 Junior Building Custodians, Matron.
Bureau of Child Hygiene and Health Units: 14 Public Health Physicians, Physician-Ophthalmologist, 3 Principal Clerk-Stenographers, 4 Clerical Employees.
Bureau of Dental Services: Director of Dental Services, Dental Supervisor, 22 Public Health Dentists, 1 Head Dental Hygienist, 7 Dental Hygienists, Principal Clerk, 5 Dental Assistants, Dental Equipment Repairman, 2 Clerical Employees.
Overtime, \$2,000. Temporary, \$1,290.00.

Health Division, Health Department — Continued

Contractual Services: Telephone service, \$1,900.00; light, heat, and power, \$15,000.00; carpentry, electrical, plumbing and miscellaneous repairs, \$10,000.00; servicing of equipment, \$900.00; transportation of persons, \$1,500.00; board and care of persons, \$40,000.00; well baby clinics, \$25,000.00; gown and apron service, \$4,125.00; printing, binding and ruling, \$200.00.

Supplies and Materials: Fuel oil, \$15,000.00; cleaning and custodial supplies, \$1,900.00; medical, dental, hospital supplies, \$3,000.00; postage, forms, cards, and stationery, \$3,200.00; general operating supplies and materials, \$1,100.00.

Equipment: Dental equipment, \$400.00.

4. SECTION OF ENVIRONMENTAL SANITATION

Coordinates the activities of the 3 bureaus within the section, Milk and Chemistry, Food, and General Sanitation which provide protective inspections of food supplies, housing, and sanitation and enforcement of public health laws; and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

Functions to prevent or remove nuisances injurious to the public health, comfort, or convenience and to enforce laws, ordinances, and regulations relating to environmental sanitation. In 1961 there were 102,368 inspections and 23,339 official calls made; 8,259 notices served; 7,325 nuisances abated; and 778 complaints referred to other city departments.

Supervises the purity of the food supply from the wholesale outlets and supply centers to the retail markets, including manufacturing establishments and restaurants.

In 1961, 96,000 pounds of meat and poultry were condemned; 87,000 inspections made; 1,805,900 pounds of food condemned; and 19,000 vehicles inspected for a license.

Performs a generalized sanitation program, including food inspection and housing and sanitation in the various districts of Boston.

Maintains protection of Boston milk and dairy products by supervision of the supply from the farm until purchased by the consumer. In 1961 there were 5,138 licenses or permits issued; 1,042 visits made to dairies; and 10,295 samples of milk and cream collected for analyses.

Performs chemical and biological examinations of food and milk samples submitted for analysis. There were 3,346 chemical analyses and 10,395 bacteriological examinations performed on samples in 1961.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
82	\$410,845 00	\$14,800 00	\$5,375 00	\$200 00	\$50 00	\$431,270 00

Personal Services: Performance under this program is divided among the following sections:

- Administrative Section: Director, Section of Environmental Sanitation, Head Clerk.
- Bureau of Housing: Chief of Bureau of Housing and Sanitation, Principal Clerk.
- Bureau of Food: Chief of Bureau of Food, Superintendent of Pedlers, 10 Environmental Sanitation Inspectors, Principal Clerk and Stenographer.
- Bureau of General Sanitation: 2 Principal Environmental Sanitation Inspectors, 4 Senior Environmental Sanitation Inspectors, 47 Environmental Sanitation Inspectors, 2 Clerical Employees.
- Bureau of Milk and Chemistry: Chief of Bureau of Milk and Chemistry, 2 Assistant Milk Inspectors, Principal Clerk and Typist, 2 Junior Chemists, 2 Clerical Employees, Senior Cashier, Cashier.
- Temporary Employees: \$645.00.
- Overtime, \$1,200.00.

Contractual Services: Telephone service, \$1,700.00; servicing of equipment, \$400.00; transportation of persons, \$9,700.00; cleaning, \$250.00; printing and binding, \$500.00; spray service, \$800.00; cleaning of property, section 125, chapter 111, G.L., \$250.00; constable service, \$1,200.00.

Supplies and Materials: Cleaning and custodial supplies, \$100.00; medical, dental, and hospital supplies, \$1,000.00; postage, forms, cards, and stationery, \$3,800.00; miscellaneous supplies and materials, \$475.00.

Current Charges and Obligations: Assessment for mosquito control, \$200.00.

Equipment: Office, \$50.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	22	\$127,240 00	\$15,400 00	\$4,800 00	\$5,579 00	\$550 00	\$153,569 00
2. Detection and Control of Communicable Diseases	140	640,290 00	97,500 00	37,525 00	—	1,000 00	776,315 00
3. Operation of Local Health Services	88	401,290 00	98,625 00	29,200 00	—	400 00	529,515 00
4. Protective Inspections of Food Supplies, Housing, and Sanitation and Enforcement of Public Health Laws	82	410,845 00	14,800 00	5,375 00	200 00	50 00	431,270 00
TOTALS	332	\$1,579,665 00	\$226,325 00	\$76,900 00	\$5,779 00	\$2,000 00	\$1,890,669 00

REGISTRY DIVISION, HEALTH DEPARTMENT

1-05-22

The Registry Division of the Health Department has custody of all birth, marriage, and death records in the City of Boston.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$138,969 63	\$147,175 15	\$154,000 00	\$163,059 00	\$155,000 00	
-Contractual Services	11,832 56	19,698 39	19,125 00	20,000 00	20,000 00	
-Supplies & Materials	7,772 31	9,058 99	10,000 00	10,500 00	10,100 00	
-Current Charges & Oblig's	119 00	76 00	100 00	100 00	100 00	
-Equipment	192 08	199 89	400 00	250 00	150 00	
TOTALS	\$158,885 58	\$176,208 42	\$183,625 00	\$193,909 00	\$185,350 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$98,280 00

C — PROGRAMS

1. ADMINISTRATIVE

General supervision and direction of division.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$18,000 00	\$115 00	\$600 00	\$35 00	\$50 00	\$18,800 00

Personal Services: City Registrar, Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Convention travel, \$65.00; advertising and posting, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Dues and subscriptions, \$35.00.

Equipment: Library books, \$50.00.

2. MAINTENANCE OF VITAL STATISTICS AND ISSUANCE OF LICENSES, CERTIFIED COPIES, AND ABSTRACTS

Indexes marriages and processes and issues marriage licenses, records, and makes duplicate copies for the Secretary of State and out-of-town residents and enforces the law regarding divorce papers. Approximately 6,850 marriage licenses, 31 certified copies, and 3,535 abstracts are issued yearly. Processes and issues all necessary copies of birth certificates and parent returns and sends congratulatory scrolls to parents on birth. There are 34,969 certified copies of births and 28,423 abstract copies issued yearly. Processes and issues death certificates, certified copies, and abstracts. There are 34,567 birth certificate copies and 3,474 death abstracts issued annually. Processes all corrections, changes, depositions, legitimations, etc., in regard to birth, marriage, and death records in Boston. Approximately 34,043 corrections are made yearly. Collects fees for department.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$137,000 00	\$19,885 00	\$9,500 00	\$65 00	\$100 00	\$166,550 00

Personal Services: Performance under this program is divided among the following sections:

Marriage Section: 3 Assistant City Registrars, 5 Clerical Employees.

Birth Section: Cashier, 15 Clerical Employees.

Death Section: Principal Clerk, 5 Clerical Employees.

Deposition Section: 3 Deposition Clerks.

Vacation Supply: 7 Clerical Employees, \$2,500.00. Overtime, \$2,500.00.

Contractual Services: Servicing of office equipment, \$50.00; travel expenses, \$10.00; printing, binding, marriage intentions, licenses, and records, \$7,000.00; microfilming services, \$7,375.00; consolidation of indexes for 5 years, \$5,450.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$9,400.00; wrapping paper and twine, \$100.00.

Current Charges and Obligations: Premium on surety bonds, \$65.00.

Equipment: Chairs, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative	3	\$18,000 00	\$115 00	\$600 00	\$35 00	\$50 00	\$18,800 00
Maintenance of Vital Statistics and Issuance of Licenses, Certified Copies, and Abstracts	33	137,000 00	19,885 00	9,500 00	65 00	100 00	166,550 00
TOTALS	36	\$155,000 00	\$20,000 00	\$10,100 00	\$100 00	\$150 00	\$185,350 00

WEIGHTS AND MEASURES DIVISION, HEALTH DEPARTMENT

1-05-23

The primary duty of the Weights and Measures Division is to see that equity prevails in all sales of commodities or services which involve the use of weighing or measuring devices. It is also charged with the enforcement of the provisions of the hawker, pedler, and transient vendor laws.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$84,829 10	\$87,267 55	\$89,000 00	\$89,965 00	\$88,000 00	
2—Contractual Services . . .	1,203 18	1,518 74	2,085 00	1,685 00	1,535 00	
3—Supplies & Materials . . .	2,504 01	2,227 34	3,330 00	3,367 00	2,980 00	
4—Current Charges & Oblig's	1,721 54	1,829 86	1,845 00	2,316 00	2,316 00	
5—Equipment	175 28	235 35	400 00	—	—	
TOTALS	\$90,433 11	\$93,078 84	\$96,660 00	\$97,333 00	\$94,831 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$21,700 00

C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the fiscal and administrative services of the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$18,000 00	\$150 00	\$200 00	\$180 00	\$18,530 00

Personal Services: Sealer of Weights and Measures, Chief Deputy Sealer of Weights and Measures, Principal Clerk and Typist.

Contractual Services: Travel expenses, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00.

Current Charges and Obligations: Surety bond, insurance premium and business certificates, \$180.00.

2. INSPECTING, TESTING, AND SEALING OF WEIGHING AND MEASURING DEVICES

Inspects, tests, seals, adjusts, or condemns many different types of equipment used in weighing and measuring; supervises the manner in which such equipment is used and enforces all rules and regulations regarding the same, reweighing or remeasuring commodities that have been put up in advance of sale; checks the quantity in original packages put up by manufacturer; checks loads of coal, road material, liquid fuel; the marking of break labels and wrappers, and the inspection of clinical thermometers.

In 1961 there were 9,610 places of business visited at which time there were 43,394 pieces of equipment sealed, 2,207 of which were adjusted, 1,336 pieces of equipment were condemned for repairs, and 262 were tagged, not sealed. 14,372 reweights of fuel, food, and other commodities were made and 38,903 inspections of various types were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
15	\$70,000 00	\$1,385 00	\$2,780 00	\$2,136 00	\$76,301 00

Personal Services: 14 Deputy Sealers of Weights and Measures, 1 Heavy Duty Motor Equipment Operator.

Contractual Services: Repairs to automotive equipment, \$1,100.00; replating of working standards, \$100.00; travel expenses, \$15.00; cleaning \$20.00; recutting of dies and miscellaneous equipment, \$75.00; printing and binding, \$50.00; advertising, \$25.00.

Supplies and Materials: Gasoline for 12 automotive units, \$1,000.00; lubricating oil, \$30.00; tires and tubes, \$100.00; antifreeze, \$100.00; chains, \$50.00; battery replacements, \$50.00; postage, forms, cards, and stationery, \$700.00; replacement of hardware items, paints, air brushes, \$80.00; aluminum seals, \$230.00; lead wire seals, \$220.00; steel stamping dies, \$70.00; coveralls, rubber gloves, \$100.00; food evidence, \$50.00.

Current Charges and Obligations: Rents, taxes, and licenses, \$2,136.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services . . .	3	\$18,000 00	\$150 00	\$200 00	\$180 00	\$18,530 00
2. Inspecting, Testing, and Sealing of Weighing and Measuring Devices . . .	15	70,000 00	1,385 00	2,780 00	2,136 00	76,301 00
TOTALS	18	\$88,000 00	\$1,535 00	\$2,980 00	\$2,316 00	\$94,831 00

HOSPITAL DEPARTMENT

1-06-00

The Hospital Department provides medical and surgical care for the citizens of Boston. The department is under the charge of 5 unpaid trustees.

The department's activities are carried on by 3 divisions, and a summary of the divisional appropriations is given below.

Title	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
City Hospital	\$15,483,693 64	\$14,642,682 03	\$14,422,461 00	\$15,080,300 00	\$13,996,851 00	
Sanatorium	2,161,852 90	2,150,901 32	2,164,004 00	2,459,040 00	2,143,150 00	
Long Island Hospital	2,528,994 13	2,403,891 42	2,488,179 00	3,073,351 00	2,487,850 00	
TOTALS	\$20,174,540 67	\$19,197,474 77	\$19,074,644 00	\$20,612,691 00	\$18,627,851 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$15,273,167 97	\$14,934,152 97	\$14,557,000 00	\$14,986,455 00	\$14,156,500 00	
—Contractual Services	968,329 31	660,252 73	803,134 00	980,070 00	752,000 00	
—Supplies & Materials	3,698,794 91	3,467,458 60	3,550,725 00	3,653,099 00	3,464,925 00	
—Current Charges & Oblig's	13,875 39	16,501 02	27,156 00	32,775 00	27,426 00	
—Equipment	104,425 62	44,305 08	71,629 00	326,792 00	72,000 00	
—Structures & Improvements	115,947 47	74,804 37	65,000 00	633,500 00	155,000 00	
TOTALS	\$20,174,540 67	\$19,197,474 77	\$19,074,644 00	\$20,612,691 00	\$18,627,851 00	

In the pages that follow, the detail applicable to each of the 3 divisions of the department is presented.

HOSPITAL DEPARTMENT, BOSTON CITY HOSPITAL

1-06-11

The City of Boston Hospital Department consists of the Main Hospital for general diseases, the Sanatorium Division for tuberculosis cases, the Long Island Hospital Division for chronic cases, and the East Boston Relief Station for accident cases.

The hospital is governed by five unpaid trustees appointed by the Mayor, one being appointed each year for a term of five years. The trustees annually appoint the Medical and Surgical Staff to serve for a term of one year.

On June 1, 1864, the Boston City Hospital first opened for the reception of patients. From that date until January 1, 1961, there have been treated 1,866,319 ward patients and 5,209,437 out-patients (making 18,909,587 visits), which represents a total of 7,075,756 who have received the benefits of the hospital up to the beginning of the present year.

During the first hospital year 1,066 patients were treated; during the year 1960, 33,193 patients were treated in the wards and 27,251 were treated in the Out-Patient Department. These out-patients made 274,337 visits to the hospital for advice and treatment. During the past year 32,286 patients were admitted, and 349,160 days' treatment given. Daily average of patients treated in the Out-Patient Department was 1,102.

The number of beds at the Main hospital, Sanatorium, and Long Island, at present is 1,326. There is a total of 26 buildings.

The greater laboratories of the hospital are the Mallory Institute of Pathology, the Thorndike Memorial Laboratory, the Neurological, the Pediatric, Rh Blood, the Surgical Research, the Biochemical Laboratory and the Sears Surgical Laboratory.

The hospital is fully licensed by the Massachusetts Department of Public Health. Full approval has been received from the Joint Accreditation Commission. The hospital is affiliated for teaching purposes with Boston University, Harvard, and Tufts University Medical Schools. The School of Nursing has full accreditation, both state and national.

A — BUDGET SUMMARY

Group	1959		1960		1961		1962 Budget		Approved	
	Expenditures		Expenditures		Appropriations	Requested by Department	Recommended by Mayor			
1—Personal Services . . .	\$11,938,389	09	\$11,602,127	66	\$11,238,000	00	\$11,223,200	00	\$10,857,000	00
2—Contractual Services . . .	715,237	88	429,861	04	550,355	00	630,300	00	497,200	00
3—Supplies & Materials . . .	2,703,979	19	2,540,947	87	2,539,800	00	2,591,000	00	2,473,000	00
4—Current Charges & Oblig's	12,014	52	13,536	82	24,306	00	27,500	00	24,651	00
5—Equipment	69,053	88	20,743	77	45,000	00	244,000	00	45,000	00
7—Structures & Improvements	45,019	08	35,464	87	25,000	00	364,300	00	100,000	00
TOTALS	\$15,483,693	64	\$14,642,682	03	\$14,422,461	00	\$15,080,300	00	\$13,996,851	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$3,843,500 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the hospital, based on policies formulated and approved by the Board of Trustees. Provides general clerical and accounting services for all departments of the hospital. Budgets are prepared, appropriation and cost accounts are kept, personnel actions are processed, supplies and materials are requisitioned and distributed, and perpetual inventory records are maintained. Storerooms and supply services are operated; telephone service is furnished; religious services are conducted; admissions are controlled; bills are prepared; reports are made for government agencies and the public; and statistical records are kept.

Personal Services	Contractual	Supplies	Current	Total
No.	Services	Materials	Charges	
200	\$103,341	\$16,200	\$13,517	\$1,053,058
\$920,000	00	00	00	00

Personal Services: Performance under this program is divided among the following divisions or sections:

Director's Office: Director of Hospitals and Superintendent, Boston City Hospital, Deputy Superintendent of Finance, Deputy Superintendent of General Services, Principal Administrative Assistant, Administrative Assistant, 4 Clerical Employees.

Assistant Superintendent's Office: Assistant Superintendent and 3 Clerical Employees.

Executive-Admitting Office:

Executive Office: Principal Executive Physician, Head Clerk and 6 Clerical Employees.

Admitting Department: 6 Senior Executive Physicians, Head Clerk, Supervisor, 4 Clerical Employees, 1 Male Nurse.

Valuables Office: Supervisor of Patients' Valuables, 4 Clerical Employees.

Admitting Clerk's Office: Head Clerk, 9 Clerical Employees, Clerk (part time).

General Service Section:

Executive Secretary's Office: Executive Secretary, Head Account Clerk, 5 Clerical Employees.

Property Inventory: Clerical Employee.

Stock Record Division: Head Clerk, 7 Clerical Employees.

Payroll Distribution: 2 Clerical Employees.

Invoice: Head Clerk, 5 Clerical Employees.

Requisition: 2 Clerical Employees.

Personnel: Senior Personnel Officer, 2 Personnel Officers, Head Clerk, 7 Clerical Employees.

Finance Office:

Admitting Social Service: Head Social Work Supervisor, 9 Social Workers, 3 Clerical Employees.

Billing: Hospital Finance Officer, 2 Senior Accounting Machine Operators, 15 Clerical Employees.

Cashier's Office: Head Cashier.

Accounting Office: Senior Budget Analyst, Senior Accountant, Supervisor of Statistical Machines, Accountant, 2 Senior Accounting

Machine Operators, Principal Clerk.

Payroll Office: Head Clerk, 7 Clerical Employees.

Statistics Office: Head Clerk, Clerical Employee.

Chief Clerk's Office: Head Clerk, Clerical Employee.

Central Storeroom: Principal Storekeeper, Principal Hospital House Worker, 6 Senior Hospital House Workers, 2 Hospital House

Workers, Clerical Employee.

Medical and Surgical Supply: Principal Clerk, Senior Hospital Medical Worker, Clerical Employee.

Telephone Office: Chief Operator, 20 Telephone Operators, Clerical Employee.

Mail: Principal Clerk, 3 Clerical Employees.

Information Desk: Head Clerk, 16 Clerical Employees.

Religious Services: 5 Chaplains.

Temporary Employees: \$4,000.00.

Overtime: \$6,000.00.

Contractual Services: Telephone service, \$92,000.00; telegraph service, \$5,000.00; servicing of office machines, \$5,500.00; attendance at conventions, carfares, \$570.00; reporting hearings, \$200.00; machine inspection, \$71.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$16,000.00; photographic supplies, \$200.00.

Current Charges and Obligations: Dues and subscriptions, \$380.00; premium on surety bonds, \$350.00; miscellaneous rentals, \$12,787.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, nursing, and the actual professional care of the patient. This includes ward and orderly services, the Medical Records and Medical Library Sections, the Social Service Department, the Pharmacy, the Ambulance Service, all laboratory and technical services such as X-ray, blood bank, cardiology, anesthesiology, neurology, pathology, physical therapy, and all other departments of a technical nature directly concerned with the care of the patient.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1,965	\$6,511,000 00	\$58,769 00	\$1,354,104 00	\$7,775 00	\$45,000 00	\$7,976,648 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Medical Administrative Services:

Staff Secretary's Office: Principal Medical Stenographer, Clerical Employee.

Medical Library: Medical Librarian, Assistant Medical Librarian, Hospital Medical Worker.

Medical Records: Medical Record Librarian, Head Clerk, 8 Principal Medical Stenographers, 20 Clerical Employees, Hospital House Worker, Hospital Medical Worker.

Department of Social Work: Medical Social Work Director, Principal Medical Social Work Supervisor, Psychiatric Social Work Supervisor, 5 Medical Social Work Supervisors, 21 Medical Social Workers, Psychiatric Social Worker, 6 Clerical Employees.

Pharmacy: Head Pharmacist, 5 Pharmacists, 3 Hospital House Workers, Clerical Employee.

Nursing Service and School of Nursing:

Administrative Section: Director, School of Nursing and Nursing Service, First Assistant Director, School of Nursing, 4 Assistant Nursing Directors, Nursing Service Assistant, Principal Clerk, 6 Clerical Employees.

School of Nursing: Educational Director, School of Nursing, Clinical Nursing Coordinator, Senior Nursing Instructor, 10 Supervising Nursing Instructors, 5 Nursing Instructors, 4 Nursing School Assistants, Senior Assistant Nursing Instructor, Assistant Nursing Instructor, Head Nurse, Student Health Office, Physical Instructor, Librarian, School of Nursing, 225 Boston City Hospital Students (not included in total).

Ward Care: 26 Supervising Nursing Administrators, 54 Head Nurses, 230 Floor Duty Nurses, 57 Floor Duty Nurses (part time), 6 Senior Hospital Medical Workers, 560 Hospital Medical Workers, 36 Clerical Employees.

Operating Room: 3 Supervising Nursing Administrators, 12 Head Nurses, 19 Floor Duty Nurses, 5 Floor Duty Nurses (part time), 2 Ambulance and Medical Aide Men, 5 Senior Hospital Medical Workers, 22 Hospital Medical Workers.

Delivery Room: 3 Head Nurses, 6 Floor Duty Nurses, 1 Floor Duty Nurse (part time).

Nursery: Head Nurse, 9 Floor Duty Nurses, 2 Floor Duty Nurses (part time), 18 Licensed Practical Nurses.

Medical and Surgical Services:

Surgical Services: Director of First Surgical Service, 2 Associate Directors of First Surgical Service, Director of Third Surgical Service, Assistant Director of Third Surgical Service, Director of Fifth Surgical Service and Administrative Consultant, Assistant Director of Fifth Surgical Service, Director of Neurosurgery, Associate Director of Neurosurgery, Assistant Director of Neurosurgery, Director of Gynecology and Obstetrics, Associate Director, Gynecology and Obstetrics, Director Oral Surgery, 2 Physicians Urology, Physician Pediatric Surgery, Associate, Thoracic Surgery, Fellow, Fifth Surgical, Fellow, Thoracic Surgery, Fellow, Ophthalmology, Fellow, Third Surgical, 18 Chief Residents, 25 Residents, 29 Senior Assistant Residents, 31 Junior Assistant Residents, 22 Internes, 4 Laboratory Technicians, Laboratory Assistant, 2 Senior Medical Workers, 5 Hospital Medical Workers, 3 Clerical Employees, Clerical Employee (part time).

Hospital Department, Boston City Hospital — Continued

Medical Services: 2 Physicians, Fifth and Sixth Medical, Director, Pediatrics, Assistant Director, Pediatrics, 2 Associates, Pediatrics Director, Diabetes Laboratory, Director, First and Third Medical Service, Physician, School of Nursing, Associate Director, Second and Fourth Medical, Physician, Tuberculosis, 2 Fellows, Fifth and Sixth Medical, 2 Chief Residents, 11 Residents, 33 Senior Assistant Residents, 37 Junior Assistant Residents, 54 Internes, 2 Laboratory Technicians, 3 Clerical Employees, 4 Hospital Medical Workers.

Psychiatric Service: Physician, Psychiatric Service, 6 Chief Residents, 2 Clinical Psychologists, Clerical Employee.

Laboratory and Technical Services:

Technical Service: Director of Clinical Laboratory, Dental X-Ray Technician, Orthoptic Technician, Laboratory Assistant, Clerical Employee.

Department of Anesthesiology: Director of Anesthesiology, Associate Director of Anesthesiology, 4 Associates, Anesthesiology, Associate, Anesthesiology Research, 6 Chief Residents, 8 Residents, Chief Nurse Anesthetist, 5 Nurse Anesthetists, Supervising Nursing Administrator, 2 Head Nurses, 3 Floor Duty Nurses, 4 Hospital Medical Workers, Principal Medical Stenographer, Research Laboratory Technician.

Surgical Research Laboratory: Research Laboratory Technician, Laboratory Technician, Principal Clerk, Hospital Medical Worker.

Blood Bank: Director of Blood Bank, Senior Research Laboratory Technician, Head Nurse, 3 Floor Nurses, Principal Clerk and Stenographer, Research Laboratory Technician, 3 Laboratory Technicians, 4 Hospital Medical Workers, 2 Clerks (part time), Clerical Employee.

Fenwal Laboratory: Supervising Nursing Administrator, Head Nurse, 2 Laboratory Technicians, 2 Laboratory Assistants, Senior Hospital Medical Worker, 7 Hospital Medical Workers.

Circulation Laboratory: Director Circulation Laboratory, Senior Assistant Resident, Surgical Research Nurse, Laboratory Technician

Department of Inhalation Therapy: Director of Inhalation Therapy, Associate, Inhalation Therapy, Chief Resident, Senior Inhalation Equipment Technician, Inhalation Equipment Technician, Laboratory Assistant, Principal Hospital Medical Worker, Clerical Employee, Hospital Medical Worker.

Neurological Unit: EEG Technician, 2 Laboratory Technicians, 2 Clerical Employees.

Rh Laboratory: Director of Rh Laboratory.

Thorndike Memorial Laboratory: Director of Thorndike, Associate Director, Thorndike, 5 Assistant Physicians, 5 Fellows, Thorndike 2 Research Laboratory Technicians, 5 Laboratory Technicians, 2 Laboratory Assistants, Laboratory Helper, 5 Clerical Employees, Hospital Medical Worker, Hospital House Worker.

EKG Laboratory: Director, EKG Laboratory, Associate, Electrocardiograph Laboratory, Head EKG Technician, EKG Technician, Assistant EKG Technicians, Laboratory Assistant, Hospital Medical Worker.

Medical Staff and Administrator of Pathology Laboratory: Director, Pathology, Associate Director, Pathology, 4 Associates, Pathology, 3 Chief Residents, 3 Residents, 6 Senior Assistant Residents, 6 Junior Assistant Residents, 3 Internes, 5 Clerical Employees, 3 Hospital Medical Workers, 2 Hospital House Workers.

Bacteriology Laboratory: Associate, Bacteriology, 2 Fellows, Bacteriology, Head Bacteriologists, 2 Principal Bacteriologists, Senior Research Laboratory Technician, Senior Bacteriologist, Junior Bacteriologist, 4 Laboratory Technicians, 5 Laboratory Assistants, Hospital Medical Worker, 3 Clerical Employees.

Ascheim Zondek Laboratory: Laboratory Technician.

Histology Laboratory: 5 Laboratory Technicians, 2 Laboratory Assistants.

Neuropathology Laboratory: 2 Laboratory Technicians.

Cytology Laboratory: Research Laboratory Technician, 3 Laboratory Technicians.

Hematology Laboratory: Resident, Senior Assistant Resident, 2 Laboratory Assistants.

Mortuary: Mortuary Supervisor, Assistant Mortuary Supervisor, 2 Principal Hospital Medical Workers, 3 Senior Hospital Medical Workers, 5 Hospital Medical Workers.

Biochemical Laboratory: Senior Research Laboratory Technician, 2 Research Laboratory Technicians, 8 Laboratory Technicians, Laboratory Assistants, Hospital Medical Worker, Clerical Employee.

Department of Physical Medicine and Rehabilitation: Director, Physical Therapy, Supervisor-Physical and Occupational Therapy, Principal Physical Therapist, Senior Physical Therapist, 8 Physical Therapists, Occupational Therapist.

Radiology Department: Director, Radiology, 2 Associate Directors, Radiology, 8 Associates, Radiology, 2 Physicians, Radiology, Chief Residents, 10 Residents, Head X-Ray Technician, X-Ray and Radium Therapist, 2 Principal X-Ray Technicians, 15 Senior X-Ray Technicians, 2 X-Ray Technicians, 2 Head Nurses, 4 Floor Duty Nurses, Nurse Technician, 12 Clerical Employees, 2 Hospital Medical Workers.

Central Supply: Supervising Nursing Administrator, 2 Floor Duty Nurses, 6 Hospital House Workers, 2 Senior Hospital Medical Workers, 31 Hospital Medical Workers, 15 Hospital Medical Workers (part time), Clerical Employee.

Ambulance Service: Supervisor Ambulance Service, 2 Ambulance Foremen, 29 Ambulance Drivers.

Temporary Employees: \$191,000.00 (estimated cost of Special Nurses, one shift or more) and vacation supply for other employees.

Overtime: \$113,000.00 for the salaries of Nurses and other employees who are willing to work Saturdays or a day beyond the regular 5-day week.

Contractual Services:

Repairs and Servicing of Equipment:

Repairing of medical and surgical instruments and equipment, \$32,000.00.

Travel Expenses: Carfares for social workers and student nurses, \$2,769.00.

Other Contractual Services: Advertising, \$300.00.

Instaff education program for graduate nurses, \$400.00.

Service charge to Red Cross for processing of blood, \$15,000.00.

Freight and express charges, \$100.00.

Microfilming of Autopsy and Surgical Records, \$300.00.

Instructors, \$4,000.00.

Charges for processing Pathology Laboratory film, \$400.00.

Various tests in outside laboratories, \$2,000.00.

Lectures for Internes, \$1,500.00.

Supplies and Materials:

Automotive, \$3,000.00.

Household supplies, \$48,104.00.

Medical, Dental, and Hospital Supplies: Medicine and drugs, \$600,000.00; bandages, \$183,000.00; X-Ray film and supplies, \$175,000.00; laboratory supplies, \$175,000.00; miscellaneous, \$60,300.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$46,700.00.

Miscellaneous Supplies and Materials: General operating supplies, \$44,000.00; repair parts and materials, \$6,000.00; tools and instruments, \$5,000.00; miscellaneous supplies, \$8,000.00.

Current Charges and Obligations: Rentals, \$1,025.00; dues and subscriptions, \$6,700.00; insurance, \$50.00.

Equipment: Office equipment, \$5,000.00; medical, dental, and hospital equipment, \$40,000.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals for the patients, house officers, and employees' cafeteria. Approximately 1,816,492 meals were served in 1961.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
222	\$807,000 00	\$6,265 00	\$826,620 00	\$7 00	\$1,639,892 00

Personal Services:

Dietary and Kitchen Services:

Administrative Commissary Department: Chef, 2 Senior Assistant Chefs, 5 Assistant Chefs, Cashier, 2 Clerical Employees.

Commissary, Cafeteria, Storeroom, Doctors' Dining Room; Head Hospital Kitchen Worker, 11 Principal Hospital Kitchen Workers, 48 Senior Hospital Kitchen Workers, 133 Hospital Kitchen Workers.

Dietary Department: Head Dietitian, 10 Dietitians, 7 Hospital Kitchen Workers.

Temporary Employees: \$1,000.00.

Overtime: \$11,000.00.

Contractual Services: Repairs to kitchen equipment, \$5,000.00; carfares, \$35.00; cleaning exhaust systems in kitchens, \$1,200.00; freight charges, \$25.00; sealing and adjusting scales, \$5.00.

Supplies and Materials:

Food Supplies: (\$802,000.00).

Meats: Beef, veal, lamb, pork, poultry, \$275,000; fish, \$20,000.00; milk and cream, \$150,000.00; butter, oleomargarine, cheese, eggs, \$67,000.00; processed foods, fruits, \$22,000.00; ice cream mix, \$25,000.00; groceries and canned goods, \$150,000.00; tea, tea bags, coffee, cocoa, \$21,000.00; sugar and flour, \$16,000.00; vegetables, frozen and fresh, \$48,000.00; ice, \$8,000.00.

Household Supplies, \$19,020.00.

Office Supplies, \$100.00.

Miscellaneous Supplies and Materials: General operating supplies, \$5,500.00.

Current Charges and Obligations: Licenses, \$7.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the general cleaning services of the hospital. The area cleaned includes 7 ward buildings with 46 rooms, 6 laboratory and research buildings with 27 floors, a house officers' building and annex with 11 floors, 4 nurses' buildings with 17 floors, and an accident and general service building containing 10 floors. This group is responsible for marking, mending, and distributing hospital linens; furnishes a ward porter service for handling laundry, medicine for patients, and the delivery of food trucks to the wards; operates the hospital elevators; and provides miscellaneous porter services. The laundry cleans all linens for the main hospital. An average of 93,000 pieces are finished weekly, including 42,000 sheets, 12,000 body towels, and over 3,000 blankets.

Responsible for the maintenance and repair work throughout the hospital and for the operation of the Power Plant. This service maintains the electrical system and makes emergency repairs; repairs and refinishes furniture; performs routine painting jobs; repairs the plumbing system; and has charge of the maintenance of the various refrigerating systems. The Power Plant supplies heat and light to approximately 26 hospital buildings. The Security Section is responsible for the control of all entrances and exits of the hospital and the protection of property and equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
570	\$1,797,000 00	\$322,387 00	\$241,878 00	\$1,952 00	\$100,000 00	\$2,463,217 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Housekeeping and Linen Service:

Administrative: Supervising Nursing Administrator, Head Hospital House Worker, Head Clerk.

Linen Room: Principal Clerk, 2 Principal Hospital House Workers, 11 Senior Hospital House Workers, 2 Hospital House Workers.

Ward Buildings: 11 Senior Hospital House Workers, 122 Hospital House Workers.

House Officers' Building: 3 Senior Hospital House Workers, 9 Hospital House Workers.

Nurses' Homes: 2 Floor Duty Nurses, 4 Housemothers (Nurse), 2 Senior Hospital House Workers, 31 Hospital House Workers.

Dowling Ward Building: Supervising Nursing Administrator, 2 Head Nurses, 2 Senior Hospital House Workers, 21 Hospital House Workers.

Ward Porters' Department: Head Hospital House Worker, 3 Principal Hospital House Workers, 8 Senior Hospital House Workers, Gardener's Helper, 45 Hospital House Workers.

Operating Room: 9 Hospital House Workers.

Elevator Department: 3 Principal Elevator Operators, 9 Senior Elevator Operators, 67 Elevator Operators.

Laundry Department: Laundry Supervisor, Assistant Laundry Supervisor, 6 Principal Hospital Laundry Workers, 8 Senior Hospital Laundry Workers, 69 Hospital Laundry Workers, Hospital House Worker.

Plant and Maintenance Service:

Administration: Deputy Superintendent of Physical Facilities, Plant Superintendent, Principal Clerk, Clerical Employee.

Maintenance Service: Clerk of the Works, Chief Electrician, Carpenter Foreman, Working Foreman Steamfitter, 2 Electricians, Working Foreman Painter, 5 Steamfitters, 3 Plumbers, Plasterer, 5 Carpenters, 4 Hospital Mechanical Repairmen, Machinist, Sign Painter and Letterer, 8 Painters, 3 Electrician's Helpers, 2 Steamfitter's Helpers, 4 Plumber's Helpers.

Hospital Department, Boston City Hospital — Continued

Power Plant: Chief Power Plant Engineer, First-Class Stationary Engineer, 7 Second-Class Stationary Engineers, 6 Third-Class Stationary Engineers, 13 First-Class Steam Firemen, Boiler Maintenance Man.

Security Force: Head Hospital Guard, Principal Hospital Guard, 6 Senior Hospital Guards, 24 Hospital Guards.

Temporary Employees: \$2,000.00.

Overtime: \$20,000.00.

Contractual Services: Electricity, \$77,500.00; gas fuel, \$12,500.00.

Repair and Maintenance of Buildings and Structures: (\$170,000.00).

Contracts for servicing of elevators and dumbwaiters, \$30,000.00; maintenance and repair contracts, \$12,000.00; carpentry, \$30,000.00; electrical, \$15,000.00; plumbing and steamfitting, \$45,000.00; painting, \$28,000.00; masonry and general repairs, \$10,000.00.

Repair and Servicing of Equipment: \$26,300.00.

Transportation of Persons: Carfares, \$56.00.

Miscellaneous Contractual Services: Advertising, \$300.00; cleaning windows in hospital, \$9,400.00; other cleaning, \$500.00; freight and express charges, \$400.00; extermination of pests, \$3,000.00; miscellaneous inspections, \$14,000.00; public relations, \$7,200.00; microfilming, \$200.00; miscellaneous, \$1,031.00.

Supplies and Materials: Ice, \$8,000.00; fuel oil, \$25,000.00.

Household Supplies and Materials: (\$107,176.00).

Laundry, \$6,000.00; linen room, \$50,000.00; storeroom, \$49,176.00; plant, \$2,000.00.

Medical and Surgical Supplies: Nebulizers for oxygen system, \$300.00.

Postage, forms, cards, and stationery, \$700.00.

Miscellaneous Supplies and Materials: (\$100,702.00).

Linen room, \$53,000.00; storeroom, \$5,000.00; security, \$1,000.00; laundry, \$2,000.00; plant and power plant, \$39,702.00.

Current Charges and Obligations: Gas rentals, \$360.00; rental of Ozone generators, \$1,134.00; dues and subscriptions, \$40.00; miscellaneous \$418.00.

Structures and Improvements: Installations, alterations and repairs, \$100,000.00.

5. OUT-PATIENT AND EMERGENCY SERVICE

This program consists of all out-patient clinic and emergency services. Out-patient problems of a medical or surgical nature as well as the diagnosis and treatment of problems in pediatrics, gynecology, allergies, epilepsy, etc., are handled in the Out-Patient Department. Situations of an emergency nature in the East Boston area are handled at the East Boston Relief Station. Emergency cases coming to the main hospital are handled on the Accident Floor, 113,466 treated in 1961. The Fracture Unit is maintained for the treatment of orthopedic cases and the emergency treatment of fractures, dislocations, and sprains. This unit also treats in-patients and a portion of its costs is charged to Program 2 Professional Care of Patients.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
277	\$822,000 00	\$6,438 00	\$34,198 00	\$1,400 00	\$864,036 00

Personal Services:

Out-Patient Department:

Administrative: Nursing Director, Supervising Nursing Administrator.

Nursing Service: 3 Supervising Nursing Administrators, 13 Head Nurses, 17 Floor Duty Nurses, 6 Floor Duty Nurses (part time) Senior Hospital Medical Worker, 16 Hospital Medical Workers.

Laboratory and Technical Service: Director of Immunology, Resident, Junior Bacteriologist, 7 Laboratory Technicians, Research Laboratory Technician, 12 Laboratory Assistants (part time), Dental X-Ray Technician, Head X-Ray Technician, 3 Senior X-Ray Technicians, Hospital House Worker.

Clerical and Record Service: Assistant Medical Librarian, Head Clerk, 2 Principal Clerks, 15 Clerical Employees, 18 Clerical Employees (part time), 2 Hospital Medical Workers.

*V. D. Clinic Program: 3 Head Nurses, Laboratory Technician, Clerical Employee, Clerk (part time).

East Boston Relief Station: Executive Physician, Supervising Nursing Administrator, 4 Floor Duty Nurses, Floor Duty Nurse (part time) 4 Ambulance and Medical Aid Men, 3 Hospital House Workers, Clerical Employee.

Fracture Unit:

Medical Staff: 4 Residents, 4 Senior Assistant Residents.

General and Administrative: Supervising Nursing Administrator, Principal Medical Stenographer, 8 Hospital House Workers, 3 Clerical Employees.

Plaster Room: 2 Head Nurses, 6 Floor Duty Nurses, 2 Floor Duty Nurses (part time), 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 8 Hospital Medical Workers.

Splint Room: 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 2 Hospital Medical Workers.

X-Ray Department: Head X-Ray Technician, 2 Principal X-Ray Technicians, Floor Duty Nurse, 8 Senior X-Ray Technicians, 2 X-Ray Technicians, 5 Hospital Medical Workers, Laboratory Technician, Principal Clerk, 4 Clerical Employees.

Accident Floor, Nursing Service: Supervising Nursing Administrator, 5 Head Nurses, 14 Floor Duty Nurses, 6 Floor Duty Nurses (part time), 2 Male Nurses, 26 Ambulance and Medical Aid Men, 10 Hospital Medical Workers.

Temporary Employees: \$2,000.00.

Overtime: \$10,000.00.

Contractual Services: Repair of equipment, \$6,200.00; carfares, \$70.00; inspection of sprinkler equipment, \$24.00; elevator inspection, East Boston Relief Station, \$144.00.

Supplies and Materials: Household supplies, \$700.00; medical, dental and hospital supplies, \$26,400.00; postage, cards, forms, and stationery \$6,500.00; miscellaneous supplies and materials, \$598.00.

Current Charges and Obligations: Rental of I.B.M. machines, \$1,400.00.

* Position not charged to Hospital Quota, inasmuch as full reimbursement is received from Massachusetts Public Health Department.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	200	\$920,000 00	\$103,341 00	\$16,200 00	\$13,517 00	—	—	\$1,053,058 00
Professional Care of Patients	1,965	6,511,000 00	58,769 00	1,354,104 00	7,775 00	\$45,000 00	—	7,976,648 00
Dietary Planning, Preparation, and Serving of Meals	222	807,000 00	6,265 00	826,620 00	7 00	—	—	1,639,892 00
Maintenance of Household and Property	570	1,797,000 00	322,387 00	241,878 00	1,952 00	—	\$100,000 00	2,463,217 00
Out-Patient and Emergency Service	277	822,000 00	6,438 00	34,198 00	1,400 00	—	—	864,036 00
TOTALS	3,234	\$10,857,000 00	\$497,200 00	\$2,473,000 00	\$24,651 00	\$45,000 00	\$100,000 00	\$13,996,851 00

SANATORIUM DIVISION, HOSPITAL DEPARTMENT 1-06-21

The Sanatorium Division of the Hospital Department was established by the city for the care of adults suffering from pulmonary tuberculosis. It is located in Mattapan on a 51-acre site and consists of 14 hospital buildings which contain 590 beds for patients, plus housing for 185 employees and 3 residences for doctors.

During 1962 approximately 1,050 patients will be given 146,000 days' care at the Sanatorium, or a daily average of 400.

An Out-Patient Clinic, being operated jointly by the City of Boston Health Department and the Sanatorium Division, is conducted two days a week. An average of 45 patients are treated at the clinic weekly. The Sanatorium is also providing out-patient care for patients from Chelsea, Revere, and Winthrop under a temporary contract. The Sanatorium X-ray department is now doing the laminography for the Boston Health Department.

A treatment and rehabilitation center for tubercular alcoholics, combining psycho-therapy, alcoholics anonymous and specific medication, has been established.

A—BUDGET SUMMARY

Group	1962 Budget					
	1959 Expenditures	1960 Expenditures	1961 Appropriations	Requested by Department	Recommended by Mayor	Approved
1—Personal Services . . .	\$1,688,760 57	\$1,676,962 16	\$1,689,000 00	\$1,699,000 00	\$1,668,700 00	
2—Contractual Services . . .	84,838 76	78,946 90	85,779 00	133,125 00	80,800 00	
3—Supplies & Materials . . .	341,624 03	338,872 36	372,425 00	375,425 00	372,425 00	
4—Current Charges & Oblig's . . .	204 57	623 80	300 00	2,725 00	225 00	
5—Equipment	22,474 62	20,940 10	16,500 00	54,565 00	16,000 00	
7—Structures & Improvements . . .	23,950 35	34,556 00	—	194,200 00	5,000 00	
TOTALS	\$2,161,852 90	\$2,150,901 32	\$2,164,004 00	\$2,459,040 00	\$2,143,150 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962	\$528,410 00
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C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the sanatorium based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed. Telephone service is supplied, and religious services are conducted.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
34	\$112,000 00	\$9,545 00	\$2,350 00	\$39 00	\$400 00	\$124,334 00

Personal Services: Administrative and General Services: Superintendent and Medical Director, Head Administrative Clerk, 2 Head Clerks, 17 Clerical Employees, Principal Storekeeper, 2 Senior Hospital House Workers, Senior Telephone Operator, 4 Telephone Operators, 3 Chaplains, 2 Organists. Temporary employees, \$1,000.00. Overtime, \$1,000.00.

Contractual Services: Telephone service, \$8,000.00; servicing of office machines and appliances, \$650.00; travel expenses, \$100.00; advertising \$150.00; services of motion picture operator, \$400.00; services of chaplain (vacation coverage), \$120.00; blueprinting and duplicating, \$100.00 freight and express charges, \$25.00.

Supplies and Materials: Household supplies, \$800.00; postage, forms, cards, and stationery, \$1,400.00; twine, paper, etc. for storeroom, \$150.00

Current Charges and Obligations: Premium on surety bonds, \$30.00; dues and subscriptions, \$9.00.

Equipment: Office equipment, \$400.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, and nursing care of the patients. Extensive antibiotic therapy is employed, pneumoperitoneum refills are given; a thoracic surgical unit is operated; occupational therapy and physiotherapy are provided; clinical and physiology laboratories are operated. The School of Nursing conducts courses in tuberculosis nursing for students from 3 affiliated schools of nursing. A Psychiatric unit, a Pharmacy, Medical Social Work Division, and Medical Records Section are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
264	\$830,700 00	\$6,325 00	\$60,400 00	\$176 00	\$5,600 00	\$903,201 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Medical Administration Division: Chief of Staff, Chief Resident Physician, and Executive Assistant.

Nursing Administration Division: Superintendent of Nurses, 3 Assistant Superintendents of Nurses, 2 Night Supervisors of Nurses.

General Care:

Medical: 2 Senior Staff Physicians, 2 Junior Staff Physicians, 2 Resident Physicians, 3 Visiting Physicians.

Nursing: 14 Head Nurses, 25 Registered Graduate Nurses, 2 Nonregistered Nurses, 24 Licensed Practical Nurses, 6 part-time Registered Graduate Nurses, 19 Patient Male Nurses, 24 Senior Hospital Medical Workers, 80 Hospital Workers.

Operating Room Section:

Medical: Thoracic Surgeon in Chief, Resident Surgeon, 2 Rotating Resident Surgeons.

Nursing: Supervisor of Operating Room, 2 Head Nurses, Senior Hospital Medical Worker.

Medical Records Section: 5 Clerical Employees.

School of Nursing: Assistant Superintendent of Nurses and Instructor, Assistant Superintendent of Nurses.

Medical Social Work Section: Medical Social Work Supervisor, 2 Medical Social Workers, Clerical Employee, Patient Choreman.

Clinical and Physiological Laboratories: Principal Bacteriologist, Junior Bacteriologist, 2 Laboratory Technicians, Senior Hospital Medical Worker, Registered Graduate Nurse.

Special Professional Services:

X-Ray Department: Visiting Roentgenologist, 2 Principal X-Ray Technicians.

Occupational Therapy: Senior Occupational Therapist, 2 Occupational Therapists, Patient Choreman.

Dental Service: Visiting Dental Surgeon, Dental Hygienist.

Pharmacy Department: Head Pharmacist, Pharmacist, Senior Hospital Medical Worker.

Physiotherapy Department: Head Nurse Physiotherapist.

Otolaryngological Clinic: Visiting Laryngologist.

Eye Clinic: Visiting Ophthalmologist.

Psychiatric Clinic: Clinical Psychologist (part time), 3 Resident Psychiatrists (part time).

Tuberculosis Alcoholic Program: Alcoholism Co-ordinator, Liaison Agent to Alcoholism Co-ordinator, Rehabilitation Counsellor, Medical Social Worker, Occupational Therapist, Senior Clerk and Stenographer.

Ambulance Section: Garage Foreman, Chauffeur.

Overtime, \$18,000.00

Contractual Services: Repairs to medical and hospital equipment, \$800.00; travel expenses, \$100.00; visiting psychiatrists, \$1,200.00; laboratory consultant at \$35.00 a visit, \$2,520.00; service charge for Red Cross blood, \$1,200.00; duplicating services, \$400.00; freight and express charges, \$50.00; miscellaneous, \$55.00.

Supplies and Materials: Automotive supplies and materials, \$200.00; household supplies, \$950.00; medical, dental, and hospital supplies \$52,000.00; postage, forms, cards, and stationery, \$3,200.00; wearing apparel, \$2,000.00; occupational therapy supplies, \$2,000.00; film, \$50.00.

Current Charges and Obligations: Dues and subscriptions, \$176.00.

Equipment: Medical, surgical, and laboratory equipment, \$5,000.00; household furniture and equipment, \$600.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals. Approximately 1,600 meals are prepared in the main kitchen daily. Food for patients of 14 of the wards is delivered in electrically-heated food trucks. About 300 meals are served to employees in the cafeteria daily; 100 meals a day are served in the patients' cafeteria.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
97	\$307,000 00	\$4,400 00	\$245,775 00	\$4 00	\$557,129 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Head Dietitian, 2 Dietitians.

Main Kitchen: Chef, 2 Head Hospital Kitchen Workers, 4 Principal Hospital Kitchen Workers, 14 Senior Hospital Kitchen Workers, 16 Hospital Kitchen Workers.

Bake Shop: Head Hospital Kitchen Worker, 3 Principal Hospital Kitchen Workers, Senior Hospital Kitchen Worker.

Butcher Shop: Head Hospital Kitchen Worker, Principal Hospital Kitchen Worker, Senior Hospital Kitchen Worker.

Refrigerator Section: 3 Senior Hospital Kitchen Workers.

Vegetable Room: Principal Hospital Kitchen Worker, 4 Hospital Kitchen Workers.

Diet Kitchen: 5 Senior Hospital Kitchen Workers.

Truck and Cleaning Section: Principal Hospital Kitchen Worker, 8 Hospital Kitchen Workers, 5 Hospital House Workers.

Cafeteria Section: 3 Senior Hospital Kitchen Workers, 19 Hospital Kitchen Workers.

Overtime, \$10,000.00.

Contractual Services: Repairing kitchen equipment, \$1,350.00; miscellaneous contractual services, \$3,050.00.

Supplies and Materials: Food supplies, \$240,000.00 (meats and fish, \$93,700.00; dairy products, \$73,900.00; fruits and vegetables, \$41,200.00; groceries, surplus commodities charges, etc., \$24,500.00; flour and cereals, \$6,700.00; household supplies, \$4,700.00; postage, forms, cards, and stationery, \$200.00; repair parts for kitchen equipment, \$200.00; miscellaneous supplies, \$625.00.

Current Charges and Obligations: Licenses, \$4.00.

Sanatorium Division, Hospital Department — Continued

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

The Plant Operation and Maintenance Section is responsible for the operation of the Power Plant, which supplies the heat and steam required by all buildings; for the maintenance and repair work in the 14 hospital buildings and 3 residences for doctors; for the supervision and inspection of all contract work; for the upkeep and patrolling of the 51 acres of grounds. Elevator service is provided and the refrigeration plant is maintained. The Housekeeping Section is responsible for the cleaning of all hospital buildings with the exception of the kitchen and laundry; for the operation of the medical and surgical stockroom, making about 83,000 issues a year; for the operation of the linen room; and for matron service in the Nurses' Home and Domestic Building. The square foot area in ward buildings amounts to 230,000, and there are 70,000 square feet in the Nurses' Home and Domestic Building. The Laundry Section is responsible for the laundering of all hospital linen for the wards, Nurses' Home, Domestic Building, and dining rooms. In addition, because of the communicable nature of the disease, the personal clothes of patients and the uniforms of nurses and employees are laundered. For the year 1961 the following approximate work was done by the laundry: finished work, 104,000 pieces, flat work, 525,000 pieces, fluff dry 180,000 pieces, and the laundry is processing approximately 2,400 linen requisitions a month.

Personal Services No.	Contractual Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
129	\$419,000 00	\$60,530 00	\$63,950 00	\$6 00	\$10,000 00	\$5,000 00	\$558,486 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Plant Operation and Maintenance Section:

Administrative: Assistant Plant Superintendent, Chief Power Plant Engineer, 3 Second Class Stationary Engineers, 2 Third Class Stationary Engineers, 6 Steam Firemen.

Grounds: Principal Hospital House Worker, 8 Senior Hospital House Workers.

Maintenance Section: Electrician, Working Foreman-Carpenter, Carpenter, Plumber, Steamfitter, 2 Plasterers, 3 Senior Hospital House Workers, 3 Watchmen, 4 Elevator Operators.

Housekeeping:

Administrative: Head-Housekeeper, 2 Principal Hospital House Workers, 5 Senior Hospital House Workers, 56 Hospital House Workers.

Medical and Surgical Storeroom Section: Senior Hospital House Worker.

Linen Room: Senior Hospital House Worker.

Laundry Section: Laundry Supervisor, Principal Hospital Laundry Worker, 5 Senior Hospital Laundry Workers, 1 Senior Hospital House Worker, 16 Hospital Laundry Workers.

Overtime, \$11,000.00.

Contractual Services: Electricity, \$18,000.00; gas fuel, \$3,000.00; repairs and maintenance of buildings and structures, \$30,000.00; servicing of equipment, automotive, \$400.00; machinery and tools, \$2,250.00; miscellaneous equipment, \$2,550.00; cleaning, \$3,100.00; vermin control, \$1,000.00; miscellaneous contractual services, \$230.00.

Supplies and Materials: Automotive, \$225.00; fuel oil, \$38,000.00; household supplies and materials, \$13,550.00; forms, cards, and stationery, \$200.00; building supplies, \$6,600.00; general operating supplies, \$1,150.00; repair parts (non-operating), \$975.00; tools and instruments, \$950.00; wearing apparel, \$300.00; other supplies, \$1,000.00; laundry supplies, \$1,000.00.

Current Charges and Obligations: Registrations, \$6.00.

Equipment: Electrical equipment, \$500.00; fire fighting equipment, \$500.00; household equipment, \$9,000.00.

Structures and Improvements: Renew underground steam and return lines, from laundry to nurses home, \$5,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Contractual Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	34	\$112,000 00	\$9,545 00	\$2,350 00	\$39 00	\$400 00	\$124,334 00
2. Professional Care of Patients	264	830,700 00	6,325 00	60,400 00	176 00	5,600 00	903,201 00
3. Dietary Planning, Preparation, and Serving of Meals	97	307,000 00	4,400 00	245,725 00	4 00	—	557,129 00
4. Maintenance of Household and Property	129	419,000 00	60,530 00	63,950 00	6 00	10,000 00	558,486 00
TOTALS	524	\$1,668,700 00	\$80,800 00	\$372,425 00	\$225 00	\$16,000 00	\$2,143,150 00

LONG ISLAND HOSPITAL DIVISION, HOSPITAL DEPARTMENT

1-06-31

This division of the Hospital Department operates a hospital for the chronic sick and the homeless on Long Island, which is situated in Boston Harbor and connected to the mainland by a viaduct. The institution consists of 24 buildings, of which house 700 hospital patients, and 1 has facilities for 439 dormitory cases. A nurses' home and 4 other buildings house the employees who live at the island. There are 216 acres of land and 7 miles of roadway. The average daily census is 580 in hospital wards and 358 in the dormitory.

A — BUDGET SUMMARY

Group	1959			1962 Budget		
	Expenditures	Expenditures	Appropriations	Requested by Department	Recommended by Mayor	Approved
—Personal Services . . .	\$1,646,018 31	\$1,655,063 15	\$1,630,000 00	\$2,064,255 00	\$1,630,800 00	
—Contractual Services . . .	168,252 67	151,444 79	167,000 00	216,645 00	174,000 00	
—Supplies & Materials . . .	653,191 69	587,638 37	638,500 00	686,674 00	619,500 00	
—Current Charges & Oblig's . . .	1,656 30	2,340 40	2,550 00	2,550 00	2,550 00	
—Equipment . . .	12,897 12	2,621 21	10,129 00	28,227 00	11,000 00	
—Structures & Improvements . . .	46,978 04	4,783 50	40,000 00	75,000 00	50,000 00	
TOTALS . . .	\$2,528,994 13	\$2,403,891 42	\$2,488,179 00	\$3,073,351 00	\$2,487,850 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$1,850,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the hospital based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed; telephone service is supplied; religious services are conducted; and recreational activities are provided.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$128,188 00	\$2,900 00	\$2,375 00	\$320 00	\$1,350 00	\$135,133 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Superintendent, Clerical Employee.

General Services:

General Section: Head Administrative Clerk, Senior Accountant, 2 Head Clerks, 13 Clerical Employees.

Personnel Section: 4 Clerical Employees.

Telephone Section: 6 Telephone Operators and Clerks.

Religious Section: Resident Chaplain, 2 Chaplains, Organist (full time), Organist (part time).

Commissary Section: 2 Senior Storekeepers.

Overtime: \$2,000.00.

Contractual Services: Servicing of office equipment, \$700.00; travel expenses, \$850.00; freight and express charges, \$1,200.00; professional and technical services, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00; miscellaneous, \$875.00.

Current Charges and Obligations: Dues and subscriptions, \$165.00; premiums on surety bonds, \$155.00.

Equipment: Typewriters, Office furniture, \$1,200.00; Miscellaneous equipment, \$150.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, nursing, and surgical care of 1,000 patients daily. About 218,000 days of care will be given to patients in the hospital wards and about 130,000 days of care to dormitory patients. Conducts X-ray, occupational therapy, physical therapy, dental, and laboratory services. Maintains a pharmacy and Social Service Division. A School of Practical Nursing is conducted at the hospital for approximately 50 students.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
297	\$850,583 00	\$47,800 00	\$104,961 00	\$1,612 00	\$6,650 00	\$1,011,606 00

Long Island Hospital Division, Hospital Department — Continued

Personal Services: Performance under this program is divided among the following divisions or sections:

General Care Section:

Administrative: Director of Medical Education.

Resident Staff: Resident Physician, 10 Assistant Resident Physicians.

Visiting Staff: Refractionist.

Special Professional Services:

Pathological Section: Pathologist, 3 Laboratory Technicians, Laboratory Helper, Mortuary Attendant.

Radiology Section: 2 Senior X-Ray Technicians, X-Ray Technician, Attendant Nurse.

Dental Section: Dentist, Dental Hygienist.

Podiatry Section: 2 Podiatrists.

Occupational Therapy Section: Senior Occupational Therapist, 4 Occupational Therapists.

Physical Therapy Section: Principal Physical Therapist, Senior Physical Therapist, 2 Physical Therapists.

Pharmacy Section: Head Pharmacist, Inhalation Equipment Technician.

Medical Library Section: Medical Record Librarian, Clerical Employee.

Nursing Division:

Administrative: Superintendent of Nurses and Director of Training School for Practical Nurses, Assistant Superintendent of Nurses.

Nursing Care Section: Night Supervisor of Nurses, 5 Supervisors of Nurses, Operating Room Nurse, 33 Head Nurses, 26 Graduate Nurses (Registered), Graduate Nurse (Non-Registered), 23 Licensed Practical Nurses, Senior Attendant Nurse, 109 Attendant Nurses.

School of Practical Nursing: Teacher of Attendant Nursing, 35 Student Practical Nurses.

Nursing Home Section: Proctor.

Social Service Division:

Administrative: Head Social Work Supervisor.

Intown Admitting Section: 3 Social Work Supervisors, 3 Social Workers, 2 Clerical Employees, Transportation Officer.

Medical Social Work Section: 3 Social Workers, Principal Hospital Medical Worker, Senior Attendant Nurse, 3 Clerical Employees.

Temporary Employees, \$5,000.00. Overtime, \$35,000.00.

Contractual Services: Servicing of medical and hospital equipment, \$4,000.00; transportation of patients, \$2,150.00; repairing of dentures, eyeglasses, braces, legs, etc., \$250.00; Red Cross blood and special laboratory work, \$400.00; visiting and consulting staff services, \$40,550.00; certificates and expenses incurred in connection with graduation exercises for school of practical nurses, \$150.00; printing and binding, \$300.00.

Supplies and Materials:

Household Supplies: Cloth, \$9,000.00; linen, towels, and bedding, \$14,000.00; comforts, (tobacco, razor blades, etc.) \$4,000.00; miscellaneous, \$421.00.

Medical, Dental and Hospital Supplies: Pathological laboratory supplies, \$1,100.00; neurological research supplies, \$1,200.00; medicine and drugs, \$29,000.00; pharmacy and dental supplies, \$18,600.00; operating room supplies, \$1,100.00; X-Ray supplies and materials \$3,000.00; miscellaneous supplies and materials, \$1,000.00.

Office Supplies and Materials: postage, forms, cards and stationery, \$3,100.00.

Miscellaneous Supplies: Wearing apparel, \$17,940.00; occupational therapy supplies, \$1,500.00.

Current Charges and Obligations: Licenses, \$88.00; dues and subscriptions, \$900.00; rentals, \$624.00.

Equipment: Cabinets for pharmacy, \$800.00; electrical and mechanical equipment, \$790.00; medical and surgical equipment, \$4,930.00; library books, \$130.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning, ordering, preparing, serving, and supervising of all the meals for approximately 1,000 patients and 300 employees. About 1,320,000 meals were served to the patients and employees in 1961.

Personal Services No.	Amount	Supplies Materials	Equipment	Total
69	\$217,075 00	\$398,700 00	\$2,000 00	\$617,775 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Steward.

Main Kitchen: 2 Chefs, Assistant Chef, Principal Hospital Kitchen Worker (Cook), 6 Senior Hospital Kitchen Workers, 10 Hospital Kitchen Workers.

Bakery: Head Hospital Kitchen Worker (Baker), 3 Senior Hospital Kitchen Workers (Bakers), 2 Hospital Kitchen Workers.

Butcher Shop: Head Hospital Kitchen Worker (Meatcutter), Principal Hospital Kitchen Worker (Meatcutter), 3 Senior Hospital Kitchen Workers (Meatcutters).

Diet Kitchen: Head Dietitian, 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Ward Kitchen: 10 Hospital Kitchen Workers.

Employees' Cafeteria: Senior Hospital Kitchen Worker, 11 Hospital Kitchen Workers.

Patients' Cafeteria: Senior Hospital Kitchen Worker, 9 Hospital Kitchen Workers.

Overtime: \$8,000.00.

Supplies and Materials: Food supplies, \$395,000.00 (dairy products, \$100,000.00; meats, fish, and poultry, \$180,000.00; processed food \$85,000.00; vegetables and fruits, \$30,000.00).

Household Supplies and Materials: Cutlery and silverware, \$630.00; kitchen utensils, \$755.00; glassware and dishes, \$2,115.00.

Office Supplies: \$200.00.

Equipment: Kitchen equipment, \$2,000.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the operation, maintenance, and repair of all machinery, furniture, and equipment, the cleanlines and protection of the patients, employees, and the hospital property in general. Maintains a Security Guard Division operates a power plant which supplies the heat and light required, operates a laundry which cleans all the bed linen and clothing for the hospital patients. Turns out the following weekly: press work, 2,400 pounds, rough dry, 9,500 pounds, flat work 25,000 pounds. The sewing room: pieces mended, 800; pieces manufactured, 1,000 (included are towels, clothing, and linen).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
140	\$434,954 00	\$123,300 00	\$113,464 00	\$618 00	\$1,000 00	\$50,000 00	\$723,336 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Plant Superintendent.

Maintenance Unit: Electrician Foreman, Plumber Foreman, Machinist Foreman, Working Foreman Carpenter, Working Foreman Painter, Working Foreman-Plumber and Steamfitter, Motor Equipment Repairman, Plumber, Plasterer, Carpenter, Cabinetmaker and Carpenter, Spray Painter, 4 Painters, 7 Motor Equipment Operators and Laborers, 3 Carpenter's Helpers, 3 Electrician's Helpers, Plumber's Helper, 2 Steamfitter's Helpers, Transportation Attendant, 6 Hospital Laborers, Cemetery Laborer, 4 Hospital House Workers, Painter's Helper.

Power Plant Unit: Chief Power Plant Engineer, 4 Second-Class Stationary Engineers, 5 Steam Firemen.

Housekeeping Unit: Supervising Housekeeper, Senior Hospital House Worker, 25 Hospital House Workers.

Laundry Division: Laundry Manager, 4 Senior Hospital Laundry Workers, Head Laundress, Principal Hospital House Worker (sewing), 6 Senior Hospital House Workers (sewing), 18 Hospital Laundry Workers.

Security Unit: Head Hospital Guard, Principal Hospital Guard, 3 Senior Hospital Guards, 15 Hospital Guards, Watchman.

Miscellaneous Division: Supervisor Patient Labor, Senior Building Custodian, Shoe Repairman, Motion Picture Operator, Gardener.

Overtime: \$20,000.00.

Contractual Services: Telephone Service, \$9,000.00; electricity, \$30,000.00.

Repairs and Maintenance of Buildings and Structures: (\$25,000.00.)

Carpentry: \$4,000.00.

Electrical: \$2,000.00.

Painting and Plastering: \$8,000.00.

Plumbing and Steamfitting: \$3,100.00.

Roofing and Masonry: \$5,900.00.

Fire Protection and Safety, \$2,000.00.

Servicing of Equipment: Automotive, \$1,000.00; machinery and tools, \$2,300.00.

Bus service between Fields Corner and Long Island, \$46,000.00.

Contractual Services not otherwise classified: Advertising, \$350.00; cleaning rugs and draperies, etc., \$200.00; extermination of insects and pests, \$2,700.00; contract for washing windows, \$4,500.00; miscellaneous, \$2,250.00.

Supplies and Materials:

Automotive supplies, \$3,500.00; heating supplies, \$75,000.00.

Household supplies: Laundry supplies, \$8,000.00; custodial supplies, \$4,101.00; paper products, \$1,978.00.

Postage, forms, cards and stationery, \$200.00.

Miscellaneous supplies and materials: Hardware and plumbing supplies, \$3,350.00; painting supplies, \$3,860.00; construction supplies and materials, \$2,975.00; fire-fighting supplies, \$1,000.00; tools and instruments, \$750.00; power house supplies, \$2,000.00; general operating supplies, \$1,000.00; supplies not otherwise classified, \$5,000.00; Chapel supplies, \$750.00.

Current Charges and Obligations: Registration, \$30.00; licenses, \$38.00; boiler insurance, \$550.00.

Equipment: Electrical and mechanical equipment, \$190.00; maintenance equipment, \$610.00; household equipment, \$200.00.

Structures and Improvements: (\$50,000.00.)

Install new Oil Storage Tank	\$15,000 00
Paint Section of Bridge	10,000 00
Install new Boiler	25,000 00

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvement	Total
Administrative and General Services	36	\$128,188 00	\$2,900 00	\$2,375 00	\$320 00	\$1,350 00	—	\$135,133 00
Professional Care of Patients	297	850,583 00	47,800 00	104,961 00	1,612 00	6,650 00	—	1,011,606 00
Dietary Planning, Preparation, and Serving of Meals	69	217,075 00	—	398,700 00	—	2,000 00	—	617,775 00
Maintenance of Household and Property	140	434,954 00	123,300 00	113,464 00	618 00	1,000 00	\$50,000 00	723,336 00
TOTALS	542	\$1,630,800 00	\$174,000 00	\$619,500 00	\$2,550 00	\$11,000 00	\$50,000 00	\$2,487,850 00

WELFARE DEPARTMENT

1-07-10

The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below:

Title	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Central Office	\$24,998,161 13	\$25,363,596 24	\$25,589,595 00	\$26,848,795 00	\$25,678,795 00	
Temporary Home	57,866 97	60,706 54	68,294 00	71,296 00	66,171 00	
TOTALS	\$25,056,028 10	\$25,424,302 78	\$25,657,889 00	\$26,920,091 00	\$25,744,966 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$1,732,710 18	\$1,797,782 37	\$1,897,614 00	\$2,158,231 00	\$1,952,046 00	
2—Contractual Services	117,487 02	101,745 31	122,130 00	169,115 00	115,740 00	
3—Supplies & Materials	98,139 76	85,807 84	93,745 00	114,350 00	94,585 00	
4—Current Charges & Oblig's	23,104,359 25	23,437,725 69	23,542,100 00	24,465,695 00	23,576,895 00	
5—Equipment	3,331 89	1,241 57	2,300 00	12,700 00	5,700 00	
TOTALS	\$25,056,028 10	\$25,424,302 78	\$25,657,889 00	\$26,920,091 00	\$25,744,966 00	

In the pages that follow the detail applicable to each of the 2 divisions of the department is presented.

CENTRAL OFFICE, WELFARE DEPARTMENT

1-07-11

The Welfare Department administers the programs of public assistance established by the City of Boston. The major programs include general relief, aid to dependent children, permanently and totally disabled, old age assistance, and aid to the medically indigent.

The department takes care of approximately 27,467 cases of persons or families living at home, which comprise about 43,000 individuals.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$1,693,355 13	\$1,755,302 07	\$1,856,000 00	\$2,116,085 00	\$1,910,000 00	
Contractual Services	114,703 76	98,938 08	114,950 00	161,065 00	111,590 00	
Supplies & Materials	82,430 10	70,413 82	75,295 00	94,500 00	75,860 00	
Current Charges & Oblig's	23,104,359 25	23,437,725 69	23,542,050 00	24,465,645 00	23,576,845 00	
Equipment	3,312 89	1,216 58	1,300 00	11,500 00	4,500 00	
TOTALS	\$24,998,161 13	\$25,363,596 24	\$25,589,595 00	\$26,848,795 00	\$25,678,795 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1961:

Reimbursement from Commonwealth

Old Age assistance	\$4,043,000 00
Medical assistance for the Aged	3,290,000 00
Aid to Dependent Children	4,353,000 00
Disability assistance	2,401,000 00
General relief	450,000 00
Administration	659,500 00
Refunds from recipients and realization of resources	370,000 00
Reimbursements from Cities and Towns	200,000 00

Total estimated departmental revenues for 1962 \$15,766,500 00

In addition to the appropriated funds the department will expend \$20,259,000.00. These funds are federal grants-in-aid and are made directly to the Welfare Department. The Welfare Department will have an annual expenditure of \$1,937,795.00 in 1962.

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the department, establishes major policies, and coordinates local public assistance programs with the federal and state governments. The chief of this division serves as secretary to the Board of Overseers.

Responsible for all personnel matters affecting the appointment, transfer, attendance records, recruitment of employees, and the preparation of payrolls; interprets new laws and regulations and furnishes the board and the department with assistance on legal matters; maintains a research and statistical service for the preparation of detailed reports on finance, personnel, and public assistance programs. The division also conducts an in-service training program for new employees and periodic refresher courses for all employees, and is responsible for coordinating the welfare and civil defense programs in the event of a major disaster.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
35	\$113,480 00	\$4,552 00	\$3,990 00	\$1,345 00	\$700 00	\$124,067 00

Central Office, Welfare Department — Continued

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Head Clerk Secretary, Social Work Supervisor, Principal Clerk.

Personnel Section: Administrative Assistant, Supervisor of In-service Training, Personnel Officer, Principal Social Work Supervisor, 9 Clerical Employees, 2 Telephone Operators.

Research and Statistics: Supervisor Research and Statistics, Head Clerk, Principal Social Work Supervisor, Statistical Machine Operator, 4 Clerk Typists.

Legal Section: Administrative Assistant, 2 Senior Legal Assistants, Legal Assistant, Social Worker, 3 Clerical Employees.

Overtime for emergency reports, \$500.00. Temporary vacation supply, \$300.00.

Contractual Services: Telephone, \$1,782.00; electricity, \$780.00; repairs buildings and structures, \$830.00; repairs and servicing automotive and office equipment, \$385.00; transportation, conventions, \$75.00; carfares, etc., \$350.00; miscellaneous advertising and posting, cleaning freight and express, \$350.00.

Supplies and Materials: Gasoline, oil, tires, tubes, \$100.00; food supplies, \$10.00; heating supplies, \$320.00; cleaning and custodial supplies, \$630.00; postage and office supplies, \$2,710.00; miscellaneous supplies, \$220.00.

Current Charges and Obligations: Dues and subscriptions, \$300.00; premium surety bonds, \$845.00; registration fees seminars, institute \$200.00.

Equipment: Typewriters, \$500.00; library, \$200.00.

2. SUPERVISION AND DIRECTION OF BUSINESS OPERATIONS

Supervises and directs the Business Division. Responsible for the fiscal and accounting operations of the entire department. The division prepares the welfare payrolls, disburses checks and cash on accepted cases, and maintains appropriate records. An aid audit is made of all authorizations of assistance; claims for federal and state reimbursement are prepared; and necessary monthly and annual reports are issued.

Responsible for the maintenance of the file room and the master file indices of all social and business records of the department; acts as an information center for district offices and authorized agencies, receiving approximately 21,000 inquiries a year; requisitions and accounts for all supplies and materials; maintains a duplicating and photostat unit; and provides routine maintenance of office equipment and furniture. Cleaning and custodial services and ordinary repairs to buildings and structures are also responsibilities of this section. The central office and units occupy a total of 142,323 square feet of office space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
162	\$375,460 00	\$15,225 00	\$19,585 00	\$71,600 00	\$1,000 00	\$482,870 00

Personal Services: Performance under this program is divided among the following sections:

Office of Administrative Assistant: Administrative Assistant, Senior Bookkeeper, Clerk.

Finance and Fiscal Section: Principal Accountant, Senior Accountant, Supervisor Statistical Machines, 2 Head Administrative Clerks, Accountants, 4 Head Clerks, Head Statistical Machine Operator, 11 Principal Bookkeepers, 8 Principal Clerks, 2 Principal Clerical Paymasters, 3 Principal Statistical Machine Operators, 16 Senior Bookkeepers, 18 Senior Clerk Typists, 7 Senior Statistical Machine Operators, 26 Clerk Typists, 6 Statistical Machine Operators.

Records Section: Head Administrative Clerk, 13 Clerical Employees.

Supply and Equipment Section: Supervisor of Supplies, 2 Head Clerks, 8 Clerical Employees.

Maintenance and Custodial Section: Plant Superintendent, Chief Engineer, Engineer, 8 Senior Building Custodians, 2 Painters, Junior Building Custodian, 2 Head Cleaners, 7 Cleaners, Matron, Clerk Typist.

Vacation supply, \$2,000.00. Overtime, \$3,500.00.

Contractual Services: Telephone, \$7,290.00; electricity, \$3,840.00; repairs buildings and structures, \$2,585.00; repairs and maintenance office machines, \$500.00; miscellaneous, advertising, posting, freight and express, cleaning, \$1,010.00.

Supplies and Materials: Automotive supplies, \$100.00; heating supplies, \$3,670.00; cleaning, custodial and household supplies, \$1,435.00; medical supplies, \$50.00; postage, office forms, stationery, \$12,870.00; miscellaneous supplies, \$1,460.00.

Current Charges and Obligations: Rental IBM equipment, \$71,600.00.

Equipment: Desks and typists chairs, \$1,000.00.

3. INTERVIEWING AND INVESTIGATING APPLICANTS TO DETERMINE ELIGIBILITY FOR RELIEF

Responsible for the execution of the public assistance programs of all categories authorized by the City of Boston. Has responsibility for providing the district social worker with technical advice and assistance regarding resource matters. This service is responsible for the investigation of the resources of applicants and recipients of public assistance of all categories, including the checking with banks, insurance companies, and social security agencies. It investigates property holdings, and prepares and files in the Registry of Deeds liens on property owned by recipients of old age assistance and disability assistance. This service also investigates, approves, and authorizes applications for burials in all categories and for non-relief cases. Responsible for determining legal settlement on old age assistance and general relief; sends notices to cities and towns on active cases receiving aid in Boston but legally settled elsewhere within the Commonwealth and on cases without legal settlement; makes settlement determination on notices received from cities and towns on active cases; those towns claiming legal settlement in Boston; determines legal settlement on medically indigent patients at the Boston City Hospital; and verifies vital statistics records on cases receiving aid under all categories.

Responsible for the initial interview and the preparation of formal application; deals with cases referred by other agencies of unemployed men and those without homes, referring them to employment agencies and assisting them to become rehabilitated and economically independent. The service maintains an employment register; assigns able-bodied recipients

work in City of Boston departments for relief granted; and processes all out-of-town correspondence relevant to clients and complaints registered by clients at the district offices. It is also responsible for developing the Manual of Assistance policies and procedures, staff directories, and procedural bulletins; and making periodic reviews of the need for legislative changes and changes in the department program requirements.

Directs the activities of all district offices. All out-of-town correspondence and complaints registered by clients referred to this service for investigation and appropriate action. Each office is responsible for the administration of the public assistance program within the boundaries of its district. The review of applications includes home visits and other related actions as may be necessary to determine the eligibility of the applicant for relief. In accordance with current law, follow-up visits are made to the home of each client as follows: old age assistance, at least every six months; aid to dependent children and disability assistance, at least once every three months; general relief, by policy at least every three months.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
526	\$1,421,060 00	\$91,813 00	\$52,285 00	\$23,503,900 00	\$2,800 00	\$25,071,858 00

Personal Services: Performance under this program is divided among the following sections:

- Office of Deputy Director: Deputy Director, Head Social Work Supervisor, Head Administrative Clerk, Social Work Supervisor, Head Clerk, Principal Clerk, 2 Senior Clerks and Typists.
- Field Services Section: Chief Social Work Supervisor, 1 Principal Social Work Supervisor, 2 Social Workers, 2 Principal Clerks.
- Inquiries and Referral Section: Social Work Supervisor, 2 Social Workers, 2 Clerks.
- Insurance Section: Principal Social Work Supervisor, Senior Clerk.
- Real Estate Section: Senior Legal Assistant, Social Work Supervisor, Social Worker, Principal Clerk, Clerk and Typist.
- Bank Clearance Section: Senior Clerk, Clerk and Typist.
- Employment Services Section: Head Employment Registrar, Principal Clerk.
- Homeless Men's Services Section: 2 Social Workers, Clerk and Typist.
- Child Welfare and Trust Fund Section: Social Work Supervisor, Social Worker, Clerk and Typist.
- Burial Section: Principal Clerk, Clerk and Typist.
- Medical Social Services Section: Supervisor of Medical Social Work, Social Work Supervisor, 6 Social Workers, 3 Principal Clerks, 2 Clerks and Typists.
- Settlement Section: Head Social Work Supervisor, Principal Social Work Supervisor, 2 Social Work Supervisors, 23 Social Workers, Head Clerk, 5 Principal Clerks, 6 Senior Clerks and Typists, 9 Clerks and Typists.
- Institutions and Nursing Homes Section: Head Social Worker, 2 Principal Social Work Supervisors, 6 Social Work Supervisors, 32 Social Workers, Head Clerk, 2 Principal Clerks, 18 Clerical Employees.
- Church Street Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 6 Social Work Supervisors, 38 Social Workers, Telephone Operator, 23 Clerical Employees.
- East Boston Section: Head Social Work Supervisor, Principal Social Work Supervisor, 5 Social Work Supervisors, 29 Social Workers, Telephone Operator, 18 Clerical Employees.
- Grove Hall Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 7 Social Work Supervisors, 44 Social Workers, Telephone Operator, 26 Clerical Employees.
- Hancock Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 6 Social Work Supervisors, 42 Social Workers, Telephone Operator, 21 Clerical Employees.
- Roxbury Crossing Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 8 Social Work Supervisors, 47 Social Workers, 2 Telephone Operators, 26 Clerical Employees.
- Temporary, \$2,700.00. Overtime \$1,000.00.

Contractual Services: Telephone, \$20,928.00; electricity, \$8,680.00; gas for fuel, \$200.00; Property Division for heat Roxbury unit, \$1,500.00; repairs and maintenance of buildings, \$2,585.00; repairs and servicing of office machines and equipment, \$1,115.00; transportation, carfares social workers, \$7,525.00; welfare recipients, \$4,500.00; conferences and conventions, \$550.00; lodging for wayfarers, \$9,000.00; meals for wayfarers, \$5,400.00; board and care of persons, \$19,800.00; professional, medical and technical services, \$4,200.00; Social Service Index, \$5,200.00; appraisal services, \$350.00; emergency calls to physicians, \$50.00; miscellaneous, \$230.00.

Supplies and Materials: Automotive supplies, \$100.00; heating supplies, \$6,010.00; household and custodial, \$1,435.00; postage, \$29,000.00; stationery and office forms, \$15,420.00; miscellaneous, \$320.00.

Current Charges and Obligations:

	Requested	Allowed
Old Age Assistance		
Relief grants:		
Direct assistance	\$10,950,000 00	
Indirect assistance (medical care)	2,250,000 00	
12,500 cases at \$88.00 per month (\$1,100,000.00)	\$13,200,000 00	
Burials	35,000 00	
Payments to other cities and towns	200,000 00	
	<u>\$13,435,000 00</u>	
Less:		
Federal grants, 12,500 cases at \$49.80 per month (622,500.00)	7,470,000 00	
Plus:		
Credit adjustment	100,000 00	
	<u>\$6,065,000 00</u>	
Old Age Assistance	\$6,065,000 00	\$6,065,000 00

Central Office, Welfare Department — Continued

	Requested	Allowed
Aid to Dependent Children:		
Relief grants:		
Direct assistance	\$12,134,400 00	
Indirect assistance (medical care)	921,600 00	
6,400 cases at \$170.00 per month (\$1,088,000 00)	\$13,056,000 00	
Burials	4,000 00	
	<u>\$13,060,000 00</u>	
Less:		
Federal grants, 6,400 cases (22,000 individuals) at \$20.50 a month an individual (\$451,000.00)	5,412,000 00	
Aid to Dependent Children		\$7,648,000 00
		\$7,059,200 00
Disability Assistance:		
Relief grants:		
Direct assistance	\$2,844,000 00	
Indirect assistance (medical care)	2,376,000 00	
3,000 cases at \$145.00 per month (\$435,000.00)	\$5,220,000 00	
Burials	12,000 00	
	<u>\$5,232,000 00</u>	
Less:		
Federal grants, 3,000 cases at \$42.30 per month (\$126,900.00)	1,523,000 00	
Disability Assistance		\$3,709,000 00
		\$3,709,000 00
General Relief:		
Direct assistance	\$1,490,400 00	
Indirect assistance (medical care)	129,600 00	
1,800 cases at \$75.00 per month (\$135,000.00)	\$1,620,000 00	
Burials	15,000 00	
Payments to other cities and towns	100,000 00	
General Relief		\$1,735,000 00
		\$1,735,000 00
Medical Assistance for the Aged:		
Direct assistance	\$270,000 00	
Indirect assistance (medical care)	9,270,000 00	
3,750 cases at \$212.00 per month (\$795,000.00)	\$9,540,000 00	
Burials	30,000 00	
	<u>\$9,570,000 00</u>	
Less:		
Federal grants 50% of Indirect Assistance	4,635,000 00	
Medical Assistance for the Aged		\$4,935,000 00
		\$4,935,000 00
Total Relief Items		\$23,503,200 00
Dues and subscriptions		700 00
		<u>\$23,503,900 00</u>

Equipment: Typewriters, desks and chairs, \$1,500.00; library books, \$1,300.00

D—PROGRAM SUMMARY

	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	35	\$113,480 00	\$4,552 00	\$3,990 00	\$1,345 00	\$700 00	\$124,067
2. Supervision and Direction of Business Operations	162	375,460 00	15,225 00	19,585 00	71,600 00	1,000 00	482,870 00
3. Determination of Eligibility of Appli- cants for Relief	526	1,421,060 00	91,813 00	52,285 00	23,503,900 00	2,800 00	25,071,858 00
TOTALS	723	\$1,910,000 00	\$111,590 00	\$75,860 00	\$23,576,845 00	\$4,500 00	\$25,678,795 00

TEMPORARY HOME, WELFARE DEPARTMENT

1-07-12

The Temporary Home for Women and Children provides shelter for homeless women, mothers, and children forced by circumstances to leave their own homes, and abandoned, dependent, and neglected children. Accommodations consist of 49 adult beds and 20 cribs. The home provides shelter for a yearly average of 1,900 persons and serves an average of 4,000 meals.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$39,355 05	\$42,480 30	\$41,614 00	\$42,146 00	\$42,046 00	
—Contractual Services	2,783 26	2,807 23	7,180 00	8,050 00	4,150 00	
—Supplies & Materials	15,709 66	15,394 02	18,450 00	19,850 00	18,725 00	
—Current Charges & Oblig's	—	—	50 00	50 00	50 00	
—Equipment	19 00	24 99	1,000 00	1,200 00	1,200 00	
TOTALS	\$57,866 97	\$60,706 54	\$68,294 00	\$71,296 00	\$66,171 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. PROVIDING TEMPORARY SHELTER FOR WOMEN AND CHILDREN

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$42,046 00	\$4,150 00	\$18,725 00	\$50 00	\$1,200 00	\$66,171 00

Personal Services: Superintendent, Recreation Leader, Cook, Head Matron, 6 Matrons, Clerk-Typist. Overtime for Matrons, \$600.00.
Contractual Services: Telephone service, \$600.00; gas for fuel, \$650.00; repairs, electrical, \$100.00; plumbing, \$100.00; carpentry, \$400.00; windows and screens, \$200.00; miscellaneous repairs, \$200.00; repair and servicing equipment, \$200.00; transportation, \$200.00; laundry, \$750.00; printing, \$25.00; exterminating services, \$200.00; emergency calls for doctors, \$300.00; freight, \$25.00; miscellaneous, \$200.00.
Supplies and Materials: Food, \$15,000.00; household supplies, \$1,700.00; medical supplies, \$400.00; office supplies and postage, \$25.00; Christmas decorations, \$200.00; wearing apparel, \$1,000.00; miscellaneous building supplies and materials, \$400.00.
Current Charges and Obligations: Newspapers and periodicals, \$50.00.
Equipment: Household furniture, beds, mattresses, cribs, \$1,000.00; typewriter, \$200.00.

VETERANS' SERVICES DEPARTMENT

1-07-40

As provided by the city ordinances, the Veterans' Services Department includes the Veterans' Graves Registration. For administrative purposes the appropriations for these services have been combined, although the amounts necessary for graves registration are not subject to the authority of the Commissioner. The departmental appropriation is given below.

Title	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Veterans' Services Department	\$2,368,179 83	\$2,321,302 81	\$2,444,986 00	\$2,659,463 00	\$2,345,247 00	
Veterans' Graves Registration	27,850 00	30,096 04	34,531 00	40,018 00	40,018 00	
TOTALS	\$2,396,029 83	\$2,351,398 85	\$2,479,517 00	\$2,699,481 00	\$2,385,265 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$315,429 49	\$325,073 33	\$336,592 00	\$353,917 00	\$340,910 00	
2—Contractual Services . . .	32,901 18	34,080 74	36,356 00	37,577 00	37,393 00	
3—Supplies & Materials . . .	4,538 09	4,694 17	5,610 00	7,550 00	6,525 00	
4—Current Charges & Oblig's	2,042,226 60	1,987,360 11	2,100,356 00	2,300,287 00	2,000,287 00	
5—Equipment	934 47	190 50	603 00	150 00	150 00	
TOTALS	\$2,396,029 83	\$2,351,398 85	\$2,479,517 00	\$2,699,481 00	\$2,385,265 00	

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

VETERANS' SERVICES DEPARTMENT

1-07-41

The Veterans' Services Department has the responsibility of providing relief for needy veterans and their eligible dependents through payments from funds specifically provided for this purpose. It also provides assistance in procuring medical care, hospitalization, vocational and educational opportunities, employment and re-employment, housing, and other related benefits provided by existing laws.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$308,777 79	\$316,494 81	\$327,000 00	\$340,007 00	\$327,000 00	
2—Contractual Services	12,081 76	12,938 82	11,882 00	11,969 00	11,785 00	
3—Supplies & Materials	4,159 21	4,381 57	5,195 00	7,050 00	6,025 00	
4—Current Charges & Oblig's	2,042,226 60	1,987,360 11	2,100,356 00	2,300,287 00	2,000,287 00	
5—Equipment	934 47	127 50	553 00	150 00	150 00	
TOTALS	\$2,368,179 83	\$2,321,302 81	\$2,444,986 00	\$2,659,463 00	\$2,345,247 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$1,035,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction of the department. Responsible for the preparation of the annual budget and control of expenditures; maintains personnel records and prepares payrolls; processes correspondence; requisitions and issues office supplies and equipment; acts as the office of record for the department; prepares relief rolls; compiles statistics and prepares required reports to the state for the purpose of obtaining reimbursement.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$45,954 00	\$1,085 00	\$1,025 00	\$60 00	\$65 00	\$48,189 00

Personal Services: Commissioner, Executive Secretary, Physician General, Assistant Commissioner, Principal Clerk Secretary, Principal Clerk and Typist, 1 Telephone Operator, 1 Clerk. Overtime, \$1,000.00.

Contractual Services: Telephone service, \$835.00; travel expense, \$200.00; cleaning, \$50.00.

Supplies and Materials: Medical, dental, hospital supplies, \$25.00; postage, forms, cards and stationery, \$1,000.00.

Current Charges and Obligations: Dues and subscriptions, \$60.00.

Equipment: Library, \$65.00.

2. DETERMINATION OF ELIGIBILITY OF APPLICANTS FOR RELIEF

Responsible for the investigation of all applications for benefits and the determination of eligibility of applicants; processes applications for burial assistance and arranges for interments of veterans and their eligible dependents, and assists veterans in prosecuting claims for compensation, pension, and other benefits with the Veterans Administration. The division processes a yearly average of 5,100 applications for direct relief, 145 for vocational rehabilitation, 590 for medical examinations and 380 for consultations; and approximately 2,600 applications are referred to the Veterans Administration for action.

Responsible for the initial preparation of all applications for benefits; procures or directs procurement of vital statistics records; makes preliminary determination as to settlement; refers application to appropriate division of department for investigation; checks settlement data on completed application and report of benefits by other divisions; and when necessary directs applicant to other agencies for benefits. The division certifies as Boston settlement 4,500 applications a year and refers 500 applications to other cities and towns.

Responsible for the screening of the daily hospital admittance lists to ascertain those patients who may be eligible for veterans' benefits, the preparation and review of applications, and the preparation of lists and supporting data for submission to the state for the purpose of obtaining reimbursement. This section annually screens 35,500 hospital admissions and prepares 8,700 applications and 8,700 case histories a year.

Veterans' Services Department — Continued

Responsible for furnishing veteran applicants with advice and counsel on their problems, which include education, job training, G.I. loans, compensation and pension plans, insurance matters, housing, review of discharge and allotment papers. A medical service is operated for physical examinations. Requests for advice and counsel approximate a yearly average for employment, 680; housing, 700; general counseling, 950; and medical service, 380.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
61	\$256,528 00	\$10,255 00	\$4,000 00	\$85 00	\$270,868 00

Personal Services: Performance under this program is divided among the following sections:

Benefit Division: Deputy Commissioner, Principal Supervisor, 3 Supervisors, 21 Investigators, Social Worker, 11 Clerical Employees.

Settlement Division: Deputy Commissioner, Supervisor, Investigator, Consultant, 2 Settlement Clerks, 6 Clerical Employees.

Hospital Division: Assistant Commissioner, Supervisor, 4 Investigators, Social Worker, Senior Settlement Clerk, 3 Clerical Employees. Overtime, \$750.00.

Contractual Services: Communications, \$3,285.00; transportation of persons, \$6,800.00; cleaning of towels, \$170.00.

Supplies and Materials: Office supplies, postage, \$4,000.00.

Equipment: Library, \$85.00.

3. DISBURSEMENT OF RELIEF

Disburses all relief funds; approximately 50,000 checks are issued annually and 8,100 emergency cash payments are made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$24,518 00	\$445 00	\$1,000 00	\$227 00	\$26,190 00

Personal Services: 4 Paymasters, 2 Clerical Employees. Overtime, \$250.00.

Contractual Services: Telephone service, \$380.00; repairs office machines, \$51.00; towel service, \$14.00.

Supplies and Materials: Postage, forms, cards, stationery, \$1,000.00.

Current Charges: Premiums, surety bonds, \$227.00.

4. PAYMENTS TO OR FOR VETERANS AND DEPENDENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
—	—	—	—	\$2,000,000 00	—	\$2,000,000 00

Current Charges: Hospital and medical costs, Civil, Spanish and Mexican Border, \$20,000.00; burial, \$10,000.00; payments to City Hospital for care of veterans, \$300,000.00; direct payments to veterans, \$1,670,000.00.

D — SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	8	\$45,954 00	—	\$1,085 00	\$1,025 00	\$60 00	\$48,189 00
2. Determination of Eligibility of Applicants for Relief	61	256,528 00	—	10,255 00	4,000 00	85 00	270,868 00
3. Disbursement of Relief	6	24,518 00	—	445 00	1,000 00	—	26,190 00
4. Payments to or for Veterans and Dependents	—	—	—	—	2,000,000 00	—	2,000,000 00
TOTALS	75	\$327,000 00	—	\$11,785 00	\$6,025 00	\$2,000,287 00	\$2,345,247 00

VETERANS' GRAVES REGISTRATION

1-13-76

As provided by the general laws, appropriations may be made to suitably maintain, care for, and decorate the graves of honorably discharged veterans. This function is assigned to a supervisor, who also maintains burial records of all veterans who were residents of the City of Boston.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$6,651 70	\$8,578 52	\$9,592 00	\$13,910 00	\$13,910 00	
—Contractual Services	20,819 42	21,141 92	24,474 00	25,608 00	25,608 00	
—Supplies & Materials	378 88	312 60	415 00	500 00	500 00	
—Current Charges & Oblig's						
—Equipment	—	63 00	50 00	—	—	
TOTALS	\$27,850 00	\$30,096 04	\$34,531 00	\$40,018 00	\$40,018 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. CARING FOR AND DECORATING VETERANS' GRAVES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$13,910 00	\$25,608 00	\$500 00	\$40,018 00

Personal Services: Supervisor, 2 Clerks. Overtime, \$400.00.

Contractual Services: Telephone, \$400.00; replacing bronze plates on War Memorials, \$70.00; transportation of persons, \$350.00; advertising, \$50.00; towel service, \$10.00; freight and express, \$500.00; printing and binding, \$100.00; decoration of graves, Memorial Day, May 30, \$22,579.00; decoration of hero squares, \$1,087.00; dedication of hero squares, \$462.00.

Supplies and Materials: Postage, \$50.00; forms, cards, and stationery, \$400.00; flags for decoration of veterans' graves, \$50.00.

LIBRARY DEPARTMENT

1-10-11

The Library Department of the City of Boston consists of the Central Library in Copley Square, the Kirstein Business Branch Library in the Edward Kirstein Memorial Building, 26 branch libraries, and 3 bookmobiles.

The collections and services of the library have two main purposes: first, the provision of a popular public library service for the citizens of Boston and second, the provision of books and other library materials for reference and research. In 1961 the annual circulation was 3,048,616 volumes for home reading.

A — BUDGET SUMMARY

Group	1959		1960		1961		1962 Budget			
	Expenditures		Expenditures		Appropriations	Requested by Department	Recommended by Mayor	Approved		
1—Personal Services	\$2,779,945	63	\$2,706,700	30	\$2,880,000	00	\$3,012,134	00	\$2,930,000	00
2—Contractual Services	216,124	44	191,742	12	241,300	00	280,200	00	237,500	00
3—Supplies & Materials	221,920	97	217,898	58	279,125	00	412,075	00	276,625	00
4—Current Charges & Oblig's	74,046	63	74,471	02	66,250	00	74,482	00	66,482	00
5—Equipment	27,734	86	25,451	88	50,000	00	128,256	00	55,000	00
TOTALS	\$3,319,772	53	\$3,216,263	90	\$3,516,675	00	\$3,907,147	00	\$3,565,607	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$100,900 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible, under the direction of the Trustees, for the administration of the library system and personnel program including entrance, qualifying, and promotional examinations, in-service training, the placement of personnel throughout the library system, and the maintenance of personnel records. The official records and files of the library are maintained and the information desk and switchboard in the Central Library are staffed.

Personal Services	Contractual	Supplies	Current	Total
No. Amount	Services	Materials	Charges	
28 \$189,016 00	\$11,385 00	\$3,475 00	\$253 00	\$204,129 00

Personal Services: Performance under this program is divided among the following sections:

Director's Office: Director and Librarian, Assistant Director, Assistant to the Director and Secretary of the Trustees, Assistant to the Director for Library Matters, and 3 Assistants.

Personnel Office: Assistant Director, 5 Assistants, Adult Librarian.

Records, Files and Statistics: Chief, 2 Assistants.

Information Office: Assistant Director, Chief, 6 Assistants.

Exhibits Office: Chief, 2 Assistants.

Temporary employees: Employment of part-time assistants, \$14,500.00.

Overtime: Compensation for services in excess of regular working hours, \$1,000.00.

Contractual Services: Telephone services, \$1,600.00; light, heat and power, \$5,000.00; servicing of office equipment, \$150.00; travel expenses and attendance at conventions, \$300.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$1,500.00; freight and express charges, \$20.00; printing and binding, \$1,740.00, annual audit of trust funds, \$900.00.

Supplies and Materials: Custodial supplies, \$500.00; medical supplies, \$25.00; postage, forms, cards and stationery, \$2,650.00; misc. \$300.00.

Current Charges and Obligations: Rental of post office box, \$20.00; rental of postage meter, \$25.00; premium on surety bonds, \$208.00.

2. CIRCULATION OF BOOKS AND LIBRARY MATERIALS

The greater part of the general lending of books for home use takes place from the Open Shelf Department of Home Reading at the Central Library, the 26 branch libraries, and the 3 bookmobiles. The book collections of this division number approximately 748,000, constituting about one third of the total book holdings of the library.

The Open Shelf Department maintains in the Central Library a library for the general reader for home reading. Separate sections are provided for adults, young adults, and children, each of which has a Readers' Advisor for the guidance of the readers. This department has a total of approximately 66,000 books and other items on the shelves.

The branch libraries provide educational and recreational reading for adults, young adults, and children, and cooperate with community organizations, agencies, and educational institutions in their activities and programs. There are approximately 596,000 books and other items on the shelves of the branch libraries for issue to borrowers.

The bookmobiles provide reading for persons in those parts of the city which are distant from branch libraries. Each bookmobile has an approximate annual circulation of 134,000 books.

The Audio-Visual Department and branch libraries maintain approximately 10,000 recordings and 1,277 films. In 1961, 49,269 recordings were issued to borrowers, and there were 12,491 showings of films to audiences of 550,305.

Other important services performed by this program are the following:

Selection of books and materials for the home reading program.

Cataloging and classifying books and materials.

Registration of borrowers, issuance of borrowers' cards, and charging and discharging all books and materials borrowed from the Central Library. There are approximately 188,000 borrowers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
265	\$1,450,402 00	\$146,200 00	\$233,025 00	\$38,063 00	\$1,867,690 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Assistant to the Chief Librarian, Supervisor of the Home Reading Services, 3 Deputy Supervisors, Adult Librarian, Special Assistant, 5 Assistants, 3 Building Custodians.

Open Shelf Department: Chief, 3 Readers Advisors, Administrative Assistant, Young Adults' Librarian, Children's Librarian, 12 Assistants.

Branch Libraries: 26 Branch Librarians, 13 Adults' Librarians, 21 Children's Librarians, 2 Young Adults' Librarians, 7 Adults' Assistants, 78 Assistants, 13 Senior Building Custodians, 3 Cleaners.

Bookmobiles: Bookmobile Librarian, 2 Adult's Librarians, 1 Children's Librarian, 13 Assistants.

Audio-Visual Department: Chief, 6 Assistants.

Hospital Library Service: Hospital Librarian, 2 Assistants.

Book Selection Department: Chief, Adults' Librarian, 3 Assistants.

Cataloging and Classification Department: Chief, 5 Assistants, Cataloger and Classifier.

Central Charging Records: Chief, Administrative Library Assistant, 17 Assistants.

Central Book Stack for Home Reading and Community Services:

Branch Issue: Chief, Adults' Librarian, 7 Assistants.

Temporary employment of extra assistants and storytellers on part-time basis, \$120,000.00.

Overtime: For services in excess of regular working hours, \$16,000.00.

Contractual Services: Telephone service, \$7,000.00; light, heat, and power, \$36,000.00; general repairs, \$36,000.00; servicing of equipment, \$2,000.00; travel expenses, \$2,000.00; advertising and posting, \$100.00; blueprinting and duplicating, \$50.00; cleaning, \$8,800.00; freight and express charges, \$150.00; printing and binding, \$11,500.00; recording and judicial, \$1,600.00; garaging and maintenance of 3 bookmobiles, \$41,000.00.

Supplies and Materials: Heating supplies, \$14,000.00; laundry, cleaning, and custodial supplies, \$2,500.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$20,200.00; books, \$177,000.00; films, \$10,000.00; recordings, \$7,500.00; miscellaneous supplies and materials, \$1,800.00.

Current Charges and Obligations: Rental of 2 auto trucks, \$20,000.00; branch library rents, \$12,555.00; rental of equipment, \$175.00; periodical and newspaper subscriptions, \$5,113.00; insurance premiums, \$220.00.

3. REFERENCE AND RESEARCH SERVICES

The reference and research services of the library are located in the Central Library, with the exception of the Business Branch, which is located in the Edward Kirstein Memorial Library Building in City Hall Avenue. The book collections of this division number approximately 1,434,500, constituting about two thirds of the total book holdings of the library.

The departments under this program provide reference and bibliographical service in their respective fields.

The Book Selection and Cataloging and Classification Departments are responsible for the selection of research and reference books and materials and for their cataloging and classification subsequent to acquisition. In 1961, 20,407 books and other items were cataloged and classified; 62,341 Library of Congress cards were processed; and 42,428 cards were processed on a duplicating machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
144	\$761,213 00	\$34,915 00	\$15,675 00	\$25,178 00	\$55,000 00	\$891,981 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, 6 Assistants.

Book Selection Department: Chief, Assistant.

Book Stack Service: Assistant-in-Charge, Assistant Fifth Step, 32 Assistants.

Cataloging and Classification Department: Chief, 2 Catalogers and Classifiers, 2 Catalogers, Classifier, 19 Assistants.

Fine Arts Department: Coordinator of the Fine Arts and Curator of the Picture Collection, Curator of Fine Arts, Reference Librarian, 7 Assistants.

General Reference Department and Public Catalog: Chief and Curator of Public Catalog, Reference Librarian, 6 Assistants.

History Department: Coordinator of the Humanities and Curator of History, 4 Assistants.

Maps Department: Curator of Maps.

Music Department: Curator, 3 Assistants.

Kirstein Business Branch: Business Branch Librarian, Reference Librarian, 9 Assistants, Senior Building Custodian.

Library Department — Continued

Periodical and Newspaper Department: Coordinator of General Reference Services and Curator of Periodicals and Newspapers, Reference Librarian, 6 Assistants.

Print Department: Curator, 2 Assistants.

Rare Book Department: Keeper of Rare Books and Editor of Publications, Cataloger and Classifier, Reference Librarian, 3 Assistants.

Science and Technology Department: Curator of Engineering Sciences, 8 Assistants.

Social Sciences Department: Coordinator of the Social Sciences and Curator of the Social Sciences.

Government Documents Department: Curator of Government Documents, Reference Librarian, 3 Assistants.

Education Department: Curator of Education, Reference Librarian, 2 Assistants.

Temporary Employment: Extra Assistants, \$45,000.00.

Overtime: For services in excess of regular working hours, \$15,000.00.

Contractual Services: Telephone service, \$5,000.00; light, heat, and power, \$17,000.00; servicing of equipment, \$1,350.00; travel expenses \$200.00; advertising and posting, \$50.00; blueprinting and duplicating, \$125.00; cleaning, \$8,000.00; freight and express charges, \$90.00 engineering fees, \$700.00; printing and binding, \$2,000.00; recording and judicial, \$400.00.

Supplies and Materials: Laundry, cleaning, and custodial supplies, \$1,000.00; medical supplies, \$25.00; postage, forms, cards, and stationery \$11,150.00; general operating supplies and materials, \$3,500.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, \$15,638.00; rental New England Deposit Library, \$9,145.00 rental of equipment, \$175.00; insurance premiums, \$220.00.

Equipment: Office equipment, \$5,000.00; library books for reference and research, \$50,000.00.

4. BUSINESS OPERATION AND BUILDING MAINTENANCE

All of those aspects of the library's activities that are not primarily of a purely bibliothecal nature, and are not provided for otherwise, are assigned to the Business Operations Division.

The Accounting Department maintains the accounting operations of the library, both for the city funds and trust funds; prepares payrolls; and processes all drafts for payment of bills.

The Materials Office is responsible for the purchase of library books and materials and their preparation for use including repairs and binding. Over 100,000 books, newspapers, films, recordings, and other items are purchased annually; it receives all materials and carries out the daily shipping and receiving program between the Central Library and the branches. It is also responsible for the housing, maintenance of records, and intramural filling of orders for stock and supplies.

The Building Department is responsible for the maintenance of buildings and grounds. The Central Library contains approximately 420,000 square feet of space, and the branch libraries contain approximately 124,000 square feet of space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
110	\$529,369 00	\$45,000 00	\$24,450 00	\$2,988 00	\$601,807 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Deputy Assistant to the Director, Assistant to the Division Head, 3 Assistants.

Accounting Department: Principal Accountant, 2 Accountants, 3 Clerical Employees.

Book Purchasing Department: Chief, Book Purchasing Assistant, 12 Assistants.

Book Preparation Department: Chief, Book Preparation Librarian, Book Preparation Assistant, 11 Assistants.

Binding Department: Chief, Bindery Foreman, 2 Finishers, 6 Forwarders, Working Forelady of Bindery Sewers, 8 Sewers.

Shipping and Receiving Section: 3 Clerical Employees.

Stock and Supplies Section: 5 Clerical Employees.

Buildings Department: Superintendent of Library Buildings, 2 Working Foremen, Head Electrician, 11 Mechanics, 27 Custodial Workers Clerical Employee, Watchman, Inspector, 2 Elevator Operators.

Temporary Employees: Employment of Temporary Help, \$14,000.00.

Overtime: For Hourly Cleaners and Sunday Workers, \$21,500.00.

Contractual Services: Telephone service, \$3,400.00; heat, light, and power, \$13,000.00; repairs and maintenance of library buildings, \$4,000.00 maintenance of equipment, \$2,000.00; travel expenses, \$1,500.00; advertising and posting, \$50.00; blueprinting and duplicating, \$50.00 cleaning, \$5,300.00; freight and express charges, \$200.00; printing, \$1,500.00; watchman service, \$13,500.00; miscellaneous contractual services, \$500.00.

Supplies and Materials: Gas and oil for the snowplow, \$25.00; laundry, cleaning, and custodial supplies, \$3,500.00; medical supplies, \$25.00 postage, cards, forms, and stationery, \$6,000.00; miscellaneous supplies and materials, \$14,900.00.

Current Charges and Obligations: Rental of equipment, \$550.00; insurance, \$208.00; work uniforms, \$2,230.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	28	\$189,016 00	\$11,385 00	\$3,475 00	\$253 00	—	\$204,129 00
2. Circulation of Books and Library Materials	265	1,450,402 00	146,200 00	233,025 00	38,063 00	—	1,867,690 00
3. Reference and Research Services	144	761,213 00	34,915 00	15,675 00	25,178 00	\$55,000 00	891,981 00
4. Business Operation and Building Maintenance	110	529,369 00	45,000 00	24,450 00	2,988 00	—	601,807 00
TOTALS	547	\$2,930,000 00	\$237,500 00	\$276,625 00	\$66,482 00	\$55,000 00	\$3,565,607 00

PARKS AND RECREATION DEPARTMENT

1-11-41

The Parks and Recreation Department is under the general direction of a commission composed of 5 members. The chairman is the only salaried member; the other 4 members serve without pay. Commission is responsible for the care, maintenance, and improvements of all parks and recreational facilities and of all city-owned cemeteries.

The Parks and Recreation Department is responsible for the development and operation of a park and recreation system for the residents of Boston and the hundreds of thousands of visitors to the city. In addition to the physical facilities which the department operates, it develops a broad program of recreation for all age groups of the community, preserves and replaces trees on the streets of the city, and cares for the active and historical cemeteries in the custody of the city.

The department is responsible for the care and operation of 2,703.35 acres of parks, playgrounds, and squares; 27.09 miles of driveways and roadways; 73.98 miles of walks; 7.93 miles of bridle paths; 131.4 acres of ponds and rivers; 82 public squares; 122 playgrounds, 47 of which have field houses; 13 recreation centers; 14 greenhouses; 2 public golf courses, 1 of which has a clubhouse; 2 outdoor and 2 indoor swimming pools; 2 solariums; 16 public bath houses; 3 public bathing beaches; 1 main office building and 1 recreation office building; and 100 other buildings including shops, field houses, etc.; and 19 cemeteries, three with office buildings and two with maintenance buildings.

A — BUDGET SUMMARY

Group	1962 Budget					
	1959 Expenditures	1960 Expenditures	1961 Appropriations	Requested by Department	Recommended by Mayor	Approved
-Personal Services . . .	\$2,812,162 77	\$2,633,433 58	\$2,601,000 00	\$2,608,859 00	\$2,547,000 00	
-Contractual Services . . .	337,253 00	184,499 16	261,295 00	264,558 00	253,300 00	
-Supplies & Materials . . .	300,219 84	211,367 93	277,075 00	273,770 00	248,100 00	
-Current Charges & Oblig's	9,737 50	11,161 39	8,855 00	9,054 00	9,054 00	
-Equipment	17,551 57	9,779 56	3,261 00	3,782 00	3,782 00	
-Structures & Improvements	10,642 04	38,749 57	45,000 00	110,000 00	55,000 00	
-Land & Nonstructural Improvements to Land .	203,803 67	45,932 96	120,000 00	220,000 00	150,000 00	
TOTALS	\$3,691,370 39	\$3,134,924 15	\$3,316,486 00	\$3,490,023 00	\$3,266,236 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$116,190 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities, including preparation and administration of the budget, collection of fees and other revenues, processing of all personnel actions, auditing time records and preparation of payrolls, requisitioning of supplies and equipment, and maintaining storehouse for their receipt and distribution.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$92,633 00	\$13,173 00	\$29,630 00	\$6,874 00	\$875 00	\$143,185 00

Personal Services: Performance under this program is divided among the following sections:

- Administrative: Commissioner of Parks and Recreation.
- Administrative Services Section: Administrative Assistant, Senior Personnel Officer, 8 Clerical Employees, 2 Telephone Operators, Junior Building Custodian, Collector, Matron, Clerk and Photographer, Laborer. Overtime, \$2,000.00.
- Contractual Services: Communication, telephone, telegraph, messenger service, \$1,600.00; electricity, \$2,800.00; repairs and maintenance of buildings, carpentry, \$500.00; electrical, \$500.00; plumbing and steamfitting, \$400.00; maintenance and inspection of elevators, \$978.00; repairs, office machines, \$300.00; transportation, conventions, \$920.00; travel, automobile and carfare, \$1,750.00; miscellaneous, cleaning, freight, printing, \$425.00.
- Supplies and Materials: Food supplies, \$300.00; heating supplies, \$26,080.00; cleaning and custodial supplies, \$250.00; postage, \$500.00; stationery, \$2,000.00; building supplies, \$500.00.
- Current Charges and Obligations: Rental Parkman House, \$6,000.00; rentals, Western Electric Clock, \$21.00; Boston & Maine Railroad, \$1.00; dues and subscriptions, \$302.00; insurance, \$250.00; surety bonds, \$300.00.
- Equipment: Typewriters, \$750.00; library, \$125.00.

Parks and Recreation Department — Continued.

2. PLANNING AND SUPERVISING CONSTRUCTION OF DEPARTMENT STRUCTURES AND FACILITIES

Plans programs for the development and maintenance of existing and additional park facilities. Preparation of capital budget estimates. Supervision and inspection of works projects to assure compliance with plans and specification of contract. Approval of vouchers for payment for work performed satisfactorily. Maintains records and plans of plant and facilities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
11	\$66,765 00	\$3,400 00	\$300 00	\$70,465 00

PROGRAM 2.

Personal Services: Chief Engineer, Parks and Recreation Department, Principal Civil Engineer, 3 Senior Civil Engineers, Assistant Civil Engineer Building Maintenance Supervisor, Contact Supervisor, 2 General Construction Inspectors, Junior Engineering Aide. Overtime, \$1,500.00

Contractual Services: Repairs, drafting equipment, \$200.00; blueprinting, and duplicating services \$1,500.00; advertising, \$500.00; professional and technical services, \$1,200.00.

Supplies and Materials: Office supplies and materials, \$300.00.

3. MAINTENANCE OF BUILDINGS, PARKS, PLAYGROUNDS, AND ROADWAYS

General administrative supervision and direction of maintenance activities. Maintenance and repair of the interior and exterior of buildings and structures, including plumbing and heating. Repair of departmental and other automotive equipment. Maintains through 3 district units all parks, playgrounds, play areas, and field houses; marks and lays out athletic fields for sport activities; cleans and maintains park roadways on a year round basis, including snow removal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Improvements	Total
251	\$821,388 00	\$123,897 00	\$62,650 00	\$180 00	\$2,167 00	\$35,000 00	\$125,000 00	\$1,170,282 00

Personal Services: General Superintendent of Park Maintenance, 2 General Foremen of Mechanics and Craftsmen, 4 General Foremen of Park Maintenance, Maintenance Mechanic Foreman, Painter Foreman, 10 Park Maintenance Foremen, Supervising Stadium Custodian, Sign Painter and Letterer, Electrician, Third-Class Stationary Engineer, 5 Heavy Motor Equipment Operators, 27 Maintenance Mechanics, Gardeners, Yardman, Aquarium Attendant, 7 Motor Equipment Operators, 34 Park Keepers, 12 Park Maintenance Men, 92 Laborers, 44 Matrons. Temporary, \$6,977.00. Overtime, \$20,000.00.

PROGRAM 3.

Contractual Services: Communication, telephone, \$3,300.00; electricity, \$11,800.00; gas, fuel, \$200.00; repairs and maintenance of buildings and structures, carpentry, \$4,500.00; electrical, \$6,500.00; plumbing and steamfitting, \$14,000.00; repairs, sidewalks, \$6,000.00; painting fences and buildings, \$7,000.00; roofing and masonry repairs, \$3,500.00; emergency repairs, water and sewer systems, \$5,000.00; construction repair of fences, \$14,122.00; maintenance underpass Commonwealth Ave., \$400.00; miscellaneous repairs, \$3,000.00; repairs machinery and tools, \$750.00; repairs, oil burners, \$3,400.00; refill power brooms; \$500.00; transportation, carfares, automobile, \$1,600.00; maintenance convenience station, Boston Common, \$12,475.00; extermination, \$2,000.00; erecting flagpoles, \$3,000.00; miscellaneous, cement work \$1,000.00; loaming, grading, etc., parks and playgrounds, \$14,300.00; cleaning catch basins, \$4,250.00; cleaning parks and playgrounds \$1,300.00.

Supplies and Materials: Custodial and cleaning supplies, \$2,570.00; materials, \$1,130.00; paper towels, \$200.00; medical supplies, \$250.00 building supplies, \$19,500.00; general operating supplies, \$5,000.00; repair parts, non-automotive, \$2,800.00; tools and instruments, \$2,750.00 wearing apparel, \$200.00; public works supplies, \$4,000.00; agricultural supplies, \$22,500.00; golf course, \$1,750.00.

Current Charges and Obligations: Storage of recreational equipment, \$180.00.

Equipment: National flags, \$767.00; hand lawn mowers, \$1,400.00.

Structures and Improvements:								\$35,000 00
Roxbury Standpipe, repairs and painting						\$10,000 00		
Chestnut Hill Park—roadway						20,000 00		
Repairs to park benches						5,000 00		
Land and Non-Structural Improvements to Land:								\$125,000 00
Boston Common—resurfacing of walks						\$25,000 00		
William E. Carter playground—redevelopment						47,000 00		
Mission Hill playground						42,000 00		
Franklin Square, reconstruction of walks						11,000 00		

4. OPERATION AND MAINTENANCE OF AUTOMOTIVE EQUIPMENT

Maintenance and repair of all registered motor vehicles, which include 47 trucks, 14 passenger cars, 16 tractor 6 jeeps, 3 platform trailers, 2 bucket loaders, 2 road sweepers, and 1 motorcycle. Also maintenance and repair of snow removal equipment. Operation of a garage; storage and issue of gasoline and lubricants. Maintains records showing usage of vehicle mileage, and operating costs. Arranges for repairs to vehicles by commercial agencies.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
35	\$157,195 00	\$20,600 00	\$27,900 00	\$1,300 00	\$206,995 00

Personal Services: Superintendent of automotive maintenance, 2 Crane Operators, 4 Motor Equipment Repairmen, 12 Heavy Motor Equipment Operators, 14 Motor Equipment Operators, 1 Garage Attendant, Driver Training Inspector. Overtime, \$5,500.00.

Contractual Services: Repair and servicing of automotive equipment, \$17,500.00; welding services, \$3,000.00; exterminating services, \$100.00.

Supplies and Materials: Gasoline and diesel oil, \$18,900.00; lubricating oils and greases, \$1,600.00; tires and tubes, \$2,500.00; miscellaneous repair parts, \$2,000.00; fuel, \$2,500.00; tools and instruments, \$400.00.

Current Charges and Obligations: Rental of coveralls and cleaning, \$1,300.00.

5. DESIGN, PROPAGATION, AND CARE OF PLANTS, SHRUBS, TREES, AND LAWNS

Maintenance of 14 greenhouses for the propagation of horticultural items for use in parks and for city celebrations and the observance of historic dates; designs and plans all floral displays, conducts experiments, and makes recommendations relative to the purchase and use of agricultural supplies and equipment.

Care and maintenance of all trees on city streets and on park property; plants, sprays, prunes, and removes trees which create a hazard; maintains a tree nursery; and prepares and keeps current a master plan for the removal, replacement, and planting of trees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Land and Non- structural Improvements to Land	Total
70	\$309,874 00	\$48,850 00	\$45,120 00	\$25,000 00	\$428,844 00

PROGRAM 5.

Personal Services: Performance under this program is divided among the following sections:

Horticultural Section: Superintendent of Horticulture, Foreman of Horticulture, 2 Foremen of Greenhouse, 2 Principal Greenhouse Workers, 4 Senior Gardeners, 29 Gardeners, 1 Gardener's Helper, 2 Laborers, Park, **Matron.**

Tree Section: General Foreman Tree Maintenance, 2 Tree Maintenance Foremen, 3 Tree Maintenance Inspectors, Heavy Motor Equipment Operator, 20 Tree Climbers. Overtime, \$20,000.00.

Contractual Services: Telephone, \$1,000.00; electricity, \$5,900.00; gas, \$150.00; repairs and maintenance of buildings, carpentry, \$1,000.00; electrical, \$1,000.00; plumbing and steamfitting, \$2,100.00; roofing and masonry, \$1,000.00; repairs and servicing of equipment, machinery and tools, \$750.00; oil burners, \$750.00; welding, \$1,000.00; transportation, expenses of employees, carfares, mileage, \$650.00; extermination, \$300.00; Christmas tree decorations, \$6,000.00; erection of Christmas trees, \$4,500.00; cleaning catch basins, \$750.00; trimming trees Boston Common, Public Gardens, \$22,000.00;

Supplies and Materials: Heating supplies, \$12,420.00; household supplies, \$100.00; building supplies, \$5,000.00; general operating supplies, \$4,500.00; repair parts, non-automotive, \$1,800.00; tools and instruments, \$1,800.00; agricultural supplies and materials, \$19,500.00.

Land and Non-Structural Improvements to Land:

Removal of trees afflicted with Dutch Elm disease	\$10,000 00
Planting and replacement of trees	15,000 00
	<u>\$25,000 00</u>

6. DIRECTION AND OPERATION OF RECREATIONAL PROGRAMS AND FACILITIES

Plans, conducts, and supervises a recreational program in 124 playgrounds and 13 recreation centers for all age groups in many types of athletics, arts and crafts, dramatics, boating, dancing, and special events; allocates and issues permits for use of athletic fields; operates a supply section for recreational supplies and equipment.

Operates and maintains two outdoor swimming and diving pools and 3 wading pools, 16 public baths, 2 indoor swimming pools, and 3 public bathing beaches. The division operates a laundry and sewing room for making, repairing, and cleaning towels for all bath and swimming facilities.

Maintains 2 18-hole golf courses, 1 golf house building, and 1 club house. The golf courses are open from March 15 to November 15 for play, and 1 golf house is open all year for meetings and celebrations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
91	\$1,099,145 00	\$43,380 00	\$82,500 00	\$700 00	\$740 00	\$20,000 00	\$1,246,465 00

Personal Services: Performance under this program is divided among the following sections:

Recreation Division: Director of Recreation, First Deputy Director of Recreation, Deputy Director of Recreation (boxing), 6 Deputy Directors of Recreation, Superintendent of Recreation, 2 Recreation Program Directors, Supervisor of Recreation Equipment, 4 Recreation Supervisors, Supervisor of Senior Citizens Activities, Assistant to Recreation Director, 7 Senior Recreation Instructors, Principal Clerk and Typist, Public Boating Manager, Public Relations Representative, 5 Recreation Instructors, Laborer, 5 Recreation Aids and Accompanists, Senior Public Relations Representative.

Baths Division: Superintendent of Baths, Supervisor of J. Street Baths, Assistant Superintendent of Baths, Foreman of Baths, Supervisor of Swimming, Building Maintenance Supervisor, 6 Senior Bath Custodians, 9 Third-Class Stationary Engineers, 2 Steam Firemen, Principal Park Matron, 3 Swimming Instructors, 7 Bath Custodians, Storekeeper, 3 Park Maintenance Men, Motor Equipment Operator, 28 Bath Attendants and Laborers, 45 Laborers, 20 Matrons, Senior Swimming Instructor, **Gardener.**

Golf Course Section: Golf Course Supervisor, 2 Golf Course Foremen, 1 Superintendent Golf Club Houses, Caddy Master, Golf Starter; 2 Golf Course Workers, 3 Matrons, Laborer, 3 Gardeners.

Temporary Employees: \$325,023.00 to provide for personnel to conduct seasonal recreational athletic events, and supervise bathing facilities. Overtime, \$1,000.00.

Parks and Recreation Department — Continued

PROGRAM 6.

Contractual Services: Telephone, \$3,600.00; electricity, \$12,000.00; gas for fuel, \$150.00; repairs and maintenance of buildings and structures, carpentry, \$1,400.00; electrical, \$2,000.00; plumbing and steamfitting, \$2,000.00; painting, \$4,100.00; repairs and servicing of equipment, oil burners, \$1,050.00; boating equipment, \$800.00; transportation-attendance at convention, \$300.00; travel expenses, employees, \$3,630.00; participants, Junior Olympics, May Day, Golden Age groups, \$850.00; handicapped children, \$3,100.00; Extermination, \$600.00; meter checks for baths and beaches, \$1,500.00; use of amplifiers, for recreation events, \$500.00; hire of musicians, recreation, \$1,500.00; furnishing and engraving trophies, \$3,500.00; Halloween parties, \$800.00.

Supplies and Materials: Heating supplies, \$24,000.00; cleaning and custodial supplies, \$3,000.00; towels for solarium, \$350.00; miscellaneous materials, \$400.00; medical supplies, \$550.00; postage, \$1,700.00; office supplies, \$4,500.00; building supplies, \$5,500.00; general operating supplies, \$500.00; repair parts, non-automotive, \$900.00; tools and instruments, \$1,100.00; wearing apparel, \$600.00; suits for "L" Street, \$2,500.00; recreation supplies, \$36,650.00; miscellaneous for golf course, \$250.00.

Current Charges and Obligations: Rental of chairs, and moving pictures, \$700.00.

Equipment: Boating and swimming pool equipment, \$740.00.

Structures and Improvements: Buildings and Improvements, "L" St. Bath, painting, \$20,000.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equip-ment	Structures Improve-ments	Land and Non-struct-ural Im-provements to Land	Total
1. Administrative and General Services	18	\$92,633 00	\$13,173 00	\$29,630 00	\$6,874 00	\$875 00	—	—	\$143,185 00
2. Planning and Supervising Construction of Department Structures and Facilities	11	66,765 00	3,400 00	300 00	—	—	—	—	70,465 00
3. Maintenance of Buildings, Parks, Playgrounds, and Roadways	251	\$21,388 00	\$123,897 00	\$62,650 00	180 00	2,167 00	\$35,000 00	\$125,000 00	1,170,282 00
4. Operation and Maintenance of Automotive Equipment	35	157,195 00	20,600 00	27,900 00	1,300 00	—	—	—	206,995 00
5. Design, Propagation, and Care of Plants, Shrubs, Trees, and Lawns	70	309,874 00	48,850 00	45,120 00	—	—	—	25,000 00	428,844 00
6. Direction and Operation of Recreational Programs and Facilities	191	1,099,145 00	43,380 00	82,500 00	700 00	740 00	20,000 00	—	1,246,465 00
TOTALS	576	\$2,547,000 00	\$253,300 00	\$248,100 00	\$9,054 00	\$3,782 00	\$55,000 00	\$150,000 00	\$3,266,236 00

WORKMEN'S COMPENSATION SERVICE

1-13-41

Employees who receive injury in the course of, or arising out of, their employment will receive under existing law a standard schedule of payments during the period of absence from regular duties. This division investigates all accidents in which employees are involved, determines the amount and extent of payments that may be allowed, and, in the case of appeals, represents the interest of the City of Boston and the County of Suffolk before the Industrial Accident Board. The board is also charged with performing physical examinations for applicants for employment. The total number of city and county employees covered by the act is approximately 18,500. It is estimated that in 1961 approximately 1,500 accident reports will be processed.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$41,161 23	\$40,729 65	\$41,756 00	\$46,309 00	\$46,190 00	
-Contractual Services . . .	208 04	219 81	250 00	250 00	250 00	
-Supplies & Materials . . .	484 04	524 82	400 00	400 00	400 00	
-Current Charges & Oblig's	28 50	15 00	30 00	25 00	25 00	
TOTALS . . .	\$41,881 81	\$41,489 28	\$42,436 00	\$46,984 00	\$46,865 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

Investigation and determination of compensation allowances arising out of accidents to employees.

Personal Services No.	Amount	Contractual Services	Amount	Supplies Materials	Amount	Current Charges	Amount	Total
8	\$46,190 00		\$250 00		\$400 00		\$25 00	\$46,865 00

Personal Services: Medical Director, Workmen's Compensation Agent, Senior Legal Assistant, 2 Principal Law Clerks and Investigators, Industrial Nurse, 2 Clerical Employees.

Contractual Services: Travel expenses, \$250.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Subscriptions to Medical Journal and Wright & Potter Advance Sheets, \$25.00.

WORKMEN'S COMPENSATION

1-13-42

The Workmen's Compensation appropriation covers all payments to injured employees who sustained their injury in the course of their employment. These payments include workmen's compensation, dependents' payments, lump sum payments, hospital charges, physicians' fees, ambulance fees, medicines, etc.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Workmen's Compensation . . .	\$223,029 32	\$247,823 00	\$225,000 00	\$275,000 00	\$250,000 00	

CITY RECORD, PUBLICATION OF

1-13-61

The City Record Department edits and prepares the *City Record* for publication, accounts for revenues received and supervises the distribution of the publication.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$9,386 55	\$9,775 00	\$9,906 00	\$9,906 00	\$9,906 00	
2—Contractual Services	46,001 14	44,707 29	45,000 00	45,000 00	45,000 00	
3—Supplies & Materials	65 62	148 13	150 00	150 00	150 00	
5—Equipment	80 00	145 00	150 00	150 00	150 00	
TOTALS	\$55,533 31	\$54,775 42	\$55,206 00	\$55,206 00	\$55,206 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962	<u>\$22,000 00</u>
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C — PROGRAM

1. PUBLICATION OF CITY RECORD

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$9,906 00	\$45,000 00	\$150 00	\$150 00	\$55,206 00

Personal Services: Editor, Associate Editor.

Contractual Services: Printing, binding, mailing, and ruling, \$45,000.00.

Supplies and Materials: Office supplies, \$150.00.

Equipment: City Directory, \$85.00; library books, \$65.00.

EXECUTIONS OF COURT, DAMAGE CLAIMS AND REIMBURSEMENTS

1-13-31

This appropriation covers expenditures which arise through court and other legal actions involving settlements awards for damages to persons and property.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Executions of Court	\$498,768 26	\$399,539 14	\$450,000 00	\$400,000 00	\$400,000 00	

PENSIONS AND ANNUITIES — CITY

1-13-74

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major city departments is given in the following tabulation:

Police Department	\$2,000,000 00
Fire Department	1,675,000 00
Public Works Department	850,000 00
Hospital Department	197,000 00
Parks and Recreation Department	160,000 00
Health Department	140,000 00
Administrative Services Department	78,000 00
Real Property Department	50,000 00
Assessing Department	64,000 00
Building Department	38,000 00
Auditing Department	40,000 00
Library Department	74,000 00
Veterans' Services Department	20,000 00
Welfare Department	29,000 00
Boston Traffic Department	25,000 00
All other departments	60,000 00
	<hr/>
	\$5,500,000 00

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Pensions and Annuities	\$5,154,340 85	\$5,393,006 75	\$5,500,000 00	\$5,600,000 00	\$5,500,000 00	

SNOW REMOVAL

1-23-31

This appropriation provides for the purchase of sand and salt, and the sanding and salting of icy streets by district yard forces. It also includes the plowing and hauling of snow by contractors, under the supervision of the various district foremen; and also the cubic yard removal of snow by contractors in the various cubic yard contract areas.

The purchasing of snow loaders, blades, shovels, and repair parts for snow removal equipment is also included in this appropriation.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Snow Removal	\$402,938 94	\$892,900 00	\$1,150,000 00	\$790,000 00	\$400,000 00	
Public Works Department				\$750,000 00	\$370,000 00	
Parks and Recreation Department				40,000 00	30,000 00	
TOTALS				\$790,000 00	\$400,000 00	

BOSTON REDEVELOPMENT AUTHORITY

1-71-61

The Authority was organized under chapter 121 of the General Laws. It has the sole responsibility for urban renewal projects in the city. Chapter 199, Acts of 1958, amended the law to permit cities to appropriate money for the purpose of aiding Redevelopment Authorities. Chapter 652 of the Acts of 1960 transferred the function of the Boston City Planning Board to the Redevelopment Authority.

The entire cost of making studies, preparing plans and estimates for non-Federal projects is a local expenditure. The proposed budget includes the cost of personnel and services ineligible for Federal financial participation.

A — BUDGET SUMMARY

Group	1959* Expenditures	1960* Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department*	Recommended by Mayor	
1—Personal Services	\$255,902 96	\$249,280 44	\$203,474 00	\$305,825 00	\$208,000 00	
2—Contractual Services	55,533 45	57,796 04	41,885 00	83,310 00	83,310 00	
3—Supplies & Materials	7,259 28	5,401 87	2,293 00	4,490 00	4,490 00	
4—Current Charges & Oblig's	1,286 05	210 00	16,729 00	33,585 00	28,895 00	
5—Equipment	4,250 41	6,308 94	4,670 00	8,980 00	8,980 00	
7—Special Appropriation	—	—	70,000 00	—	—	
TOTALS	\$324,232 15	\$318,997 29	\$339,051 00	\$436,190 00	†\$333,675 00	

† This total does not include the sum of \$70,000.00 appropriated January 29, 1962.

* Figures represent combined totals of Boston Redevelopment Authority and Boston City Planning Board for 1959, 1960.

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. DEVELOPMENT ADMINISTRATION

Includes overall management and administration of planning and programming for urban renewal and other development programs.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
21	\$24,715 00	\$10,000 00	\$2,320 00	\$37,035 00

Personal Services: Development Administrator, Deputy Development Administrator, Director of Administrative Management, Legal Office Assistant to Director of Administrative Management, Budget Assistant, Personnel Assistant, Legal Assistant, Administrative Assistant, Administrative Clerk, 4 Secretaries, and 7 Clerical Employees.

Contractual Services: Probable re-use appraisals, \$10,000.00.

Current Charges and Obligations: Pension accumulation fund, \$2,000.00, Workmen's Compensation Insurance, \$320.00.

2. PLANNING

Includes the making of plans and programs for the development of the city as a whole and areas and neighborhood thereof including plans for urban renewal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
55	\$169,770 00	\$32,210 00	\$4,340 00	\$25,400 00	\$8,290 00	\$240,010 00

Personal Services: Planning Administrator, Director Transportation Planning, Director Comprehensive Planning, Director of Planning, Director Renewal Planning, 2 Chief Planning Analysts, 2 Chief Planners, Chief Planning Designer, 3 Chief Transportation Planners, Traffic Engineer, 2 Principal Planners, Principal Planning Analyst, Principal Planning Designer, 5 Principal Transportation Planners, 2 Senior Planner, Senior Zoning Planner, Senior Planning Analyst, Senior Planning Designer, 5 Senior Transportation Planners, 3 Junior Planners, Junior Planning Analyst, 4 Junior Transportation Planners, 2 Draftsmen, Planning Assistant, 11 Clerical Employees.

Contractual Services: Telephone service, \$3,800.00; repairs and servicing of equipment, \$410.00; travel expenses for one person to attend ASF National Conference, Atlantic City and AIP National Conference, \$500.00; travel expenses for local survey travel and for an official representative to Planning Conferences in Massachusetts, \$750.00; blueprinting, reproduction, etc., \$2,400.00; planning consultant for study of School system (city's share of total cost) \$8,000.00; planning consultant for study of recreational systems (city's share of total cost) \$10,000.00; publication of reports and capital improvement program, \$5,750.00; updating Sanborn Atlas, \$600.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,940.00; technical supplies and materials, \$2,400.00.

Current Charges and Obligations: Pension Accumulation Fund, \$22,000.00, memberships in professional organizations, subscriptions, \$500.00, fire, theft, liability and Workmen's Compensation Insurance, \$2,900.00.

Equipment: Office furniture and equipment, \$5,340.00; engineering and scientific equipment, \$1,900.00; technical publications, \$1,050.00.

3. OPERATIONS

Includes the administration of renewal project execution involving land acquisition, relocation and site development.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$13,515 00	\$41,100 00	\$150 00	\$1,175 00	\$690 00	\$56,630 00

Personal Services: Executive Director, Real Estate Officer, Legal Counsel, Engineer, 3 Secretaries, Comptroller, Administrative Assistant, Chief Accountant, Accounting Clerk, Switchboard Operator, Clerk-Typist.

Contractual Services: Blueprinting, reproduction, etc., \$1,100.00; probable acquisitions, appraisals, title search services, and structural surveys for non assisted project, \$40,000.00.

Supplies and Materials: Stationery, pencils, etc., \$150.00.

Current Charges and Obligations: Pension accumulation Fund, \$1,000.00; Workmen's Compensation Insurance, \$175.00.

Equipment: 6 Legal Files, \$690.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Development Administration	21	\$24,715 00	\$10,000 00	—	\$2,320 00	—	\$37,035 00
2. Planning	55	169,770 00	32,210 00	\$4,340 00	25,400 00	\$8,290 00	240,010 00
3. Operations	13	13,515 00	41,100 00	150 00	1,175 00	690 00	56,630 00
TOTALS	89	\$208,000 00	\$83,310 00	\$4,490 00	\$28,895 00	\$8,980 00	\$333,675 00

RESERVE FUND

1-33-73

Under the provisions of the General Laws, chapter 40, section 5A, to provide for extraordinary or unforeseen expenditures, a city may, prior to the date when the tax rate for the year is fixed, appropriate a sum not exceeding 3 per cent of the tax levy for the preceding year to be known as a reserve fund. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the City Council upon recommendation of the Mayor, and the City Auditor or Officer having similar duties shall make such transfers as are so voted.

A — BUDGET SUMMARY

Group	1959 Transfers	1960 Transfers	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Reserve Fund	\$150,000 00	\$150,000 00	\$200,000 00	\$200,000 00	\$200,000 00	

FEDERAL PUBLIC HEALTH PROGRAM

"Improved Nursing Home Care"

1-25-11

A program for the upgrading and increasing of our activities in services to the aged and infirm, particularly in relation to quality of care rendered in Nursing Homes in Boston. This program will be financed by a grant in aid from the Federal Government.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Federal Health Program	—	—	\$6,300 00	\$5,500 00	\$5,500 00	

COUNTY BUDGET
SUPPORTING DETAIL

REGISTRY OF DEEDS
4-01-65

The Registry of Deeds receives and records all deeds, mortgages, leases, agreements, and other written instruments pertaining to real estate in the cities of Boston, Chelsea, and Revere and the town of Winthrop. Copies are made of instruments received and index records maintained for public use.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$433,557 88	\$437,852 73	\$431,321 00	\$440,929 00	\$435,000 00	
Contractual Services . . .	6,510 94	6,611 36	6,490 00	7,612 00	7,612 00	
Supplies & Materials . . .	17,262 91	16,580 46	20,150 00	18,093 00	18,093 00	
Current Charges & Oblig's	774 35	3,213 67	6,769 00	10,115 00	10,115 00	
Equipment	272 50	2,904 10	299 00	280 00	280 00	
TOTALS	\$458,378 58	\$467,162 32	\$465,029 00	\$477,029 00	\$471,100 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$269,500 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates switchboard and public coatroom; returns books to cases; and has custody of old records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$62,378 00	\$1,085 00	\$300 00	\$210 00	\$280 00	\$64,253 00

Personal Services: Register of Deeds, First Assistant, Executive Secretary, 2 Head Clerks, 4 Clerical Employees.
Contractual Services: Telephone service, \$700.00; servicing of office equipment, \$85.00; convention travel, \$300.00.
Supplies and Materials: Forms, cards, and stationery, \$300.00.
Current Charges and Obligations: Premium on surety bonds, \$145.00; dues, \$65.00.
Equipment: Library books, \$280.00.

2. RECEIVING, RECORDING, AND INDEXING INSTRUMENTS PERTAINING TO REAL ESTATE

Accepts for record a total of approximately 50,000 instruments, including deeds, mortgages, discharges, and miscellaneous instruments; entries are made in daily counter record and in grantor and grantee entry books; instruments are photostated and indexed. Yearly classified books and 10-year consolidation books are prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
66	\$306,254 00	\$5,412 00	\$16,379 00	\$9,905 00	\$337,950 00

Personal Services: Performance under this program is divided among the following sections:
 Counter Section: Assistant Register, 2 Head Clerks, 3 Clerical Employees.
 Entry Section: 13 Clerical Employees.
 Photostat Section: Director, Supervisor, 4 Photo Recording Operators, and 6 Clerical Employees.
 Classified Index Section: Assistant Register and 13 Clerical Employees.
 Consolidation Section: 18 Clerical Employees.
 Microfilm Section: 2 Employees.
 Plan Section: Head Clerk.

Registry of Deeds — Continued

Contractual Services: Telephone service, \$700.00; copying plans, \$300.00; binding record books and indexes, \$4,412.00.

Supplies and Materials: Forms, cards, and stationery, \$3,251.00; photostat chemicals and repair parts of microfilm and 260 rolls of photostat paper, \$13,128.00.

Current Charges and Obligations: Storage of microfilm rolls, \$591.00; I.B.M. equipment rental, \$9,314.00.

3. RECORDING, INDEXING, AND ISSUING CERTIFICATES OF TITLE PERTAINING TO REGISTERED LAND

Receives deeds from the Land Court, retains original instruments, and issues certificates of title guaranteed by the Commonwealth; prepares entry sheets; maintains index of certificates issued; keeps grantor and grantee index books. Approximately 11,916 instruments are recorded annually, including deeds, mortgages, discharges, and other instruments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
12	\$66,368 00	\$1,115 00	\$1,414 00	\$68,897 00

Personal Services: Technical Assistant, Assistant Register, and 10 Clerical Employees.

Contractual Services: Telephone service, \$700.00; binding of record books and indexes, \$415.00.

Supplies and Materials: Forms, cards, and stationery, \$1,414.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	9	\$62,378 00	\$1,085 00	\$300 00	\$210 00	\$280 00	\$64,253 00
2. Receiving, Recording, and Indexing Instruments Pertaining to Real Estate	66	306,254 00	5,412 00	16,379 00	9,905 00	—	337,950 00
3. Recording, Indexing, and Issuing Cer- tificates of Title Pertaining to Regis- tered Land	12	66,368 00	1,115 00	1,414 00	—	—	68,897 00
TOTALS	87	\$435,000 00	\$7,612 00	\$18,093 00	\$10,115 00	\$280 00	\$471,100 00

COURT HOUSE (CUSTODIAN)

4-01-82

The Suffolk County Court House provides court and office space for the county courts and municipal courts, and has offices for county agencies. The expenses of operating the court house are paid by the city, and a reimbursement of approximately 30 per cent of the cost is received from the Commonwealth.

The two buildings comprising the court house contain 708,000 square feet of office space and 78,000 square feet of corridors and stairwells.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$568,130 65	\$576,241 51	\$562,417 00	\$574,128 00	\$562,644 00	
2—Contractual Services . . .	96,341 19	83,225 37	79,740 00	98,965 00	85,740 00	
3—Supplies & Materials . . .	48,845 07	46,549 67	49,359 00	52,412 00	49,355 00	
4—Current Charges & Oblig's . . .	939 80	503 95	—	1,166 00	1,166 00	
5—Equipment	4,627 58	1,671 45	1,321 00	15,412 00	1,575 00	
TOTALS	\$718,884 29	\$708,191 93	\$692,837 00	\$742,083 00	\$700,480 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962	<u>\$224,000 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Compiles attendance records and payrolls, and requisitions and issues supplies. Operates telephone switchboard. Responsible for the internal security of court house buildings after normal working hours on Saturdays, Sundays, and holidays.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
18	\$76,693 00	\$21,300 00	\$270 00	\$98,263 00

Personal Services: Superintendent, 2 Assistant Superintendents, 3 Switchboard Operators, 1 Clerk, 8 Watchmen, 2 Matrons, 1 Storekeeper.
Contractual Services: Telephone service, \$14,500.00; servicing of office equipment, \$300.00; repairs (office furniture, steel cabinets, etc.), \$2,700.00; towel service, \$3,200.00; advertising, \$250.00; miscellaneous contractual services, \$350.00.
Supplies and Materials: Forms, cards, postage, and stationery, \$270.00.

2. PROVIDING ILLUMINATION, HEAT, AND POWER

Operates and maintains all heating equipment in two buildings comprising the central court house. The heating plant consists of four 275-horsepower steam boilers and accessories. Provides illumination and power for all court house activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$63,133 00	\$43,000 00	\$33,000 00	\$139,133 00

Personal Services: Chief Power Plant Engineer, 5 Engineers, 8 Steam Firemen.
Contractual Services: Electricity and gas, \$43,000.00.
Supplies and Materials: 14,000 barrels No. 6 fuel oil, \$33,000.00.

Court House (Custodian) — Continued.

3. CARE, OPERATION, AND MAINTENANCE OF PLANT AND EQUIPMENT

Maintenance and repair of the two court house buildings, and the servicing of the elevators, water, sanitary, heating, and electrical utilities installed therein.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
22	\$101,904 00	\$18,280 00	\$8,475 00	\$1,166 00	\$1,575 00	\$131,400 00

Personal Services: 22 Mechanics, including Plumbers, Electricians, Carpenters, Painters.

Contractual Services: Elevator maintenance, \$14,100.00; masonry and roof repairs, etc., \$2,500.00; repairing windows, glass, \$1,000.00; metal sash, \$500.00; monthly inspection of fire alarm systems, \$180.00.

Supplies and Materials: Lumber and hardware, \$2,450.00; plumbing materials, \$750.00; paints, \$2,750.00; miscellaneous building supplies and materials, \$2,500.00; medical supplies, \$25.00.

Current Charges and Obligations: Boiler Insurance, \$1,166.00.

Equipment: Filing cases, \$1,000.00; flags, \$575.00.

4. PROVIDING CLEANING, ELEVATOR, AND GENERAL BUILDING SERVICES

Provides personnel for daily cleaning of 786,000 square feet of corridors, stairways, offices, rest rooms, and incidental general services. Operation of 15 elevators during normal working hours, and 2 elevators on a stand-by status after normal working hours.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
91	\$320,914 00	\$3,160 00	\$7,610 00	\$331,684 00

Personal Services: Head Cleaner, 34 Cleaners, 36 Janitors, 2 Chief Elevator Operators, 18 Elevator Operators.

Contractual Services: Cleaning 1,700 windows, \$3,160.00.

Supplies and Materials: Toilet tissue and towels, paper cups, disinfectants, soap mops, light bulbs, window shades, etc., \$6,000.00; gasoline, \$10.00; grass seed and fertilizer, \$150.00; replacement of locks, keys, and door checks, \$600.00; automotive repair parts, \$50.00; sponges \$450.00; wearing apparel, \$350.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	18	\$76,693 00	\$21,300 00	\$270 00	—	—	\$98,263 00
2. Providing Illumination, Heat, and Power	14	63,133 00	43,000 00	33,000 00	—	—	139,133 00
3. Care, Operation, and Maintenance of Plant and Equipment	22	101,904 00	18,280 00	8,475 00	\$1,166 00	\$1,575 00	131,400 00
4. Providing Cleaning, Elevator, and General Building Services	91	320,914 00	3,160 00	7,610 00	—	—	331,684 00
TOTALS	145	\$562,644 00	\$85,740 00	\$49,355 00	\$1,166 00	\$1,575 00	\$700,480 00

**BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT
(COUNTY BUILDINGS)**

1-01-80 (1-01-84)

Certain of the expenses of the Buildings Division of the Real Property Department are chargeable to the county for the operation, maintenance, and care of seven buildings housing district courts and other county agencies. The items applicable to the county are included below, for disbursement by the Real Property Department.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$158,336 00	\$153,366 00	\$149,000 00	\$150,848 30	\$145,500 00	
—Contractual Services . .	15,055 00	28,355 00	34,655 00	60,350 00	34,655 00	
—Supplies & Materials . .	10,300 00	10,300 00	11,300 00	18,600 00	11,300 00	
—Current Charges & Oblig's	200 00	200 00	200 00	1,200 00	200 00	
—Equipment	—	150 00	300 00	1,600 00	300 00	
—Structures & Improvements	—	—	—	20,000 00	—	
TOTALS	\$183,891 00	\$192,371 00	\$195,455 00	\$252,598 30	\$191,955 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. CARE, OPERATION, AND MAINTENANCE OF BUILDINGS HOUSING COUNTY ACTIVITIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	\$145,500 00	\$34,655 00	\$11,300 00	\$200 00	\$300 00	\$191,955 00

Personal Services: Deputy Superintendent, 2 Steam Firemen, Mechanic, 6 Senior Building Custodians, 13 Junior Custodians, 14 Custodial Workers. Overtime allowance for services, Saturdays, Sundays, holidays, \$1,500.00.

Contractual Services: Electricity, \$7,000.00; gas, \$700.00; repair and servicing of equipment, \$400.00; repairs of buildings (carpentry, \$1,000.00; electrical, \$5,800.00; plumbing and steamfitting, \$4,500.00; miscellaneous repairs, \$14,700.00); allowance for use of privately owned vehicles, \$55.00; towel service, \$100.00; exterminating, \$400.00.

Supplies and Materials: Coal, fuel oil, \$10,000.00; cleaning supplies, toilet tissues, disinfectants, miscellaneous custodial supplies, \$1,000.00; repair parts, miscellaneous, \$300.00.

Current Charges and Obligations: Rental of water coolers, \$200.00.

Equipment: Flags, Federal, State, and City, \$300.00.

JAIL

4-08-11

The jail receives for custody all persons, male and female, who are committed by the various courts of Suffolk County which comprises the City of Boston, Revere, Chelsea, and the town of Winthrop. Some of these persons are held at the jail in lieu of bail, pending their trial, while others, having been found guilty, are held to serve sentences imposed. Based on the experience of past years, it is estimated that the jail will have custody of 9,700 inmates and material witnesses during the year 1962. The average daily population is 267 persons.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$382,393 36	\$419,269 06	\$422,170 00	\$441,487 00	\$427,170 00	
2—Contractual Services	15,492 78	15,739 06	19,448 00	24,898 00	19,398 00	
3—Supplies & Materials	91,050 93	93,733 84	91,850 00	98,547 00	94,550 00	
4—Current Charges & Oblig's	1,035 50	1,324 67	1,107 00	1,107 00	1,100 00	
5—Equipment	6,638 27	1,062 61	2,250 00	4,000 00	750 00	
TOTALS	\$496,610 84	\$531,129 24	\$536,825 00	\$570,039 00	\$542,968 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$10,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the jail. Provides clerical, stenographic, and financial services; maintains records and statistics of inmates. Processes all personnel actions, audits attendance reports, and prepares payroll. Preparation of budget and control of expenditures. Requisitions supplies and materials. Provides for the spiritual needs of inmates.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$55,000 00	\$3,050 00	\$1,900 00	\$1,100 00	\$50 00	\$61,100 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Sheriff, Deputy Jailer.

General Services: Assistant Deputy Jailer, 2 Assistant Chief Officers-Adm., 2 Jail Officers and Clerks, 2 Clerical Employees, 3 Chaplains

Contractual Services: Telephone service, \$2,700.00; repairs and servicing of equipment, \$50.00; attendance at convention, \$300.00.

Supplies and Materials: Postage, \$200.00; stationery, \$1,500.00; decorations, \$200.00.

Current Charges and Obligations: Rental of water coolers, \$180.00; association dues, \$27.00; premiums on surety bonds, \$550.00; gratuities for discharged inmates, \$343.00.

Equipment: Library books, \$50.00.

2. PLANT OPERATION, MAINTENANCE AND REPAIR

Operates the plant and supervises the routine maintenance and repair of the utilities systems; also exterior repairs of the seven buildings which comprise the jail. Operates and maintains three 108-horsepower boilers.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Equipment	Total
9	\$44,000 00	\$13,925 00	\$24,325 00	\$100 00	\$82,350 00

Personal Services: Chief Power Plant Engineer; 3 Engineers, 3 Steam Firemen, Jail Officer-Electrician, Jail Officer-Mechanic.

Contractual Services: Electricity, \$6,800.00; repairs, plumbing and steamfitting, \$200.00; buildings and structures, \$5,800.00; repairs and servicing of equipment, \$300.00; extermination service, \$525.00; covering tables, \$300.00.

Supplies and Materials: 1,400 tons of coal, \$20,000.00; boiler room supplies, \$500.00; painting supplies, \$1,000.00; building supplies and materials, \$1,000.00; electrical repair parts and materials, \$750.00; tools and instruments, \$150.00; rock salt, \$50.00; miscellaneous parts, \$875.00.

Equipment: National and State flags, \$100.00.

3. PLANNING AND PREPARING MEALS FOR INMATES

Planning menus and preparing 278,310 meals a year; supervision of persons engaged in receiving foodstuffs and serving meals.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$13,000 00	\$1,200 00	\$52,000 00	\$66,200 00

Personal Services: Assistant Chief Officer and Steward, Jail Officer and Storekeeper, Jail Officer and Assistant Steward.

Contractual Services: Gas, fuel, \$1,200.00.

Supplies and Materials: Food supplies, \$52,000.00.

4. GUARDING AND CARE OF PRISONERS

Responsible for the security of inmates; supervision of inmates assigned to jail maintenance projects; fingerprinting and photographing, escorting inmates to various courts for trial and disposition, and other related work.

Provides medical and dental care, including mandatory physical examination upon commitment. Custody of drugs, medical supplies, and equipment. Compilation of medical records and preparation of required medical reports. Inspection of food and quarters.

Personal Services No	Amount	Contractual Services	Supplies Materials	Equipment	Total
65	\$315,170 00	\$1,223 00	\$16,325 00	\$600 00	\$333,318 00

Personal Services: Performance under this program is divided among the following sections:

Security Division: Chief Officer, 5 Assistant Chief Officers, 39 Jail Officers, Chief Matron, 13 Matrons, Jail Officer-Photographer, Jail Officer-Receiver.

Medical Division: Physician, Dentist, Assistant Chief Officer-Hospital, Nurse (Female).

Temporary Employees: \$170.00; Overtime allowance, \$12,000.00 for services required on holidays, emergencies and authorized absences.

Contractual Services: Repair and servicing automotive equipment, \$400.00; hospital treatment of employees and inmates, \$125.00; inspection of fire alarm system, \$48.00; cleaning of uniforms, \$150.00; making of uniforms, \$500.00.

Supplies and Materials: Automotive supplies and materials, \$350.00; laundry, cleaning and custodial supplies, \$4,200.00; replacement of dishes, cutlery, and kitchen utensils, \$400.00; blankets, sheets, and towels, \$3,400.00; medical, dental, and hospital supplies, \$4,000.00; wearing apparel, \$3,500.00; ammunition, \$300.00; refills for fire extinguishers, \$25.00; flame proof liquid, \$150.00.

Equipment: 50 mattresses, \$500.00; photography equipment, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	12	\$55,000 00	\$3,050 00	\$1,900 00	\$1,100 00	\$50 00	\$61,100 00
2. Plant Operation, Maintenance and Repair	9	44,000 00	13,925 00	24,325 00	—	100 00	82,350 00
3. Planning and Preparing Meals for Inmates	3	13,000 00	1,200 00	52,000 00	—	—	66,200 00
4. Guarding and Care of Prisoners	65	315,170 00	1,223 00	16,325 00	—	600 00	333,318 00
TOTALS	89	\$427,170 00	\$19,398 00	\$94,550 00	\$1,100 00	\$750 00	\$542,968 00

CENTRAL OFFICE, PENAL INSTITUTIONS DEPARTMENT

4-08-12

The Central Office in Boston is responsible for the operation and administration of the Suffolk County House of Correction at Deer Island, which is part of Boston. The Penal Institutions Commissioner is responsible for the paroling of inmates from both the House of Correction and the Suffolk County Jail.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approve
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$80,972 92	\$72,554 74	\$65,000 00	\$59,957 00	\$59,700 00	
2—Contractual Services . . .	682 27	394 79	420 00	420 00	220 00	
3—Supplies & Materials . . .	795 46	490 44	600 00	700 00	500 00	
4—Current Charges & Oblig's	48 00	25 00	60 00	65 00	65 00	
5—Equipment	—	—	150 00	—	—	
TOTALS	\$82,498 65	\$73,464 97	\$66,230 00	\$61,142 00	\$60,485 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction and control of departmental activities, and maintains general financial and clerical records of the department; assists the Commissioner during his weekly interviews of inmates at the House of Correction and County Jail and carries out his directions relative to these inmates; advises counsel and interested persons as to the status of inmates and procedures relative to parole and other related matters; keeps records of inmates at the House of Correction and supervises certain parolees of the House of Correction and County Jail; is responsible for all personnel matters affecting appointments, transfers, promotions, step-rates, and separations; performs necessary bookkeeping work on House of Correction and Central Office orders and requisitions and maintains related files and records; provides necessary reports and records for Massachusetts Board of Parole.

Personal Services	Contractual Services	Supplies Materials	Current Charges	Total
No. Amount	No. Amount	No. Amount	No. Amount	No. Amount
11 \$59,700 00	1 \$220 00	1 \$500 00	1 \$65 00	14 \$60,485 00

Personal Services: Commissioner, Deputy Commissioner, 1 Head Clerk, 4 Clerical Employees, Executive Secretary, Investigator, 2 Social Workers.

Contractual Services: Travel expenses, \$200.00; binding records, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Association dues, \$55.00; premium on surety bonds, \$10.00.

D — PROGRAM SUMMARY

Program	Personal Services	Contractual Services	Supplies Materials	Current Charges	Total
No. Amount	No. Amount	No. Amount	No. Amount	No. Amount	No. Amount
Administrative and General Services	11 \$59,700 00	1 \$220 00	1 \$500 00	1 \$65 00	14 \$60,485 00

HOUSE OF CORRECTION, PENAL INSTITUTIONS DEPARTMENT

4-08-13

The Suffolk County House of Correction is located at Deer Island, which is part of Boston, adjacent to Winthrop, Mass., and covers about 37 acres. It comprises 26 buildings which consist of shops, living quarters, piggery, commissary and storehouse, poultry houses, slaughter and refrigeration houses, stock barn and silos, administration building, garages, and 1 cell building containing 500 cells, another containing 360 cells, with kitchen, dining cafeteria, chapels, library and auditorium, an isolation building and a kitchen and dining hall for personnel. The average daily population is about 600 inmates.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$615,504 08	\$632,028 14	\$627,700 00	\$654,427 00	\$628,700 00	
—Contractual Services . . .	33,710 46	33,495 77	34,800 00	39,305 00	33,600 00	
—Supplies & Materials . . .	379,210 83	319,940 34	385,500 00	385,500 00	365,500 00	
—Current Charges & Oblig's	6,889 00	7,114 00	7,144 00	7,147 00	7,147 00	
—Equipment	6,734 76	10,282 99	200 00	7,200 00	2,200 00	
—Structures & Improvements	17,769 00	—	—	—	—	
TOTALS	\$1,059,818 13	\$1,002,861 24	\$1,055,344 00	\$1,093,579 00	\$1,037,147 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$5,075 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the administration and direction of the institution and discipline of its inmates. Maintains vital records of inmates, and has custody of inmates' cash. Processes all business procedures, such as budget preparation and control, personnel, and all financial records. Provides recreational, educational, and religious services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$43,750 00	\$6,700 00	\$2,000 00	\$30 00	\$52,480 00

Personal Services: Master, 2 Head Administrative Clerks, Principal Clerk, Senior Clerk, Institution School Teacher, Motion Picture Operator, 3 Chaplains, and 2 Organists.

Temporary Employees, \$270.00.
Overtime, \$500.00.

Contractual Services: Telephone service, \$4,500.00; servicing of equipment, \$100.00; travel expenses, \$600.00; photographing of prisoners, \$1,270.00; advertising, \$30.00; honorarium for Mission and Retreat, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00.

2. GUARDING AND CARE OF INMATES

Responsible for the security, training, and discipline of the inmate population. Provides medical and dental care and maintains 20-bed hospital for inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
91	\$460,500 00	\$2,500 00	\$56,500 00	\$450 00	\$519,950 00

Personal Services: 5 Deputy Masters, Assistant Deputy Master, Correction Officer and Receiver, 79 Correction Officers, Medical Director, Dentist, and 3 Hospital Supervisors.

Temporary Employees, \$500.00.00.
Overtime, \$17,000.00

Contractual Services: Professional medical and surgical services, \$2,500.00.

Supplies and Materials: Cleaning and custodial supplies, \$12,000.00; household supplies, \$10,000.00; medicine and drugs, \$11,000.00; clothing, \$22,700.00; postage, cards, stationery, \$500.00; garden and churches, \$300.00.

Current Charges and Obligations: Gratuities to indigent inmates, \$450.00.

House of Correction, Penal Institutions Department — Continued

3. RECEIVING AND PREPARING OF FOOD

Responsible for the requisitioning, receiving, distribution, cooking, and serving of approximately 840,000 meals per year.

Personal Services No.	Amount	Supplies Materials	Total
6	\$31,000 00	\$200,000 00	\$231,000 00

Personal Services: Correction Officer and Steward, 3 Correction Officers and Cooks, 2 Correction Officers and Bakers.

Supplies and Materials: Food and beverages, \$200,000.00.

4. PLANT OPERATION AND MAINTENANCE

Maintains and supervises the proper functioning of the power plant for supplying heat and hot water to all buildings on the island, as well as supplying steam used for cooking in the kitchen. Repairs and maintains all buildings; repairs all services all machines and rolling stock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$52,150 00	\$23,400 00	\$98,000 00	\$6,642 00	\$2,200 00	\$182,392 00

Personal Services: Chief Engineer, Assistant Engineer (Second Class), 3 Steam Firemen, Correction Officer and Electrician, 2 Correction Officers and Carpenters, Correction Officer and Painter, Correction Officer and Motor Equipment Repairman, Correction Officer and Locksmith. Overtime, \$1,200.00.

Contractual Services: Electricity, \$18,000.00; gas fuel, \$1,000.00; repairs to buildings, \$1,000.00; servicing of equipment, \$2,400.00 (automotive \$1,500.00; machinery and tools, \$500.00; kitchen equipment, \$400.00); vermin control, \$925.00; cleaning, \$75.00.

Supplies and Materials: Automotive supplies, \$5,000.00; heating supplies, \$60,000.00; miscellaneous supplies and materials, \$32,900.00 (building supplies and materials, \$20,000.00; general operating supplies, \$4,000.00; nonautomotive supplies, \$2,000.00; public works supplies, \$4,900.00; tools and instruments, \$2,000.00); miscellaneous supplies, \$100.00.

Current Charges and Obligations: Annual charge for water, town of Winthrop, \$6,600.00; motor vehicle registrations, \$42.00.

Equipment: Miscellaneous equipment, \$200.00; duplex piston pumps, \$2,000.00.

5. OPERATION OF INDUSTRIES

Supervises and directs the activities in three major industries which supply the needs of the institution for shoe bedding, clothing, dairy, poultry, and pork products. These industries sell clothing to other prisons and poultry and chickens to city institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$41,300 00	\$1,000 00	\$9,000 00	\$25 00	\$51,325 00

Personal Services: Industries Supervisor, Correction Officer and Shoemaking Instructor, 2 Correction Officers and Clothing Cutters, 2 Correction Officers and Herdsmen, Correction Officer and Assistant Herdsman, Correction Officer and Poultryman. Overtime, \$300.00.

Contractual Services: Miscellaneous animal care, \$200.00; repairs of inmates' shoes, \$800.00.

Supplies and Materials: Agriculture supplies, \$9,000.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	12	\$43,750 00	\$6,700 00	\$2,000 00	\$30 00	—	\$52,480
2. Guarding and Care of Inmates	91	460,500 00	2,500 00	56,500 00	450 00	—	519,950
3. Receiving and Preparing of Food	6	31,000 00	—	200,000 00	—	—	231,000
4. Plant Operation and Maintenance	11	52,150 00	23,400 00	98,000 00	6,642 00	\$2,200 00	182,392
5. Operation of Industries	8	41,300 00	1,000 00	9,000 00	25 00	—	51,325
TOTALS	128	\$628,700 00	\$33,600 00	\$365,500 00	\$7,147 00	\$2,200 00	\$1,037,147

MIDDLESEX COUNTY TRAINING SCHOOL

4-08-14

Youngsters who are adjudged habitual truants by the Boston Courts and other offenders against the school attendance laws are committed to the Middlesex County Training School for disciplinary training and instruction, as provided by the General Laws. An average of 32 boys per year are sent to this institution.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriations:						
Middlesex County Training School	\$83,138 70	\$72,855 04	\$75,000 00	\$80,000 00	\$75,000 00	

C — PROGRAM

board and care of truants, based on an average of 32 boys and charge of \$48.00 per week .	\$75,000 00
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SUPREME JUDICIAL COURT

4-12-11

The Supreme Judicial Court is a state court which hears appeals from decisions of the Superior Court in civil and criminal cases. The salaries of the justices are paid by the Commonwealth, and the expenses of the Clerk of the Suffolk County sessions of the court are borne by the county.

The Clerk of the Supreme Judicial Court for Suffolk County attends sessions of the court, records proceedings, and has the care and custody of all records, books, and papers which are filed in his office. He issues orders of notices, writs and subpoenas, furnishes certified copies of documents, and keeps a roll of attorneys for the entire state.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approv
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$94,656 69	\$96,108 81	\$95,980 00	\$98,960 00	\$98,960 00	
2—Contractual Services . . .	599 33	683 30	2,220 00	4,375 00	2,325 00	
3—Supplies & Materials . . .	2,019 90	2,373 31	2,590 00	3,040 00	2,590 00	
4—Current Charges & Oblig's . . .	67 50	67 50	100 00	125 00	125 00	
5—Equipment	1,362 75	292 79	300 00	525 00	400 00	
TOTALS	<u>\$98,706 17</u>	<u>\$99,525 71</u>	<u>\$101,190 00</u>	<u>\$107,025 00</u>	<u>\$104,400 00</u>	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$2,700 00

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$98,960 00	\$2,325 00	\$2,590 00	\$125 00	\$400 00	\$104,400 00

Personal Services: Clerk of Court and 2 Assistants, 5 Court Officers, Head Clerk, and 7 Clerical Employees.

Contractual Services: Telephone service, \$125.00; master's and auditor's fees, \$2,000.00; servicing of equipment, \$150.00; binding, \$50.00.

Supplies and Materials: Postage, \$100.00; cards, forms, and stationery, \$1,100.00; bottled water, \$20.00; microfilm supplies, \$1,100.00; uniforms, \$270.00.

Current Charges and Obligations: Premiums on surety bonds, \$125.00.

Equipment: Library books, \$400.00.

SUPERIOR COURT, GENERAL EXPENSES

4-12-12

The Superior Court is a state court consisting of a Chief Justice and 37 Associate Justices who are paid by the Commonwealth of Massachusetts. In Suffolk County the court sits daily in 10 civil jury, 3 civil, without jury, 3 criminal, motion, 2 pretrial, and 1 assignment sessions.

The expenses of providing stenographic and confidential messenger service for the Suffolk County sessions of the court are borne by the City of Boston.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$111,169 92	\$118,383 22	\$119,020 00	\$143,014 00	\$143,014 00	
—Contractual Services . . .	1,138 63	1,678 74	1,480 00	1,930 00	1,580 00	
—Supplies & Materials . . .	1,356 67	597 98	2,235 00	2,535 00	2,035 00	
—Current Charges & Oblig's	—	—	—	140 00	140 00	
—Equipment	3,074 03	2,003 20	3,500 00	5,900 00	3,500 00	
TOTALS	\$116,739 25	\$122,663 14	\$126,235 00	\$153,519 00	\$150,269 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. PROVIDING STENOGRAPHIC, CLERICAL AND MESSENGER SERVICES FOR THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$143,014 00	\$1,580 00	\$2,035 00	\$140 00	\$3,500 00	\$150,269 00

Personal Services: 12 Court Stenographers, Messenger and Clerical Assistant, Assistant Messenger, 5 Clerical Employees.
Contractual Services: Telephone service, \$1,200.00; servicing of office machines, \$50.00; religious services, \$30.00; printing and binding, \$300.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00; wrapping paper and twine, \$35.00.
Current Charges and Obligations: Newspaper clipping service, \$140.00.
Equipment: Library books, \$3,100.00; typewriter, \$400.00.

CLERK'S OFFICE, SUPERIOR COURT, CIVIL SESSION

4-12-13

The Clerk of the Court attends all sessions of the court; plans, controls, directs and supervises the issuance, recording, docketing, and indexing of legal processes; has official custody of court records; keeps accounts of revenues collected; and issues summonses to witnesses.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$522,356 03	\$564,509 25	\$569,752 00	\$581,323 00	\$569,697 00	
2—Contractual Services . . .	452,490 34	376,326 18	286,100 00	394,600 00	286,100 00	
3—Supplies & Materials . . .	21,312 38	20,646 30	18,000 00	20,000 00	18,000 00	
4—Current Charges & Oblig's . . .	340 12	367 63	318 00	518 00	518 00	
5—Equipment	1,363 49	570 08	400 00	1,800 00	1,500 00	
TOTALS	\$997,862 36	\$962,419 44	\$874,570 00	\$998,241 00	\$875,815 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$88,650 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Receives and enters all cases of the court, collects and accounts for fees, and prepares statistics of court activities. This section prepares the budget, compiles the payrolls and requisitions, and issues supplies for the civil sessions of the court. Prepares and distributes trial lists in all law cases; docket all papers filed; prepares cases for trial, enters judgments and executions; records defaults; issues writs, precepts, notices, and depositions; arranges printing on cases appealed to the Supreme Judicial Court; and maintains indexes of court activity. Approximately 11,054 cases are entered annually. Issue all equity processes, restraining orders, and notices; records and docket equity cases and papers filed; prepares daily motion list and notices relative to actions in motion session. Annually about 1,380 cases are entered, and 19,500 motions dealt with 2,658 cases remanded to District Courts; Law Docket entries, 150,000.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
101	\$418,012 00	\$4,600 00	\$10,000 00	\$337 50	\$1,100 00	\$434,049 50

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, Executive Secretary.

General Services: Head Clerk, 20 Clerical Employees.

Law Division: Head Clerk, 64 Clerical Employees.

Equity Division: Head Clerk, 12 Clerical Employees.

Contractual Services: Telephone service, \$4,300.00; servicing of office equipment, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$10,000.00.

Current Charges and Obligations: Premium on surety bond, \$37.50; rental of postal machine, \$300.00.

Equipment: 4 typewriters, \$960.00; filing cabinets, \$140.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment and keep a record of its proceedings; make tabular report of the work of the court; and advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$151,685 00	\$281,500 00	\$8,000 00	\$180 50	\$400 00	\$441,765 50

Personal Services: First Assistant Clerk, Equity Clerk, 16 Assistant Clerks.
Contractual Services: Masters' and auditor's services, \$45,000.00; stenographic services, \$6,000.00; printing and binding, \$4,000.00; jurors' compensation and expenses, \$226,500.00.
Supplies and Materials: Postage, cards, forms, and stationery, \$8,000.00.
Current Charges and Obligations: Premium on surety bonds, \$180.50.
Equipment: Library books, \$400 00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	101	\$418,012 00	\$4,600 00	\$10,000 00	\$337 50	\$1,100 00	\$434,049 50
Conduct and Record Proceedings of Court	18	151,685 00	281,500 00	8,000 00	180 50	400 00	441,765 50
TOTALS	119	\$569,697 00	\$286,100 00	\$18,000 00	\$518 00	\$1,500 00	\$875,815 00

CRIMINAL SESSION, SUPERIOR COURT

4-12-14

The expenses of the Clerk of the Superior Criminal Court and the cost of certain activities of the District Attorney are provided for in this appropriation.

The Clerk of the Court attends all sessions of the court; issues records; indexes and dockets all legal process; advise counsel, defendants, and the public; and issues summonses to witnesses.

The District Attorney and permanent assistants are employees of the Commonwealth. The county provides special assistant district attorneys and office personnel who handle the preparation of indictments, the writing of briefs, the rendition of persons under indictment, and various investigation services.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$423,157 94	\$441,789 49	\$437,093 00	\$453,529 00	\$437,000 00	
2—Contractual Services . . .	271,802 18	256,293 10	257,550 00	279,365 00	256,545 00	
3—Supplies & Materials . . .	8,804 71	7,554 81	9,040 00	9,540 00	9,040 00	
4—Current Charges & Oblig's	325 00	306 00	225 00	225 00	225 00	
5—Equipment	4,879 79	3,448 93	2,000 00	3,300 00	2,000 00	
TOTALS	\$708,969 62	\$709,392 33	\$705,908 00	\$745,959 00	\$704,810 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$200 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, financial services. Prepares and indexes various lists and dockets, receives fees, fines, court costs, and bail. Prepares daily trial list, daily police officers' list. Completes court records of all procedures and disposition of all cases; and keeps statistics relating to the number of offences and their disposition.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$161,000 00	\$10,215 00	\$5,340 00	\$55 00	\$400 00	\$177,010 00

Personal Services: Performance under this program is divided among the following sections:

- Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.
- General Services Section: 2 Head Clerks, Interpreter, 18 Clerical Employees.
- Trial List and Commitments: Head Clerk, 2 Clerical Employees.
- Dockets and Statistics: 2 Head Clerks, Clerical Employee.
- Witness Room: Head Clerk, 2 Clerical Employees.

Contractual Services: Telephone service, \$250.00; servicing of office equipment, \$65.00; printing bills of exception and appeal, \$9,900.00.

Supplies and Materials: Cheesecloth, \$30.00; postage, forms, cards and stationery, \$5,300.00; twine, chalk, and wrapping paper, \$10.00.

Current Charges and Obligations: Premium surety bond, \$55.00.

Equipment: Library books, \$400.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment, and keep a record of its proceedings; make tabular report of the work of the court; advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
12	\$98,000 00	\$180,600 00	\$120 00	\$278,720 00

Personal Services: 12 Assistant Clerks of Court.

Contractual Services: Transportation of jurors and prisoners, \$3,000.00; experts, attorneys, and stenographers, \$12,500.00; jurors' compensation and expenses, \$106,800.00; transcripts of evidence, \$5,100.00; witness fees, \$50,000.00; services of venires, \$2,000.00; jury lockup, \$1,200.00.

Current Charges and Obligations: Premiums on surety bonds, \$120.00.

3. PREPARATION OF CASES FOR PROSECUTION

Assists in the preparation of cases for prosecution, prepares briefs, draws indictments resulting from Grand Jury action, and conducts special investigations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$178,000 00	\$65,730 00	\$3,700 00	\$50 00	\$1,600 00	\$249,080 00

Personal Services: Secretary and Chief Clerk, Chief Stenographer and Indictment Clerk, Head Administrative Clerk, 14 Legal Aides, and 19 Clerical Employees.

Contractual Services: Telephone service, \$9,200.00; servicing of office equipment, \$30.00; transportation, rendition of prisoners and investigation of cases, \$22,000.00; board and room for witnesses, \$1,500.00; hire of experts, \$30,000.00; printing briefs, \$3,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,700.00.

Current Charges and Obligations: Subscriptions, \$50.00.

Equipment: Library books, \$1,600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	33	\$161,000 00	\$10,215 00	\$5,340 00	\$55 00	\$400 00	\$177,010 00
Conduct and Record Proceedings of Court	12	98,000 00	180,600 00	—	120 00	—	278,720 00
Preparation of Cases for Prosecution	36	178,000 00	65,730 00	3,700 00	50 00	1,600 00	249,080 00
TOTALS	81	\$437,000 00	\$256,545 00	\$9,040 00	\$225 00	\$2,000 00	\$704,810 00

MUNICIPAL COURT, CITY OF BOSTON

4-12-15

The Municipal Court of the City of Boston, downtown, has jurisdiction over an area of approximately 4.8 square miles, containing a population of over 100,000 persons. It has original jurisdiction over all crimes committed in the area except felonies which carry a penalty of five years or more in State Prison. Its civil jurisdiction embraces all of Suffolk County.

A — BUDGET SUMMARY

Group				1962 Budget		Approved
	1959 Expenditures	1960 Expenditures	1961 Appropriations	Requested by Department	Recommended by Mayor	
1—Personal Services	\$917,504 41	\$927,371 10	\$956,226 00	\$990,528 00	\$962,526 00	
2—Contractual Services	37,623 09	40,270 26	37,700 00	45,925 00	43,300 00	
3—Supplies & Materials	33,047 60	31,708 20	38,385 00	44,035 00	35,935 00	
4—Current Charges & Oblig's	872 37	1,087 57	1,445 00	1,445 00	1,445 00	
5—Equipment	1,700 34	939 89	800 00	3,000 00	2,200 00	
TOTALS	\$990,747 81	\$1,001,377 02	\$1,034,556 00	\$1,084,933 00	\$1,045,406 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1962 \$460,400 00

C — PROGRAMS

I. ADMINISTRATION OF JUSTICE

Supervises and is responsible for the proper administration of the court; determines legal issues in the various proceedings before the court and sentences convicted defendants to penal institutions or places them on probation. Operates and attends criminal and civil sessions of the court; maintains order and decorum in the court and assists in the commitment of prisoners. Makes mental and physical examinations of individuals referred by probation officers, or the court and observes the mental and physical conditions of prisoners in the dock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$268,126 00	\$1,450 00	\$1,510 00	\$100 00	\$800 00	\$271,986 00

Personal Services: Performance under this program is divided among the following sections:
 Justice Section: Chief Justice, 8 Associate Judges, Secretary to the Justices, Assistant Secretary to the Justices, 6 Special Justices.
 Court Officers Section: 2 Chief Court Officers, Assistant Chief Court Officer, 12 Court Officers, 2 Van Drivers.
 Medical Section: Medical Director, Medical Secretary
 Temporary Employees: Van Driver for 8 weeks, Medical Director, Gr. 28 for one month, \$1,126.00.

Contractual Services: Telephone service, \$1,000.00; servicing of automotive equipment, \$300.00; laundry service, \$50.00; binding of law books and dockets, \$100.00.

Supplies and Materials: Automotive supplies and materials, \$500.00; household supplies and materials, \$10.00; medicine and drugs, \$250.00; postage, forms, cards, and stationery, \$600.00; uniforms, \$150.00.

Current Charges and Obligations: Premiums on fidelity, surety, and forgery bonds, \$75.00; dues and subscriptions, \$25.00.

Equipment: Library books, \$500.00; medical and hospital equipment, \$100.00; typewriter, \$200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Maintains a record of all criminal cases; prepares summonses and warrants; receives automobile parking violations from the Police Department; handles fines and bail deposits; answers inquiries regarding court procedures and the status of cases; records the disposition of cases; is custodian of court records and files; prepares reports for the Supreme Court and Registry of Motor Vehicles; and processes general correspondence. Approximately 53,500 criminal cases are entered annually and 338,277 automobile parking violations; automobile fines collected total \$434,021.00. Receives, docket and files 21,500 entries in civil actions, 3,000 cases transferred from Superior Court for trial (under Chapter 369, Acts 1958), 1,550 Small Claims and 1,650 Supplementary Process actions; receives and records pleadings; issues summonses, default, nonsuit, capias and other notices; issues 11,500 executions; issues 2,400 orders of notice, certificates and other papers; records findings in 3,300 trials and issues notices of 1,050 findings after reservation; processes 4,800 motions, 2 transfers to other courts, 850 removals to Superior Court, and 16,000 judgments. Receives and transmits to County Treasurer all court fees in civil cases. Collects statistics and prepares an annual report.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
69	\$394,400 00	\$35,025 00	\$30,425 00	\$675 00	\$900 00	\$461,425 00

Personal Services: Performance under this program is divided among the following sections:

Criminal Division:

Administrative Section: Clerk of Court, Executive Secretary.
 General Services Section: First Assistant Clerk, Assistant Clerk, 2 Clerical Employees.
 Pleading and Docket Rooms: 6 Assistant Clerks, 4 Deputy Assistant Clerks.
 Parking Tag Room: Assistant Clerk, Head Clerk, 13 Clerical Employees.
 Temporary Employees: Clerical Employees for vacations, \$1,400.00.

Civil Division:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.
 General Services Section: 2 Assistant Clerks, 2 Deputy Assistant Clerks, Head Clerk, 13 Clerical Employees.
 Trials Section: 8 Assistant Clerks, 3 Deputy Assistant Clerks, 2 Clerical Employees.
 Supplementary Process and Small Claims Section: Assistant Clerk, 2 Deputy Assistant Clerks, Clerical Employee.

Contractual Services: Telephone service, \$4,500.00; servicing of office equipment, \$475.00; transportation of court officers and prisoners, \$200.00; advertising, \$50.00; interpreters, \$25.00; binding of law books and dockets, \$1,500.00; witness fees, \$28,275.00.

Supplies and Materials: Household supplies and materials, \$25.00; postage, forms, cards, and stationery, \$30,400.00.

Current Charges and Obligations: Meter mailing rentals, \$375.00; premiums on fidelity, surety, and forgery bonds, \$300.00.

Equipment: Library books, \$300.00; typewriters, \$600.00.

3. SUPERVISION OF PROBATIONERS

Interviews complainants and defendants in domestic relations cases and reports to the justice; interviews and releases or holds for court persons arrested for drunkenness; answers inquiries regarding probation matters; makes special investigations as directed; and has general supervision of individuals placed on probation. This department collects and disburses moneys received in nonsupport cases and furnishes telephone service for all sections of Municipal Court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
47	\$300,000 00	\$6,825 00	\$4,000 00	\$670 00	\$500 00	\$311,995 00

Personal Services: Chief Probation Officer, First Assistant Probation Officer, Second Assistant Probation Officer, 2 Deputies, 23 Probation Officers, Investigator, 2 Head Clerks, Switchboard Operator, 15 Clerical Employees.

Contractual Services: Telephone service, \$3,000.00; servicing of office equipment, \$25.00; transportation of probation officers and prisoners, \$3,800.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$4,000.00.

Current Charges and Obligations: Temporary aid for dependents, \$300.00; dues and subscriptions, \$40.00; premiums on fidelity, surety, and forgery bonds, \$330.00.

Equipment: Library books, \$100.00; typewriters, \$400.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	36	\$268,126 00	\$1,450 00	\$1,510 00	\$100 00	\$800 00	\$271,986 00
2. Maintenance of General Court Activities and Records	69	394,400 00	35,025 00	30,425 00	675 00	900 00	461,425 00
3. Supervision of Probation	47	300,000 00	6,825 00	4,000 00	670 00	500 00	311,995 00
TOTALS	152	\$962,526 00	\$43,300 00	\$35,935 00	\$1,445 00	\$2,200 00	\$1,045,406 00

BOSTON JUVENILE COURT

4-12-16

The Boston Juvenile Court has jurisdiction within the same territorial limits as the Boston Municipal Court over all neglected, delinquent, and wayward children. It also has concurrent jurisdiction, with the Boston Municipal Court over all adults who commit offences contributing to the delinquency of children under the age of seventeen, and hears and determines all cases against parents and guardians for neglect of minor children and for failure to have children attend school.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$120,116 56	\$128,595 94	\$139,364 00	\$146,910 00	\$142,606 00	
2—Contractual Services . . .	6,979 80	8,057 43	9,125 00	9,425 00	9,185 00	
3—Supplies & Materials . . .	1,400 97	1,598 81	1,408 00	1,620 00	1,520 00	
4—Current Charges & Oblig's	285 00	414 00	405 00	405 00	405 00	
5—Equipment	527 74	146 79	246 00	656 00	556 00	
TOTALS	\$129,310 07	\$138,812 97	\$150,548 00	\$159,016 00	\$154,272 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1962 \$115 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

The Justice hears cases brought before the court and directs the administration and probationary work of the court. It is estimated there will be 1,000 cases heard in 1962, and these cases will involve a total of 4,000 judicial determinations which are decisions and orders involving surrenders, continuances, change of custody, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2	\$18,932 00	\$2,735 00	\$100 00	\$30 00	\$466 00	\$22,263 00

Personal Services: Justice, Court Officer, 2 Special Justices for simultaneous sessions and vacation supply, \$2,982.00.

Contractual Services: Telephone service, \$235.00; attendance of justice at conferences, \$500.00; witness fees, \$2,000.00.

Supplies and Materials: Stationery supplies, \$100.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$5.00.

Equipment: Library books, \$466.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Deals with the granting and hearing of all complaints; determines executive and personnel policies; prepares daily court calendars and dockets; and performs other administrative functions. Transcribes and records proceedings; prepares budget estimates; compiles personnel records and statistical reports; requisitions and issues supplies and materials; and distributes information relative to the business of the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$28,008 00	\$645 00	\$600 00	\$73 00	\$29,326 00

Personal Services: Clerk, Assistant Clerk, Head Clerk, Head Statistical Clerk, vacation supply, \$806.00.

Contractual Services: Telephone service, \$10.00; binding of law books and dockets, \$550.00; servicing of equipment, \$85.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$48.00.

3. SUPERVISION OF PROBATIONERS

Attends court sessions; interviews children, parents and others concerned in juvenile cases; investigates, supervises and visits probationers as ordered by the court; and makes permanent record of all its findings. It is estimated that this department will make approximately 69,500. visits to probationers, families, schools, etc. during the year 1962.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
14	\$95,666 00	\$5,805 00	\$820 00	\$302 00	\$90 00	\$102,683 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 8 Probation Officers, 4 Clerks, vacation supply, \$4,601.00.

Contractual Services: Telephone service, \$80.00; servicing of office equipment, \$175.00; probation officers' travel expenses, \$4,000.00; transportation of prisoners and neglected children, \$1,500.00; medical services, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$800.00; badges, \$20.00.

Current Charges and Obligations: Dues and subscriptions, \$200.00; premium on surety bonds, \$102.00.

Equipment: Library books, \$90.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	2	\$18,932 00	\$2,735 00	\$100 00	\$30 00	\$466 00	\$22,263 00
Maintenance of General Court Activities and Records	4	28,008 00	645 00	600 00	73 00	—	29,326 00
Supervision of Probationers	14	95,666 00	5,805 00	820 00	302 00	90 00	102,683 00
TOTALS	20	\$142,606 00	\$9,185 00	\$1,520 00	\$405 00	\$556 00	\$154,272 00

PROBATE COURT

4-12-17

The Probate Court has jurisdiction over the probating of wills, the granting of administration of estates, the appointment of guardians and conservators, and the conduct of legal proceedings in connection with certain domestic relation cases, including divorce, annulment of marriage, separate maintenance, and the custody of children.

This appropriation covers the office expenses of the court in Suffolk County as well as the compensation of for officers of the court. The salaries of the Register of Probate and 48 office employees are paid by the Commonwealth.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approv
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$35,137 49	\$35,583 70	\$35,539 00	\$37,516 00	\$37,516 00	
2—Contractual Services . . .	26,677 34	22,733 80	49,200 00	28,682 00	23,000 00	
3—Supplies & Materials . . .	28,332 21	23,329 52	24,310 00	51,060 00	26,560 00	
4—Current Charges & Oblig's . . .	93 80	84 90	100 00	1,855 00	1,435 00	
5—Equipment	1,714 93	766 00	800 00	1,600 00	1,400 00	
TOTALS	\$91,955 77	\$82,497 92	\$109,949 00	\$120,713 00	\$89,911 00	

B — DEPARTMENTAL REVENUES

Revenues of the Probate Court are deposited with the Commonwealth.

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$37,516 00	\$23,000 00	\$26,560 00	\$1,435 00	\$1,400 00	\$89,911 00

Personal Services: 3 Court Officers, Permanent Officer, and Messenger, Temporary Employees, \$4,500.00.

Contractual Services: Telephone service, \$4,200.00; travel expense, \$300.00; cleaning office aprons and coats, \$250.00; court stenograph service, \$5,000.00; auditors', masters', and investigators' fees, \$12,000.00; binding and repairing books and dockets, \$1,250.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$18,000.00; parts for photostat machine, \$1,800.00; photostat paper and supplies, \$6,500.00; wearing apparel, \$260.00.

Current Charges and Obligations: Mail-o-meter charges, \$175.00; rental IBM equipment, \$1,260.00.

Equipment: Library books, \$800.00; file cabinets, \$600.00.

COURT OFFICERS' DIVISION, SUPERIOR COURT

4-12-18

The court officers open and attend civil, criminal, and other sessions of the Superior Court in Suffolk County. They maintain order and decorum in the courtroom, assist in the commitment of prisoners, serve summonses and citations, and are responsible for the board and care of jurors and the proper accounting of expenses incurred when juries are ordered locked up by the court.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$361,726 60	\$355,557 32	\$382,267 00	\$426,669 00	\$382,000 00	
—Contractual Services . . .	11,653 77	12,080 58	15,000 00	15,000 00	15,000 00	
—Supplies & Materials . . .	1,267 00	140 00	1,425 00	1,425 00	1,425 00	
—Current Charges & Oblig's	269 00	257 00	293 00	297 00	297 00	
TOTALS . . .	\$374,916 37	\$368,034 90	\$398,985 00	\$443,391 00	\$398,722 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. MAINTENANCE OF ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
61	\$382,000 00	\$15,000 00	\$1,425 00	\$297 00	\$398,722 00

Personal Services: Chief Deputy Sheriff, Assistant Chief Deputy Sheriff, Deputy Sheriff, Jury Assembly Court Officer, Assistant Jury Assembly Court Officer, and 56 Court Officers.

Contractual Services: Transportation of prisoners, \$4,000.00; meals for jurors, \$11,000.00.

Supplies and Materials: Stationery, \$25.00; officers' uniforms, \$1,400.00.

Current Charges and Obligations: Premiums on surety bonds, \$297.00.

PROBATION DEPARTMENT, SUPERIOR COURT, CRIMINAL SESSION

4-12-19

The Probation Department prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. They supervise the activities of persons placed on probation during the periods fixed by the Justices and supervise persons on parole after release.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$75,596 30	\$77,757 25	\$81,050 00	\$81,686 00	\$81,686 00	
2—Contractual Services . . .	5,025 11	5,047 81	5,085 00	5,360 00	5,160 00	
3—Supplies & Materials . . .	3,443 91	2,324 27	3,444 00	5,451 00	4,113 00	
4—Current Charges & Oblig's	238 00	230 00	225 00	250 00	250 00	
5—Equipment	520 50	89 00	115 00	120 00	120 00	
TOTALS	\$84,823 82	\$85,448 33	\$89,919 00	\$92,867 00	\$91,329 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. INVESTIGATION OF CASES AND SUPERVISION OF PROBATIONERS

Prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. Supervises the activities of persons placed on probation during the periods fixed by the Justices as well as persons on parole after release.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$81,686 00	\$5,160 00	\$4,113 00	\$250 00	\$120 00	\$91,329 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Head Clerk.

General Services Section: Executive Secretary and 17 Clerical Employees.

Contractual Services: Telephone and telegraph service, \$2,130.00; repair and servicing of office equipment, \$183.00; transportation of probation officers, \$2,700.00; printing, \$147.00.

Supplies and Materials: Cheesecloth, \$13.00; postage, forms, cards, and stationery, \$4,100.00.

Current Charges and Obligations: Premiums on surety bonds, \$250.00.

Equipment: Library books, \$120.00.

MUNICIPAL COURT, CHARLESTOWN DISTRICT

4-12-21

The Municipal Court, Charlestown District, has jurisdiction over an area of approximately 1 square mile, containing population of 31,300 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 4,400; juvenile, 162; civil, 10; small claims, 720; automobile parking violations, 11,357; supplementary processes, 423; number committed, 247; number of probations, 150; reciprocal support, 9.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$85,125 27	\$88,918 80	\$94,232 00	\$103,148 00	\$100,702 00	
-Contractual Services	2,971 47	2,861 05	3,136 00	3,920 00	3,236 00	
-Supplies & Materials	3,353 47	3,118 00	3,000 00	3,486 00	3,100 00	
-Current Charges & Oblig's	125 50	125 50	128 00	128 00	128 00	
-Equipment	347 00	190 85	200 00	300 00	200 00	
TOTALS	\$91,922 71	\$95,214 20	\$100,696 00	\$110,982 00	\$107,366 00	

B—DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1962 \$25,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$35,859 00	\$1,710 00	\$300 00	\$20 00	\$200 00	\$38,089 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court. Vacation supply for Court Officers.

Contractual Services: Telephone service, \$100.00; servicing of equipment, \$10.00; transportation of prisoners, \$1,600.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00, uniform for court officer, \$100.00.

Current Charges and Obligations: Premium on surety bonds, \$20.00.

Equipment: Library books, \$200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$35,462 00	\$686 00	\$2,200 00	\$38 00	\$38,386 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court and Clerical Assistant.

Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$100.00; printing, binding, and ruling, \$150.00; cleaning, \$36.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,200.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

Municipal Court, Charlestown District — Continued.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$29,381 00	\$840 00	\$600 00	\$70 00	\$30,891 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant. Vacation supply for Chief Probation Officer and clerical assistant.

Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$40.00; expenses of probation officers, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Current Charges and Obligations: Premium on surety bonds, \$70.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	3	\$35,859 00	\$1,710 00	\$300 00	\$20 00	\$200 00	\$38,089 00
2. Maintenance of General Court Activities and Records	6	35,462 00	686 00	2,200 00	38 00	—	38,386 00
3. Supervision of Probationers	4	29,381 00	840 00	600 00	70 00	—	30,891 00
TOTALS	13	\$100,702 00	\$3,236 00	\$3,100 00	\$128 00	\$200 00	\$107,366 00

EAST BOSTON DISTRICT COURT

4-12-22

The Municipal Court, East Boston District, has jurisdiction over an area of approximately 6 square miles, containing a population of 90,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 8,000; juvenile, 400; civil, 1,000; small claims, 1,200; automobile parking violations, 60,000; supplementary process, 700; number committed, 250; number of probations, 600; reciprocal support, 50.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$85,768 23	\$89,380 29	\$98,174 00	\$107,551 00	\$106,253 00	
-Contractual Services	3,014 09	3,349 12	3,083 00	3,448 00	2,950 00	
-Supplies & Materials	4,710 89	4,202 85	4,000 00	4,500 00	4,000 00	
-Current Charges & Oblig's	92 50	112 50	114 00	114 00	114 00	
-Equipment	220 00	159 50	300 00	300 00	250 00	
TOTALS	\$93,805 71	\$97,204 26	\$105,671 00	\$115,913 00	\$113,567 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1962 \$40,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Current Charges	Equipment	Total
3	\$34,443 00	\$1,820 00	\$22 00	\$200 00	\$36,485 00

Personal Services: Full-time Justice and 2 Court Officers; Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$120.00; transportation of prisoners, \$1,700.00.

Current Charges and Obligations: Premium on surety bonds, \$10.00; P. O. Box rental, \$12.00.

Equipment: Library books, \$200.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars, and assists justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$42,444 00	\$390 00	\$3,300 00	\$38 00	\$50 00	\$46,222 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 5 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court.

Contractual Services: Telephone service, \$360.00; servicing of office equipment, \$30.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,300.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

Equipment: Storage boxes, \$50.00.

Municipal Court, East Boston District — Continued.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$29,366 00	\$740 00	\$700 00	\$54 00	\$30,860 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Cashier, Clerical Assistant.

Contractual Services: Telephone service, \$420.00; servicing of office equipment, \$20.00; expenses of probation officers, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00

Current Charges and Obligations: Premium on surety bonds, \$54.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	3	\$34,443 00	\$1,820 00	—	\$22 00	\$200 00	\$36 485 00
2. Maintenance of General Court Activi- ties and Records	8	42,444 00	390 00	\$3,300 00	38 00	50 00	46,222 00
3. Supervision of Probationers	5	29,366 00	740 00	700 00	54 00	—	30,860 00
TOTALS	16	\$106,253 00	\$2,950 00	\$4,000 00	\$114 00	\$250 00	\$113,567 00

MUNICIPAL COURT, SOUTH BOSTON DISTRICT

4-12-23

The Municipal Court, South Boston District, has jurisdiction over an area of approximately 2.3 square miles, containing a population of 58,526 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 6,000; juvenile, 180; civil, 800; small claims, 792; automobile parking violations, 30,000; supplementary process, 382; number of persons committed, 350; number of persons on probation during year, 500. reciprocal support, 20.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$85,227 84	\$88,658 52	\$93,343 00	\$100,916 00	\$99,538 00	
Contractual Services . . .	3,600 90	3,637 22	3,600 00	4,080 00	3,300 00	
Supplies & Materials . . .	2,745 47	2,408 04	2,610 00	2,675 00	2,500 00	
Current Charges & Oblig's	235 50	244 50	279 00	279 00	279 00	
Equipment	578 68	314 59	345 00	600 00	345 00	
TOTALS	\$92,388 39	\$95,262 87	\$100,177 00	\$108,550 00	\$105,962 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1962 \$40,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Current Charges	Equipment	Total
3	\$31,831 00	\$1,750 00	\$6 00	\$145 00	\$33,732 00

Personal Services: Justice, 2 Court Officers. Services of Special Justices at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$150.00, transportation of prisoners, \$1,600.00.

Current Charges and Obligations: Premium on surety bonds, \$6.00.

Equipment: Library, \$145.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$33,003 00	\$625 00	\$1,500 00	\$163 00	\$200 00	\$35,491 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Head Clerk, Clerical assistant, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$550.00; servicing of office equipment, \$50.00; binding of permanent records, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00.

Current Charges and Obligations: Premium on surety bond and rental of water cooler, \$163.00.

Equipment: Library books, \$200.00.

Municipal Court, South Boston District — Continued

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$34,704 00	\$925 00	\$1,000 00	\$110 00	\$36,739 00

Personal Services: Chief Probation Officer, 3 Probation Officers, and Clerical Assistant.

Contractual Services: Telephone service, \$500.00; servicing of office equipment, \$25.00; transportation for probation officers, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00.

Current Charges and Obligations: Rentals, and premium on surety bonds, \$110.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	3	\$31,831 00	\$1,750 00	—	\$6 00	\$145 00	\$33,732 00
2. Maintenance of General Court Activities and Records	5	33,003 00	625 00	\$1,500 00	163 00	200 00	35,491 00
3. Supervision of Probationers	5	34,704 00	925 00	1,000 00	110 00	—	36,739 00
TOTALS	13	\$99,538 00	\$3,300 00	\$2,500 00	\$279 00	\$345 00	\$105,962 00

MUNICIPAL COURT, DORCHESTER DISTRICT

4-12-24

The Municipal Court, Dorchester District, has jurisdiction over an area of approximately 14 square miles, containing a population of 280,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 9,000; juvenile, 250; civil, 100; small claims, 2,300; automobile parking violations, 40,000; supplementary processes, 2,500; number of persons committed, 425; number of persons on probation, 500; reciprocal support, 125; remanded cases, 280.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$140,533 48	\$152,675 28	\$166,668 00	\$177,686 00	\$176,054 00	
-Contractual Services	6,229 06	6,349 11	6,135 00	6,935 00	6,235 00	
-Supplies & Materials	5,059 46	4,763 48	4,070 00	4,070 00	4,070 00	
-Current Charges & Oblig's	191 31	225 50	226 00	226 00	226 00	
-Equipment	1,013 25	287 75	250 00	500 00	500 00	
TOTALS	\$153,026 56	\$164,301 12	\$177,349 00	\$189,417 00	\$187,085 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1962 \$50,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services	Contractual	Supplies	Current	Equipment	Total
No. Amount	Services	Materials	Charges		
4 \$47,245 00	\$2,100 00	\$70 00	\$30 00	\$250 00	\$49,695 00

Personal Services: Justice, 3 Court Officers, Services of Special Justices for simultaneous sessions, and during vacations of Presiding Justice.
Contractual Services: Telephone service, \$300.00; transportation of prisoners, \$1,800.00.
Supplies and Materials: Uniform for court officer, \$70.00.
Current Charges and Obligations: Premium on surety bonds, \$30.00.
Equipment: Library books, \$250.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists justices in conduct of court sessions.

Personal Services	Contractual	Supplies	Current	Equipment	Total
No. Amount	Services	Materials	Charges		
14 \$78,777 00	\$1,200 00	\$2,000 00	\$98 00	\$250 00	\$82,325 00

Personal Services: Clerk of Court, 3 Assistant Clerks of Court, 10 Clerical Assistants, and vacation supply for Clerk and Assistants.
Contractual Services: Telephone service, \$1,100.00; servicing of office equipment, \$60.00; towel service, \$40.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.
Current Charges and Obligations: Premium on surety bond, \$38.00; rental of water cooler, \$60.00.
Equipment: File cabinets, \$250.00.

Municipal Court, Dorchester District — Continued

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$50,032 00	\$2,935 00	\$2,000 00	\$98 00	\$55,065 00

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 4 Probation Officers, Clerical Assistant, and vacation supply for Chief Probation Officer.

Contractual Services: Telephone service, \$1,200.00; servicing of office equipment, \$15.00; transportation of probation officers, \$1,700.00; tow service, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bonds, \$98.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	4	\$47,245 00	\$2,100 00	\$70 00	\$30 00	\$250 00	\$49,695 00
2. Maintenance of General Court Activities and Records	14	78,777 00	1,200 00	2,000 00	98 00	250 00	82,325 00
3. Supervision of Probationers	7	50,032 00	2,935 00	2,000 00	98 00	—	55,065 00
TOTALS	25	\$176,054 00	\$6,235 00	\$4,070 00	\$226 00	\$500 00	\$187,085 00

MUNICIPAL COURT, ROXBURY DISTRICT

4-12-25

The Municipal Court, Roxbury District, has jurisdiction over an area of approximately 9 square miles, containing a population of 225,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 26,018; juvenile, 1,157; civil, 3,102; small claims, 1,979; automobile parking violations, 134,886; supplementary processes, 2,051; number of persons committed, 1,708; number of persons on probation, 3,662; reciprocal support, 223.

A—BUDGET SUMMARY

Group	1959		1960		1961		1962 Budget			
	Expenditures		Expenditures		Appropriations	Requested by Department	Recommended by Mayor	Approved		
—Personal Services . . .	\$319,515	39	\$354,030	11	\$400,596	00	\$460,017	00	\$427,663	00
—Contractual Services . . .	16,741	87	17,856	25	15,650	00	21,918	00	16,050	00
—Supplies & Materials . . .	21,603	44	20,532	13	18,312	00	22,420	00	21,200	00
—Current Charges & Oblig's . . .	716	50	762	00	757	00	1,132	00	1,132	00
—Equipment	5,316	15	993	84	600	00	3,442	00	600	00
TOTALS	\$363,893	35	\$394,174	33	\$435,915	00	\$508,929	00	\$466,645	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1962 \$190,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$74,713 00	\$5,050 00	\$1,000 00	\$60 00	\$600 00	\$81,423 00

Personal Services: 2 full-time Justices, Chief Court Officer, 5 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justices.

Contractual Services: Telephone service, \$1,000.00; transportation of prisoners, \$4,000.00; cleaning service, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$800.00; uniforms for court officers, \$200.00.

Current Charges and Obligations: Premium on surety bonds, \$60.00.

Equipment: Library books, \$600.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
26	\$128,208 00	\$2,500 00	\$10,200 00	\$321 00	\$141,229 00

Personal Services: Clerk of Court, 5 Assistant Clerks of Court, 3 Head Clerks, 4 Principal Clerks, Cashier, 11 Clerical Assistants, and Switchboard Operator.

Contractual Services: Telephone service, \$2,200.00; servicing of office equipment, \$250.00; towel service and cleaning, \$50.00.

Supplies and Materials: Postage, forms, cards and stationery, \$10,200.00.

Current Charges and Obligations: Rental of water cooler, \$48.00; rental of postage meter, \$78.00; premium on surety bonds and robbery and burglary insurance, \$195.00.

Municipal Court, Roxbury District — Continued.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
39	\$224,742 00	\$8,500 00	\$10,000 00	\$751 00	\$243,993 00

Personal Services: Chief Probation Officer, 3 Assistant Chief Probation Officers, 16 Probation Officers, Executive Secretary, 4 Head Clerk, 3 Principal Clerks, and 11 Clerical Assistants.

Contractual Services: Telephone service, \$2,200.00; servicing of office equipment, \$250.00; expenses of probation officers, \$6,000.00; tow service, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$10,000.00.

Current Charges and Obligations: Rental of water cooler, \$48.00; rental of postage meter, \$78.00; premium on surety bonds and robbery and burglary insurance, \$625.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	8	\$74,713 00	\$5,050 00	\$1,000 00	\$60 00	\$600 00	\$81,423 00
2. Maintenance of General Court Activities and Records	26	123,208 00	2,500 00	10,200 00	321 00	—	141,229 00
3. Supervision of Probationers	39	224,742 00	8,500 00	10,000 00	751 00	—	243,993 00
TOTALS	73	\$427,663 00	\$16,050 00	\$21,200 00	\$1,132 00	\$600 00	\$466,645 00

MUNICIPAL COURT, WEST ROXBURY DISTRICT

4-12-26

The Municipal Court, West Roxbury District, has jurisdiction over an area of approximately 17 square miles, containing a population of 150,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 6,500; juvenile, 420; civil, 1,000; small claims, 3,500; automobile parking violations, 20,000; supplementary processes, 1,500; number of persons committed, 250; number of persons on probation during year, 460; reciprocal support, 48.

A—BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$106,694 03	\$114,190 96	\$115,662 00	\$130,684 00	\$129,917 00	
-Contractual Services	4,392 76	3,844 45	3,975 00	5,375 00	3,975 00	
-Supplies & Materials	4,062 32	3,341 37	3,110 00	4,120 00	3,300 00	
-Current Charges & Oblig's	81 25	61 44	160 00	81 00	81 00	
-Equipment	237 00	122 00	200 00	350 00	200 00	
TOTALS	\$115,467 36	\$121,560 22	\$123,107 00	\$140,610 00	\$137,473 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1962 \$35,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4 \$37,948 00	\$1,117 00	\$500 00	\$71 00	\$125 00	\$39,761 00

Personal Services: Justice, 3 Court Officers. Services of Special Justices at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court.

Contractual Services: Telephone service, \$110.00; transportation of prisoners, \$1,000.00; towel service, \$7.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00; uniforms, \$300.00.

Current Charges and Obligations: Premium on surety bonds, \$71.00.

Equipment: Library books, \$125.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars and assists justices in conduct of court sessions.

Personal Services No. Amount	Contractual Services	Supplies Materials	Equipment	Total
10 \$57,426 00	\$1,345 00	\$2,400 00	\$50 00	\$61,221 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 4 Principal Clerks, 3 Clerical Assistants, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$1,250.00; servicing of office equipment, \$50.00; towel service, \$45.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,400.00.

Equipment: Library books, \$50.00.

Municipal Court, West Roxbury District — Continued.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$34,543 00	\$1,513 00	\$400 00	\$10 00	\$25 00	\$36,491 00

Personal Services: Chief Probation Officer, 2 Probation Officers, 2 Clerical Assistants, and vacation relief for Chief Probation Officer.

Contractual Services: Telephone service, \$440.00; servicing of office equipment, \$50.00; expenses of probation officers, \$1,000.00; towel service, \$23.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Premium on surety bonds, \$10.00.

Equipment: Library books, \$25.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	4	\$37,948 00	\$1,117 00	\$500 00	\$71 00	\$125 00	\$39,761
2. Maintenance of General Court Activities and Records	10	57,426 00	1,345 00	2,400 00	—	50 00	61,221
3. Supervision of Probationers	5	34,543 00	1,513 00	400 00	10 00	25 00	36,491
TOTALS	19	\$129,917 00	\$3,975 00	\$3,300 00	\$81 00	\$200 00	\$137,473

MUNICIPAL COURT, BRIGHTON DISTRICT

4-12-27

The Municipal Court, Brighton District, has jurisdiction over an area of approximately 5 square miles, containing population of 85,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics for 1961: criminal cases, 6,632; juvenile, 51; civil, 73; small claims, 795; auto parking violations, 46,323; supplementary process, 538; number of persons committed, 188; number of persons on probation during year, 544; reciprocal support, 123.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$66,791 34	\$69,492 99	\$77,116 00	\$86,455 00	\$83,936 00	
-Contractual Services	1,202 79	1,332 87	1,350 00	1,875 00	1,375 00	
-Supplies & Materials	4,450 00	4,713 54	5,030 00	7,050 00	5,020 00	
-Current Charges & Oblig's	89 50	89 50	90 00	90 00	90 00	
-Equipment	149 50	214 56	450 00	843 00	843 00	
TOTALS	\$72,683 13	\$75,843 46	\$84,036 00	\$96,313 00	\$91,264 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1962 \$62,300 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$31,299 00	\$625 00	\$220 00	\$450 00	\$32,594 00

Personal Services: Justice, Court Officer, Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions at the Superior Court, vacation supply for Court Officer.

Contractual Services: Telephone service, \$100.00; repairs to office machines, \$25.00; transportation of prisoners, \$500.00.

Supplies and Materials: Food for prisoners, \$20.00; postage, forms, cards, and stationery, \$200.00.

Equipment: Library books, \$450.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$32,151 00	\$325 00	\$2,600 00	\$42 00	\$197 00	\$35,315 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$300.00; servicing of office equipment, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,600.00.

Current Charges and Obligations: Premium on surety bonds, \$42.00.

Equipment: Typewriter, \$197.00.

Municipal Court, Brighton District — Continued.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$20,486 00	\$425 00	\$2,200 00	\$48 00	\$196 00	\$23,355 00

Personal Services: Chief Probation Officer, Probation Officer, Clerical Assistant, and vacation supply for 2 Probation Officers.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$25.00; transportation for probation officers, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,200.00.

Current Charges and Obligations: Premium on surety bonds, \$48.00.

Equipment: Typewriter, \$196.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	2	\$31,299 00	\$625 00	\$220 00	—	\$450 00	\$32,594
2. Maintenance of General Court Activities and Records	6	\$32,151 00	325 00	2,600 00	\$42 00	197 00	35,315
3. Supervision of Probationers	3	20,486 00	425 00	2,200 00	48 00	196 00	23,355
TOTALS	11	\$83,936 00	\$1,375 00	\$5,020 00	\$90 00	\$843 00	\$91,264

DISTRICT COURT OF CHELSEA

4-12-28

The District Court of Chelsea has jurisdiction over an area of approximately 8.2 square miles, containing a population of 75,675 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,800; juvenile, 400; civil, 1,500; small claims, 1,300; automobile parking violations, 3,800; supplementary processes, 800; number of persons committed, 150; number of persons on probation during year, 1,143; reciprocal support, 18.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services	\$96,851 44	\$102,659 22	\$106,059 00	\$119,363 00	\$113,386 00	
-Contractual Services	2,187 35	2,482 40	2,225 00	2,975 00	2,450 00	
-Supplies & Materials	3,977 24	3,642 32	3,930 00	4,670 00	3,930 00	
-Current Charges & Oblig's	189 10	126 30	127 00	128 00	128 00	
-Equipment	1,915 42	513 58	175 00	2,050 00	500 00	
TOTALS	\$105,120 55	\$109,423 82	\$112,516 00	\$129,186 00	\$120,394 00	

B—DEPARTMENTAL REVENUES

Estimated revenue from fees, fines, etc., for 1962 \$27,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No. Amount	Contractual Services	Supplies Materials	Equipment	Total
3 \$31,372 00	\$660 00	\$330 00	\$500 00	\$32,862 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$60.00; electricity, \$200.00; transportation of prisoners, \$300.00; towel service, \$100.00.

Supplies and Materials: Cleaning and custodial supplies, \$60.00; office supplies, \$200.00; uniform, \$70.00.

Equipment: Library books, \$500.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists justices in conduct of court sessions.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Total
8 \$39,300 00	\$800 00	\$2,100 00	\$38 00	\$42,238 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 4 Clerical Assistants, Janitor, vacation supply for Clerk.

Contractual Services: Telephone service, \$510.00; electricity, \$150.00; servicing of equipment, \$140.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,100.00.

Current Charges and Obligations: Premium on surety bond, \$38.00.

Municipal Court, Chelsea District — Continued.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$42,714 00	\$990 00	\$1,500 00	\$90 00	\$45,294 00

Personal Services: Chief Probation Officer, 3 Probation Officers, 3 Clerical Assistants.

Contractual Services: Telephone service, \$630.00; electricity, \$200.00; servicing of equipment, \$60.00; expenses of probation officers, \$100.00

Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00.

Current Charges and Obligations: Premium on surety bonds, \$90.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	3	\$31,372 00	\$660 00	\$330 00	—	\$500 00	\$32,862
2. Maintenance of General Court Activities	8	39,300 00	800 00	2,100 00	\$38 00	—	42,238
3. Supervision of Probationers	7	42,714 00	990 00	1,500 00	90 00	—	45,294
TOTALS	18	\$113,386 00	\$2,450 00	\$3,930 00	\$128 00	\$500 00	\$120,394

MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-31

The Medical Examiner for the Northern Division is responsible for the investigation of all violent and unexplained deaths and all deaths thought to be due to virulent contagious diseases occurring in the northern section of the county, including Chelsea, Revere, and Winthrop. He is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts. A mortuary is maintained for the bodies of deceased persons committed to his care.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$43,070 32	\$45,281 96	\$45,673 00	\$46,055 00	\$46,000 00	
Contractual Services	3,652 74	3,627 61	3,900 00	4,110 00	3,860 00	
Supplies & Materials	1,336 21	1,029 68	1,425 00	1,535 00	1,425 00	
Current Charges & Oblig's	10 00	10 00	10 00	10 00	10 00	
Equipment	—	321 65	55 00	188 00	85 00	
TOTALS	\$48,069 27	\$50,270 90	\$51,063 00	\$51,898 00	\$51,380 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAMS

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death, and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$24,250 00	\$3,260 00	\$925 00	\$10 00	\$85 00	\$28,530 00

Personal Services: Medical Examiner, 3 Clerical Employees.

Contractual Services: Telephone service, \$1,000.00; repairing and servicing of equipment, \$125.00; travel expenses, \$2,135.00.

Supplies and Materials: Laboratory supplies, \$300.00; forms, cards, and stationery, \$350.00; miscellaneous supplies, \$275.00.

Current Charges and Obligations: Premium on Surety Bond, \$10.00.

Equipment: City Directory, \$85.00.

2. OPERATION OF THE MORTUARY FOR CARE AND DISPOSITION OF BODIES OF DECEASED PERSONS

Responsible for receipt, care, and disposition of the bodies of deceased persons committed to the mortuary and maintenance of pertinent records. During the year 1961, 1,903 bodies were received, 251 autopsies were performed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
5	\$21,750 00	\$600 00	\$500 00	\$22,850 00

Personal Services: 2 Supervising Mortuary Attendants, 3 Mortuary Attendants.

Contractual Services: Telephone service, \$400.00; repairs and servicing of equipment, \$175.00; freight and express charges, \$25.00.

Supplies and Materials: Automotive supplies and materials, \$300.00; chemical, laundry, and custodial supplies, \$75.00; forms, cards, and stationery, \$100.00; general operating supplies, \$25.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Determination of Cause and Manner of Death	4	\$24,250 00	\$3,260 00	\$925 00	\$10 00	\$85 00	\$28,530 00
Operation of the Mortuary for Care and Disposition of Bodies of Deceased Persons	5	21,750 00	600 00	500 00	—	—	22,850 00
TOTALS	9	\$46,000 00	\$3,860 00	\$1,425 00	\$10 00	\$85 00	\$51,380 00

MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-32

The Medical Examiner for the Southern Division is responsible for the investigation of all violent and unexplained deaths, all deaths thought to be related to employment, and all deaths thought to be due to virulent contagious diseases occurring in the southern section of the county. The Medical Examiner is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts.

Cases investigated annually total about 775, and 184 autopsies are made.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$23,621 46	\$24,513 17	\$26,600 00	\$29,140 00	\$27,768 00	
2—Contractual Services	1,305 60	1,497 36	1,620 00	1,970 00	1,575 00	
3—Supplies & Materials	710 19	701 16	1,000 00	1,280 00	1,000 00	
4—Current Charges & Oblig's	178 50	178 50	179 00	311 00	311 00	
5—Equipment	—	—	85 00	85 00	35 00	
TOTALS	\$25,815 75	\$26,890 19	\$29,484 00	\$32,786 00	\$30,689 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death; and maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$27,768 00	\$1,575 00	\$1,000 00	\$311 00	\$35 00	\$30,689 00

Personal Services: Medical Examiner, Procedural Technician, Mortuary Attendant, Secretary, Laboratory Technician.

Contractual Services: Telephone service, \$800.00; servicing of equipment, \$75.00; freight and express charges, \$100.00; witness fees autopsies, \$600.00.

Supplies and Materials: Automotive supplies, \$300.00; laboratory supplies, \$250.00; postage, forms, cards, and stationery, \$300.00; general operating supplies and materials, \$150.00.

Current Charges and Obligations: Rental for storage of car, \$300.00; premium on surety bonds, \$8.00; automobile registration, \$3.00.

Equipment: Library books, \$35.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-33

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate in the associates in each year.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$4,039 80	\$4,039 80	\$4,040 00	\$4,040 00	\$4,040 00	
Contractual Services	538 00	521 00	865 00	865 00	865 00	
Supplies & Materials	40 00	56 80	125 00	125 00	125 00	
Current Charges & Oblig's	7 50	7 50	8 00	18 00	18 00	
TOTALS	\$4,625 30	\$4,625 10	\$5,038 00	\$5,048 00	\$5,048 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$865 00	\$125 00	\$18 00	\$5,048 00

Personal Services: Associate Medical Examiner; Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; witness fees, \$400.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage and office supplies, \$75.00.

Current Charges and Obligations: Premium on surety bond, \$18.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-34

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approv
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$4,039 80	\$4,039 80	\$4,040 00	\$4,040 00	\$4,040 00	
2—Contractual Services . . .	538 00	493 00	865 00	865 00	865 00	
3—Supplies & Materials . . .	8 00	79 50	125 00	125 00	125 00	
4—Current Charges & Oblig's	7 50	7 50	8 00	18 00	18 00	
TOTALS	\$4,593 30	\$4,619 80	\$5,038 00	\$5,048 00	\$5,048 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 None

C — PROGRAM

I. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$865 00	\$125 00	\$18 00	\$5,048 00

Personal Services: Associate Medical Examiner, Temporary Employee, \$540.00.
Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; witness fees, \$100.00.
Supplies and Materials: Laboratory supplies, \$50.00; postage, forms, cards, and stationery, \$75.00.
Current Charges and Obligations: Premium on surety bond, \$18.00.

SOCIAL LAW LIBRARY

4-12-41

The General Laws permit the city to pay to the Proprietors of the Social Law Library such sums as may be duly appropriated. These amounts must be used to purchase books and maintain the library. The library is located in the Suffolk County Court House and provides library service to attorneys and others.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Supplies & Materials	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	

C — PROGRAM

1. ASSISTANCE TO LEGAL LIBRARY SERVICE

Supplies and Materials: Allowance for purchase of law books, \$2,000.00.

MENTAL ILLNESS

4-12-42

Before an order of commitment may be issued by a judge of the Probate Court, the General Laws provide that there must be submitted certificates by two properly qualified physicians indicating that, as a result of an examination conducted by them, they find the individual mentally ill. The payment of fees and mileage allowances to physicians, experts, and witnesses is provided for by this appropriation.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
2—Contractual Services . . .	\$56,517 30	\$53,112 34	\$59,700 00	\$59,700 00	\$49,700 00	
3—Supplies & Materials . . .	281 98	237 80	300 00	300 00	300 00	
TOTALS . . .	<u>\$56,799 28</u>	<u>\$53,350 14</u>	<u>\$60,000 00</u>	<u>\$60,000 00</u>	<u>\$50,000 00</u>	

C — PROGRAM

1. EXAMINATION AND COMMITMENT OF MENTALLY ILL

Contractual Services	Supplies Materials	Total
\$49,700 00	\$300 00	\$50,000 00

Contractual Services: Telephone service, \$141.00; transportation expenses for doctors and commitment officers, \$14,884.00; fees paid to doctors, experts, and witnesses for services, \$34,675.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

PENSIONS AND ANNUITIES — COUNTY

4-13-75

Payments to retired officials and employees who were not members of the contributory pension systems are covered this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major county agencies is given in the following tabulation:

House of Correction	\$66,000 00
County Jail	3,000 00
Superior Court	29,500 00
County Court House	11,500 00
Registry of Deeds	8,500 00
Municipal Court of the City of Boston	29,500 00
Municipal District Courts	55,500 00
Medical Examiner Service, Northern Division	6,500 00
	\$210,000 00

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Pensions and Annuities- County	\$197,993 18	\$200,819 02	\$200,000 00	\$210,000 00	\$210,000 00	

**INCOME DEPARTMENT BUDGETS
SUPPORTING DETAIL**

COLLECTING DIVISION, TREASURY DEPARTMENT (Water Service)

1-01-37

Mails bills each quarter for water consumed in various properties throughout the city, receives payments, and maintains financial records.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$144,714 00	\$141,390 41	\$147,339 00	\$153,498 00	\$153,498 00	
2—Contractual Services . . .	4,685 00	4,142 42	4,357 00	6,472 00	6,472 00	
3—Supplies & Materials . . .	14,084 00	15,644 83	16,048 00	16,088 00	16,088 00	
4—Current Charges & Oblig's	3,426 00	2,798 92	3,271 00	3,283 00	3,283 00	
5—Equipment	90 00	89 50	170 00	170 00	170 00	
TOTALS	\$166,999 00	\$164,066 08	\$171,185 00	\$179,511 00	\$179,511 00	

B — DEPARTMENTAL REVENUES

(Water revenues are shown in the Water Service Section of the budget.)

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; processes water liens, releases, and abatements; adds unpaid water bills to taxes; prepares reports of collections.

Personal Services No.	Amount	Current Charges	Total
5	\$28,303 00	\$700 00	\$29,003 00

Personal Services: Assistant Collector-Treasurer, Water Lien Supervisor, Principal Clerk and Secretary, and 2 Clerical Employees.
Current Charges and Obligations: Premiums on surety bonds, \$700.00.

2. COLLECTION OF WATER CHARGES

Prepares for mailing all water bills, demands, and delinquent notices; receives and gives receipts for monies paid on tabulators, balances, and prepares daily cash records and prepares daily reports of tellers' receipts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
21	\$120,458 00	\$1,926 00	\$15,553 00	\$2,583 00	\$170 00	\$140,690 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: 2 Accountants, and 3 Statistical Machine Operators.

Deputy Section: 11 Deputy Collectors.

Tellers Section: 3 Tellers.

Central Mailing Section: Principal Clerk.

Motor Vehicle Cancellation Section: Head Clerk.

Temporary Employees: 3 Statistical Machine Operators for 10 weeks during annual tax rush, \$3,947.00. Overtime: auditing project, \$5,000.00.

Contractual Services: Repair and maintenance of office machines, \$1,469.00; transportation, \$61.00; freight charges, \$80.00; printing and binding, \$316.00.

Supplies and Materials: Postage, \$12,600.00; cards, forms, and stationery, \$2,736.00; microfilm and Recordak spools, \$217.00.

Current Charges and Obligations: Premiums on surety bonds, \$700.00; rental postage meter, \$144.00; rental tabulator, \$1,100.00; rental interpreter, \$235.00; rental Punch Machines, \$392.00. Rental Post Office Box, \$12.00

Equipment: Directories, \$170.00.

3. ESTABLISHING TAX TITLE ON REAL ESTATE WHERE WATER CHARGES ADDED TO REAL ESTATE TAX ARE UNPAID

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Total
1	\$4,737 00	\$4,546 00	\$535 00	\$9,818 00

Personal Services: Principal Clerk.
 Contractual Services: Advertising and posting, \$1,541.00; recording and judicial services, \$2,992.00; printing, \$13.00.
 Supplies and Materials: Postage, \$500.00; forms, \$35.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	5	\$28,303 00	—	—	\$700 00	—	\$29,003 00
Collection of Water Charges	21	120,458 00	\$1,926 00	\$15,553 00	2,583 00	\$170 00	140,690 00
Establishing Tax Title on Real Estate Where Water Charges Added to Real Estate Tax Are Unpaid	1	4,737 00	4,546 00	535 00	—	—	9,818 00
TOTALS	27	\$153,498 00	\$6,472 00	\$16,088 00	\$3,283 00	\$170 00	\$179,511 00

COLLECTING DIVISION, TREASURY DEPARTMENT (Sewer Service)

1-01-37

Mails bills for sewer service in various properties throughout the city, receives payments and maintains financial records.

A — BUDGET SUMMARY

Group	1962 Budget		Approved
	Requested by Department	Recommended by Mayor	
Personal Services	\$24,000 00	\$24,000 00	
Supplies & Materials	5,000 00	5,000 00	
TOTALS	\$29,000 00	\$29,000 00	

B — DEPARTMENTAL REVENUES

(Sewer revenues are shown in Sewer Service Section of the budget.)

D — PROGRAM SUMMARY

Personal Services represents 7% Collecting-Treasury (\$14,000.00) and 7% Collecting-Treasury water (\$10,000.00), Supplies-Mailing costs of 93,000 bills (\$5,000.00).

SEWER SERVICE — PUBLIC WORKS DEPARTMENT

3-03-31

The Sewer System maintained and operated by the Public Works Department, consists of 1,334.12 miles of pipe and conduit collecting liquid waste and storm water throughout the city. These wastes are carried off through the sanitary sewerage system discharged into both north and south Metropolitan Systems and the city's own disposal plant. Boston Proper, Roxbury and a part of Dorchester outlet through our Calf Pasture-Moon Island disposal plant. West Roxbury, Hyde Park and the south section of Dorchester outlet into the Metropolitan south system with a disposal plant at Neponset Island, Quincy, Brighton, Charlestown, East Boston outlet into the south Metropolitan System with a disposal plant at Deer Island. The construction and reconstruction of sewers is carried on as part of this program at a cost varying from \$500,000 to \$1,000,000 financed as part of the city's capital improvement loan program.

In December 1961 the Boston City Council passed an ordinance establishing annual charges for the use of the common sewers.

Under this ordinance, the annual charge for the use of common sewers of the city by every estate in the city having one or more particular sewers discharging into such common sewers is hereby established as a primary charge of twelve dollars, an additional charge of one dollar for every thousand cubic feet of water supplied by the city to such estate and billed in the calendar year in which the charge established by this ordinance is assessed.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$581,632 86	\$546,499 05	\$492,940 00	\$554,502 00	\$554,502 00	
2—Contractual Services	125,145 18	117,529 01	136,150 00	154,092 00	154,092 00	
3—Supplies and Materials	16,007 18	14,996 74	34,626 00	61,533 00	61,533 00	
4—Current Charges & Oblig's	1,142 52	1,188 15	1,478 00	1,131 00	1,131 00	
5—Equipment	1,088 60	449 51	1,180 00	30,520 00	30,520 00	
7—Structures & Improvements	54,416 63	—	150,000 00	—	—	
TOTALS	\$779,432 97	\$680,662 46	\$816,374 00	\$801,778 00	\$801,788 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from sewer use charge, fees, etc. \$3,829,842 00

C — PROGRAMS

I. GENERAL SERVICES

Supervision and direction of all sewer service activities.

Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
125	\$483,084 00	\$128,630 00	\$37,907 00	\$988 00	\$940 00	\$651,549 00

Administrative Section

Personal Services: Division Engineer, Head Administrative Clerk, Principal Account Clerk, 4 Clerical Employees.

Construction Section: 1 Associate Civil Engineer, Principal Civil Engineer, Senior Civil Engineer, 5 Assistant Civil Engineers, 8 Sewer Construction Inspectors, 4 Senior Engineering Aids.

Maintenance Section: Associate Civil Engineer, Senior Civil Engineer, Superintendent of Sewer Maintenance, Chief Pumping Station Engineer, Supervisor of Sewer Maintenance, 5 Sewer District Foremen, 3 Junior Civil Engineers, 2 Electrician-Operators, 5 Pumping Station Engineers, 5 Sewer Construction Inspectors, Principal Clerk, Working Foreman Tide Gate Repairman, 3 Bricklayers, 2 Carpenter, 3 Heavy Motor Equipment Operators and Laborers, 10 Steam Firemen, 9 Sewer Gatemen, 3 Tide Gate Repairmen, 8 Working Foremen, 7 Sewer Cleaners, 3 Pumping Station Maintenance men, Yardman, 13 Motor Equipment Operators and Laborers. Overtime, \$16,416.00.

Contractual Services: Telephone, \$400.00; electricity, \$101,440.00; emergency repairs to sewers, and catch basins, \$20,000.00; repairs and maintenance of pumps, \$4,500.00; travel expenses, \$1,740.00; advertising, \$150.00; inspection of high tension switches, \$400.00.

Supplies and Materials: Heating supplies, \$5,021.00; household supplies, \$362.00; medical supplies, \$50.00; postage and office forms, \$3,029.00; general operating supplies, \$2,418.00; tools and instruments, \$329.00; building supplies and materials, \$527.00; oil for pumps, \$77.00; repair parts non-automotive, \$1,137.00; wearing apparel, \$627.00; public works supplies, \$24,330.00.

Current Charges and Obligations: Real estate tax, City of Quincy, Moon Island, \$950.00; premium, surety bond, \$10.00; dues and subscriptions, \$28.00.

Equipment: Flushing bags, \$160.00; firefighting equipment, \$360.00; electrical machines, \$400.00; engineering books, \$20.00.

2. MAINTENANCE BRANCH

Responsible for the maintenance of all sewer facilities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
—	\$69,155 00	\$12,262 00	\$23,026 00	\$143 00	\$29,580 00	\$134,166 00

Personal Services: Overtime, \$614.00.

Contractual Services: Telephone, \$1,085.00; electricity, \$1,402.00; repairs and maintenance of structures, \$1,550.00; repairs, office equipment, pumps, \$7,823.00; miscellaneous contractual services, \$402.00.

Supplies and Materials: Automotive supplies, \$17,101.00; heating supplies, \$1,864.00; household supplies, \$192.00; medical supplies, \$15.00; postage, office forms, \$356.00; building supplies, repair parts, non-automotive, public works materials, \$3,498.00.

Current Charges and Obligations: Registration of motor vehicles, dues and subscriptions, \$143.00.

Equipment: Automotive equipment, \$13,000.00; special purpose vehicles, \$16,580.00.

3. HIGHWAY

This section is responsible for the excavation and repair of sewer trenches throughout city and permanent and temporary patching.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
—	\$2,263 00	\$13,200 00	\$600 00	\$16,063 00

Personal Services: Overtime, \$248.00.

Contractual Services: Roadway repairs of sewer openings, \$13,200.00.

Supplies and Materials: Miscellaneous operating supplies, \$600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
General Services	125	\$483,084 00	\$128,630 00	\$37,907 00	\$988 00	\$940 00	\$651,549 00
Maintenance	—	69,155 00	12,262 00	23,026 00	143 00	29,580 00	134,166 00
Highway Excavations and Repairs	—	2,263 00	13,200 00	600 00	—	—	16,063 00
TOTALS	125	\$554,502 00	\$154,092 00	\$61,533 00	\$1,131 00	\$30,520 00	\$801,778 00

CEMETERY DIVISION, PARKS AND RECREATION DEPARTMENT

3-13-21

The Cemetery Division is responsible for the operation and care of 3 active and 16 inactive cemeteries within the city area. The inactive cemeteries are mostly historical in nature and are visited by thousands of residents and tourists annually, as they contain the graves of many famous personages of the city and of the nation. The active cemeteries embrace a total area of 188 acres, and the inactive, 22 acres.

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$271,326 86	\$284,544 40	\$273,000 00	\$284,320 00	\$268,000 00	
2—Contractual Services	23,774 79	10,584 35	20,200 00	25,750 00	23,700 00	
3—Supplies & Materials	12,640 50	16,205 47	17,835 00	25,150 00	17,860 00	
4—Current Charges & Oblig's	282 70	70 00	70 00	70 00	70 00	
5—Equipment	34,376 49	24,459 90	200 00	25,200 00	25,200 00	
8—Land & Nonstructural Im- provements to Land	35,145 18	38,872 53	50,000 00	50,000 00	50,000 00	
TOTALS	\$377,546 52	\$374,736 65	\$361,305 00	\$410,490 00	\$384,830 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 \$399,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Audits time records, prepares payrolls and maintains consolidated records of sales of grave lots and interments. Acts as the supply agency for the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$25,765 00	\$300 00	\$300 00	\$30 00	\$120 00	\$26,515 00

Personal Services: 2 Supervisors of Cemeteries, Head Clerk, 2 Clerical Employees. Overtime allowance, \$200.00, Memorial Day.
Contractual Services: Advertising, \$25.00; binding vital cemetery records, \$275.00.
Supplies and Materials: Forms, cards, stationery, \$150.00, postage, \$150.00.
Current Charges and Obligations: Premium, surety bond, \$30.00.
Equipment: Library, \$120.00.

2. CARE AND OPERATION OF CEMETERIES

Responsible for the general maintenance of graves, grounds, and buildings, the sale of grave lots, arrangements for perpetual care, and maintenance of records of all interments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
61	\$242,235 00	\$23,400 00	\$17,560 00	\$40 00	\$25,080 00	\$50,000 00	\$358,315 00

Personal Services: 4 Cemetery Foremen, 5 Equipment Operators, 2 Mechanics, Gardener, Gardener's Helper, 36 Grave Diggers, 5 Laborer, Chapel Custodian, Principal Clerk, Matron, 4 Heavy Motor Equipment Operators. Overtime allowance, \$17,800.00, services, Saturday, Sundays, and Holidays.
Contractual Services: Telephone service, \$1,000.00; electricity, \$1,000.00; repairs carpentry, \$1,000.00; electrical, \$600.00; roofing, plumbing and steamfitting, \$600.00; repairs cemetery buildings, \$9,800.00; repair and servicing automotive equipment, \$3,375.00; servicing office equipment, \$125.00; repairs cemetery equipment, \$2,500.00; allowance for use of personal automobile, \$700.00; miscellaneous tree work, planting and trimming at the various cemeteries and service of dynamite man for blasting, repairs to flag poles, etc., \$2,450.00; printing, binding \$250.00.
Supplies and Materials: Gasoline and diesel oil, \$3,000.00; lubricating oils and greases, \$200.00; tires and tubes, \$500.00; miscellaneous automotive parts and accessories, \$300.00; food supplies, \$150.00; fuel and heating supplies, \$3,000 00; cleaning and custodial supplies, \$100.00; forms, cards, stationery, \$300.00; building supplies and materials, \$700.00; general operating supplies, \$1,500.00; tools and instruments, \$1,000.00; rubber gloves and boots, \$100.00; public works supplies, \$700.00; loam, grass seed, fertilizer, trees, shrubs, \$6,000.00; medical supplies, \$10.00.

rent Charges and Obligations: Premium on bonds, \$40.00.

ipment: Library, \$80.00; Liners, Lowering devices \$25,000.00.

d and Improvements: Mt. Hope Cemetery: Extend and develop World War I and World War II Sections, \$6,000.00; Cedar Grove Section (perpetual care), \$9,000.00; Section J, \$5,000.00; construction and reconstruction of roads, \$8,000.00. Fairview Cemetery: Develop new section for Welfare Department burials, \$7,000.00; construction and resurfacing of roads, \$8,000.00. Evergreen Cemetery: Developing new section, \$4,000.00; constructing and resurfacing road, \$3,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
Administrative and General Services	5	\$25,765 00	\$300 00	\$300 00	\$30 00	\$120 00	—	\$26,515 00
Care and Operation of Cemeteries	61	242,235 00	23,400 00	17,560 00	40 00	25,080 00	\$50,000 00	358,315 00
TOTALS	66	\$268,000 00	\$23,700 00	\$17,860 00	\$70 00	\$25,200 00	\$50,000 00	\$384,830 00

WATER SERVICE, PUBLIC WORKS DEPARTMENT

3-71-12

The Water Service of the Public Works Department is responsible for the distribution within the city limits of water which is purchased from the Metropolitan Water District. A comprehensive water supply system is operated, which includes approximately 1,028.5 miles of supply and distributing water mains, more than 12,450 standard fire hydrants, approximately 94,322 water meters, and a high pressure fire service consisting of approximately 15 miles of pipe with approximately 473 hydrants. Meters are read and billings prepared quarterly for water use. Approximately 116,054,000 gallons of water are used daily, which represents about 65 per cent of the volume distributed by the Metropolitan Water District.

A — BUDGET SUMMARY

Group	1959		1960		1961		1962 Budget			
	Expenditures		Expenditures		Appropriations	Requested by Department	Recommended by Mayor	Approved		
1—Personal Services . . .	\$1,526,369	11	\$1,527,932	09	\$1,832,000	00	\$1,770,876	00	\$1,751,000	00
2—Contractual Services . . .	405,016	99	337,877	71	490,600	00	671,949	00	669,300	00
3—Supplies & Materials . . .	156,156	57	172,362	23	226,965	00	293,710	00	273,965	00
4—Current Charges & Oblig's	147,754	00	33,862	94	70,401	00	78,049	00	78,049	00
5—Equipment	129,017	93	51,643	67	77,269	00	191,544	00	190,900	00
7—Structures & Improvements	189,721	24	67,561	45	236,250	00	290,388	00	290,000	00
TOTALS	\$2,554,035	84	\$2,191,240	09	\$2,933,485	00	\$3,296,516	00	\$3,253,214	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1962 (based on current rates) \$9,300,000 00

C — PROGRAMS

1. GENERAL SERVICES

Supervision and direction of all department activities. Office and field work related to the processing of bills for consumers for water used, maintenance and repair of meters. Processing of applications for service, 94,322; meters are read quarterly, 415,000; bills are computed and prepared annually, 8,000; meters are installed and replaced, 6,100; meters are tested, 2,200; defective meters repaired in the meter shop; and approximately 1,500 meters are repaired outside on location annually.

Personal Services	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
No. 300						
Amount \$1,309,333 00	\$517,500 00	\$159,705 00	\$77,762 00	\$116,950 00	\$290,000 00	\$2,471,250 00
Personal Services: Division Engineer, Associate Civil Engineer, Principal Civil Engineer, Superintendent of Water Distribution, Water Revenue Supervisor, Assistant Civil Engineer, 3 Supervisors of Water Maintenance, Supervisor of Shops (Water), Chief Water Meter Reader, 2 Hydrant Clerk, Water Shops Foreman, 3 Water Maintenance Foremen, Principal Storekeeper, Junior Civil Engineer, Senior Cashier, 8 Principal Account Clerks, 2 Principal Clerks and Stenographers, 8 Principal Clerks, 4 Special Water Meter Readers, 16 Water Service Inspectors, Yardmaster, Garage Foreman, 14 Working Foremen Water Service Repairmen, 24 Heavy Motor Equipment Operators, 14 Machinists, 14 Water Meter Repairmen, 20 Water Meter Readers, 2 Senior Engineering Aids, 14 Plumbers, 41 Water Service Repairmen, Water Shut-off Men, 8 Senior Account Clerks, 2 Senior Clerks and Typists, 2 Senior Clerks and Stenographers, 8 Senior Clerks, 21 Water Service Maintenance Men, 22 Motor Equipment Operators and Laborers, 21 Laborers, 4 Clerks and Typists, 8 Clerks. Overtime \$27,224.00.						
Contractual Services: Telephone, \$3,000.00; electricity, \$300.00; repairs distribution system, \$350,000.00; hydrant changes, \$5,000.00; replace Lowry hydrants, \$5,000.00; machining and assembling gates, \$20,000.00; replace asphalt paving and artificial stone, guarantee streets, \$20,000.00; repairs of water meters, \$82,000.00; tools, \$300.00; office machines, \$700.00; transportation, \$3,000.00; water waste survey, \$20,000.00; professional and technical services, \$3,000.00; printing, advertising, etc., \$5,200.00.						
Supplies and Materials: Heating supplies, \$300.00; household supplies, \$92.00; postage, \$560.00; service pipe, \$44,649.00; building supplies, \$4,000.00; operating supplies, \$2,000.00; repair parts, non-automotive, \$1,885.00; tools and instruments, \$2,217.00; wearing apparel, \$503.00; public works supplies, \$58,600.00; post hydrants, \$9,000.00; miscellaneous, \$10,899.00; meter stock, \$25,000.00.						
Current Charges and Obligations: Damages, judgments and losses, \$75,000.00; rentals, \$2,500.00; rents, taxes, \$150.00; premiums, surety bonds, \$100.00; dues and subscriptions, \$12.00.						
Equipment: File cabinet, \$400.00; electric and mechanical machines, \$4,066.00; library, \$184.00; public works equipment, \$2,500.00; new meters, \$109,200.00; hose, \$400.00; corrugated trench covering, \$200.00.						
Structures and Improvements:						
Other structures and improvements:						
Extension and Improvement of water mains and structures						\$220,000 00
New meters, city-owned buildings						70,000 00
						\$290,000 00

2. CENTRAL OFFICE ADMINISTRATIVE AND MAINTENANCE

Responsible for maintenance of department shops and facilities and the attendant clerical functions for this operation.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
—	\$172,883 00	\$19,800 00	\$40,010 00	\$237 00	\$73,950 00	\$306,935 00

Personal Services: Overtime, \$1,536.00.

Contractual Services: Telephone, \$2,000.00; electricity, \$3,000.00; repairs, maintenance of structures, \$3,000.00; repairs, servicing of equipment, \$11,000.00; miscellaneous services, \$800.00.

Supplies and Materials: Automotive supplies, \$26,000.00; heating supplies, \$3,200.00; household and custodial supplies, \$348.00; medical supplies, \$25.00; postage, office forms, \$3,440.00; miscellaneous general, building and operating supplies, \$6,997.00.

Current Charges and Obligations: Rentals equipment, \$287.00.

Equipment: Automotive, \$32,500.00; special purpose automotive vehicles, \$41,450.00.

3. EXCAVATIONS AND REPAIRS

Responsible for excavations and repair of all water service projects.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
—	\$252,660 00	\$132,000 00	\$74,250 00	\$458,910 00

Personal Services: Overtime, \$3,240.00.

Contractual Services: Highway repairs after excavations, \$119,050.00; guarantee streets, \$12,950.00.

Supplies and Materials: Patching material, temporary, \$23,400.00; permanent, \$29,250.00; cement, \$21,600.00.

4. ENGINEERING SECTION

This section is responsible for preparing designs, plans and specifications for the construction of water mains and other water appurtenances.

Personal Services No.	Amount	Total
—	\$16,119 00	\$16,119 00

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
General	300	\$1,309,333 00	\$517,500 00	\$159,705 00	\$77,762 00	\$116,950 00	\$290,000 00	\$2,471,250 00
Administration and Maintenance	—	172,888 00	19,800 00	40,010 00	287 00	73,950 00	—	306,935 00
Excavation and Repairs	—	252,660 00	132,000 00	74,250 00	—	—	—	458,910 00
Survey, Engineering	—	16,119 00	—	—	—	—	—	16,119 00
TOTALS	300	\$1,751,000 00	\$669,300 00	\$273,965 00	\$78,049 00	\$190,900 00	\$290,000 00	\$3,253,214 00

PENSIONS AND ANNUITIES — SPECIAL (CITY)

3-71-16

Payments to retired officials and employees who were not members of the contributory pension system are covered by this appropriation as provided by Special Acts of the Legislature.

The expense applicable to the Income Department is given in the following tabulation:

Water, Public Works Department	\$260,000 00
Sewer, Public Works Department	170,000 00
Cemetery, Parks and Recreation Department	24,000 00
	<hr/>
	\$454,000 00

A — BUDGET SUMMARY

Group	1959 Expenditures	1960 Expenditures	1961 Appropriations	1962 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Pensions and Annuities—						
Special (City)	\$266,653 95	\$238,937 80	\$260,000 00	\$454,000 00	\$454,000 00	

PART III
COMPARISON TABLES

CITY BUDGET SUMMARY

	1961 APPROPRIATION	1962 DEPARTMENT ESTIMATE	1962 ALLOWANCE
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$175,803 00	\$165,800 00	\$163,100 00
1-01-75 Office of Development	150,000 00	16,600 00	16,600 00
1-01-76 Office of Neighborhood Improvement	—	215,051 00	166,955 00
1-01-94 Conventions and Entertainment of Distinguished Guests	25,000 00	25,000 00	25,000 00
1-01-95 Public Celebrations	85,000 00	85,000 00	85,000 00
1-13-77 U. S. Bond Allotment Plan	25,803 00	28,337 00	28,337 00
1-13-78 Committee for Civic Improvement	1,000 00	1,000 00	1,000 00
1-13-79 Youths Activities Bureau	30,000 00	33,000 00	33,000 00
1-01-12 City Council	150,707 00	154,670 00	154,670 00
1-01-13 City Council Proceedings	22,000 00	20,000 00	20,000 00
ELECTIONS			
1-01-21 Election Department	448,790 00	480,020 00	420,290 00
FINANCE			
1-01-31 Auditing Department	402,847 00	440,964 00	409,587 00
1-01-36 Assessing Department	752,048 00	768,474 00	727,062 00
1-01-37 Collecting Division, Treasury Department	285,760 00	290,690 00	281,225 00
1-01-38 Treasury Division, Treasury Department	286,071 00	292,239 00	273,606 00
1-01-39 Board of Sinking Fund Commissioners, Treasury Department	2,650 00	2,650 00	2,650 00
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,053,204 00	1,188,555 00	1,154,353 00
LAW			
1-01-51 Law Department	426,510 00	464,587 00	435,650 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	91,691 00	95,953 00	95,953 00
1-01-62 City Documents	46,000 00	45,000 00	45,000 00
PLANNING			
1-01-70 City Planning	4,800 00	4,800 00	4,800 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,521,887 00	1,778,303 00	1,452,588 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	96,794 00	120,384 00	114,350 00
1-01-93 Finance Commission	70,000 00	70,000 00	70,000 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	17,972,310 00	19,310,401 00	18,288,543 00
FIRE			
1-02-21 Fire Department	12,879,532 00	13,508,340 00	12,874,117 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	779,085 00	1,014,912 00	842,584 00
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	89,696 00	102,561 00	86,903 00
OTHER			
1-02-51 Boston Traffic Department	856,825 00	939,214 00	848,195 00
1-02-52 Licensing Board	122,497 00	133,324 00	129,034 00
PUBLIC WORKS			
1-03-00 Public Works Department	10,241,872 00	9,341,970 00	9,097,118 00
HEALTH			
1-05-00 Health Department	2,175,453 00	2,236,678 00	2,170,850 00

	1961 APPROPRIATION	1962 DEPARTMENT ESTIMATE	1962 ALLOWANCE
HOSPITALS			
-06-00 Hospital Department	\$19,074,644 00	\$20,612,791 00	\$18,627,851 00
PUBLIC WELFARE			
GENERAL WELFARE			
-07-10 Welfare Department	25,657,889 00	26,920,091 00	25,744,966 00
TO NEEDY VETERANS			
-07-40 Veterans' Services Department	2,479,517 00	2,699,481 00	2,385,265 00
LIBRARIES			
-10-11 Library Department	3,516,675 00	3,907,147 00	3,565,607 00
PARKS AND RECREATION			
-11-00 Parks and Recreation	3,316,486 00	3,490,023 00	3,266,236 00
MISCELLANEOUS			
-13-31 Executions of Court, Damage Claims and Reimbursements	400,000 00	400,000 00	400,000 00
-13-41 Workmen's Compensation Service	42,436 00	46,984 00	46,865 00
-13-42 Workmen's Compensation	225,000 00	275,000 00	250,000 00
-13-61 City Record, Publication of	55,206 00	55,206 00	55,206 00
-13-74 Pensions and Annuities, City	5,500,000 00	5,650,000 00	5,500,000 00
-23-31 Snow Removal	1,150,000 00	790,000 00	400,000 00
-25-11 Federal Public Health Program	6,300 00	5,500 00	5,500 00
-33-73 Reserve Fund	200,000 00	200,000 00	200,000 00
-71-61 Boston Redevelopment Authority	339,051 00	436,190 00	333,675 00
-33-74 Departmental Equipment Loan	150,000 00		
GRAND TOTAL	\$113,384,839 00	\$118,862,890 00	\$111,299,291 00

COUNTY BUDGET SUMMARY

	1961 APPROPRIATION	1962 DEPARTMENT ESTIMATE	1962 ALLOWANCE
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
4-01-65 Registry of Deeds	\$465,029 00	\$477,029 00	\$471,100 00
GENERAL GOVERNMENT BUILDINGS			
4-01-82 County Court House (Custodian)	692,837 00	742,083 00	700,480 00
1-01-84 Buildings Division, Real Property Department (County Buildings)	195,455 00	252,598 00	191,955 00
CORRECTION			
CORRECTIONAL INSTITUTIONS			
4-08-11 Jail	536,825 00	570,039 00	542,968 00
4-08-12 Central Office, Penal Institutions Department	66,230 00	61,142 00	60,485 00
4-08-13 House of Correction, Penal Institutions Department	1,055,344 00	1,093,579 00	1,037,147 00
4-08-14 Middlesex County Training School	75,000 00	80,000 00	75,000 00
JUDICIAL			
CENTRAL COURTS			
4-12-11 Supreme Judicial Court	101,190 00	107,025 00	104,400 00
4-12-12 Superior Court, General Expenses	126,235 00	153,519 00	150,269 00
4-12-13 Clerk's Office, Superior Court, Civil Session	874,570 00	998,241 00	875,815 00
4-12-14 Criminal Session, Superior Court	705,908 00	745,959 00	704,810 00
4-12-15 Municipal Court, City of Boston	1,034,556 00	1,084,933 00	1,045,406 00
4-12-16 Boston Juvenile Court	150,548 00	159,016 00	154,272 00
4-12-17 Probate Court	109,949 00	120,713 00	89,911 00
4-12-18 Court Officers' Division, Superior Court	398,985 00	443,391 00	398,722 00
4-12-19 Probation Department, Superior Court, Criminal Session	89,919 00	92,867 00	91,329 00
DISTRICT COURTS			
4-12-21 Municipal Court, Charlestown District	100,696 00	110,982 00	107,366 00
4-12-22 East Boston District Court	105,671 00	115,913 00	113,567 00
4-12-23 Municipal Court, South Boston District	100,177 00	108,550 00	105,962 00
4-12-24 Municipal Court, Dorchester District	177,349 00	189,417 00	187,085 00
4-12-25 Municipal Court, Roxbury District	435,915 00	508,929 00	466,645 00
4-12-26 Municipal Court, West Roxbury District	123,107 00	140,610 00	137,473 00
4-12-27 Municipal Court, Brighton District	84,036 00	96,313 00	91,264 00
4-12-28 District Court of Chelsea	112,516 00	129,186 00	120,394 00
MEDICAL EXAMINATIONS			
4-12-31 Medical Examiner Service, Northern Division	51,063 00	51,898 00	51,380 00
4-12-32 Medical Examiner Service, Southern Division	29,484 00	32,786 00	30,689 00
4-12-33 Associate Medical Examiner Service, Northern Di- vision	5,038 00	5,048 00	5,048 00
4-12-34 Associate Medical Examiner Service, Southern Di- vision	5,038 00	5,048 00	5,048 00
OTHER			
4-12-41 Social Law Library	2,000 00	2,000 00	2,000 00
4-12-42 Mental Illness	60,000 00	60,000 00	50,000 00
MISCELLANEOUS			
4-13-75 Pensions and Annuities	200,000 00	210,000 00	210,000 00
GRAND TOTAL	\$8,270,670 00	\$8,948,814 00	\$8,377,990 00

INCOME DEPARTMENTS BUDGET SUMMARY

APPROPRIATION	1961 APPROPRIATION	1962 DEPARTMENT ESTIMATE	1962 ALLOWANCE
1-37 COLLECTING DIVISION, TREASURY DEPARTMENT (WATER SERVICE) (SEWER SERVICE)	\$171,185 00 —	\$179,511 00 29,000 00	\$179,511 00 29,000 00
3-31 SEWER SERVICE, PUBLIC WORKS DEPARTMENT	—	801,778 00	801,778 00
3-21 CEMETERY DIVISION, PARKS AND RECREATION DEPARTMENT	—	410,490 00	384,830 00
1-12 WATER SERVICE, PUBLIC WORKS DEPARTMENT	2,933,485 00	3,296,516 00	3,253,214 00
1-16 PENSIONS AND ANNUITIES	260,000 00	454,000 00	454,000 00
GRAND TOTAL	\$3,364,670 00	\$5,171,295 00	\$5,102,333 00

**TWO-YEAR COMPARISON
CITY BUDGET**

APPROPRIATION	1961 APPROPRIATION	1962 ALLOWANCE	DECREASE
PERSONAL SERVICES:			
Permanent Employees	\$61,671,751 00	\$60,495,190 00	\$1,176,561 00
Temporary Employees	1,023,455 00	915,540 00	107,915 00
Overtime	1,275,942 00	1,746,650 00	470,708 00
TOTAL PERSONAL SERVICES	\$63,971,148 00	\$63,157,380 00	\$813,768 00
CONTRACTUAL SERVICES	8,322,485 00	8,143,483 00	179,002 00
SUPPLIES AND MATERIALS	5,917,996 00	5,788,105 00	129,891 00
CURRENT CHARGES AND OBLIGATIONS:			
Aid to Dependent Children	5,621,000 00	7,059,200 00	1,438,200 00
General Relief	2,161,000 00	1,735,000 00	426,000 00
Old Age Assistance	6,950,000 00	6,065,000 00	885,000 00
Veterans' Benefits	2,100,000 00	2,000,000 00	100,000 00
Aid to Permanently and Totally Disabled	3,803,280 00	3,709,000 00	94,280 00
Medical Assistance for Aged	4,967,920 00	4,935,000 00	32,920 00
All Others	448,751 00	588,719 00	139,968 00
EQUIPMENT	198,006 00	534,212 00	336,206 00
STRUCTURES AND IMPROVEMENTS	766,350 00	304,000 00	462,350 00
LAND AND IMPROVEMENTS	125,000 00	150,000 00	25,000 00
SPECIAL APPROPRIATIONS:			
Conventions and Entertainment of Distinguished Guests	25,000 00	25,000 00	
Public Celebrations	85,000 00	85,000 00	
Snow Removal	1,150,000 00	400,000 00	750,000 00
Federal Public Health Program	6,300 00	5,500 00	800 00
Workmen's Compensation	225,000 00	250,000 00	25,000 00
Reserve Fund	200,000 00	200,000 00	
Pensions and Annuities	5,500,000 00	5,500,000 00	
Bond Allotment Plan	25,803 00	28,337 00	2,534 00
Committee for Civic Unity	1,000 00	1,000 00	
Executions of Court, Damage Claims and Reimburse- ments	400,000 00	400,000 00	
Office Supplies Account	10,000 00	15,000 00	5,000 00
Beacon Hill Architectural Commission	1,400 00	1,400 00	
Boston Redevelopment Authority	70,000 00	—	70,000 00
Zoning Commission	2,400 00	2,400 00	
Youth Activities Bureau	30,000 00	33,000 00	3,000 00
Office of Development	150,000 00	16,600 00	133,400 00
Office of Neighborhood Improvement	—	166,955 00	166,955 00
Department Equipment	150,000 00	—	150,000 00
GRAND TOTAL	\$113,384,839 00	\$111,299,291 00	\$2,085,548 00

* Denotes Increase

**TWO-YEAR COMPARISON
COUNTY BUDGET**

	1961 APPROPRIATION	1962 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$6,187,352 00	\$6,305,991 00	\$118,639 00
Temporary Employees	87,750 00	94,525 00	6,775 00
Overtime	31,000 00	32,500 00	1,500 00
TOTAL PERSONAL SERVICES	\$6,306,102 00	\$6,433,016 00	\$126,914 00
CONTRACTUAL SERVICES	945,117 00	919,856 00	25,261 00*
SUPPLIES AND MATERIALS	708,633 00	692,611 00	16,022 00*
CURRENT CHARGES AND OBLIGATIONS	20,477 00	27,168 00	6,691 00
EQUIPMENT	15,341 00	20,339 00	4,998 00
SPECIAL APPROPRIATIONS:			
Middlesex County Training School	75,000 00	75,000 00	
Pensions and Annuities	200,000 00	210,000 00	10,000 00
GRAND TOTAL	\$8,270,670 00	\$8,377,990 00	\$107,320 00

* Denotes decrease

**TWO-YEAR BUDGET COMPARISON
INCOME DEPARTMENTS**

	1961 APPROPRIATION	1962 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$1,940,592 00	\$2,674,775 00	\$734,183 00
Temporary Employees	2,747 00	3,947 00	
Overtime	36,000 00	72,278 00	36,278 00
TOTAL PERSONAL SERVICES	\$1,979,339 00	\$2,751,000 00	\$771,661 00
CONTRACTUAL SERVICES	494,957 00	853,564 00	358,607 00
SUPPLIES AND MATERIALS	243,013 00	374,446 00	131,433 00
CURRENT CHARGES AND OBLIGATIONS	73,672 00	82,553 00	8,861 00
EQUIPMENT	77,439 00	246,790 00	169,351 00
STRUCTURES AND IMPROVEMENTS	236,250 00	290,000 00	53,750 00
LAND AND IMPROVEMENTS	—	50,000 00	50,000 00
SPECIAL APPROPRIATION:			
Pensions and Annuities	260,000 00	454,000 00	194,000 00
GRAND TOTAL	\$3,364,670 00	\$5,102,333 00	\$1,737,663 00

