

**Town Collector**

	<b>No of Staff</b>	Tn Admin Recommendations	2005 Dept Requests	2004 Expended 12/30/03	2004 Appropriation	2003 Actual	2002 Actual	2001 Actual	2000 Actual	1999 Actual	1998 Actual
Salaries Management	<b>1.0</b>	\$62,353	\$62,353	\$30,101	\$62,592	\$62,353	\$60,305	\$39,027	\$37,698	\$36,320	\$35,434
Salaries Supervisory	<b>1.0</b>	\$41,106	\$41,106	\$19,844	\$41,263	\$41,105	\$39,755	\$445	\$47,061	\$11,200	\$34,296
Salaries Operational Staff	<b>2.0</b>	\$72,872	\$72,872	\$35,179	\$73,151	\$72,871	\$70,734	\$99,089	\$90,685	\$82,282	\$83,866
Salaries Temp Operational Staff		\$0	\$0	\$0	\$0	\$0	\$0	\$1,574	\$6,723	\$6,882	\$8,213
Supervisory Additional Comp		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$250
Operational Staff Additional Comp		\$350	\$350	\$300	\$300	\$300	\$300	\$300	\$300	\$250	\$250
Operational Staff Overtime		\$7,500	\$7,500	\$980	\$7,500	\$4,614	\$1,704	\$0	\$0	\$0	\$0
<b>PERSONAL SERVICES</b>	<b>4.0</b>	<b>\$184,181</b>	<b>\$184,181</b>	<b>\$86,404</b>	<b>\$184,806</b>	<b>\$181,243</b>	<b>\$172,798</b>	<b>\$140,436</b>	<b>\$182,467</b>	<b>\$137,185</b>	<b>\$162,309</b>
Repair & Maint Equipment		\$1,500	\$1,500	\$0	\$1,500	\$1,482	\$1,654	\$0	\$1,077	\$478	\$2,323
In State Travel/Meetings		\$500	\$500	\$0	\$500	\$0	\$0	\$49	\$282	\$248	\$203
Training & Education		\$800	\$800	\$120	\$1,500	\$1,216	\$1,500	\$737	\$347	\$0	\$0
Communication Telephone		\$1,500	\$1,500	\$245	\$800	\$669	\$972	\$981	\$1,262	\$921	\$1,084
Communication Postage		\$46,000	\$46,000	\$15,036	\$44,200	\$44,701	\$33,212	\$30,206	\$29,152	\$30,152	\$22,757
Copy/Mail Center Fees		\$2,700	\$2,700	\$675	\$2,700	\$1,426	\$2,274	\$2,373	\$2,360	\$0	\$0
Purchased Services Misc.		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,361	\$0
<b>PURCHASE OF SERVICES</b>		<b>\$53,000</b>	<b>\$53,000</b>	<b>\$16,076</b>	<b>\$51,200</b>	<b>\$49,494</b>	<b>\$39,612</b>	<b>\$34,346</b>	<b>\$34,480</b>	<b>\$36,161</b>	<b>\$26,368</b>
Real Estate Tax Billing		\$6,000	\$6,000	\$2,564	\$6,000	\$6,000	\$7,489	\$1,162	\$5,216	\$6,244	\$325
Motor Vehicle Excise Tax Billing		\$3,000	\$3,000	\$452	\$3,000	\$1,264	\$3,324	\$699	\$4,587	\$1,104	\$512
Trash Fee Billing		\$1,000	\$1,000	\$0	\$0	\$6,918	\$0	\$0	\$0	\$0	\$0
Police Detail Billing		\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ambulance Fee Collections		\$45,000	\$45,000	\$17,170	\$37,500	\$37,552	\$34,453	\$22,456	\$22,913	\$26,640	\$29,581
<b>TECHNICAL &amp; PROFESSIONAL SVS</b>		<b>\$59,000</b>	<b>\$59,000</b>	<b>\$20,185</b>	<b>\$46,500</b>	<b>\$51,734</b>	<b>\$45,265</b>	<b>\$24,317</b>	<b>\$32,716</b>	<b>\$33,988</b>	<b>\$30,418</b>
Office Supplies		\$2,500	\$2,500	\$0	\$2,500	\$1,939	\$2,222	\$3,266	\$2,535	\$1,948	\$2,119
<b>SUPPLIES</b>		<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$1,939</b>	<b>\$2,222</b>	<b>\$3,266</b>	<b>\$2,535</b>	<b>\$1,948</b>	<b>\$2,119</b>
<b>BUDGET TOTAL</b>		<b>\$298,681</b>	<b>\$298,681</b>	<b>\$122,665</b>	<b>\$285,006</b>	<b>\$284,410</b>	<b>\$259,897</b>	<b>\$202,364</b>	<b>\$252,198</b>	<b>\$209,281</b>	<b>\$221,214</b>

TOWN OF NATICK  
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual FY'03 Earnings	Budgetary FY'04 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2005	Total Appropriation	Additional Compensation			Total Add'l Comp
												Longevity	Education	Other	
<u>Collector:</u>															
<u>Management</u>															
3720	ROBERT PALMER	\$62,353.02	<u>\$62,592</u>	BASE	M4-Perf		42.2923	70.61%	\$1,194.50	<u>62,353.09</u>					
			\$62,592								\$62,353.09				
<u>Supervisory</u>															
41599	MELANIE PHILLIPS	\$41,103.54	<u>\$41,263</u>	BASE	M2-5		29.5905	66.53%	\$787.46	<u>41,105.41</u>					
			\$41,263								\$41,105.41				
<u>Operational</u>															
3844	JUSTINA PILLA	\$39,089.40	<u>\$35,684</u>	BASE	4-Max		17.6270	37.5	\$681.00	35,548.20					
2176	MARGARET SPENCER	\$38,695.50	<u>\$37,766</u>	BASE	5-Max		18.5070	37.5	\$715.00	<u>37,323.00</u>		\$350.00			
			<u>\$73,450</u>								\$72,871.20				\$350.00
		<u>\$181,241.47</u>	<u>\$177,305</u>								<u>\$176,329.71</u>	<u>\$350.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$350.00</u>

**Department: Collector/Treasurer/Utility Billing**  
**Fiscal Year 2005**

**LINE ITEM EXPLANATIONS**

**COLLECTOR:**

- Salaries Management** This is a prorated portion of the Finance Director/Treasurer's salary in his capacity as Collector
- Salaries Supervisory** This is a prorated portion of the Assistant Treasurer/Collector's salary in her capacity as Town Assistant Collector & Department Supervisor.
- Salaries Operational Staff** Salaries for two of the Collector's Office staff. (Also see Utility Billing)
- Operational Staff Add'l Comp** This item is additional compensation is contractual for one staff member based on length of service.
- Operational Staff Overtime** This line item funds overtime worked by Operational Staff during peak tax receipt periods. These include the weeks of the real estate and personal property due dates (Aug 1, Nov 1, Feb, 1, & May 1) and various excise tax billings randomly during the year. This account is increased \$5,000 to reflect the discontinuance of "lock box" services. There is a corresponding decrease in the Treasurer's Banking Services account.
- Repair and Maintenance** This line item funds repair of the various machines and equipment. These consist of Collector's check endorser, mail processing equipment, date stamp recorder, and other office machines. The Treasurer's decollator, slice burster, mail processing equipment, and other office machines.
- In State Travel/Meetings** For attendance at Department of Revenue seminars, Treasurer / Collector Association meetings, and administrative / clerical support staff seminars.
- Training and Education** The cost of professional association training programs, applications training, and Microsoft training are funded by this line item.
- Communication/Telephone** This is a proportioned cost assigned to the Collector's Office for telephone service
- Communication Postage** This is the direct cost for mailing of real estate, personal property, and excise bills. The costs for all delinquent account notice mailings including "Demand", "Warrant", and advertising notices.
- Copy/Mail Center Fees** This is a proportioned cost assigned to the Collector's Office for mail center labor for mail handling.
- Real Estate Tax Billing** The cost of producing the real estate tax bills on a quarterly basis is funded by this line item.

- Motor Vehicle Tax Billing** The cost of producing the motor vehicle tax bills is funded by this line item.
- PAYT Billing** The cost of producing and distributing Pay As You Throw invoices. These invoices are produced weekly with anticipated annual revenue in excess of \$1,200,000.
- Police Detail Billing** The cost of producing and distributing Police Detail invoices including. These invoices are produced weekly with anticipated annual revenue in excess of \$500,000. This represents approximately 10% of the annual service charges related to Police Detail billing.
- Ambulance Fee Collections** These represent fees, based on 4.75% of collected revenue, for a service agency to process all ambulance invoicing and insurance claim processing.
- Office Supplies** The cost of supplies needed to collect the Town's revenues is contained in this line item. This includes basic office supplies as well as printer toner cartridges, etc.