



# City of Somerville Municipal Budget FY2020 Proposed

Mayor Joseph A. Curtatone



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**Massachusetts**

For the Fiscal Year Beginning

**July 1, 2017**

*Christopher P. Morill*

Executive Director

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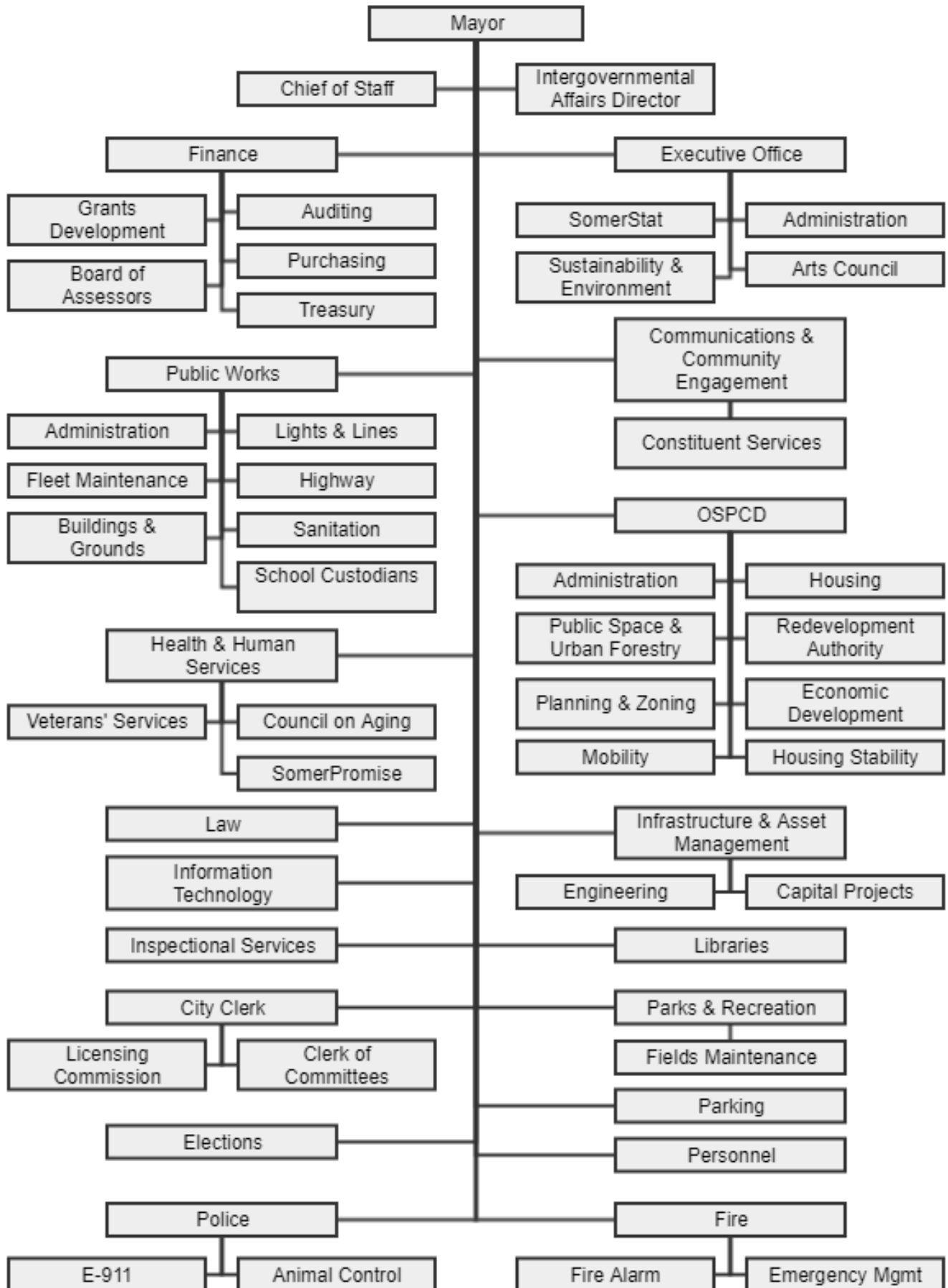
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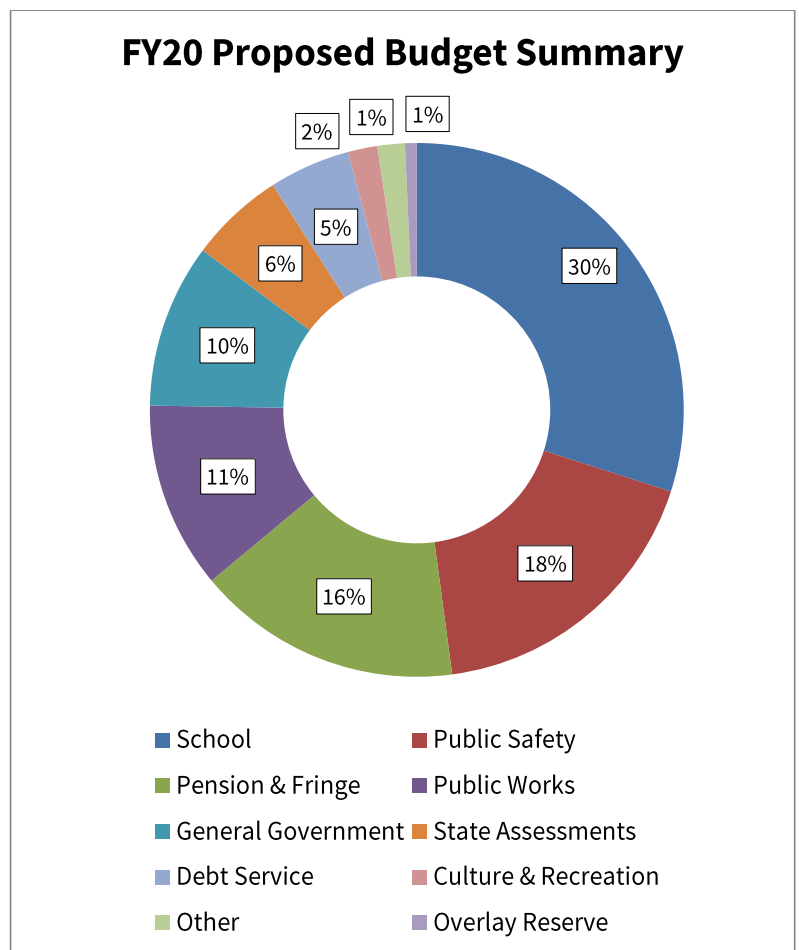
# Departmental Organizational Chart



# Operating Budget Summary

Program Expenditures	FY18 Budgeted	FY19 Budgeted	FY20 Proposed
General Government	\$20,446,113	\$21,342,545	\$ 25,308,523
Public Safety	42,096,188	42,702,095	45,673,198
Culture & Recreation	3,969,966	3,964,661	4,554,620
Public Works	27,174,212	27,169,910	28,782,673
Pension & Fringe	40,244,419	40,422,957	40,930,421
Debt Service	10,572,795	11,646,258	12,511,140
Other	3,734,000	4,911,270	4,216,571
School Department	68,574,180	72,679,325	76,257,481
Overlay Reserve	1,528,746	1,647,701	1,800,000
State Assessments	14,235,616	14,188,184	14,619,485
Supplemental Appropriations	14,200	725,856	-
<b>Total</b>	<b>\$233,590,435</b>	<b>\$241,400,762</b>	<b>\$254,654,111</b>

Financing Sources	
Property Taxes	167,625,697
Excise Taxes	10,259,658
Penalties and Interest	515,300
PILOT Payments	1,797,483
Charges - Trash	110,750
Fees	1,200,783
Rentals	91,604
Other Dep Revenue	120,000
Licenses and Permits	10,237,078
Fines and Forfeits	6,188,330
Investment Income	900,000
Miscellaneous Recurring	648,000
State Revenue	50,074,961
Other Financing Sources	4,887,397
<b>Revenue Total</b>	<b>254,657,041</b>







## City of Somerville, Massachusetts

**Joseph A. Curtatone**  
**Mayor**

To the Honorable City Council and Somerville Residents and Business Owners:

Somerville, like many other cities and towns, is a community committed to equity and progress. But what stands out about us and our commitment is that we back it up with action. We don't just believe in affordability, educational opportunities, sustainability, job creation, transit access, open space, efficient government, diversity, opportunity for all, and more. We set goals. We hammer out road maps. We develop resources. We transform our values into policies and programs. We invest in our priorities. We measure our outcomes.

In short, we get things done. Look around and you can see the results of that determination.

After decades of advocacy and a significant investment, Green Line Extension construction is underway. We're building a new high school to expand opportunities for our youth, new bike lanes and improved crosswalks line our roads creating greater safety, renovated parks and green spaces dot our map, and a whole new job-producing neighborhood now stands at Assembly Row. Our police have helped reduce crime to historic lows, and they are nationally lauded for compassionate community policing. Our schools lead growth scores for urban schools and graduation rates continue to climb. Critical infrastructure work on our aging and fragile water and sewer systems is finally underway. We are deploying bold initiatives to pursue affordable housing and sustainability. We're working with the community to create more open space and protect our tree canopy. We're training our workers for the jobs of tomorrow and supporting our small businesses and creative economy. And that's just a small snapshot of the progress and work that goes on in the amazing four square miles we call home.

To be clear, we are also facing daunting challenges: climate change, the housing crisis and displacement, enormous infrastructure needs, the opioid epidemic, seniors struggling on fixed incomes, underemployment, growing xenophobia and open racism, road congestion, aging public buildings, declining State funding, federal threats to the stability of our immigrant residents and families, wage suppression, healthcare access, and other pressing concerns. As a community, we work daily to address these challenges, and during the budget process, we make critical decisions that will shape vital outcomes.

# Mayor's Message

Fortunately, due to the community's support of new growth and community-driven development that generates new revenue, we are able to make strategic investments while minimizing impacts on our tax payers. As other communities propose costly operational overrides, Somerville once again has a proposed budget that meets a range of needs and goals from core services to the aspirational.

This FY20 budget thus leverages new growth to support needed investments in both our core services and our core values.

Our aim is to move the community's work forward particularly on education, affordable housing, fair wages, and traffic safety, while also maintaining and enhancing quality of life. This budget likewise continues to address other central goals set forth in SomerVision and by the community—including diversity, sustainability, green space and trees, youth wrap-around services including mental health supports, and early childhood development, while supporting efficient delivery of core services.

This budget reflects a significant increase in our investment in fair wages and good jobs. With the recent passage of the \$15 living wage for all part-time staff, as well as the settlement of union contracts including for our laborers, librarians, custodians and other core workers, we are committing as a community to fair wages now and into the future. Of importance, these union positions now have expanded salary scales that provide more years of predictable wage growth even outside of contract adjustments.

Once again, we propose a strategic investment in our schools and associated out-of-school and wrap-around services. The \$3.58 million, 5 percent increase to the School Department budget reaffirms our commitment to help each of our students achieve his or her potential. From 0-K school readiness, to core academic and vocational learning, to health and other essential support services, we must ensure our children are given every opportunity to learn and succeed. This proposed budget will help us do just that.

Our community is undergoing a profound mobility shift as ever more residents choose to walk, bike, or ride transit. Meanwhile, congestion on Boston area roads is the highest in the nation. To ensure the safety of all traffic participants, we must make bold and innovative investments in traffic safety. For this reason, the City has committed to the Vision Zero movement, with a goal of eliminating all traffic deaths or serious injuries. To seed this ambitious, long-term effort, proposed spending in FY20 from a range of sources totals more than \$2 million.

Last year, the Council and community supported the establishment of our new Office of Housing Sustainability, greatly furthering our ability to address the local impacts of the regional housing crisis. Now fully staffed, this budget proposes more than a quarter million in additional funding to support new and critical OHS efforts aimed at ensuring our residents have the support to navigate housing challenges and access needed resources.

As we accelerate our commitment to address Climate Change, this budget proposes a new Energy Manager for our Office of Sustainability and Environment that will surely pay for itself and more over time as initiatives to manage City energy consumption, such as peak demand management, are implemented.

As we intensify our efforts to prevent addiction, pursue harm reduction, and support recovery, the coming year will see investment in a new Substance Abuse Prevention Coordinator and enhanced outreach and education, both funded with fees from medical marijuana facilities.

# Mayor's Message

Reaffirming our commitment to diversity, this budget proposes a new Police Cadet Program that will prepare diverse candidates including Somerville High School recruits for careers in public safety. Additional proposed investments will expand access to City services for immigrant residents as well as address the growing and urgent need for immigration related services via our SomerViva Office of Immigrant Affairs.

A new Public Space and Urban Forestry Division and proposed new staffing will support the management and expansion of our parks, open space, and tree canopy. Just as the new Mobility Division and Infrastructure and Asset Management divisions will accelerate and enhance our efforts to promote traffic safety and enhance building and construction management.

Additional investments will protect our assets and open spaces, shore up core services, and meet growing maintenance needs including an expansion of tree maintenance funding, salt monitoring technology for snow removal operations, park maintenance staff, highway and road crews, a new trench inspector to ensure the integrity of our roads after utilities dig them up, and other basic service investments and positions.

Again, we've proposed a budget based on shared community goals, our commitment to fiscal responsibility, our focus on quality core services, and with an eye toward our long-range aspirations and obligations. We've done so within the levy limit. We have both goals and liabilities to meet, and thus we are budgeting for today and for the progress we seek for tomorrow.

I submit this budget with the greatest respect for the careful review it will receive from my colleagues on the City Council, who have worked so closely with us and the community to set our priorities and path forward.

Sincerely,



Mayor Joseph A. Curtatone

# Community Profile

Somerville is a city located in Middlesex County, Massachusetts, just two miles north of Boston. Occupying slightly more than four square miles and with a population of 79,507, including thriving immigrant communities from all over the world, Somerville is the most densely populated community in New England and one of the most ethnically diverse cities in the nation. Rich in both history and culture, the city boasts numerous intriguing historical sites, community spaces, businesses, and restaurants.

Somerville has a rich and lengthy history dating back before the 1700s when it was first settled by native people – the Massachuset Indians – drawn by the abundance of alewife, a fish still found in the Mystic River today. After illness significantly reduced the number of the Massachuset tribe, the land was purchased and settled by Europeans in 1630 as a part of Charlestown. It later played a significant role in events leading up to and during the American Revolution. Somerville was still largely rural with roughly 1,000 residents when it established itself as a town in 1842, separate from the urbanizing Charlestown. The town was officially incorporated as a city in 1872 by which time its population had grown significantly to roughly 15,000, and its economy was more industrialized with several manufacturing businesses. By the early 1900s, Somerville had evolved into a densely settled urban area with the population growing very rapidly each year, more than doubling within 30 years.



As a part of Charlestown, areas existing in modern-day Somerville were critical military positions in the American Revolution. The historic Powder House - now considered one of the most distinct pre-Revolutionary structures in Massachusetts - housed gunpowder for Revolutionary soldiers during the war. During British invasion, Somerville (then Charlestown) was part of the route ridden by Paul Revere on his famous “Midnight Ride.” Finally, and most notably, Prospect Hill was the site of the raising of the first Grand Union Flag, under the orders of General George Washington, on January 1, 1776.

Today, Somerville is an eclectic mix of blue-collar families, young professionals, growing and established families, college students, and recent immigrants from countries as varied as Brazil, Haiti, and Nepal. There are more than 50 spoken languages in Somerville schools. With a large immigrant population, Somerville celebrates its diversity through numerous inclusive events celebrating cultural traditions and holidays. Somerville is a diverse, dense, walkable, community that offers comparatively affordable housing in the Boston Metropolitan Area. Given the City’s convenient location near numerous educational institutions, including three of the nation’s leading institutions of higher learning, Tufts, Harvard, and MIT, it comes as no surprise that college and graduate students make up almost 19% of the population.

Somerville is defined by its city squares. Its large number of squares help mark neighborhood boundaries while also featuring bustling businesses and entertainment centers. Among the most active today are Davis Square, Union Square, Ball Square, Teele Square, and Magoun Square. Each offers a mix of ethnic restaurants, bars, shops and small businesses to fit every taste and occasion. The City shares its southern border with Cambridge and the MBTA Red and Orange Lines connect Davis Square to Cambridge and Boston. The long-awaited Green Line Extension finally broke ground in FY 2019 and is on pace to be fully complete and operation by the end of 2021. When complete, the number of Somerville residents within a half mile of public transit will jump from 15% to 85%.

# Community Profile



Population	
Total Population	79,983
Female	39,744
Male	40,239
Median Age	31.5

Housing	
Owner-occupied units	11,179
Renter-occupied units	20,735
Median home value	\$558,300
Median mortgage payment	\$2,394
Median monthly rent	\$1,699
Vacancy rate	4.7%

Average Income	
Median household income	\$84,722
Mean household income	\$104,280
Per capita income	\$44,399

Household Income	
Under \$10,000	5.3%
\$10,000 to \$14,999	3.9%
\$15,000 to \$24,999	5.8%
\$25,000 to \$34,999	5.5%
\$35,000 to \$49,999	8.9%
\$50,000 to \$74,999	14.3%
\$75,000 to \$99,999	12.0%
\$100,000 to \$149,999	21.8%
\$150,000 to \$199,999	12.2%
\$200,000 and over	13.7%

Source: 2017 American Community Survey 5-year estimates

Education	
Less than 9 <sup>th</sup> grade	5.0%
9 <sup>th</sup> to 12 <sup>th</sup> grade, no diploma	4.6%
High school graduate	16.6%
Some college, no degree	9.4%
Associate's degree	3.2%
Bachelor's degree	31.8%
Graduate or professional degree	29.4%

Household Composition	
Total households	32,453
Family households	13,630
Two-parent	9,939
Single-parent	3,691
Non-family households	18,823
Average household size	2.38

Race	
White non-Hispanic/Latino	70.6%
Hispanic/Latino	9.9%
Black/African American	8.2%
Asian	11.1%
Other	0.2%

Commuting Share	
Drove Alone	38.0%
Public Transportation	32.6%
Walked	11.4%
Carpooled	5.8%
Other Means	7.8%
Mean travel time to work (mins)	31.6

# SomerVision Update

In 2019, Somerville residents and City planning staff began the process of updating the City’s comprehensive plan. SomerVision 2040 will update Somerville’s Comprehensive Plan 2010-2030 and provide guidance for the future. As a part of this process, a SomerVision Committee of sixty-seven participants has been convened to write the plan, and several meetings -- for both the general public and the SomerVision Committee members -- have already been held. City staff expects that new SomerVision Numbers will be set as a part of this process, but one of the first steps of SomerVision 2040 was to assess progress on these initial goals.

The SomerVision 2030 Numbers are:

- 30,000 new jobs,
- 125 acres of new usable open space,
- 6,000 new housing units, 1,200 of which should be permanently affordable,
- 50% of new trips via transit, bike, or walking,
- and 85% of new development within transformative areas of the City.

As a way to track the City’s progress towards achieving the goals set out in SomerVision 2030, a collaborative tracking process was developed through the efforts of OSPCD, Finance, SomerStat, and Inspectional Services. The SomerVision Tracker collects information on:

- Development address and moniker
- Square footage including use breakdown
- Jobs created from square foot averages
- Net new housing units including affordable units
- Open space created by the City and developers
- Permitting dates for zoning approval, building permit issuance, and Certificate of Occupancy.

Working in collaboration with other departments, the SomerVision Tracker informs building permit projections, verifies reported construction cost data, and projects major changes in assessed property values.

## SomerVision Score Card 2019

Target Area	Total since 2010	SomerVision Goal	Percent towards 2010-2030 SomerVision Goal
Jobs Created	7,583	30,000	25%
New Housing Units	2,271	6,000	38%
New Affordable & Inclusionary Units	438	1,200	37%
New Usable Acres of Open Space	15	125	12%
New Development in Transformative Areas	65%	85%	-
Percent New Trips via Walk, Bike, or Transit	-	50%	-



“Somerville strives to become the most walkable, bikeable, transit-friendly city in America, and if we’re going to get there, we must be bold, and we must bolster our dedication to safer streets.”

– Mayor Curtatone

In September 2017, Mayor Joseph A. Curtatone announced that the City of Somerville was taking a bold and critical safety step: the City had officially joined and committed to the goals of the international Vision Zero movement. Vision Zero aims to eliminate all traffic fatalities and serious injuries within member cities and towns, and Somerville is now among roughly 40 U.S. cities to take on this life-saving goal.

The central tenet of Vision Zero is that crashes resulting in severe injuries and fatalities are avoidable with the right infrastructure, policies, enforcement, education, and public involvement. Achieving Vision Zero will take time, study, data-driven decision-making, and steady investment. It will also take a coordinated multi-department approach to ensure our goal of safety for all road users, regardless of whether they are on bicycle or on foot, in a vehicle, or aboard public transit.

Although our Vision Zero commitment builds upon the past 16 years of citywide safety improvements, there is much more to do. The pace of investment must accelerate if we are to meet our goals to ensure safety for all users ranging from school children to seniors, and encompassing pedestrians, cyclists and drivers. Our planned and proposed investments for FY20 total more than \$2 million for targeted infrastructure improvements, initiatives, and analysis that will be carried out across departments via a mix of funding sources: the General Fund budget, Capital Investment Plan (CIP) projects, grants, special revenue funds such as ride -hailing (TNC) surcharge, and other sources. To provide a clear picture of the total, current, and proposed FY20 Vision Zero investment, each of these distinct but interrelated efforts are listed here. Again, Vision Zero is a long-range effort. While we cannot achieve Vision Zero overnight, we can, as a community, make these new and significant investments to move us more quickly toward our goal.

**FY20 Vision Zero Investments**

Highlighted General Fund investments planned for FY20 related to Vision Zero	Department/ Division	FY20 Investment	Net Budget Increase from FY19
Professional & technical services for Vision Zero implementation, including on-call traffic engineering services, signal timing plans, and preparation of a long-range bicycle network plan	OSPCD: Mobility	\$215,000	\$165,000

# Vision Zero

Highlighted General Fund investments planned for FY20 related to Vision Zero	Department/ Division	FY20 Investment	Net Budget Increase from FY19
Comprehensive parking study (curbside inventory, residential and business permit parking, meter analysis)	Parking	\$150,000	\$150,000
Increase Project Manager from part time to full time to manage parking study contract and facilitate across other city departments (OSPCD Mobility, Engineering, DPW, etc.)	Parking	\$61,670	\$28,393
On-call ADA ramp replacement services	DPW: Highway	\$75,000	\$75,000
Pavement markings: maintenance of crosswalks, bike lanes, etc.	Parking (to be transitioned to IAM Engineering)	\$270,000	\$1,462
<b>General Fund Total</b>		<b>\$771,670</b>	<b>\$419,855</b>

Vision Zero implementation investments planned for FY20	Department/ Division	FY20 Investment	Net Budget Increase from FY19
Investment	Funding Source	\$215,000	\$165,000
Pavement markings: new pedestrian and bicycle markings	OSPCD: Mobility	\$75,000	Special Revenue: TNC
Traffic signal re-timing	OSPCD: Mobility	\$100,000	Special Revenue: TNC
Transportation Planner salary (hired in FY19)	OSPCD: Mobility	\$77,089.00	Special Revenue: TNC
Equipment and supplies: speed tables, flexposts, etc.	OSPCD: Mobility	\$50,000	Special Revenue: TNC
Traffic engineering for the Mystic Ave., Fellsway, I-93, and McGrath intersection	OSPCD: Mobility & IAM: Engineering	\$150,000	Grant: MA Gaming Commission
Traffic calming treatments as part of annual paving program for streets and sidewalks (e.g., bumpouts, chicanes, curb extensions, new crosswalks, flexposts, etc) for Medford St., Holland St., and Highland Ave.	IAM: Engineering	\$300,000	Grant: Chapter 90
Streetscape infrastructure improvements (including traffic signal equipment upgrades)	OSPCD: Mobility	\$272,500	Grant: CDBG
Prospect Hill Park renovation: new traffic calming curb extensions	OPSCD: Public Space & Urban Forestry	\$75,000	CIP (approved)
Powderhouse Blvd. interim improvements: new curb extensions, bumpouts, and ramps for North St. intersection	IAM: Engineering	\$100,000	CIP (approved)



Vision Zero implementation investments planned for FY20	Department/ Division	FY20	Net Budget Increase from FY19
Davis Square interim pedestrian safety improvements	IAM: Engineering	\$500,000	CIP (to be submitted)
Complete streets design for Spring Hill Sewer Separation	IAM: Engineering	\$530,000	CIP (design approved, construction to be submitted)
<b>Other Funding Sources Total</b>		<b>\$2,080,000</b>	

# 2018 Grants Summary

The City of Somerville receives grant funding from a variety of state, federal, corporate, and private sources. These grants provide financial and technical support for a broad range of municipal projects, programs, and initiatives, both new and existing, and reduce the City's reliance on tax dollars to support important programs and services. In 2018 alone, the City of Somerville was awarded more than \$21 Million to support programs ranging from the arts, to food access, to public safety and mental health, and climate change planning. The table below provides a list of all grants that were awarded to various City Departments in calendar year 2018 and have been formally accepted by the City Council.

## Calendar Year 2018 Grants Summary

Department	Awarding Agency	Amount	Multi-Year
Arts Council	NEA Art Works	\$10,000	
Arts Council	Somerville Housing Authority	\$3,000	
Arts Council	Mass. Cultural Council	\$8,500	
Arts Council	Mass. Cultural Council	\$37,500	
Arts Council	Executive Office of Housing & Economic Development	\$61,610	
Fire	Executive Office of Public Safety & Security - Dept. of Fire Services	\$3,009	
Fire	Executive Office of Public Safety & Security - Dept. of Fire Services	\$6,707	
Fire	Executive Office of Public Safety & Security	\$60,000	
Health	Metro North Regional Employment Board	\$32,000	
Health	Mass. Dept of Public Health	\$100,000	
Health	Mass. Dept of Public Health	\$94,622	
Health	Cambridge Public Health Dept.	\$11,000	
Health	Mass. Attorney General's Office	\$3,100	
HHS - Council on Aging	Somerville-Cambridge Elder Services	\$7,816	
HHS - Council on Aging	Somerville-Cambridge Elder Services	\$8,700	
HHS - Council on Aging	Mass. Councils on Aging	\$900	
HHS - Shape Up Somerville	Mass. Farmers Markets / USDA Food & Nutrition Services	\$1,561	
HHS - Shape Up Somerville	Project Bread	\$4,000	
Library	Mass. Board of Library Commissioners	\$8,315	
OSPCD - Admin	HUD- Community Development Block Grant	\$2,478,050	Annual Entitlement
OSPCD - Admin	HUD- HOME Investment Partnership	\$424,368	Annual Entitlement
OSPCD - Admin	HUD- Emergency Solutions Grant	\$209,799	Annual Entitlement

# 2018 Grants Summary

Department	Awarding Agency	Amount	Multi-Year
OSPCD - Economic Development	Metro North Regional Employment Board	\$45,625	Annual Competitive
OSPCD - Economic Development	Metro North Regional Employment Board	\$41,125	Annual Competitive
OSPCD - Economic Development	EPA	\$300,000	3 Yr. Competitive
OSPCD - Housing	National Grid Massachusetts	\$40,432	Periodic
OSPCD - Housing	Mass. Dept. of Housing and Community Development	\$5,000	Annual Competitive
OSPCD - Housing	HUD- CoC Planning Grant	\$59,747	Annual Competitive
OSPCD - Housing	HUD - Office of Healthy Homes/Tufts - Air Quality	\$92,888	Periodic Competitive
OSPCD - Housing	HUD- Lead Hazard Abatement	\$1,703,572	3 Yr. Competitive
OSPCD - Transportation & Infrastructure	MA DHCD Housing Choice Infrastructure - Gilman Square Engineering	\$200,000	One Time - Special Purpose
OSPCD - Transportation & Infrastructure	Executive Office of Energy and Environmental Affairs - PARC	\$400,000	Annual Competitive
OSPCD - Transportation & Infrastructure	Mass. Gaming Commission - Baseline Air Quality & Traffic Study	\$100,000	One Time - Special Purpose
OSPCD - Transportation & Infrastructure	Mass. Gaming Commission - I-93/Rt. 28/Rt. 38 Traffic Study	\$150,000	Annual Competitive
OSPCD - Transportation & Infrastructure	Mass. Dept. of Housing and Community Development- MA Works	\$13,000,000	Annual Competitive
OSPCD - Transportation & Infrastructure	Mass. Dept. of Conservation and Recreation - Community Challenge	\$20,000	Annual Competitive
Police	FEMA / Urban Area Security Initiative (UASI)	\$50,000	
Police	Mass. Office of Grants & Research (Shannon Grant)	\$11,389	
Police	Executive Office of Public Safety and Security	\$38,000	
Police	Boston Office of Emergency Management	\$120,000	
Police	Boston Office of Emergency Management	\$133,133	
Police	Executive Office of Public Safety and Security	\$3,750	
Police	Executive Office of Public Safety and Security	\$12,000	
Police	Mass. Dept. of Mental Health	\$37,315	
Police	Mass. Dept. of Mental Health	\$298,280	

# 2018 Grants Summary

<b>Department</b>	<b>Awarding Agency</b>	<b>Amount</b>	<b>Multi-Year</b>
Police	Mass. Dept. of Public Health	\$10,000	
Police	Executive Office of Public Safety and Security	\$18,724	
Police	U.S. Dept. of Justice	\$17,216	
OSE	Mass. Dept. of Environmental Protection	\$30,000	
OSE	Executive Office of Energy and Environmental Affairs	\$350,000	
OSE	Mass. Dept. of Energy Resources	\$187,801	
OSE	Mass. Dept. of Energy Resources	\$12,500	
		<b>\$21,063,054</b>	

# Budget Table

<b>FY20 GENERAL FUND BUDGET</b>	<b>PERSONAL SERVICES</b>	<b>ORDINARY MAINTENANCE</b>	<b>SPECIAL ITEMS</b>	<b>CAPITAL OUTLAY</b>	<b>TOTAL</b>
<b>GENERAL GOVERNMENT</b>					
Board of Aldermen	458,500	40,860			499,360
Clerk of Committees	76,658	1,000			77,658
Exec - Administration	666,272	70,461	204,500		941,233
Exec - SomerStat	472,846	67,800			540,646
Exec - Arts Council	374,214	199,125			573,339
Exec - OSE	367,637	135,550			503,187
Infrastructure & Asset Mgmt	366,076				366,076
IAM - Capital Projects	403,970	91,900		290,000	785,870
IAM - Engineering	347,400	74,300		250,000	671,700
Communications	876,099	234,291			1,110,390
Constituent Services	780,300	73,250			853,550
Finance - Auditing	864,143	104,412			968,555
Finance - Grants Development	166,013	8,700			174,713
Finance - Purchasing	440,043	29,600			469,643
Finance - Assessing	601,529	100,300			701,829
Finance - Treasury	695,948	258,450			954,398
Law	881,596	585,875			1,467,471
Personnel	1,040,688	325,884	78,000		1,444,572
City Clerk	552,873	187,617			740,490
Elections	450,173	135,590			585,763
Licensing Commission	11,628				11,628
Information Technology	872,802	2,135,123			3,007,925
OSPCD - Administration	379,358	100,750			480,108
OSPCD - Planning & Zoning	881,384	287,000			1,168,384
OSPCD - Housing	586,983	68,500			655,483
OSPCD - Redevelopment Authority	19,260	100,000			119,260
OSPCD - Mobility	337,792	224,500			562,292
OSPCD - Public Space & Urban Forestry	476,350	120,900		150,000	747,250
OSPCD - Economic Development	482,794	264,950			747,744
OSPCD - Housing Stability	368,219	320,500			688,719
Inspectional Services	2,447,873	241,414			2,689,287
<b>TOTAL GENERAL GOVERNMENT</b>	<b>17,747,421</b>	<b>6,588,602</b>	<b>282,500</b>	<b>690,000</b>	<b>25,308,523</b>
<b>PUBLIC SAFETY</b>					
Police	16,199,121	678,700	166,200		17,044,021
Police - E-911	1,072,923				1,072,923

# Budget Table

<b>FY20 GENERAL FUND BUDGET</b>	<b>PERSONAL SERVICES</b>	<b>ORDINARY MAINTENANCE</b>	<b>SPECIAL ITEMS</b>	<b>CAPITAL OUTLAY</b>	<b>TOTAL</b>
Police - Animal Control	110,001	16,050			126,051
Fire	16,502,912	509,400	2,500		17,014,812
Fire - Alarm	1,027,262				1,027,262
Fire - Emergency Management	20,826	10,690			31,516
Health and Human Services	2,332,161	732,530			3,064,691
HHS - Council on Aging	427,466	101,647			529,113
HHS - SomerPromise	179,177	236,050			415,227
HHS Veterans Services	133,995	636,135			770,130
Parking	2,836,754	1,740,698			4,577,452
<b>TOTAL PUBLIC SAFETY</b>	<b>40,842,598</b>	<b>4,661,900</b>	<b>168,700</b>		<b>45,673,198</b>
<b>PUBLIC WORKS</b>					
DPW - Administration	703,921	961,400			1,665,321
DPW - Electrical	393,999	281,500			675,499
DPW - Highway	2,999,221	1,397,584			4,396,805
DPW - Sanitation		5,586,298			5,586,298
DPW - Buildings and Grounds	2,601,862	8,772,117			11,373,979
DPW - School Custodians	2,159,245	978,500			3,137,745
DPW - Fleet		601,000			601,000
Snow Removal		1,346,026			1,346,026
<b>TOTAL PUBLIC WORKS</b>	<b>8,858,248</b>	<b>19,924,425</b>			<b>28,782,673</b>
<b>CULTURE &amp; RECREATION</b>					
Libraries	2,206,819	440,855			2,647,674
Recreation	922,363	321,550			1,243,913
Recreation - Fields Maintenance	296,633	366,400			663,033
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>3,425,815</b>	<b>1,128,805</b>			<b>4,554,620</b>
Debt Service		12,511,140			12,511,140
<b>TOTAL DEBT SERVICE</b>		<b>12,511,140</b>			<b>12,511,140</b>
<b>PENSION &amp; FRINGE</b>					
Health Insurance	23,183,409	299,000			23,482,409
Life Insurance	104,264				104,264
Medicare	1,878,287				1,878,287
Workers Compensation	533,094	422,700			955,794
Unemployment Compensation	136,591				136,591
Pension - Non Contributory		99,706			99,706

# Budget Table

<b>FY20 GENERAL FUND BUDGET</b>	<b>PERSONAL SERVICES</b>	<b>ORDINARY MAINTENANCE</b>	<b>SPECIAL ITEMS</b>	<b>CAPITAL OUTLAY</b>	<b>TOTAL</b>
Pension - Accumulation Fund	14,273,369				14,273,369
<b>TOTAL PENSION &amp; FRINGE</b>	<b>40,109,015</b>	<b>821,406</b>			<b>40,930,421</b>
<b>OTHER</b>					
Building Insurance		488,000			488,000
Subsidy to Enterprise Funds			953,571		953,571
Judgements and Settlements		175,000			175,000
Salary Contingency	2,600,000				2,600,000
<b>TOTAL OTHER</b>	<b>2,600,000</b>	<b>663,000</b>	<b>953,571</b>		<b>4,216,571</b>
School Department	60,396,769	15,860,712			76,257,481
<b>MUNICIPAL APPROPRIATIONS FY20 BUDGETED</b>	<b>173,979,866</b>	<b>62,159,990</b>	<b>1,404,771</b>	<b>690,000</b>	<b>238,234,626</b>
State and County Assessments			14,619,485		14,619,485
Overlay Reserve			1,800,000		1,800,000
<b>GRAND TOTAL</b>	<b>173,979,866</b>	<b>62,159,990</b>	<b>17,824,256</b>	<b>690,000</b>	<b>254,654,111</b>

# Revenue Table

GENERAL FUND REVENUE		FY18 ACTUAL	FY19 BUDGET	FY20 PROJECTED	% CHANGE
411000	PERSONAL PROPERTY TAXES	4,858,079	-	-	
412000	REAL ESTATE TAXES	137,329,726	155,031,239	167,625,697	8.1%
414200	R/E TAX TITLE REDEEMED	265,436	-	-	
414201	TAX LIENS REDEEMED	83,860	-	-	
414400	DEFERRED TAX	10,957	-	-	
<b>PROPERTY TAXES</b>		<b>142,548,057</b>	<b>155,031,239</b>	<b>167,625,697</b>	<b>8.1%</b>
415000	MOTOR VEHICLE EXCISE TAX	6,641,141	6,732,124	6,776,206	0.7%
468001	LOCAL MEALS EXCISE	1,954,864	2,037,464	2,169,531	6.5%
468002	LOCAL OPTION ROOM EXCISE	888,186	1,152,563	1,313,921	14.0%
<b>EXCISE TAXES</b>		<b>9,484,191</b>	<b>9,922,151</b>	<b>10,259,658</b>	<b>3.4%</b>
417001	PENALTIES & INT - PERSONAL PRO	6,445	5,000	5,000	0.0%
417002	PENALTIES & INT - REAL ESTATE	319,820	200,000	200,000	0.0%
417003	INTEREST- VEHICLE EXCISE	21,901	16,000	20,000	25.0%
417004	INTEREST - TAX TITLE	128,763	125,000	35,000	-72.0%
417006	PENALTIES - TAX TITLE	3,179	1,020	1,500	47.1%
417007	PENALTIES TAX/EXCISE	335,055	220,000	200,000	-9.1%
417009	PENALTIES NON CRIMINAL DEMAND	24,445	30,116	23,300	-22.6%
417010	PENALTIES NON CRIMINAL LIEN	30,260	32,000	30,000	-6.3%
417013	INTEREST-DEFERRED TAX	460	-	500	-
<b>PENALTIES &amp; INTEREST ON TAXES</b>		<b>870,328</b>	<b>629,136</b>	<b>515,300</b>	<b>-18.1%</b>
418000	PAYMENTS IN LIEU OF TAXES	1,327,790	1,538,300	1,797,483	16.8%
<b>PILOT PAYMENTS</b>		<b>1,327,790</b>	<b>1,538,300</b>	<b>1,797,483</b>	<b>16.8%</b>
432017	RESIDENTIAL TRASH FE	33,800	38,200	34,000	-11.0%
432020	SANITATION FEES	76,893	76,222	76,750	0.7%
<b>CHARGES - TRASH</b>		<b>110,693</b>	<b>114,422</b>	<b>110,750</b>	<b>-3.2%</b>
432001	ADVERTISING FEES	900	750	450	-40.0%
432002	BUS CERTIFICATE	26,100	22,500	25,500	13.3%
432003	CERT OF LIENS	131,070	145,000	100,000	-31.0%
432004	CONDO APPL FEE	108,000	78,000	120,000	53.8%
432005	CONSTABLE FEES	-	1,500	1,500	0.0%
432006	COPIES OF RECORDS	91,946	83,880	86,710	3.4%
432008	DETAIL SURCHARGE	424,527	322,500	323,500	0.3%
432009	FALSE ALARM FEE	42,800	42,800	48,300	12.9%



# Revenue Table

GENERAL FUND REVENUE		FY18 ACTUAL	FY19 BUDGET	FY20 PROJECTED	% CHANGE
432010	FINGERPRINTING FEES	2,520	2,000	2,500	25.0%
432011	FIRE ALARM REIMB	264,100	115,000	163,200	41.9%
432012	MISC FEES	52,225	35,000	45,000	28.6%
432014	NOTARIZATION	202	150	150	0.0%
432016	POLICE CRUISER FEES	18,700	14,000	18,000	28.6%
432018	RETURNED CHECK FEE	1,815	1,865	1,865	0.0%
432021	SMOKE DETECTOR INSP	70,800	60,900	62,000	1.8%
432022	SPGA FEES	1,692	1,500	1,500	0.0%
432023	WITNESS FEES	501	50	50	0.0%
432027	FRANCHISE FEE	380,000	360,000	-	-100.0%
432028	CURB CUT FEE	37,250	25,000	11,000	-56.0%
432029	TEMPORARY NO PARKING SIGN FEE	61,067	52,000	52,000	0.0%
432030	COMPOST BIN FEE	-	450	-	-100.0%
432034	WHITE GOODS FEES	12,079	9,000	7,500	-16.7%
432035	POOL FEES	17,706	18,408	18,408	0.0%
432037	PARK LIGHT FEE	13,240	15,000	10,000	-33.3%
432038	HEARING FEES	40,250	15,050	38,400	155.1%
432040	CANOE/BOAT RENTAL	24,000	25,000	25,000	0.0%
432041	GAS STATIONS	6,240	7,500	5,000	-33.3%
432042	OIL TRUCKS	3,100	3,500	3,500	0.0%
432043	SCALES	11,452	9,000	9,000	0.0%
432044	TAXI METERS	2,250	3,500	2,250	-35.7%
432047	CS APPLICATION FEE	3,805	2,500	2,500	0.0%
437002	BUS ROUTES	-	3	-	-100.0%
437003	BUS SHELTER ADVERTISING	-	21,253	-	-100.0%
437006	E-RATE REIMB	37,793	-	-	
437017	BIKE ADVERTISING FEE	19,082	16,000	16,000	0.0%
<b>FEES</b>		<b>1,907,213</b>	<b>1,510,559</b>	<b>1,200,783</b>	<b>-20.5%</b>
436000	RENTALS	41,727	29,360	29,360	0.0%
436100	BUILDING USE REVENUE	83,194	62,244	62,244	0.0%
<b>RENTALS</b>		<b>124,921</b>	<b>91,604</b>	<b>91,604</b>	<b>0.0%</b>
437001	PLANNING AND ZONING/BOA	121,301	120,000	120,000	0.0%
437004	COMMISSION ON MACHINES	-	500	-	-100.0%
<b>OTHER DEPARTMENTAL REVENUE</b>		<b>121,301</b>	<b>120,500</b>	<b>120,000</b>	<b>-0.4%</b>
441001	CLUB RESTR LIC-7 DAY	24,000	24,000	22,000	-8.3%

# Revenue Table

GENERAL FUND REVENUE		FY18 ACTUAL	FY19 BUDGET	FY20 PROJECTED	% CHANGE
441002	COMMON VICTUALLERS	75,200	72,000	82,500	14.6%
441003	INNHOLDER LICENSE	3,700	3,750	3,750	0.0%
441004	MALT & WINES EDC INT	3,500	3,500	3,500	0.0%
441005	MALT BEV & WINE STOR	26,500	22,500	22,500	0.0%
441006	MALT BEV/WINE RESTRN	38,100	40,000	40,200	0.5%
441007	PACKAGE STORE LIC	76,800	70,000	70,000	0.0%
441008	RESTAURANT LIC-LIQUR	325,450	320,875	375,000	16.9%
441009	SPEC ALCOHOL LICENSE	10,800	10,000	8,200	-18.0%
441010	FARMER POURER	14,000	12,000	12,000	0.0%
442002	AUTO AMUSM'T DEVICE	30,800	15,400	15,400	0.0%
442003	BILL/POOL/BOWL/ LIC	4,950	3,300	3,300	0.0%
442006	CONSTABLES LICENSE	1,650	1,485	1,320	-11.1%
442008	DOG KENNEL LICENSE	1,800	3,600	5,400	50.0%
442009	DOG LICENSE	37,170	42,000	46,200	10.0%
442010	DRAINLAYER LICENSE	15,350	13,750	13,750	0.0%
442011	ENTERTAINMENT LIC	61,800	50,000	50,000	0.0%
442012	FUNERAL DIRECT LICs	190	380	380	0.0%
442013	HAWKER/PEDDLER LICN	330	330	330	0.0%
442014	JUNK DEALER LICENSE	2,700	2,475	2,475	0.0%
442015	LIVERY/ LIMOUSINE	165	165	3,630	2,100.0%
442016	LODGING LICENSE	44,720	24,200	24,200	0.0%
442018	MILK LICENSE	5,995	7,000	5,995	-14.4%
442019	MOVING VANS & PODS	62,335	62,500	62,500	0.0%
442020	OUTDOOR PARKING SPAC	6,725	10,000	10,000	0.0%
442021	OUTDOOR SEATING	6,465	7,425	7,425	0.0%
442022	PHYSICAL THER LICNSE	10,900	10,000	10,000	0.0%
442023	PHYSICIANS/ OSTEOPH	180	60	-	-100.0%
442024	SIGNS AND AWNING	2,200	1,650	825	-50.0%
442026	SWIM POOL LICENSE	2,520	1,800	2,880	60.0%
442027	TAXI STAND LIC	-	3,465	1,320	-61.9%
442028	TAXICAB MEDALLION	41,215	22,875	19,825	-13.3%
442029	USED CAR DEALER LIC	27,225	27,225	25,410	-6.7%
442031	FORTUNE TELLER	275	275	275	0.0%
442032	URBAN AGRICULTURE LICENSE	600	375	600	60.0%
442033	BOA MOBILE FOOD VENDOR	330	165	165	0.0%
445001	BURIAL PERMITS	4,875	3,200	3,325	3.9%
445002	DUMPSTER CONTRACTORS	3,300	4,290	4,290	0.0%
445003	EXPLOSIVE STOR FLAMB	8,975	9,000	9,000	0.0%

# Revenue Table

GENERAL FUND REVENUE		FY18 ACTUAL	FY19 BUDGET	FY20 PROJECTED	% CHANGE
445004	EXTENDED RETAIL HOUR	11,495	9,680	9,680	0.0%
445005	FLAMMABLE PERMIT	21,730	19,965	18,150	-9.1%
445006	GARAGE PERMITS	56,760	45,375	46,630	2.8%
445007	MARRIAGE PERMIT	27,500	27,500	27,500	0.0%
445008	POLICE REVOLVER PERM	5,325	5,000	5,000	0.0%
445009	RAFFLE/BAZAAR PERMIT	180	240	240	0.0%
445011	RESIDENT PARK PERMIT	2,158,349	2,182,793	2,182,793	0.0%
445012	RETAIL&FOOD PERMIT	218,460	210,000	237,925	13.3%
445015	UNDERGROUD TANK REMV	2,000	1,000	600	-40.0%
445018	FIELD USAGE PERMIT	31,009	40,000	40,000	0.0%
448002	BUILDING PERMIT	11,665,603	5,500,000	5,500,000	0.0%
448004	DUMPSTER PERMIT	124,650	80,000	70,880	-11.4%
448005	ELECTRICAL PERMIT	463,813	375,000	461,440	23.1%
448006	GAS PERMIT	71,205	70,000	69,070	-1.3%
448007	GRANT OF LOCATION	18,150	18,150	24,200	33.3%
448008	HOUSING CERTIFICATE	220	385	385	0.0%
448009	INSPECTION	63,258	55,000	61,500	11.8%
448010	OCCUPANCY PERMIT	91,640	65,000	65,000	0.0%
448011	PLUMBING PERMIT	177,670	140,000	271,215	93.7%
448012	SIDEWALK OPENING	226,350	175,000	175,000	0.0%
477007	OPEN AIR VENDOR	165	-	-	-
<b>LICENSES &amp; PERMITS</b>		<b>16,419,322</b>	<b>9,927,103</b>	<b>10,237,078</b>	<b>3.1%</b>
468003	COURT FINES	3,259	5,000	3,000	-40.0%
468006	MASS COURT MOVING VIOLATN	183,830	300,000	133,500	-55.5%
477001	PARKING FINES	5,343,554	4,904,900	5,114,900	4.3%
477002	PARKING FINE SURCHAG	68,720	60,000	60,000	0.0%
477003	LIBRARY FINES	12,611	10,000	10,000	0.0%
477005	LANDCOURT/RECORDING	2,260	2,000	400	-80.0%
477006	ORDINANCE VIOLATIONS	521,937	395,000	465,000	17.7%
477009	RESTITUTION	851	1,000	530	-47.0%
477010	RMV NON RENEWAL SURCHARGE	120,450	105,500	100,000	-5.2%
477013	DELINQUENT PARKING TICKET REC	199,832	200,000	200,000	0.0%
477014	EXPIRED REG & SAFETY INSPECT	86,630	80,000	80,000	0.0%
484005	TOWING CHARGES	35,350	50,000	21,000	-58.0%
<b>FINES &amp; FORFEITS</b>		<b>6,579,284</b>	<b>6,113,400</b>	<b>6,188,330</b>	<b>1.2%</b>

# Revenue Table

GENERAL FUND REVENUE		FY18 ACTUAL	FY19 BUDGET	FY20 PROJECTED	% CHANGE
482000	INVESTMENT INCOME	925,494	600,000	900,000	50.0%
<b>INVESTMENT INCOME</b>		<b>925,494</b>	<b>600,000</b>	<b>900,000</b>	<b>50.0%</b>
437005	DPW RECYCLING	2,550	600	-	-100.0%
437007	VENDOR REBATES/REFUNDS	12,812	4,473	4,000	-10.6%
468007	MEDICAID REIMBURSEMNT DMA	838,921	815,000	600,000	-26.4%
468009	C OF M REIMB C-O-L-A	6,426	5,000	3,000	-40.0%
468011	REIMBURSEMENT - MISC.	132,324	65,000	-	-100.0%
484000	GENERAL GOV MISC REVENUE	47,645	10,000	6,000	-40.0%
484001	PRIOR YEAR REIMBURSEMENTS	184,248	28,864	10,000	-65.4%
484002	PROCEEDS FROM AUCTION	203	17	-	-100.0%
484004	SETTLEMENT OF CLAIMS	36,017	3,285	-	-100.0%
484012	BANK REVENUE SHARE	76,388	57,333	25,000	-56.4%
<b>MISC RECURRING</b>		<b>1,337,533</b>	<b>989,572</b>	<b>648,000</b>	<b>-34.5%</b>
461002	STATE REIM ABATE SURV SPS	286,024	287,775	284,519	-1.1%
462001	SCHOOL AID CHAPTER 70	19,505,270	20,329,028	20,486,918	0.8%
462004	CONSTRUCTION OF SCHL PROJ	2,157,052	1,135,491	1,135,491	0.0%
462005	CHARTER SCHOOL REIMBURSMT	515,922	710,331	1,093,092	53.9%
466000	UNRESTRICTED GEN GOVT AID	25,171,000	26,051,985	26,755,389	2.7%
466003	VETERANS AND BENEFITS	373,875	305,354	319,552	4.6%
468014	STATE QUALIFIED BONDS	597,584	-	-	
<b>STATE REVENUE</b>		<b>48,606,728</b>	<b>48,819,964</b>	<b>50,074,961</b>	<b>2.6%</b>
484500	MISCELLANEOUS NON-RECURRING	64,289	-	-	
494003	SALE OF VEHICLES	3,911	-	-	
497002	TRANSFERS FROM SPEC REV	2,640,770	2,655,415	2,500,000	-5.9%
497005	TRANSFERS FROM ENTERPRISE	1,287,397	1,287,397	1,287,397	0.0%
	FREE CASH	2,000,000	1,750,000	1,100,000	-37.1%
	OVERLAY SURPLUS	800,000	300,000	-	-100.0%
	RECEIPTS RESERVED FOR APPROP	120,000	-	-	
<b>OTHER FINANCING SOURCES</b>		<b>6,916,367</b>	<b>5,992,812</b>	<b>4,887,397</b>	<b>-18.4%</b>
<b>GRAND TOTAL</b>		<b>237,279,222</b>	<b>241,400,762</b>	<b>254,657,041</b>	<b>5.5%</b>

# Budget Overview

A proposed FY2020 General Fund Municipal Appropriation of \$238,234,626 was submitted by Mayor Joseph Curtatone to Somerville’s Board of Aldermen on June 5, 2019.

Below are explanations and details concerning the FY2020 revenue collection assumptions and spending appropriations. Following the appropriations overview, each department’s detailed budget is presented along with performance highlights for FY19 as well as goals for FY20.

## REVENUE INTRODUCTION

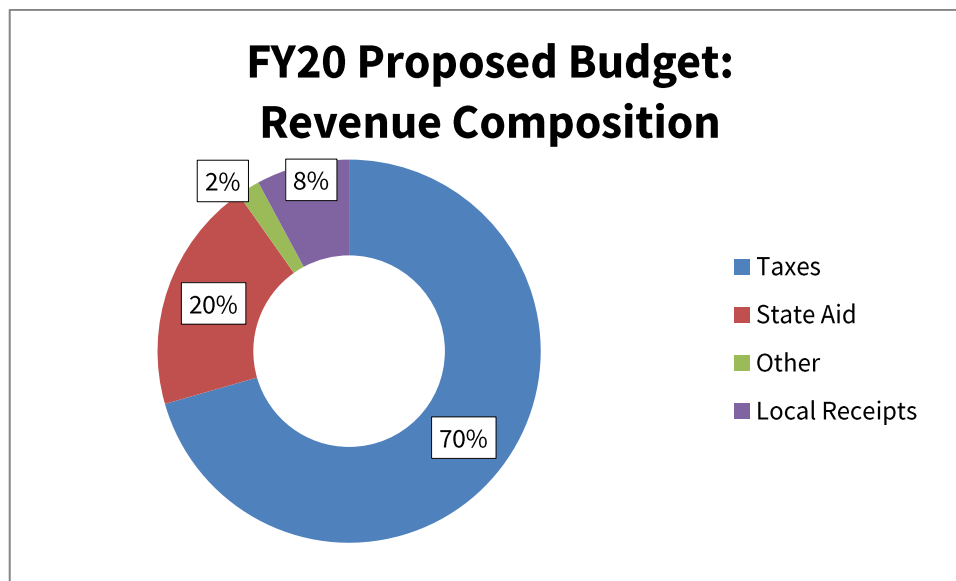
The City of Somerville anticipates raising a total of \$254,657,041 in FY20 to finance General Fund Operations.

The following is a summary of major revenue sources to the City budget, including highlights of significant changes. The operating budget is financed with funds generated from property taxes, local motor vehicle excise taxes, local option meals tax, local option hotel/motel excise tax, state aid, transfers from other local sources, investment earnings, and other local fees and charges. Taxes account for 70.56% of the City’s revenue base, state aid 19.66%, local receipts 7.25%, and other funding sources 2.53%.

In FY2020, the property tax will fund 65.82% of the General Fund Budget. The graphic below illustrates the composition of the City’s revenue sources for FY2020.

## REVENUE ASSUMPTIONS AND PROJECTIONS

The City’s policy is to budget revenues conservatively. Revenue projections for FY2020 are based on FY2017 and FY2018 actual collections, FY2019 projected collections, other historical trends, the macro-level economy, and anticipated changes that impact the particular revenue source.



# Budget Overview

## 1. TAXES

FY2020 tax revenues are projected to be \$179,682,838. The components of this revenue category are Property Taxes (real estate and personal property), Motor Vehicle Excise, Local Option Room and Meals, and Payments In Lieu of Taxes. As noted earlier, 70.56% of the operating budget is funded from this revenue category.

### Real Estate and Personal Property Taxes

The property tax levy is the City's largest and most dependable source of revenue. Within the tax category, real and personal property taxes are the largest at \$167,625,697 and represent 65.82% of the total general fund operating revenues.

Real and personal property taxes are based on values assessed as of January 1 each year. By law, all taxable property must be assessed at 100% of fair cash value and property taxes must be levied at least 30 days prior to their due date. Once levied, these taxes are recorded as receivables, net of estimated uncollectible balances. Property taxes that remain unpaid after the respective due dates are subject to penalties and interest charges. The City successfully completed a state mandated valuation process of all property values in FY2017 and will conduct a new valuation in FY2021. The State mandates revaluations on a rotating schedule. The City is required to perform a statistical validation in the interim years to ensure that it maintains fair market values.

Based on the City's experience, most property taxes (approximately 99%) are collected during the year in which they are assessed. The lien of properties on which taxes remain unpaid occurs annually. The City ultimately has the right to foreclose on all properties where the taxes remain unpaid.

The total property tax levy is impacted by Proposition 2½, which was voted into state law in 1980. Proposition 2½ limits the property tax levy in a city or town to no more than 2.5% of the total fair market value of all taxable real and personal property. In addition, it limits the total property tax levy increase to no more than 2.5% over the prior year's total levy limit plus new construction, known as "new growth."

The City has promoted economic development over the past several years to generate new growth. These efforts have been fruitful. The certified value of new growth in FY2019 was \$7,307,605. The City adopted an innovative financing tool known as District Improvement Financing (DIF) to fund infrastructure improvements in the Assembly Square Area, which in turn helped to stimulate new business development. In the fall of 2017, the Board of Aldermen approved a new District Improvement Financing District in Union Square.

The Proposition 2 ½ Levy Limit for FY2020 is projected to be \$167,204,031. This calculation is based on the FY2019 Levy Limit (\$155,996,513) plus the allowable 2.5% increase (\$3,899,913) plus new growth (\$7,307,605). A property tax levy in the amount of \$155,031,239 was certified by the State Department of Revenue to fund the FY2019 operating budget.

In November 2016, Somerville voters overwhelmingly approved a Proposition 2 ½ Debt Exclusion to help pay for the construction of the new \$257 million Somerville High School Project. The Proposition 2 ½ Law allows a City or Town to increase property tax revenues above the Property Tax Levy Limit with voter approval in order to fund a specific capital project for a limited or temporary period of time. The debt exclusion exempts the annual debt service to pay the \$130.3 million in bonds for the Somerville High School construction from

the annual levy limit. Under debt exclusion, a time-limited tax increase equivalent to the revenue needed to pay off the annual debt service payments would be levied on property taxpayers each year.

In FY2020, the City will exclude \$421,667 in debt service payments for the Somerville High School Construction Project from the Proposition 2 ½ Levy Limit. The City anticipates needing the entire amount of the available property tax revenue under the Proposition 2 ½ Levy Limit to fund all remaining General Fund services and programs in FY2020. The proposed property tax levy for FY2020 is \$167,625,697. This calculation is based on the anticipated Proposition 2 ½ Levy Limit of \$167,204,031 plus \$421,667 in Proposition 2 ½ Debt Excluded revenue.

## Motor Vehicle Excise Tax

Motor vehicle excise taxes are assessed annually for each vehicle registered in the City and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value. The allowance for uncollectible accounts is estimated based on historical trends and specific account analysis. The low-interest rate environment and lower gasoline prices have spurred new car sales in recent years. Increased new car sales generate new excise tax revenue based on higher valuations. We see higher interest rates, higher gasoline prices, and slightly lower car registrations as factors mitigating this trend. The projection for FY2020 is \$6,776,206, a 0.65% increase when compared to the final FY2019 budgeted amount.

## Hotel/Motel Excise Taxes

A city or town may impose a local excise of up to 6% on the rental of rooms in hotels, motels, lodging houses and bed and breakfast establishments. The local excise applies to all room occupancies subject to the state room occupancy excise. Local Hotel/Motel excise tax revenues are collected by the State and distributed to the cities and towns on a quarterly basis. Currently, the City has three hotels and several Bed and Breakfast establishments. In July 2018, a new 158 unit Marriot Hotel opened up in Assembly Square Block 5. The new hotel provided significant expansion of this revenue source in FY2019. Projected Hotel/Motel tax revenues of \$1,313,921 are projected in the FY2020 Budget, which is an increase of 14% over FY2019 Budgeted Totals.

## Local Option Meals Excise

In August of 2009 the State legislature allowed cities and towns to add a .75% local option excise to the state's 6.25% meals tax. The restaurant sector continues to experience great success. We expect this revenue source to continue to be a mainstay as the City's reputation for fine dining and entertainment is now well established in the Metropolitan Boston area. Receipts to date in FY2019 are exceeding budgetary estimates. We anticipate receipts of \$2,169,531 in FY2020, an increase of 4.4% over final FY2019 budget estimates.

## Payments in Lieu of Taxes

The largest participant in the City's Payment In Lieu of Taxes (PILOT) program is now Partners Healthcare with the development of a new administrative headquarters located in Assembly Square. Projected PILOT Payment from Partners in FY2019 total \$1,273,868. At present, Tufts University contributes \$275,000. A total of \$200,000 of the \$275,000 is budgeted as a revenue source for the Operating Budget; a total of \$75,000 is budgeted in a gift account for educational, recreational, and cultural uses. The existing 5 year PILOT

# Budget Overview

Agreement with Tufts University expired on June 30, 2018. At the time of publication of this document, a new Agreement with Tufts has yet to be executed. The City will budget the current Agreement amount in FY2020 and amend once a new Agreement is reached. The remaining PILOT payments are received from several private non-profit social service agencies. The total FY2020 budgeted PILOT amount includes Partners, Tufts, and the non-profits and is anticipated to be \$1,797,483.

## 2. PENALTIES AND DELINQUENT INTEREST

The City receives interest and penalties on overdue taxes and excise taxes. This revenue is budgeted at \$515,300 in FY2020, a decrease of 18%. The City will continue to emphasize collection of outstanding real estate, personal property and excise taxes. More taxpayers are complying with deadlines. These revenues are budgeted conservatively since there is great volatility from year to year in these revenues, based on the number of outstanding accounts.

## 3. LICENSES AND PERMITS

The City issues over 50 types of licenses and permits. Most are business or construction related. Licenses and Permits are primarily issued by the Inspectional Services Department, the Licensing Commission, and the City Clerk.

The City will be raising rates on several permits in FY2020.

Estimated FY2020 License and Permit revenue totals \$10,237,078. The largest revenue source in this category is building permits, which will be budgeted at a baseline of no more than \$5,500,000 in FY2020 and beyond. The increase is 3.1% over budgeted FY2019 numbers.

## 4. FINES AND FORFEITS

Budgeted FY2020 revenue from Fines and Forfeits totals \$6,188,330 from 13 different categories. Some fine revenue is distributed to the City by the State (Moving Violations, Court Fines) but most result from violations of city ordinances. The largest revenue source for this category is parking fines, which totals \$5,114,900. The overall revenue category is budgeted slightly more (1.2%) than the FY2019 amount.

## 5. FEES

By law, fee levels cannot exceed the cost of delivering the service. The cost includes both direct service and administrative costs. The “Fees” category totals \$1,200,783. This is \$309,776 below the budgeted amount in FY2019. The City is not counting on \$360,000 in Cable Franchise Fee Revenue from the two cable TV providers in FY2020.

## 6. STATE AID

The Estimated FY2020 State Aid amount totals \$50,074,961 broken down as follows: \$48,939,470 from the State Cherry Sheet and \$1,135,491 as reimbursement from School Building Assistance Bureau (SBAB) funds.

Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification from the Commissioner of Revenue of the next fiscal year’s state aid and assessments to communities and regional school districts. State aid to municipalities and regional school districts consists of two major types – distributions and reimbursements. Distributions provide funds based on formulas, while reimbursements provide funds for costs incurred during a prior period for certain programs or



services. In addition, communities may receive “offset items” which must be spent on specific programs. Cherry Sheet Assessments are advance estimates of state assessments and charges and county tax assessments. Local assessors are required to use these figures in setting the local tax rate. Local aid refers primarily to distributions from the Commonwealth to municipal general revenue for Chapter 70 education aid and Unrestricted General Government Aid. The amount of these funds to be distributed is listed on each community’s Cherry Sheet along with other, relatively smaller commonwealth programs such as library aid, veteran’s benefits, police career incentive, school lunch and other reimbursements. School building reimbursements, which were once part of the Cherry Sheet, were removed when a new authority (School Building Authority) was created to administer the program under the control of the State Treasurer’s Office. The City anticipates \$1,135,491 in School Building Authority funds as reimbursement for the construction of the Capuano School.

## 7. MISCELLANEOUS RECURRING AND OTHER FINANCING SOURCES

These categories include reimbursements from vendors, Medicaid, recycling, rental income, settlement of claims, indirect cost reimbursements from Enterprise Funds, interest earnings, reserves appropriated to balance the budget, Overlay Surplus and sale of City Assets. Miscellaneous and Other Revenue categories total \$5,535,397 in FY2020.

### Interest Earnings

Throughout the year, the City has temporarily available operating cash balances allowed by state law to be invested in money market accounts or investments with a maximum term of one year. The return from these accounts is subject to the prevailing short-term interest rates. Aggressive investing and new partnerships formed with local financial institutions has led to an increase in return. Interest on investments of \$900,000 has been included in the FY2020 Budget.

# City Council

The City Council is the City’s legislative branch. Members are elected every two years. Four members serve at-large and seven members represent individual wards. The Council passes ordinances on a range of issues, from setting zoning laws to creating boards and commissions. It also has the power to approve or disapprove the Mayor’s budget appropriations.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	456,906	456,906	458,500	0.3%
Ordinary Maintenance	38,124	40,660	40,860	0.5%
General Fund Expenditures	495,030	497,566	499,360	0.4%

## BUDGET:

CITY COUNCIL	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	456,906	456,906	380,755	458,500	
<b>CITY COUNCIL PERSONAL SERVCS</b>	<b>456,906</b>	<b>456,906</b>	<b>380,755</b>	<b>458,500</b>	<b>0.3%</b>
530011 ADVERTISING	753	800	351	800	
542000 OFFICE SUPPLIES	-	900	556	650	
542001 PRINTING & STATIONERY	-	250	-	250	
549000 FOOD SUPPLIES & REFRESHMT	1,920	3,160	-	3,160	
558011 FLOWERS & FLAGS	-	300	-	300	
571001 IN STATE CONFERENCES	952	750	862	1,200	
573000 DUES AND MEMBERSHIPS	-	-	240	-	
578021 DIRECT EXPENSE-BOA	34,500	34,500	28,750	34,500	
<b>CITY COUNCIL ORDINARY MAINT</b>	<b>38,124</b>	<b>40,660</b>	<b>30,759</b>	<b>40,860</b>	<b>0.5%</b>
<b>CITY COUNCIL TOAL</b>	<b>495,030</b>	<b>497,566</b>	<b>411,514</b>	<b>499,360</b>	<b>0.4%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
CITY COUNCILOR - AT LARGE	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - AT LARGE	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - AT LARGE	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - AT LARGE	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - WARD 1	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - WARD 2	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - WARD 3	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - WARD 4	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - WARD 5	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - WARD 6	3,333.33	39,999.96	-	39,999.96
CITY COUNCILOR - WARD 7 (PRESIDENT)	3,750.00	45,000.00	-	45,000.00
CLERK	1,125.00	13,500.00	-	13,500.00

# Clerk of Committees

The Clerk of Committees provides clerical support to the committees of the City Council. They prepare correspondence for each committee, keep a record of every item of business before each committee, notify every member of the City Council of all committee meetings, and prepare the agenda and minutes of each committee meeting. The Clerk of Committees also prepares and delivers to the City Clerk all orders, ordinances and resolutions. As of FY20, the Clerk of Committees is managed through the office of the City Clerk.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	87,659	76,659	76,658	0.0%
Ordinary Maintenance	-	1,000	1,000	0.0%
General Fund Expenditures	87,659	77,659	77,658	0.0%

## BUDGET:

CLERK OF COMMITTEES	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	87,659	76,659	60,160	76,658	
<b>CLRK OF COMM PERSONAL SERVICES</b>	<b>87,659</b>	<b>76,659</b>	<b>60,160</b>	<b>76,658</b>	<b>0.0%</b>
542001 PRINTING & STATIONERY	-	250	-	250	
549000 FOOD SUPPLIES & REFRESHMT	-	750	-	750	
<b>CLRK OF COMM ORDINARY MAINT</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	
<b>CLRK OF COMM TOTAL</b>	<b>87,659</b>	<b>77,659</b>	<b>60,160</b>	<b>77,658</b>	<b>0.0%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
CLERK OF COMMITTEES	2,091.94	25,103.28	-	25,103.28
ASST CLERK OF COMMITTEES	1462.91	17,554.92	-	17,554.92
LEGISLATIVE CLERK (960)	Hourly	34,000.00	-	34,000.00

# Executive Administration

## MISSION STATEMENT:

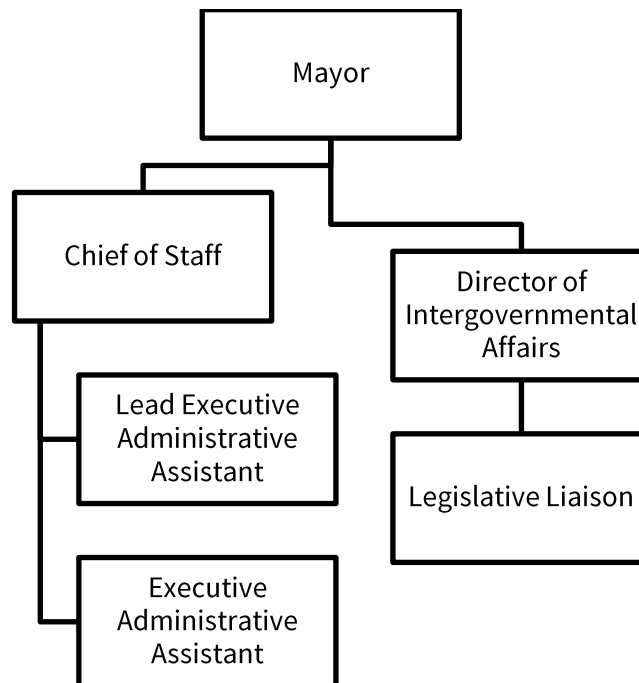
The City of Somerville strives to provide exceptionally responsive, fiscally responsible, and efficient public services in support of a safe, healthy, and thriving community. We embrace innovation, practice data-based and systems-informed decision making, foster maximum citizen participation in government, and anchor all of our efforts on the principles of equity and access. We believe Somerville should be an attractive, active, diverse, and environmentally responsible city with a sustainable quality of life for our citizens and businesses and that Somerville should serve as a model regionally and nationally for how to build a community that is a great place to live, work, play, and raise a family.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	622,714	652,348	666,272	2.1%
Ordinary Maintenance	61,036	63,675	70,461	10.7%
Special Items	190,079	204,500	204,500	0.0%
General Fund Expenditures	873,828	920,523	941,233	2.2%

## CHANGES BETWEEN FY19 & FY20:

- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## GOALS REVIEW:

- Education:** Provide high-quality educational opportunities to achieve the best possible outcomes for our students and our community.
- Quality of Life:** Provide the excellent public services that make Somerville an exceptional place to live, work, play, and raise a family.
- Safe Neighborhoods:** Protect and support residents and visitors in our neighborhoods and squares by providing high quality public safety services and effectively maintaining the vast civic infrastructure.
- Fiscally Sound Management:** Maximize return on taxpayer dollars.

# Executive Administration

- **Economic Development & Community Vision:** Promote economic development consistent with the community values expressed in our comprehensive master plan, SomerVision.
- **Accountability & Performance:** Continuously improve accountability and performance by sharing information and data and engaging residents.
- **Customer Service:** Offer professional, prompt, and courteous responses to constituent requests, and improve reliable access to government services.
- **Innovation & Technology:** Utilize new technologies and employ innovative ideas to better coordinate, support, and deliver city services.
- **Environment:** Promote a healthy environment and a sustainable, resilient community through strategic environmental and energy policies.

## BUDGET:

EXECUTIVE ADMINISTRATION		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	619,439	652,348	526,896	666,272	
512000	SALARIES & WAGES TEMPOR'Y	825	-	-	-	
515006	HOLIDAYS NON-UNION	2,450	-	-	-	
<b>EXEC ADMIN PERSONAL SERVICES</b>		<b>622,714</b>	<b>652,348</b>	<b>526,896</b>	<b>666,272</b>	<b>2.1%</b>
524034	R&M - SERVICE CONTRACTS	-	825	1,321	2,700	
527019	RENTAL-WATER COOLER	101	200	70	200	
530000	PROF & TECHNCAL SVC	14,401	3,000	5,459	3,000	
534003	POSTAGE	-	100	-	100	
538005	PHOTOGRAPHY	1,000	750	-	750	
542000	OFFICE SUPPLIES	2,515	3,000	1,452	3,000	
542001	PRINTING & STATIONERY	100	3,000	1,175	3,000	
542002	PHOTOCOPYING	-	300	-	300	
549000	FOOD SUPPLIES & REFRESHMT	4,192	13,000	6,689	13,000	
558000	OTHER SUPPLIES	20	-	448	1,611	
558004	MAGAZINES/SUBSCRIPTS/PUB	-	500	-	500	
558011	FLOWERS & FLAGS	210	500	588	500	
558012	BADGE, EMBLEMS, TROPHIES	-	1,500	-	1,500	
571001	IN STATE CONFERENCES	-	500	-	500	
572000	OUT OF STATE TRAVEL	1,728	2,500	-	2,500	
573000	DUES AND MEMBERSHIPS	36,769	34,000	13,887	37,300	
<b>EXEC ADMIN ORDINARY MAINT</b>		<b>61,036</b>	<b>63,675</b>	<b>31,090</b>	<b>70,461</b>	<b>10.7%</b>
512002	YOUTH EMPLOYMENT	135,237	166,500	101,650	166,500	
530000	PROF & TECHNCAL SVC	11,223	13,000	12,350	13,000	
558022	OFFICIAL CELEBRATIONS	43,619	25,000	10,190	25,000	
<b>EXEC ADMIN SPECIAL ITEMS</b>		<b>190,079</b>	<b>204,500</b>	<b>124,190</b>	<b>204,500</b>	<b>0.0%</b>
<b>EXEC ADMIN TOTAL</b>		<b>873,828</b>	<b>920,523</b>	<b>682,176</b>	<b>941,233</b>	<b>2.2%</b>

# Executive Administration

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
MAYOR	3,461.54	181,384.70	1.0	181,384.70
CHIEF OF STAFF	2,547.88	133,508.85	1.0	133,508.85
DIRECTOR OF INTERGOVERNMENTAL AFFAIRS	2,157.69	113,063.08	1.0	113,063.08
LEGISLATIVE LIAISON	1,667.31	87,366.92	1.0	87,366.92
LEAD EXECUTIVE ADMINISTRATIVE ASSISTANT	1,500.58	78,630.23	1.0	78,630.23
EXECUTIVE ADMINISTRATIVE ASSISTANT	1,380.10	72,317.29	1.0	72,317.29

# SomerStat: Mayor's Office of Innovation & Analytics

## MISSION STATEMENT:

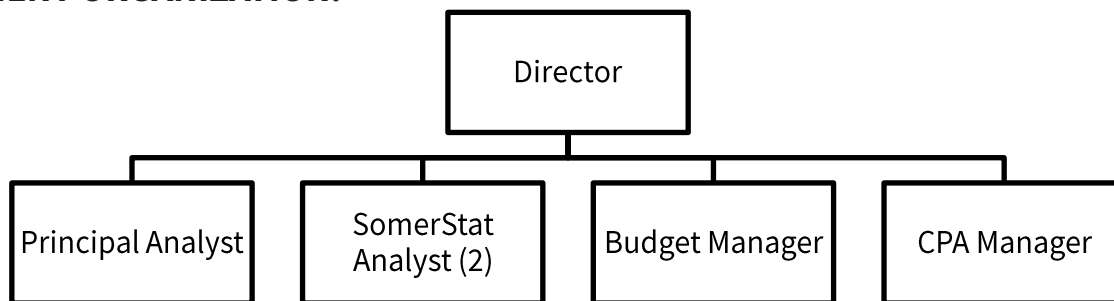
To improve City performance and gain evidence-based insight into the issues important to our community. The office's flagship performance management program SomerStat regularly collaborates with departments to analyze and enhance overall performance, identify efficiencies and cost savings, and craft policies that improve our city. In tandem with these efforts, our budgeting program works with departments to manage the City's budgetary processes. SomerStat also leads programs and projects focused on areas such as resident wellbeing and data transparency.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	446,950	462,720	472,846	2.2%
Ordinary Maintenance	15,049	23,800	67,800	184.9%
General Fund Expenditures	461,999	486,520	540,646	11.1%

## CHANGES BETWEEN FY19 & FY20:

- This budget includes \$40,000 in the Software Services line in order to procure budget development software.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Collaborated with 23 departments and divisions to lead 66 SomerStat meetings. Examples of the analysis and findings presented in these meetings include:
  - o Municipal energy use (normalized for weather, municipal energy use was down 16% in FY18 compared to FY14),
  - o Growth in Library electronic circulations (monthly Overdrive and Kanopy circulations have grown 140% in the last four years, from 3,600 per month in May 2015 to over 8,700 per month in April 2019; monthly unique users for the two services are up 170% in the same time period, from 1,000 in May 2015 to 2,700 in April 2019),
  - o Fire Department response times during GLX bridge closures (between weeks 13 and 19 of calendar year 2019, Fire Department response times have not increased compared to the same time period in prior years),
  - o Volatility of 311 call volume (the percent change in 311 calls from weekday to weekday can vary greatly, between -64% and +145%),
  - o DPW's pothole performance (the department filled 1,554 potholes in FY19 Q3, more than in any previous quarter; 77% of these were internally generated, or identified by the department),
  - o Assessment of Somerville's tree canopy (between the 2009 street tree inventory and the 2018 inventory, the share of trees in good condition increased, the share in fair or poor condition

# SomerStat: Mayor's Office of Innovation & Analytics

- decreased, and the share that are dead increased).
- Continued to support the City's capital planning efforts by maintaining and updating the General Fund Capital Investment Plan project list and, in collaboration with Purchasing, tracking ongoing capital projects.
- Maintained and updated the long-range financial model for the General Fund in collaboration with Finance
- Supported the development of the Water & Sewer Capital Investment Plan project list and the FY20 rate proposals for the Water & Sewer Enterprise Funds
- Completed the City's FY20 Operating Budget and contributed to the Comprehensive Annual Financial Report
- Issued a request for information (RFI) and request for proposals (RFP), both informed by a community survey, to overhaul the City's data dashboard; this project will be completed in FY20.
- Continued to refine the Happiness Survey, which will be mailed to 5,000 households in June, twice the number contacted in 2017 and ten times the number contacted in 2015.
- Through data analysis, research, and interdepartmental facilitation, developed, improved, or supported numerous policies, processes, and projects including but not limited to:
  - o Supported the completion of the Departmental Relocation Strategy and Implementation Plan (i.e., Building Master Plan) and its initial implementation,
  - o Co-led SomerVision 2040 with OSPCD,
  - o Oversaw the creation of a master plan for the Central Hill Campus,
  - o Supported the development of a monitoring and evaluation plan for Nibble Kitchen with Arts Council,
  - o Staffed the Appointments Advisory Committee, which resulted in recommendations to fill 24 positions on 11 of the City's boards and commissions,
  - o Participated in and, for a portion of the year, led the Central Hill Campus Parking Working Group; released a request for proposals (RFP) for off-street, off-site parking lots to improve outcomes for staff and residents,
  - o Staffed the Open Space Creation Task Force, which will issue its recommendations in summer 2019,
  - o Supported the City's labor negotiation process with real-time proposal cost outs,
  - o Facilitated the creation of a database to allow the Office of Housing Stability (OHS) and other departments to track their caseload.

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
SomerStat meetings held	85	65	77	66	80
New datasets, analyses, and visualizations available on DataFarm*	-	-	2	2	10+
New datasets developed*	-	-	2	3	2
Policies & processes developed or improved*	-	12+	15+	20+	15+

\*New metrics for FY17/FY18



# SomerStat: Mayor's Office of Innovation & Analytics

## GOALS REVIEW:

### 1. Collaborate with other departments to streamline service delivery, identify cost savings, improve customer service, and enhance overall performance.

1	Provide analysis and consulting for key policy decisions, such as labor agreements, vendor contracts, capital planning, and project proposals.	Ongoing
2	Collaborate with departments to identify key performance indicators (KPIs); track on regular basis.	Ongoing
3	Collaborate with departments to establish standard operating procedures (SOPs).	Ongoing
4	Identify opportunities for and assist with implementation of customer service surveys; analyze data to identify opportunities for operational improvements.	Ongoing
5	Simplify processes for requesting, tracking, and sharing information about capital projects.	Ongoing
6	Work with internal and external stakeholders to plan and implement key cross-functional City projects.	Ongoing

### 2. Increase government transparency by sharing more data and analysis.

1	Evaluate the City's open data portal and data dashboard; consider improvements to make the City more transparent by making data and analysis more accessible to residents.	RFP issued in FY19 with project completion in FY20
2	Coordinate with IT and various data managers to automate the cleaning and publishing of city data on the data portal.	Ongoing

### 3. Manage the City's budgetary processes.

1	Develop annual operating budget.	Complete for FY20
2	Maintain list of Capital Investment Plan projects and update long-range forecast.	Ongoing

### 4. Use innovative analytic methods to better understand our community and improve resident satisfaction.

1	Measure resident satisfaction and happiness using a scientific survey; use data to inform decision making.	2019 survey to be sent out in June
2	Develop a Social Progress Index for the Boston region in coordination with the Social Progress Imperative.	Ongoing

### 5. Increase data collection and improve integrity and integration of existing data sources.

1	Create an inventory of all City data sources.	Ongoing
2	Use data inventory to identify gaps and create a Data Investment Plan.	Ongoing

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3	Identify at least one data source from Data Investment Plan to collect.	Ongoing
4	Develop citywide data standards.	Ongoing
5	Use standards to help departments improve integrity of existing data.	Ongoing

## BUDGET:

SOMERSTAT	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	445,228	462,720	353,354	472,846	
515006 HOLIDAYS NON-UNION	1,722	-	-	-	
<b>SOMERSTAT PERSONAL SERVICES</b>	<b>446,950</b>	<b>462,720</b>	<b>353,354</b>	<b>472,846</b>	<b>2.2%</b>
527019 RENTAL-WATER COOLER	122	250	66	200	
530000 PROF & TECHNICAL SVC	13,755	20,000	413	20,000	
530008 EMPLOYEE TRAINING	-	-	-	1,300	
530028 SOFTWARE SERVICES	416	1,000	416	40,500	
542000 OFFICE SUPPLIES	656	800	323	600	
542001 PRINTING & STATIONERY	100	-	150	-	
542004 COMPUTER SUPPLIES	-	750	-	-	
542005 OFFICE EQUIPMENT NOT CAP	-	500	825	-	
571001 IN STATE CONFERENCES	-	500	-	-	
572000 OUT OF STATE TRAVEL	-	-	-	3,000	
572001 OUT OF STATE CONFERENCES	-	-	-	2,200	
<b>SOMERSTAT ORDINARY MAINT</b>	<b>15,049</b>	<b>23,800</b>	<b>2,192</b>	<b>67,800</b>	<b>184.9%</b>
<b>SOMERSTAT TOTAL</b>	<b>461,999</b>	<b>486,520</b>	<b>355,547</b>	<b>540,646</b>	<b>11.1%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF SOMERSTAT	2,335.56	122,383.11	1.0	1.0	122,383.11
PRINCIPAL ANALYST	1,600.62	83,872.25	1.0	1.0	83,872.25
ANALYST	1,500.58	78,630.23	1.0	1.0	78,630.23
ANALYST	1,471.15	77,088.46	1.0	1.0	77,088.46
BUDGET MANAGER	1,769.36	92,714.47	1.0	1.0	92,714.47
CPA MANAGER	1,732.56	90,786.01	1.0	0.2	18,157.20

## MISSION STATEMENT:

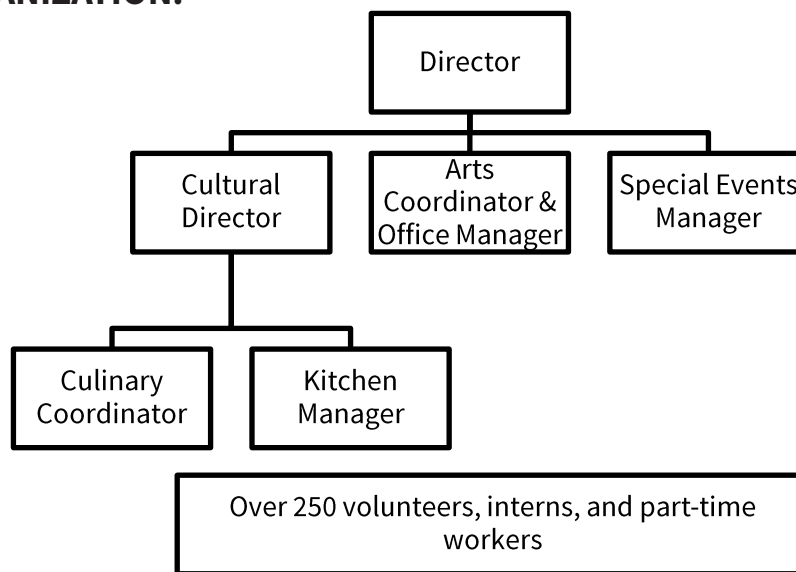
The Arts Council works to make the arts an integral part of life reflective of our diverse city. In addition, the Arts Council is active in supporting local artists, cultural organizations, and in contributing to the economic development of the City. Overall, the Council serves as both a resource and an advocate for the arts.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	343,958	353,422	374,214	5.9%
Ordinary Maintenance	153,965	179,125	199,125	11.2%
General Fund Expenditures	497,923	532,547	573,339	7.7%

## CHANGES BETWEEN FY19 & FY20:

- This budget includes a \$20,000 increase in the Professional & Technical Services line to support increases for the Local Cultural Council Grant and Public Art programs.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Continued work on ArtFarm. Finalized internal and external design development for FY20 construction. Submitted a grant proposal to the Community Preservation Committee, with OSPCD Parks and Open Space. The Committee recommended an award of \$1,000,000 open space site work for ArtFarm. Their recommendation is now before the City Council for consideration.
- Successfully continued a fourth year of the Nibble Entrepreneur Program which provides skill development to ethnic entrepreneurs around food and culture; working with OSPCD, ISD Health Dept., and numerous outside organizations.
- Successfully fundraised and will have finished construction of the 400 sq. ft. incubator restaurant for the Nibble program in the newly formed Bow Market development in Union Square.
- Successfully accomplished the installation of three large public art murals and two public art lighting installations.
- Successfully planned for FY20 event season. Increased programming in Ball Square, Union Square, and Winter Hill to help mitigate effects of construction through public events to bolster additional foot traffic.

# Arts Council

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Public programs and events	30	32	35	35	35
Business, foundation, and individual supporters	53	54	55	55	55
Number of youth served through programs and events	2,400	2,500	2,700	2,700	2,800
Amount of outside financial support	\$923,000	\$225,000	\$170,000	\$1,175,610	\$180,000

## GOALS REVIEW:

**1. Expand the physical infrastructure that supports arts and culture through both traditional spaces (such as work space and live/work opportunities) and non-traditional spaces (such as ArtFarm) to practice, perform, create, and display art, giving the creative community more opportunities to expand their personal work, economic vitality, and ability to engage with the broader community.**

- |   |  |         |
|---|--|---------|
| 1 | Continue to work with OSPCD on zoning reform relevant to serving the artist community. | Ongoing |
| 2 | Begin construction of ArtFarm.   | Ongoing |

**2. Increase the City’s social capital through bringing together residents in participatory civic and arts programming, providing a greater breadth of opportunities for social engagement.**

- |   |   |         |
|---|---|---------|
| 1 | Continue to partner with other nonprofits and artist groups to expand our services and events.  | Ongoing |
| 2 | Leverage our OM budget to raise more money through grants and earned income to expand services. | Ongoing |
| 3 | Expand public performance offerings at ArtFarm.   | Ongoing |

**3. Increase the City’s cultural economic development and strengthen the City’s brand as a creative community through expanded partnership with individual artists, artist groups, local businesses, and other city departments.**

- |   |  |         |
|---|--|---------|
| 1 | Continue to guide Union Square cultural economic development (ArtsUnion) toward a self-sustaining model.           | Ongoing |
| 2 | Work with OSPCD and the state to develop pathways and networks to serve the larger “Creative Economy” in the City. | Ongoing |
| 3 | Increase the City’s public art landscape.  | Ongoing |

**4. To expand support of the City’s diverse community, including individuals and local businesses, by creating models through which their traditions can be supported and their assets can be showcased to a broader community.**

- |   |         |
|---|---------|
| 1 Expand our Nibble program by building out a kitchen in Bow Market which will provide new kitchen incubator space and support of culinary entrepreneurship program which serves culinary entrepreneurs from diverse backgrounds. | Ongoing |
| 2 Continue our Intercambio language and culture exchange in partnership with SCALE, as an opportunity to support cultural traditions within the city and to invite immigrants to be active cultural producers and participants.   | Ongoing |

**BUDGET:**

ARTS COUNCIL	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	342,617	350,922	247,752	371,714	
513000 OVERTIME	-	2,500	2,127	2,500	
515006 HOLIDAYS NON-UNION	1,341	-	-	-	
<b>ARTS CNCL PERSONAL SERVCS</b>	<b>343,958</b>	<b>353,422</b>	<b>249,879</b>	<b>374,214</b>	<b>5.9%</b>
530000 PROF & TECHNICAL SVC	152,975	178,125	155,815	198,125	
542000 OFFICE SUPPLIES	991	1,000	561	1,000	
<b>ARTS CNCL ORDINARY MAINT</b>	<b>153,965</b>	<b>179,125</b>	<b>156,375</b>	<b>199,125</b>	<b>11.2%</b>
<b>ARTS CNCL TOTAL</b>	<b>497,923</b>	<b>532,547</b>	<b>406,254</b>	<b>573,339</b>	<b>7.7%</b>

**PERSONNEL LIST:**

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF ARTS COUNCIL	1,910.91	100,131.63	1.0	1.0	100,131.63
CULTURAL DIRECTOR	1,407.70	73,763.64	1.0	1.0	73,763.64
SPECIAL EVENTS MANAGER	1,299.42	68,089.52	1.0	1.0	68,089.52
CULTURAL CULINARY COORDINATOR	816.31	42,774.85	0.6	0.6	26,734.28
ARTS COORDINATOR/OFFICE MANAGER	1,082.85	56,741.26	1.0	1.0	56,741.26
KITCHEN MANAGER	882.69	46,253.08	1.0	1.0	46,253.08

# Office of Sustainability & Environment

## MISSION STATEMENT:

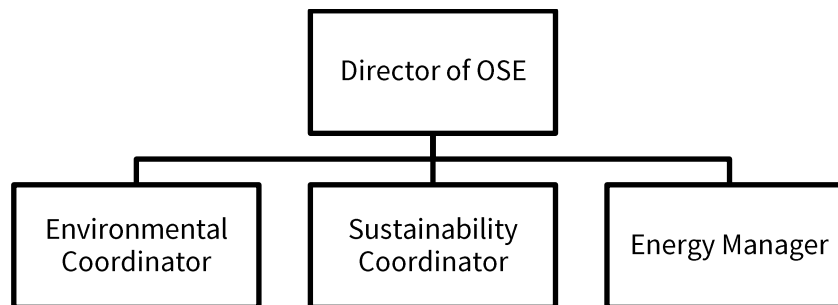
To develop and implement policies and programs that minimize environmental impacts and waste, reduce energy usage and costs, address climate change, and influence positive action through equitable engagement, enabling a healthy and enjoyable environment for all the people of Somerville and a responsible City government.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	262,667	272,232	367,637	35.0%
Ordinary Maintenance	72,584	137,300	135,550	-1.3%
General Fund Expenditures	335,252	409,532	503,187	22.9%

## CHANGES BETWEEN FY19 & FY20:

- This budget includes a new position, Energy Manager. This position will be responsible for energy use of City operations and overseeing new energy efficiency and renewable energy projects.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Completed Somerville Climate Forward, Somerville’s first climate action plan, with over 80 community members and city staff serving on nine topic-focused working groups.
- Received \$187,000 Green Communities grant from State Department of Energy Resources (DOER). Implemented energy efficient lighting upgrades to Kennedy School, Fire Stations, Central Library, and Senior Center, with projected immediate savings of \$38,000/year. Installed one new public electric vehicle charging station at Kennedy School.
- Received \$350,000 grant from the MA Executive Office of Energy and Environmental Affairs’ Municipal Vulnerability Preparedness program for a study of climate change, localized flooding, and green infrastructure.
- Received a \$12,500 grant from DOER for assistance in procuring renewable energy for City operations.
- Received \$32,000 Sustainable Materials Recover Program grant from the MA Department of Environmental Protection, which funds the annual citywide waste and recycling brochure.
- Collaborated with Department of Public Works and School Department on pilot project for school cafeteria recycling and composting.
- Partnered with School Department to create classroom recycling education materials and activities in all Somerville Public Schools.
- Organized and executed the third annual SustainaVille Week, a week of daily recreation, education, and engagement events for Earth Day.
- Partnered with the Mystic River Watershed Association and over a dozen neighboring cities and towns to

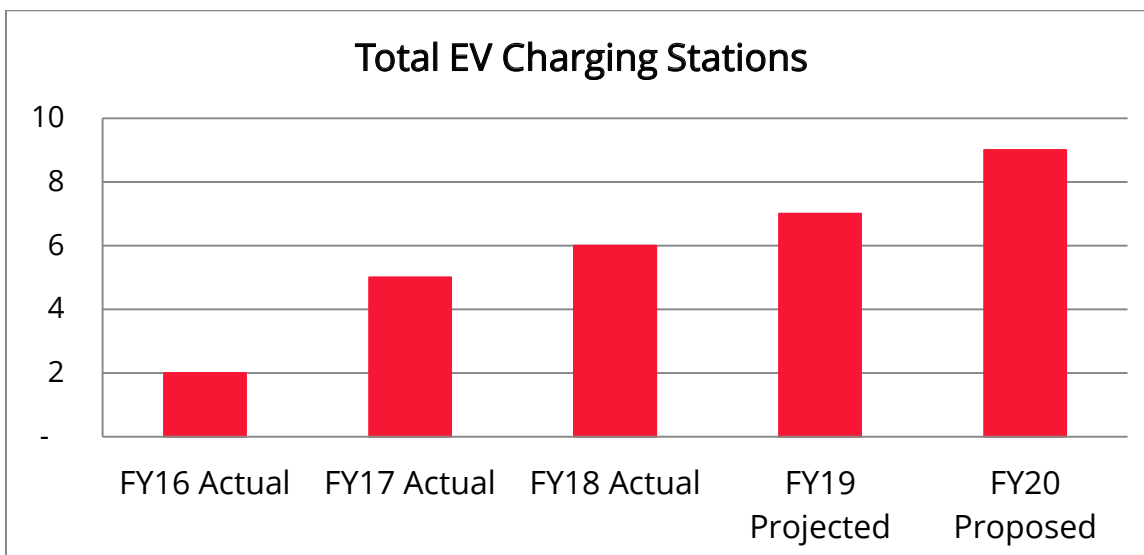
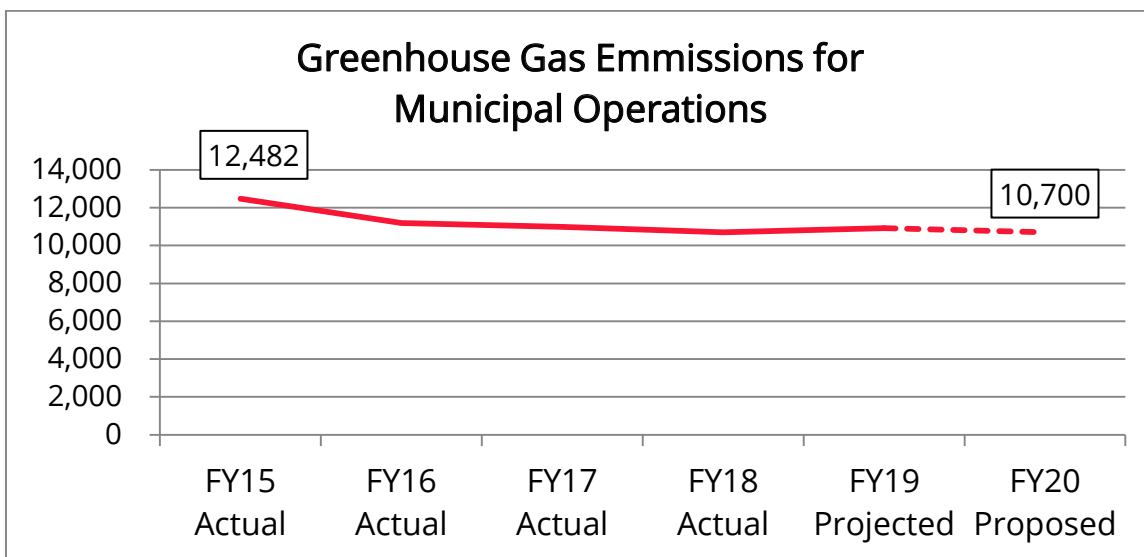
# Office of Sustainability & Environment

form the Resilient Mystic Collaborative, focused on policy and projects to increase the region’s resilience to flooding and heat threats.

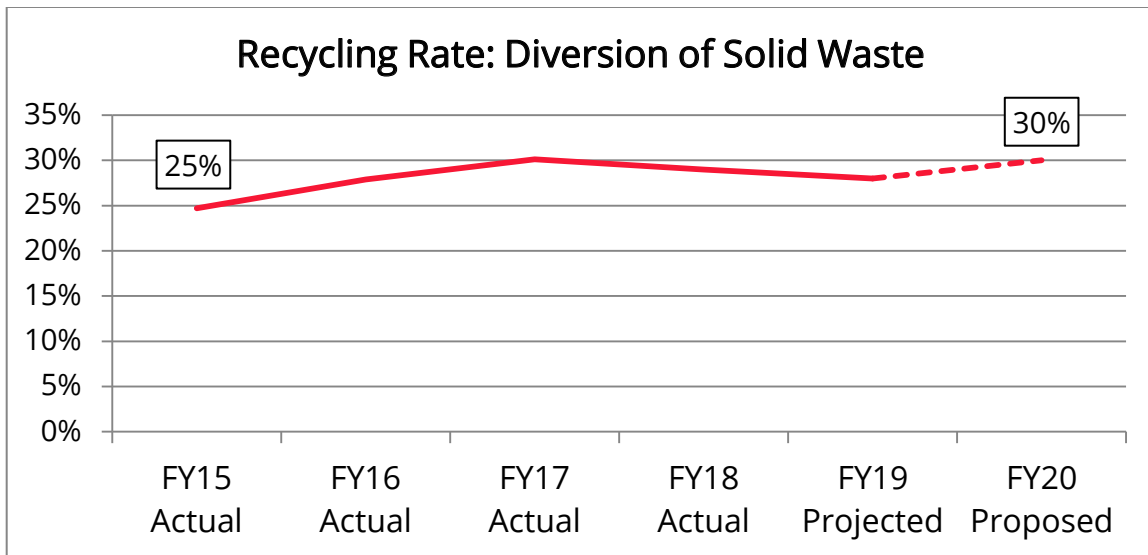
- Conducted citywide public electric vehicle charging station analysis and long-term planning, resulting in a Request for Information for third-party charging station providers.
- Continued environmental testing, reporting, and remediation for City properties.
- Continued management of hazardous and electronic waste programs.
- Completed maintenance and monitoring upgrades for City’s solar photovoltaic assets.

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Municipal Energy Usage (MMBTU)	142,078	140,649	139,234	146,327	140,000
Recycling Rate (% of waste tonnage that is recycled)	27.9%	30.1%	29%	28%	31%
Greenhouse Gas Emissions, Municipal Operations (metric tons)	11,195	10,980	10,770	10,923	10,700



# Office of Sustainability & Environment



## GOALS REVIEW:

### 1. Find new resources to support City programs.

1 Identify “low hanging fruit,” i.e., policy or operating changes that when made will result in net savings for the City in the short and medium term.	Complete
2 Actively seek new grant opportunities to support environmental and clean energy programs.	Complete & Ongoing

### 2. Increase solid waste diversion rate.

1 Reduce amount of hard-to-handle waste (e-waste, white goods, etc.).	Ongoing
2 Continue programs for residents and businesses to recycle hard-to-handle waste.	Ongoing
3 Identify and recommend policies, programs, and city services to divert waste.	Complete & Ongoing
4 Raise community awareness of waste-reduction issues, including consumption, wasted food, and reuse.	New for FY20

### 3. Reduce the City of Somerville’s carbon footprint in line with the City’s goal to be Net Zero by 2050.

1 Partner with OSPCD to expand residential equitable energy efficiency and building electrification.	New for FY20
2 Identify, seek funding for, and implement new energy conservation measures for City facilities.	New for FY20
3 Launch 2020 Somerville Community Choice Electricity with new electric rates and renewable energy supply.	New for FY20



# Office of Sustainability & Environment

## 4. Work toward achieving carbon neutrality and resiliency goals by 2050.

1	Develop and maintain climate change-related communication and engagement with community, technical/industry experts, and partner cities.	Complete & Ongoing
2	Launch Somerville Climate Forward Ambassadors program to train community leaders in climate action.	New for FY20
3	Engage city departments, elected officials, and interested community partners in an ambitious planning effort that addresses both adaptation and mitigation strategies for dealing with climate change.	Complete & Ongoing
4	Complete climate change plan working with technical experts and stakeholders to conduct outreach and to develop strategies and an action plan for resilience and carbon neutrality.	Complete
5	Continue implementation of selected actions from Somerville Climate Forward.	Ongoing
6	Increase public electric vehicle access through additional City and third-party owned public charging stations.	New for FY20
7	Increase the City's use of renewable energy on City property.	Complete & Ongoing

### BUDGET:

SUSTAINABILITY & ENVIRONMENT	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	261,661	272,232	219,879	367,637	
515006 HOLIDAYS NON-UNION	1,006	-	-	-	
<b>OSE PERSONAL SERVICES</b>	<b>262,667</b>	<b>272,232</b>	<b>219,879</b>	<b>367,637</b>	<b>35.0%</b>
530000 PROF & TECHNICAL SVC	56,187	130,000	71,747	130,000	
534003 POSTAGE	-	50	-	50	
542000 OFFICE SUPPLIES	491	2,000	328	1,000	
542001 PRINTING & STATIONERY	1,220	200	932	200	
542005 OFFICE EQUIPMENT NOT CAP	-	250	-	250	
542006 OFFICE FURNITURE NOT CAP	2,173	2,000	986	1,000	
542007 COMPUTER EQUIP NOT CAP	1,803	-	2,722	-	
542012 OTH EQUIPMENT NOT CAP	-	-	8,340	-	
549000 FOOD SUPPLIES & REFRESHMT	80	-	863	-	
553001 SIGNS AND CONES	546	-	-	-	
558006 UNIFORMS	179	-	-	-	
571001 IN STATE CONFERENCES	-	250	-	250	
572000 OUT OF STATE TRAVEL	518	-	2,481	-	
573000 DUES AND MEMBERSHIPS	1,858	2,550	2,601	2,800	
585000 EQUIPMENT	7,530	-	-	-	
<b>OSE ORDINARY MAINT</b>	<b>72,584</b>	<b>137,300</b>	<b>91,000</b>	<b>135,550</b>	<b>-1.3%</b>
<b>OSE TOTAL</b>	<b>335,252</b>	<b>409,532</b>	<b>310,879</b>	<b>503,187</b>	<b>22.9%</b>

# Office of Sustainability & Environment

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
DIRECTOR OF OSE	2,165.70	113,482.52	1.0	113,482.52
ENVIRONMENTAL COORDINATOR	1,656.76	86,814.13	1.0	86,814.13
SUSTAINABILITY COORDINATOR	1,624.27	85,111.89	1.0	85,111.89
ENERGY MANAGER (NEW)	1,569.23	82,227.69	1.0	82,227.69

# Communications & Community Engagement

## MISSION STATEMENT:

The Communications and Community Engagement (CCE) Department's overarching mission is to maintain robust two-way communication between the city and the community. Using a broad range of communication tools and outreach initiatives, CCE strives to provide both vital outgoing information on emergencies, preparedness, services, programs, civic processes, public meetings, initiatives, events and other important needs as well as facilitate opportunities for comment, feedback, requests, suggestions, and discussion. In this role, CCE aims to ensure access for all residents to all City functions and services and also facilitates and encourages resident participation in City government and community activities. In its efforts to inform, serve, and engage the community, the CCE Department aims to provide quality constituent service, enhance the quality of life within the city, and help city government be responsive to community needs.

The Department encompasses

- The Constituent Services Office (311), the SomerViva Office of Immigrant Affairs, and six additional core service areas:
- Public Information/Emergency Communications/Media Relations
- City Website and Departmental Online Communications
- City & Educational Cable TV/Video: Government, Education, and Emergency content
- Civic Engagement/ResiStat Neighborhood Outreach
- City & Departmental Social Media/New Media Communications
- Intergovernmental and Civic Communications and Event Management

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	715,372	794,938	876,099	10.2%
Ordinary Maintenance	138,710	154,291	234,291	51.9%
General Fund Expenditures	854,082	949,229	1,110,390	17.0%

## CHANGES BETWEEN FY19 & FY20:

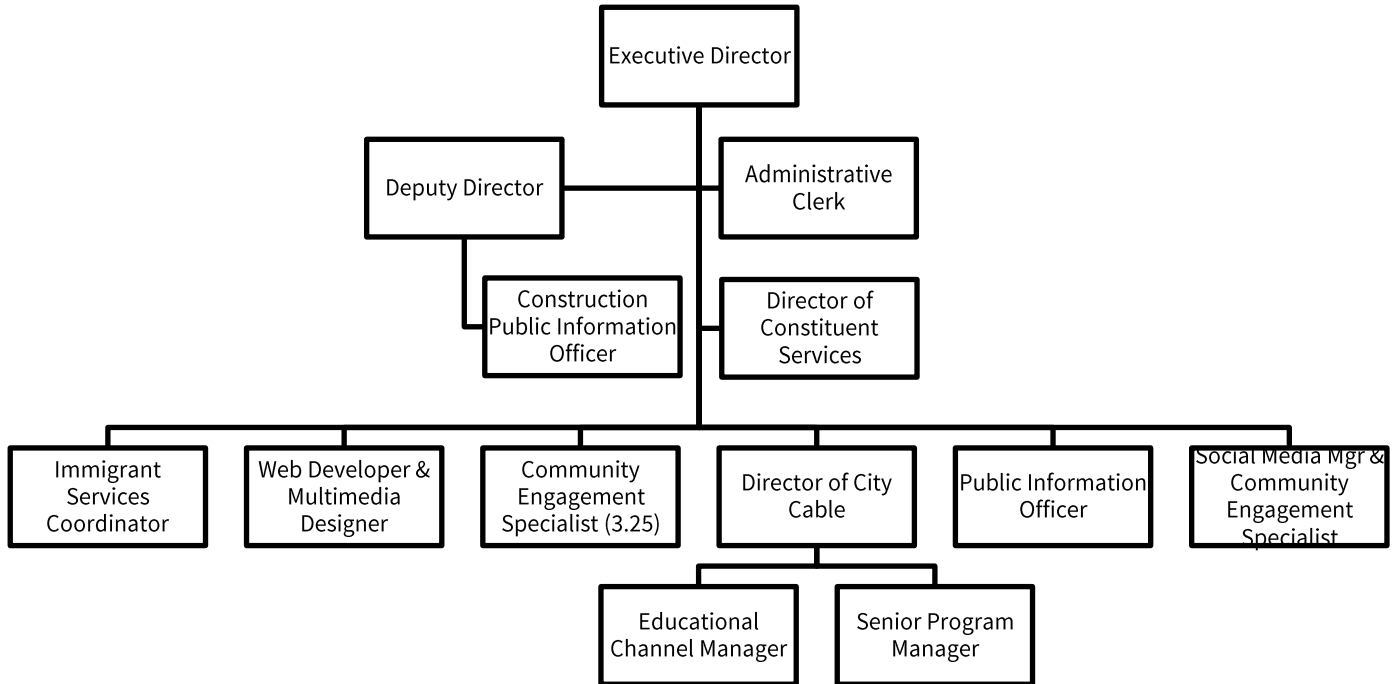
Changes from FY19 to FY20 reflect proposed investments in immigration-related services needed to address growing and urgent needs in the community amid the changing immigration landscape. Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews. The investments in SomerViva Office of Immigrant Affairs services are as follows:

- As requested by prior Council orders and the Mayor: \$60k in (Prof. & Tech.) funding for immigration legal services that will be used to support the availability of pro bono and potentially sliding scale services by area nonprofit and pro bono legal providers. These funds will be entirely contracted out and matching funds will be sought.
- As encouraged by the national Cities4Action coalition, the U.S. Cities for Citizenship initiative, as well as other leading voices on immigration, a \$15k (Prof. & Tech.) municipal investment in citizenship programming to assist Somerville residents in securing permanent legal status to support both resident and family stability as well as community stability. These funds will be mostly contracted out to area nonprofit providers with a portion reserved to cover internal related expenses.
- To expand services to Nepali speakers, one of the top five language groups in the City, this budget includes just over \$15k in (Personal Services) proposed funding for a part-time, 10-hour-per-week Nepali Community Engagement Specialist.

# Communications & Community Engagement

- To introduce targeted, plain language English services to all other language groups, manage the above initiatives, and help coordinate other services including translation, language access, and other growing demands on the Office of Immigrant Affairs, \$38k (Personal Services) to fund a half-time Immigrant Services Coordinator.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

Conduct critical information campaigns including (but not limited to):

- GLX outreach and constituent services:** Coordinated intensive, interagency, interdepartmental GLX outreach campaign including 2,208 one-on-one interactions with community members, presence at 16 events, coordination of two public meetings, as well as ongoing updates and handling of constituent concerns.
- Small Businesses:** With Economic Development, launched networking and supports for small businesses during construction including #Loyal2Local campaign, a networking series, and promoting small business support strategy sessions.
- Property Owners & Seniors:** With Assessing, prepared and disseminated annual Property Tax mailer to ~35,000 recipients including abatement and exemption information, and also Senior Tax Relief mailer and outreach to all property owners over 60.
- Pollinators:** With Park Planners & Garden Club, created Black Swallow-Wort door hanger, companion invasives webpage, and distribution plan (all launching in July).
- Public Hearings and Civic Opportunities:** Expanded outreach significantly to incorporate mass notification monthly emails, Hearing webpages, and multimedia public hearing announcement campaigns.
- Construction:** Significantly expanded construction outreach for major- and neighborhood-specific projects including the new Construction Newsletter, overhauling our construction websites, launching and managing [construction@somervillema.gov](mailto:construction@somervillema.gov), and reducing response times and dispatching staff to sites ASAP as necessary.

Continued to expand number of residents served/engaged and range of outreach channels used including (but not limited to):

# Communications & Community Engagement

- Increased unique visitors to City website by 15%, from 42,500 average per month to 49,000.
- Increased total “Likes” of City’s main Facebook page by 5%, with the page now at 13,465 unique “Likes.”
- Increased subscribed followers of main City Twitter feed by 8%, with 18,400 current followers.
- Surpassed 100,000 average monthly impressions on Twitter, with average now at 117,360.

Continued to upgrade [www.somervillema.gov](http://www.somervillema.gov):

- Rebuilt the resident address lookup’s database of 43,000+ addresses and built new content importing tool in preparation for the 2018 election, significantly lowering reports of incorrect polling information.
- Integrated the City Council’s legislative calendar with the SomervilleMa.gov events calendar.
- Created a new tool to automatically synchronize the website’s employee directory with IT’s Global Address Book.
- Increased mobile traffic by 5%.

Continued to expand services for immigrant residents in line with SomerVision diversity goals:

- Conducted extensive translation, interpretation, and public information outreach duties.
- Increased housing assistance and affordable housing efforts including intensive support for more than 300 affordable unit applications, two affordable housing application clinics, one in-language home buying course, emergency housing assistance, and referral to MassSave and other housing programs.
- With the SFLC and Harvard Law School, held monthly legal clinics serving approximately 30 individuals per month.
- Continued and expanded immigration-related services for families and individuals including pro bono legal referrals, status adjustment support, detention release, family reunification, court interpretation, and other related assistance.
- Continued wide range of support services including food access, job training referrals, ESL referrals, health insurance application assistance, afterschool scholarship application assistance, notary services, civic opportunities, board and commission recruitment, etc.
- Hosted programs/events, many in collaboration with community partners, including community health fairs and flu shot clinics; senior supports at Cobble Hill with the Council on Aging, Three Kings Celebration; and workshops on Workers’ Rights, Real I.D., Public Charge, etc.
- Intensive support of other departmental programs, especially, Affordable Housing, Fire/Emergency Response, Nibble, and Small Business programs.

Continued to exceed government access TV standards for quantity of original TV programming produced:

- Produced 225 original programs for the Govt. Channel and 171 for the Educational Channel, providing documentation of and alternative access to civic discussions and city and school programming for community members, especially those unable to attend in person.
- Continued to increase live meeting coverage and recording and broadcasting of Council and City public meetings and hearings.
- Overhauled the IQM2 Chambers recording and broadcasting system.
- Composed and posted more than 1,000 municipal and community announcements to E-Bulletin Board serving all basic cable subscribers, especially seniors and persons without consistent Internet access.

# Communications & Community Engagement

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Average monthly unique views of City Facebook	40,000	45,100	29,043	25,000-30,000	25,000-30,000
Average monthly unique visitors to City website	40,000	42,350	42,500	49,000	50,000
Number of residents served directly by SomerViva in-person support and services	1,900	3,500	3,900	3,950	4,300
Number of Community Alert sign-ups	51,000	51,061	51,100	53,400	53,000
Twitter Average Monthly Impressions	N/A	N/A	N/A	117,300	120,000

## GOALS REVIEW:

### 1. Complete full redesign of City website.

1	Support departments citywide in continually updating and enhancing useful content.	Ongoing
2	Begin preparations for Drupal upgrade.	New for FY20
3	Redesign calendar search, filtering, and subscription options.	Complete
4	Directly integrate MinuteTraq calendar with City calendar.	Complete

### 2. Modernize and enhance City Cable services.

1	Secure temporary studio and plan for full functionality during SHS rebuild.	Complete
2	Overhaul IQM2 chambers recording and broadcast system.	Complete
3	Provide alternative access to civic and community meetings/events via broad coverage for Cable and Streaming access.	Ongoing
4	Increase production of social media targeted informational videos on high priority services, projects, detours, etc.	New for FY20

### 3. Continue to improve communications/service access for underserved populations.

1	Establish ESL/citizenship classes, support services, and programming for non-English speaking senior citizens.	Ongoing
2	Establish annual Sanctuary City Coalition meeting with community stakeholders	Complete
3	Expand access to pro bono legal support.	New for FY20
4	Establish in-language supports for speakers of Nepali.	New for FY20

### 4. Enhance the communications capabilities of City government.

1	Increase outreach and develop new strategies for construction communications.	Complete
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# Communications & Community Engagement

2	Establish communications protocols and redundancies for City emergency preparedness and response.	Ongoing
3	Coordinate with City departments for citywide outreach campaigns.	Ongoing
4	With Economic Development/OSPCD, introduce new outreach and engagement tools.	New for FY20

## 5. Continue to grow robust community engagement & social media program.

1	Expand reach of newsletter, meetings, and social media.	Ongoing
2	Provide responsive, timely, multi-lingual social media services.	Ongoing
3	Increase use of short, social media targeted video.	New for FY20

## BUDGET:

COMMUNICATIONS & COMMUNITY ENGAGEMENT	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	694,737	774,320	599,804	852,981	
512000 SALARIES & WAGES TEMPOR'Y	16,128	18,900	15,118	21,400	
513000 OVERTIME	159	1,368	-	1,368	
514006 LONGEVITY	700	-	-	-	
515006 HOLIDAYS NON-UNION	2,466	-	-	-	
515011 HOLIDAYS - S.M.E.A.	182	-	-	-	
519004 UNIFORM ALLOWANCE	350	350	350	350	
519013 OTHER LUMP SUM PAYMENTS	650	-	5,513	-	
<b>COMMUNICATIONS PERSONAL SVC</b>	<b>715,372</b>	<b>794,938</b>	<b>620,785</b>	<b>876,099</b>	<b>10.2%</b>
524006 R&M - COMMUN. EQUIP.	-	500	-	500	
524034 R&M - SERVICE CONTRACTS	-	-	-	1,000	
527001 RENTAL - BUILDINGS	-	-	150	-	
530000 PROF & TECHNICAL SVC	65,032	86,300	57,511	158,800	
530008 EMPLOYEE TRAINING	1,250	2,000	974	1,700	
530028 SOFTWARE SERVICES	2,000	-	2,200	2,600	
530029 CUSTODIAL DETAIL	840	800	-	700	
534003 POSTAGE	5,840	6,800	872	6,800	
534016 AUTOMATED CALL SYSTEM	23,927	24,000	22,995	25,000	
540000 SUPPLIES	178	500	122	400	
542000 OFFICE SUPPLIES	816	2,000	1,037	2,000	
542001 PRINTING & STATIONERY	18,252	19,600	18,440	22,000	
542006 OFFICE FURNITURE NOT CAP	9,586	-	251	-	
549000 FOOD SUPPLIES & REFRESHMT	-	300	492	300	
553001 SIGNS AND CONES	543	-	489	-	
558002 ONLINE SUBSCRIPTION	1,520	1,014	3,132	3,014	
558004 MAGAZINES/SUBSCRIPTS/PUB	494	947	689	947	

# Communications & Community Engagement

COMMUNICATIONS & COMMUNITY ENGAGEMENT	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
571000 IN STATE TRAVEL	-	150	-	150	
572000 OUT OF STATE TRAVEL	316	-	425	-	
573000 DUES AND MEMBERSHIPS	780	880	790	880	
578014 NEIGHBORHOOD IMP.COUNC	7,336	8,500	3,576	7,500	
<b>COMMUNICATIONS ORDINARY MAINT</b>	<b>138,710</b>	<b>154,291</b>	<b>114,145</b>	<b>234,291</b>	<b>51.9%</b>
<b>COMMUNICATIONS TOTAL</b>	<b>854,082</b>	<b>949,229</b>	<b>734,930</b>	<b>1,110,390</b>	<b>17.0%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF COMMUNICATIONS	2,815.41	147,527.27	1.0	1.0	147,527.27
DEP DIRECTOR OF COMMUNICATIONS	1,949.13	102,134.27	1.0	1.0	102,134.27
MULT MEDIA DESIGNER & WEB DEVELOPER	1,732.56	90,786.01	1.0	1.0	90,786.01
PUBLIC INFORMATION OFFICER	1,471.15	77,088.46	1.0	1.0	77,088.46
PUBLIC INFORMATION OFFICER	1,275.00	66,810.00	1.0	1.0	66,810.00
SOCIAL MEDIA & COMM ENG SPECIALIST	1,176.92	61,670.77	1.0	1.0	61,670.77
IMMIGRANT SERVICES COORD (NEW)	1,471.15	77,088.46	0.5	0.5	38,544.23
COMMUNITY ENGAGEMENT SPECIALIST	1,299.42	68,089.52	1.0	1.0	68,089.52
COMMUNITY ENGAGEMENT SPECIALIST	1,248.96	65,445.51	1.0	1.0	65,445.51
COMMUNITY ENGAGEMENT SPECIALIST	1,299.42	68,089.52	1.0	1.0	68,089.52
COMMUNITY ENGAGEMENT SPECIALIST (NEW)	1,176.92	61,670.77	0.25	0.25	15,417.69
PRINCIPAL CLERK	980.48	51,377.19	1.0	1.0	51,727.19



# Communications: Constituent Services

## MISSION STATEMENT:

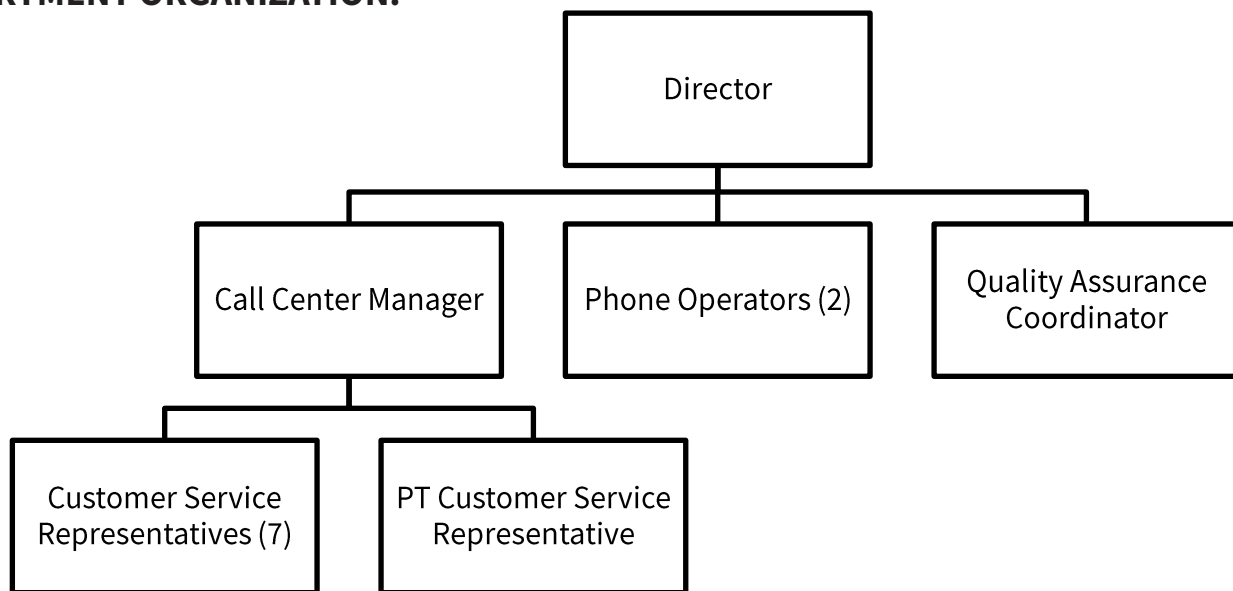
The delivery of accurate, courteous and easy services to all residents, guests, employees and businesses throughout the City of Somerville that are managed by, or affiliated with Constituent Services. This is achieved through the effective use of a multi-channel approach including: the 311 contact centers; city switchboard; welcome desk; pop-up locations at city-sponsored public events; as well as digital tools and systems such as: the 311 customer relationship and work order management systems, 311 web portal, emails, mobile applications, social media, and a customer first mentality.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	652,077	691,508	780,300	12.8%
Ordinary Maintenance	43,456	66,000	73,250	11.0%
General Fund Expenditures	695,533	757,508	853,550	12.7%

## CHANGES BETWEEN FY19 & FY20:

- This budget includes a new position, Quality Assurance Coordinator. The Quality Assurance Coordinator is responsible for ensuring the City of Somerville’s front-line staff have the knowledge, skills and abilities to serve the residents, guests, businesses and other members of the community.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- The 311 contact center and city hall switchboard are on pace to handle over 140k customer interactions in FY19.
- The expanded usage of the City’s Customer Relationship Management (CRM) system has provided opportunities to establish new service request workflows, continuously review and improve existing requests, as well as customer satisfaction.
- Technical and operational changes continue to help managers more accurately track historical records, manage lifecycle processes, and communicate with customers more easily.
- Public-facing survey tools have created better insights into how to create better engagements between constituents and staff, which has led to the design of new operational and system changes for several

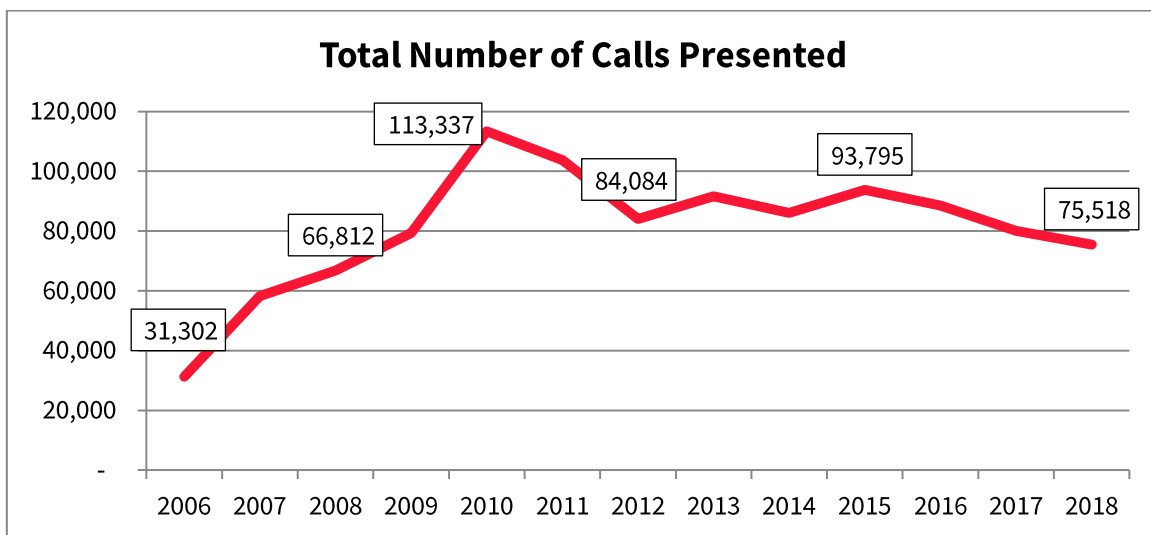
# Communications: Constituent Services

departments.

- Coordination with new and existing City partners to improve services and utilization of performance and feedback reporting tools, providing a better understanding of what is working well and where there are areas to grow. Multiple partnering departments have increased their utilization of the CRM reporting tools, providing a better understanding of what is working well and where there are areas for improvement.
- Coordinated with Police and Inspectional Services departments to improve procedures and best practices for handling overnight and weekend non-emergency public health and safety concerns.

## PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ
Answer >80% of calls within department Service Level Agreement (SLA)	72.4%	81.5%	82.3%	86.9%	85.3%
Average queue time of 28 seconds or less	:34	:22	:20	:14	:14
Abandon rate of <4% of all calls to 311	6.8%	4.6%	4.1%	3.0%	4.0%
Maintain an average handle time for all calls to 2:30 or less	2:31	2:26	2:29	2:20	2:14



## GOALS REVIEW:

### 1. Offer consistent, high-level customer service from 311 on a 24/7/365 basis.

- |  |         |
|--|---------|
| 1 Improve methods by which time-sensitive and all other information is disseminated through the automated welcome messages, detailed text/email alerts for individual requests, through social media feeds and external, as well as internal and interdepartmental communications, particularly in anticipation of urgent events such as severe weather storms and other city-wide events. | Ongoing |
| 2 Identify and recommend changes to customer-facing operations based on constituent feedback and other data collection methods to improve the delivery of customer service, as well as utilize best practices and responses to requests.   | Ongoing |

# Communications: Constituent Services

## 2. Increased focus of A.C.E. related services throughout department and city partners.

1	Work with 311 customer service staff to make sure all key performance indicators (KPIs) are understood and are continuously an area of focus by each employee and that expectations are being met according to department standards.	Ongoing
2	Reorganize employee training efforts into three key areas: new employees; ongoing policies, procedures and programs; and specialized modules based on individual need. Different employees doing the same job often bring different skills, so it is important that we are able to make the most of our limited time to make the most of learning opportunities.	In Progress
3	Improve call management from the after-hours call center, particularly during nights and weekends. Department staff members held a one day training class at the answering service facility that was highly successful. Answering service-generated requests are reviewed regularly for errors and call taker feedback is provided.	In Progress
4	Develop comprehensive operating procedures and standards on all new and updated requests to ensure proper intake questions are scripted, continuously improve workflow, and capture as much useful data as possible. This is in collaboration with SomerStat, T&P, ISD,DPW and many other partnering departments. These efforts drive faster and more efficient completion of internal and external service requests.	Ongoing

## 3. Use 311 request information to responsibly improve delivery of City services.

1	Develop reports that allow department managers to see beyond the volume and timelines of requests by focusing on the customer's point of view.	In Progress
2	Ensure all 311 representatives are aware of when and why personal information is necessary to complete a request, or when they may choose to report anonymously. This also allows customers the option to track the status of their requests the moment they are entered into the system with email and text alerts.	Ongoing

### BUDGET:

CONSTITUENT SERVICES	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	573,782	619,153	480,913	705,061	
512000 SALARIES & WAGES TEMPOR'Y	55,151	54,455	40,480	56,089	
513000 OVERTIME	17,591	15,000	16,649	15,450	
514006 LONGEVITY	2,200	2,200	1,100	3,000	
515006 HOLIDAYS NON-UNION	1,915	-	-	-	
515011 HOLIDAYS - S.M.E.A.	338	-	-	-	
515012 PERFECT ATTENDANCE	400	-	-	-	
519004 UNIFORM ALLOWANCE	700	700	700	700	
519013 OTHER LUMP SUM PAYMENTS	-	-	9,815	-	
<b>CONSTITUENT SVC PERSONAL SVC</b>	<b>652,077</b>	<b>691,508</b>	<b>549,657</b>	<b>780,300</b>	<b>12.8%</b>

# Communications: Constituent Services

CONSTITUENT SERVICES		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
524034	R&M - SERVICE CONTRACTS	438	-	720	250	
527019	RENTAL-WATER COOLER	66	300	96	300	
530000	PROF & TECHNICAL SVC	40,314	50,000	22,280	55,000	
530008	EMPLOYEE TRAINING	-	5,500	-	5,500	
534003	POSTAGE	-	1,000	-	1,000	
542000	OFFICE SUPPLIES	2,193	5,000	2,197	6,000	
542001	PRINTING & STATIONERY	-	1,200	90	1,200	
542006	OFFICE FURNITURE NOT CAP	445	3,000	-	4,000	
<b>CONSTITUENT SVC ORDINARY MAIN</b>		<b>43,456</b>	<b>66,000</b>	<b>25,384</b>	<b>73,250</b>	<b>11.0%</b>
<b>CONSTITUENT SVC TOTAL</b>		<b>695,533</b>	<b>757,508</b>	<b>575,041</b>	<b>853,550</b>	<b>12.7%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF CONSTITUENT SVC	2,165.70	113,482.52	1.0	1.0	113,482.52
CALL CENTER MANAGER	1,380.10	72,317.29	1.0	1.0	72,317.29
CUSTOMER SERVICE REP	1,013.94	53,130.25	1.0	1.0	53,130.25
CUSTOMER SERVICE REP	918.35	48,121.70	1.0	1.0	48,121.70
CUSTOMER SERVICE REP	882.69	46,253.08	1.0	1.0	46,253.08
CUSTOMER SERVICE REP	955.45	50,065.82	1.0	1.0	50,065.82
CUSTOMER SERVICE REP	882.69	46,253.08	1.0	1.0	46,253.08
CUSTOMER SERVICE REP	974.56	51,067.14	1.0	1.0	51,067.14
CUSTOMER SERVICE REP	900.35	47,178.14	1.0	1.0	47,178.14
TELEPHONE OPERATOR	911.55	47,765.22	1.0	1.0	50,015.22
TELEPHONE OPERATOR	911.55	47,765.22	1.0	1.0	49,215.22
QA COORDINATOR (NEW)	1,176.92	61,670.77	1.0	1.0	61,670.77

# Infrastructure & Asset Management

## MISSION STATEMENT:

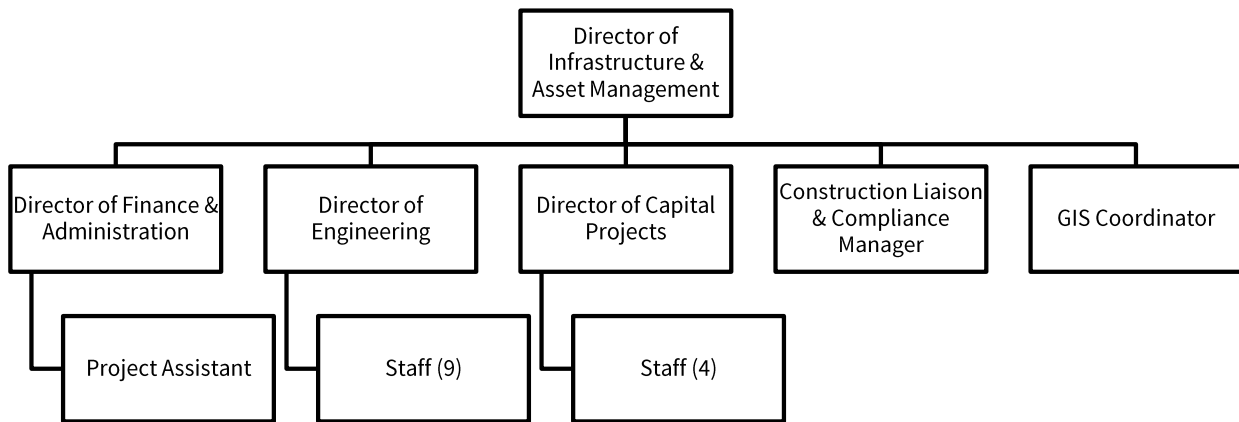
The Department of Infrastructure and Asset Management (IAM), through Capital Projects for buildings and Engineering for utilities, and in close collaboration with DPW, OSPCD, and Water & Sewer, develops and implements a comprehensive plan to effectively maintain, modernize, and replace Somerville’s full range of horizontal and vertical infrastructure assets. While IAM seeks to optimize the City’s capital investments through technical evaluation of operations costs against capital improvements, the broader goal of the department is to establish and utilize evaluation criteria, in consultation with virtually every other City department, by which options are rated and projects are prioritized. IAM also seeks to identify and evaluate alternative forms of funding with the objective of minimizing overall costs to taxpayers and water and sewer ratepayers.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	-	-	366,076	NEW
General Fund Expenditures	-	-	366,076	NEW

## CHANGES BETWEEN FY19 & FY20:

- Infrastructure & Asset Management is a new department proposed for FY20 through an administrative code change.
- As part of the new Department, two new positions are proposed, Director of IAM and Director of Finance & Administration.
- The Construction Liaison & Compliance Manager and GIS Coordinator are proposed to transfer from the Engineering Department.
- Salaries are based on negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## DEPARTMENTAL OVERVIEW:

Municipal utilities are critical to maintain the health and safety of constituents, and municipal buildings are essential for the delivery of basic services. Somerville’s infrastructure and assets, however, are aging and often do not function to acceptable standards. Somerville’s water distribution system, largely built between 1880 and 1920, has aged past its intended lifespan, and the potential for water main breaks and inoperable valves places the City at risk of disrupting potable water service to our constituents. Somerville’s combined sanitary and stormwater sewer system, also largely built in the late 1800s and early 1900s, not only poses similar risks of pipe failure, but also violates modern environmental standards by discharging blended sanitary waste to waterways under federal and state jurisdiction and potentially surcharging that waste into local streets and basements. Not only is the condition of Somerville’s roadway and sidewalk network in

# Infrastructure & Asset Management

an obvious state of disrepair, but it was built to bygone standards that prioritized automobiles over multi-modal transportation, thereby creating impediments to pedestrian, bicycle, and ADA mobility. Somerville’s municipal and school buildings equally suffer from their age, often failing to meet modern building codes and ADA compliance. Moreover, most of those facilities were never intended to house their current functions, creating challenges for effectively delivering services essential to municipal government.

After decades of largely ignoring this critical infrastructure but for emergency repairs and scant proactive investment, the City has made important progress in recent years to better care for of our water, sewer, street, sidewalk, and building assets by, among other actions, transitioning to a data-driven prioritization schema for investing in our streets and sidewalks; beginning to study and evaluate our water and sewer systems and substantially increasing investment in them; and redefining and expanding the Capital Projects Department, which recently undertook a comprehensive building needs assessment, all while overseeing increasingly complex and expensive projects like the Somerville High School and the Somerville Ave. Utility and Streetscape Improvements project.

With the creation of IAM, the City is taking an essential step forward in comprehensively and strategically planning for the future of our infrastructure investments by integrating Engineering and Capital Projects into one overarching department. As the nature of our infrastructure projects becomes increasingly complex, this integration will provide an essential level of coordination. Furthermore, recognizing that we do not have the logistical or financial capacity to address all of our unmet infrastructure needs, IAM will be tasked with prioritizing our investments to ensure the best outcome for our residents.

## BUDGET:

IAM	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	-	-	-	366,076	
<b>IAM PERSONAL SERVICES</b>	-	-	-	<b>366,076</b>	<b>NEW</b>
<b>IAM TOTAL</b>	-	-	-	<b>366,076</b>	<b>NEW</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF INFRASTRUCTURE & ASSET MGMT (NEW)	2,550.00	133,620.00	1.0	1.0	133,620.00
DIRECTOR OF FINANCE & ADMIN (NEW)	1,765.38	92,506.15	1.0	1.0	92,506.15
PROJECT ASSISTANT	1,471.15	77,088.46	1.0	1.0	77,088.46
CONSTRUCTION LIAISON	1,300.50	68,146.20	1.0	0.4	27,258.48
GIS COORDINATOR	1,698.59	89,005.89	1.0	0.4	35,602.36

## MISSION STATEMENT:

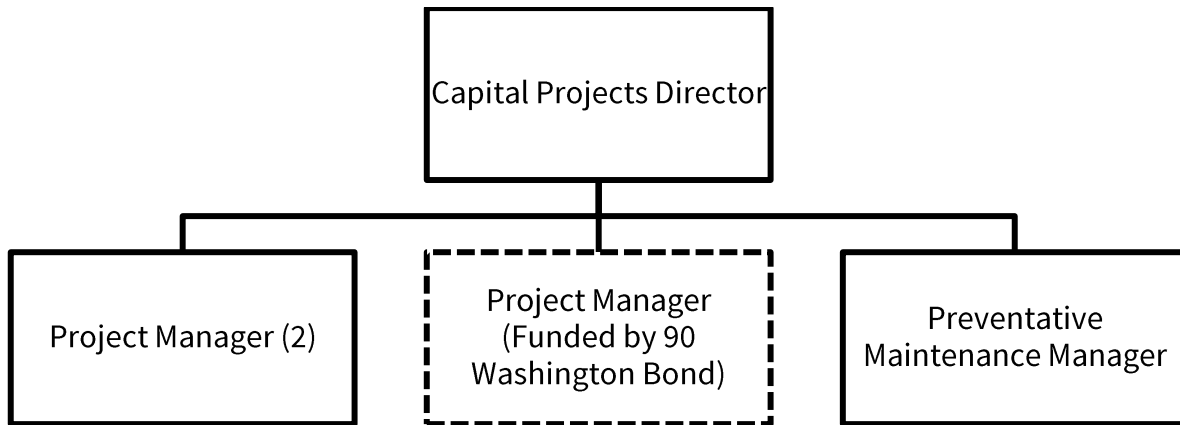
To oversee the construction, reconstruction, renovation, and preventive maintenance of all City-owned buildings which currently consist of 32 facilities and approximately 1.9 million square feet. In all of its work, the Capital Projects Department strives to be efficient and responsive to community needs, to enhance sustainable design and energy efficiency, and to improve safety and accessibility for all users.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	457,133	468,775	403,970	-13.8%
Ordinary Maintenance	17,404	37,120	91,900	147.6%
Capital Outlay	99,675	225,000	290,000	28.9%
General Fund Expenditures	574,212	730,895	785,870	7.5%

## CHANGES BETWEEN FY19 & FY20:

- This budget includes a new position, Project Manager. This position is funded by a bond for design and construction management for the new public safety building.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Broke ground on the new Somerville High School, including demolition of the old High School C-Wing, and removal of over 85,000 tons of soil from Central Hill for the sublevels and foundations of the Phase I building.
- Broke ground on the West Branch Library renovation.
- Began construction on previously completed designs for accessibility improvements in three schools (Brown, JFK, and Winter Hill) and two libraries (East and Central).
- Completed construction of a new accessible lift for the Traffic and Parking building.
- Completed construction of a new accessible ramp at the City Hall Annex.
- Completed design of a new boiler at City Hall (currently served by existing High School).
- Completed design and bidding of Sacramento Street underpass for recommended improvements.
- Substantially completed design associated with roof and window and door replacements at the Winter Hill School.
- Completed space needs assessment for the Police Department headquarters and supported efforts for the relocation of police headquarters and Engine 3.

# IAM: Capital Projects

- Advanced the design of ArtFarm and the associated ArtBarn.
- Initiated design of the Buena Vista Garage rehabilitation.

## GOALS REVIEW:

### 1. Standardize and increase efficiency of Capital Projects operations.

1	Catalog components, uses, existing condition, and history of all City-owned buildings.	Complete
2	Develop filed sub-bid distribution lists to increase options in City construction contracts.	Ongoing
3	Standardize digital file naming and folder conventions, including the incorporation of the catalog of City-owned buildings.	Ongoing

### 2. Oversee completion of renovation/construction projects that are fully funded and lay groundwork for unfunded projects.

1	Identify and design accessibility improvements identified in the ADA Transition Plan.	Ongoing
2	Conduct feasibility study and initiate design associated with a new public safety building (relocating Police and Fire).	Ongoing
3	Lay groundwork for design associated with the planned City Hall and 1895 building reconstruction projects.	Ongoing

### 3. Utilize preventive maintenance to reduce costs and improve safety and quality of buildings.

1	Establish basic preventive maintenance plan for all City buildings, collaborating with Buildings and Grounds Division to identify preventive maintenance work that is currently underway.	Phase 1: Complete Phase 2: Ongoing
2	Research and implement preventive maintenance tracking software systems, collaborating with Constituent Services to assist with the ongoing selection of a new CRM.	Phase 1: Complete Phase 2: Ongoing

### 4. Enhance the sustainability and energy efficiency of City-owned buildings.

1	Work with OSE to identify Building Standards (energy efficiency) for all future projects (green, LEED, net-zero considerations).	Ongoing
2	Work with OSE to identify energy-saving projects, pursue funding for them, and implement them, prioritizing those with the shortest payback period.	Ongoing
3	Work with City Hall / High School Campus Planning group to identify opportunities to make the civic campus net-zero ready as projects are completed.	Ongoing



# IAM: Capital Projects

## BUDGET:

CAPITAL PROJECTS	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	455,381	468,775	366,615	403,970	
515006 HOLIDAYS NON-UNION	1,751	-	-	-	
<b>CPPM PERSONAL SERVICES</b>	<b>457,133</b>	<b>468,775</b>	<b>366,615</b>	<b>403,970</b>	<b>-13.8%</b>
524001 R&M - BUILDINGS & GROUNDS	1,275	-	-	1,000	
524020 R&M - EXTERIOR BUILDING	103	-	1,815	1,000	
527019 RENTAL-WATER COOLER	105	300	-	200	
530000 PROF & TECHNCAL SVC	6,813	20,000	10,630	-	
530008 EMPLOYEE TRAINING	3,074	6,000	1,488	6,000	
530028 SOFTWARE SERVICES	-	3,325	975	40,000	
534003 POSTAGE	45	-	-	-	
534015 FEE	-	100	-	1,000	
538008 MOVING SERVICES	-	-	-	2,000	
542000 OFFICE SUPPLIES	1,049	1,500	206	1,500	
542001 PRINTING & STATIONERY	-	2,400	75	1,000	
542005 OFFICE EQUIPMENT NOT CAP	899	-	2,937	2,000	
542006 OFFICE FURNITURE NOT CAP	299	-	199	3,000	
542007 COMPUTER EQUIP NOT CAP	-	-	-	21,000	
553001 SIGNS AND CONES	232	-	125	2,000	
558006 UNIFORMS	541	500	1,042	1,000	
571000 IN STATE TRAVEL	155	-	138	200	
571001 IN STATE CONFERENCES	240	1,500	150	1,500	
572000 OUT OF STATE TRAVEL	-	-	-	2,000	
572001 OUT OF STATE CONFERENCES	1,002	-	-	1,500	
573000 DUES AND MEMBERSHIPS	1,422	1,495	868	3,000	
578007 REIMB OF LICENSES	150	-	100	1,000	
<b>CPPM ORDINARY MAINTENANCE</b>	<b>17,404</b>	<b>37,120</b>	<b>20,747</b>	<b>91,900</b>	<b>147.6%</b>
530000 PROF & TECHNCAL SVC	23,235	75,000	38,534	100,000	
530006 ENGINEER'G/ARCHITCT'L SVC	38,391	150,000	67,228	150,000	
530028 SOFTWARE SERVICES	16,419	-	17,240	-	
582002 BUILDING RECONSTRUCTION	-	-	-	20,000	
582003 BUILDING IMPROVEMENTS	21,631	-	-	20,000	
<b>CPPM CAPITAL OUTLAY</b>	<b>99,675</b>	<b>225,000</b>	<b>123,002</b>	<b>290,000</b>	<b>28.9%</b>
<b>CPPM TOTAL</b>	<b>574,212</b>	<b>730,895</b>	<b>510,364</b>	<b>785,870</b>	<b>7.5%</b>

# IAM: Capital Projects

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIR CAP PROJ MGMT	2,353.85	123,341.54	1.0	1.0	123,341.54
PROJECT MANAGER	1,953.52	102,364.28	1.0	1.0	102,364.28
PROJECT MANAGER	1,734.67	90,896.55	1.0	1.0	90,896.55
PREVENTATIVE MAINTENANCE MANAGER	1,667.31	87,366.92	1.0	1.0	87,366.92
PROJECT MANAGER (NEW)	1,667.31	87,366.92	1.0	0.0	-

**MISSION STATEMENT:**

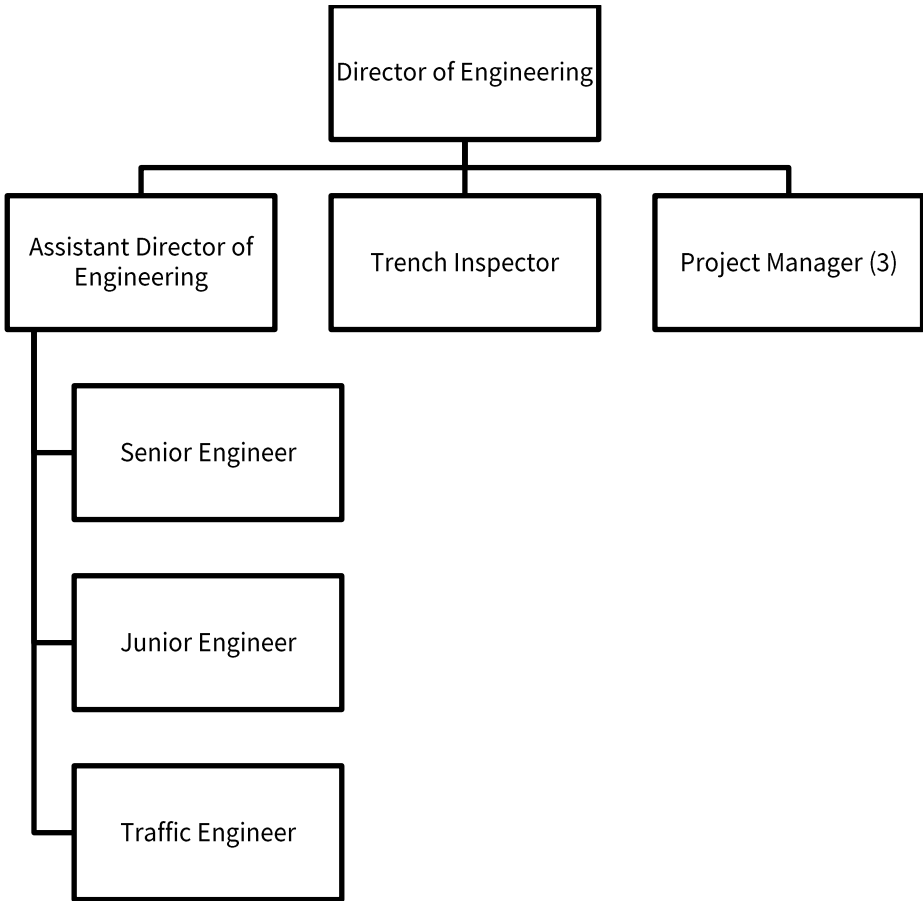
The Engineering Department facilitates the improvement and modernization of the City’s infrastructure including roadways, sidewalks, water distribution, sewer and stormwater management systems by engineering safe, multimodal, functional, and sustainable infrastructure maintenance and capital investment projects. The Department manages the street opening and trench permit programs, reviews private development site plans to ensure compliance with City standards and sound engineering practices, administers the city’s pavement management program, and acts as the City’s liaison to state and federal agencies such as the MBTA, MassDOT, EPA, MassDEP, and the MWRA on engineering issues.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	166,359	271,572	347,400	27.9%
Ordinary Maintenance	119,670	302,800	74,300	-75.5%
Capital Outlay	-	-	250,000	-
General Fund Expenditures	166,359	271,572	597,400	120.0%

**CHANGES BETWEEN FY19 & FY20:**

- This budget includes three new positions: Project Manager – Utilities (position transferred from Capital Projects), Traffic Engineer (position transferred from Traffic & Parking), and Trench Inspector (Funded mid-year during FY19).
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

**DEPARTMENT ORGANIZATION:**



# IAM: Engineering

## FY19 ACCOMPLISHMENTS:

- Broke ground on the Somerville Avenue Utility and Streetscape Improvement project, initiating the first phase of a multi-phase program to improve infrastructure and properly manage stormwater in the Union Square area.
- Initiated design of the next two phases of that Union Square program, the Poplar Street Stormwater Pump Station that will divert stormwater from the MWRA system to the MBTA system, and the Spring Hill Sewer Separation project that will provide separated stormwater for that diversion.
- In cooperation with other departments, completed the negotiations with the MBTA Green Line Extension to define critical details that impact various City projects.
- Refined the formal, citywide program to coordinate and communicate construction within the Right of Way.
- Continued investigations to locate the sources of contamination to the City's separate stormwater system and infiltration into the City's sanitary system.
- Completed the construction of water main upgrades in Pearl Street, and completed the design of water main upgrades for Washington Street.
- Completed construction of retaining wall and drainage improvements along the bike path outside Davis Square.
- Completed the second phase and initiated the third of a comprehensive sewer system evaluation study for the city's combined sewer system that will inform a capital investment program to proactively improve the system thereby preventing failures that necessitate costly emergency responses and eliminating groundwater infiltration into the system.
- Completed construction of the Cedar Street Sewer Separation project to reduce flooding near Hall Street and extend the city's efforts to remove stormwater from the sewer system.
- Implemented the continuing pavement management program, overseeing roadway and sidewalk construction, preparing construction bid packages, and maintaining the data to support selection of roadways for paving based on pavement condition and route priority.

## GOALS REVIEW:

### 1. Manage infrastructure and roadway improvement projects.

1	Collaborate with OSPCD in the development of streetscape improvement plans.	Ongoing
2	Assist in the coordination of GLX utility work throughout the city.	Ongoing
3	Continue to implement a permit manual for licensed drainlayers. This manual provides guidelines and expectations for work performed on the City's infrastructure.	Ongoing
4	Develop and implement of standard construction specifications and details.	Ongoing
5	Through the use of contracted services, coordinate with DPW to bring existing sidewalk repair backlog to ADA compliance.	Ongoing
6	Complete site plan reviews required by Planning & Zoning, conservation, and building permit processes to ensure that private development properly manages stormwater and does not create impacts to the City's sewer and drain system.	Ongoing
7	Reduce quantity of storm water currently entering the combined sewer system.	Ongoing

# IAM: Engineering

8	Assist Water & Sewer Department with local, state and federal permit compliance efforts.	Ongoing
9	Administer the DPW occupancy and trench permit program to regulate private work in the public right-of-way.	Ongoing
10	Provide technical assistance to the Water & Sewer Department for system maintenance and emergency responses.	Ongoing
11	Conduct records research and technical analysis to support other divisions including Highway and Water and Sewer, in providing responses to constituent inquiries and requests submitted through 311 and other avenues.	Ongoing
12	Administer the City's NPDES permit compliance for stormwater and combined sewer overflow discharges through coordination with Federal and State regulators in cooperation with other City departments.	New for FY20

## BUDGET:

IAM: ENGINEERING		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	163,123	257,339	159,360	332,049	
513000	OVERTIME	1,473	12,000	1,962	12,360	
514015	OTHER DIFFERENTIALS	867	1,553	899	2,641	
515006	HOLIDAYS NON-UNION	473	-	-	-	
515011	HOLIDAYS - S.M.E.A.	109	-	-	-	
519004	UNIFORM ALLOWANCE	-	240	240	350	
519013	OTHER LUMP SUM PAYMENTS	-	-	2,221	-	
519015	AUTO ALLOWANCE	313	440	43	-	
<b>ENGINEERING PERSONAL SVC</b>		<b>166,359</b>	<b>271,572</b>	<b>164,724</b>	<b>347,400</b>	<b>27.9%</b>
524007	R&M - OFFICE EQUIPMENT	-	1,000	-	-	
527006	LEASE - PHOTOCOPIER EQUIP	-	-	362	800	
527019	RENTAL-WATER COOLER	103	200	33	200	
530000	PROF & TECHNICAL SVC	87,140	250,000	27,509	-	
530008	EMPLOYEE TRAINING	-	3,500	2,580	5,000	
530028	SOFTWARE SERVICES	26,948	33,000	-	33,000	
542000	OFFICE SUPPLIES	2,691	3,000	749	3,000	
542001	PRINTING & STATIONERY	519	-	240	300	
542005	OFFICE EQUIPMENT NOT CAP	-	-	1,363	2,000	
542006	OFFICE FURNITURE NOT CAP	-	-	2,238	3,000	
542007	COMPUTER EQUIP NOT CAP	-	1,000	-	9,000	
543011	HARDWARE & SMALL TOOLS	-	3,000	-	3,000	
553001	SIGNS AND CONES	340	100	1,815	2,000	
558006	UNIFORMS	560	5,000	701	5,000	
571001	IN STATE CONFERENCES	564	1,000	107	1,500	

# IAM: Engineering

<b>IAM: ENGINEERING</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
572000 OUT OF STATE TRAVEL	25	-	217	2,000	
572001 OUT OF STATE CONFERENCES	175	-	415	1,500	
573000 DUES AND MEMBERSHIPS	604	2,000	75	3,000	
<b>ENGINEERING ORDINARY MAINT</b>	<b>119,670</b>	<b>302,800</b>	<b>38,404</b>	<b>74,300</b>	<b>-75.5%</b>
530006 ENGINEER'G/ARCHITCT'L SVC	-	-	-	250,000	
<b>ENGINEERING CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>-</b>
<b>ENGINEERING TOTAL</b>	<b>166,359</b>	<b>271,572</b>	<b>164,724</b>	<b>597,400</b>	<b>120.0%</b>

## PERSONNEL LIST:

<b>POSITION</b>	<b>CURRENT BASE</b>	<b>FISCAL YEAR BASE</b>	<b>FTE</b>	<b>GF FTE</b>	<b>TOTAL</b>
DIRECTOR OF ENGINEERING	2,448.94	128,324.54	1.0	0.4	51,329.81
ASSISTANT DIRECTOR OF ENGINEER	1,836.71	96,243.40	1.0	0.4	38,497.36
SENIOR CIVIL ENGINEER	1,667.31	87,366.92	1.0	0.4	34,946.77
JUNIOR CIVIL ENGINEER	1,176.92	61,670.77	1.0	0.4	24,668.31
PROJECT MANAGER	1,569.23	82,227.69	1.0	0.4	32,891.08
PROJECT MANAGER	1,667.31	87,366.92	1.0	0.4	34,946.77
CONSTRUCTION LIAISON	1,300.50	68,146.20	1.0	0.4	27,258.48
GIS COORDINATOR	1,698.59	89,005.89	1.0	0.4	35,602.36
TRENCH INSPECTOR	1,307.31	68,502.92	1.0	0.4	27,751.17
TRAFFIC ENGINEER	1,667.31	87,366.92	1.0	1.0	87,366.92
PROJECT MGR UTILITIES	1,734.67	90,896.55	1.0	0.0	-

## MISSION STATEMENT:

To ensure the successful delivery of city services by recruiting, developing, motivating, and retaining qualified employees to provide the highest possible level of public service. Personnel promotes and supports organizational excellence through effective human resources programming regarding benefits, compensation, training, safety initiatives, quality customer service, and professional development. All programs are administered in an environment that embraces diversity. Personnel also ensures that all employees are paid in accordance with applicable laws and collective bargaining agreements.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	902,614	996,371	1,040,688	4.4%
Ordinary Maintenance	166,391	316,276	325,884	3.0%
Special Items	30,206	71,000	78,000	9.9%
General Fund Expenditures	1,099,211	1,383,647	1,444,572	4.4%

## CHANGES BETWEEN FY19 & FY20:

- The Operating Budget for Personnel has increased by approximately \$17,000. This increase is to support the rising cost of mass produced informational documents and mailings, arbitration fees, and increased usage of employee training / education funds, fluency, and gym reimbursement accounts.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

### Efficiencies/ Improving Practices

- Implemented paperless W-2 option for City employees, leading to increased efficiencies in the payroll process, reducing paper waste, and allowing employees more choice over how they can securely and conveniently access their W-2.
- Established and implemented standardized long-term alternative schedule request form and process for non-union and union employees.
- Expanded employee ID program to the Inspectional Services Department and the Water and Sewer Department to help promote employee and public safety and security.
- Coordinated the acquisition and recommended use of ergonomic equipment and safety supplies and materials for various departments such as Auditing, OSPCD, SomerStat, OSE, T&P, City Clerks, Treasury, Engineering, Assessing, and IT.

### Policies

- Created the City's Equal Opportunity Policy (which combined and clarified the City's previous Anti-Harassment / Anti-Discrimination Policy and ADA Policy).
- Updated the "Non-Civil Service Hiring Process / New Hires" policy.

### Recruitment

- Civil Service: Hired six new police officers within the Police Department. Hired eleven permanent Firefighter positions and promoted 7 people in the Fire Department.
- Expanded internal collaboration with SomerViva, Veteran Services, Health and Human Services, the Police Department, and the Fire Department in order to increase referrals and increase interest from local applicants for a variety of City positions.

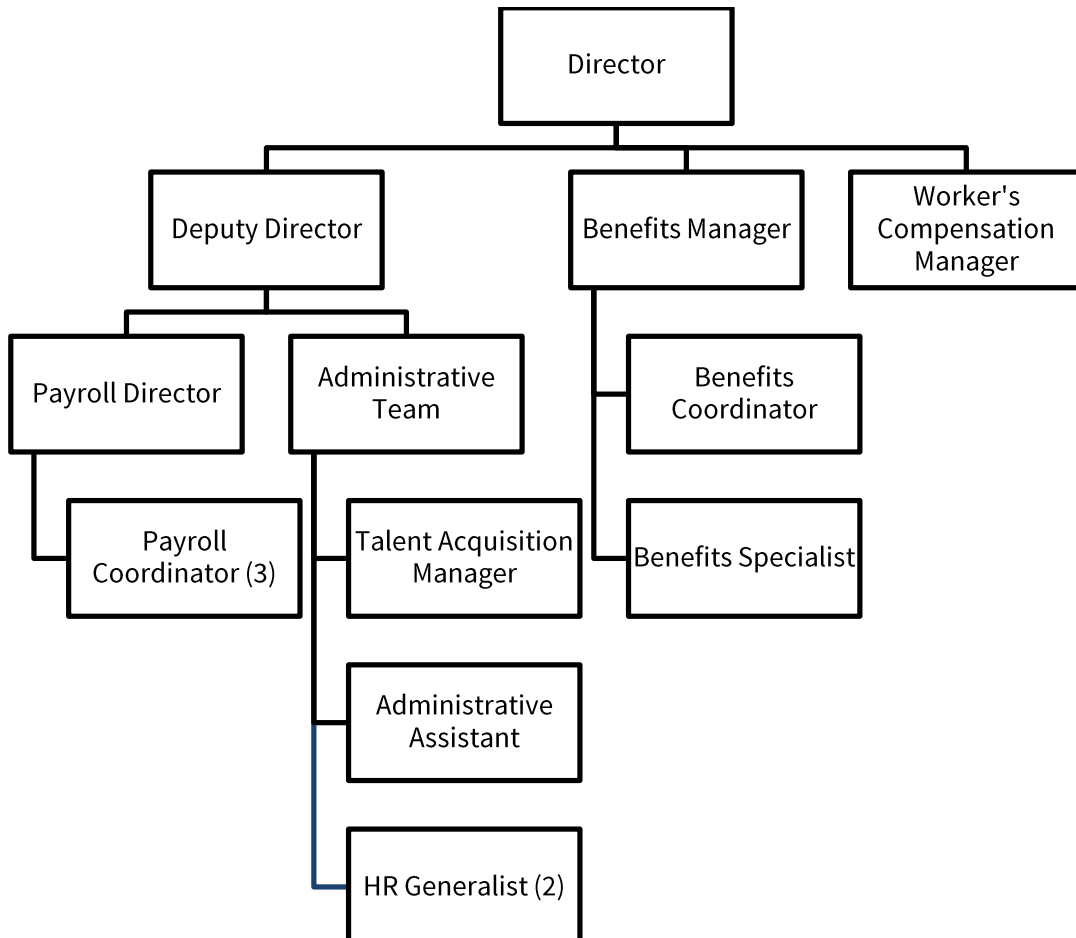
# Personnel

- Established new recruitment partnerships with Mass Hire Metro North Career Center, Somerville Housing Authority, New England Regional Council of Carpenters, and Teen Empowerment.

## Training

- Conducted Manager and Employee trainings on the City’s Equal Opportunity policy, sexual harassment prevention, bystander intervention, and respectful workplace behaviors.
- Conducted several educational sessions at all city locations on new benefit / new vendor offerings such as whole life, group life, and dental.
- Coordinated AED/CPR/1st Aid Training for 29 employees.
- Coordinated state mandated Hoisting License Continuing Education Training for 21 employees.
- Conducted school new hire benefits orientation in coordination with the School Dept.
- Researched, evaluated, and ultimately changed dental insurance vendors resulting in a 10.8% rate decrease and enhanced benefits for employees and retirees.
- Communicated changes with various benefit providers such as GIC, Cigna, Boston Mutual to staff in a clear and timely manner, leading to a successful FY20 Open Enrollment.
- Completed 834 eligibility file for vision and dental benefits reconciliation.
- The Wellness Committee with support from Personnel, Health and Human Services, and the Mobile Farmers Market established an employee discount and City Hall delivery program.
- Implemented live streaming of Wellness Committees new Nutrition Series program.

## DEPARTMENT ORGANIZATION:





## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ	FY20 PROP
Number of New Hires (not including summer jobs)	148	147	153	320	120
Number of Internal Transfers / Promotions	76	68	57	60	65
Percent of Unions Currently in Contract	70%	40%	40%	40%	70%
Flexible Spending and Dependent Care Account Enrollees	307	341	321	314	330
Opt Out Program Savings (\$)	374,730	416,250	556,321	607,490	630,000
FMLA Notifications / Applications	118	121	138	145	150

## GOALS REVIEW:

### 1. Recruit, hire, and maintain talented professionals including city employees and public safety staff.

1	Routinely assess and adjust diversification strategies and implement diversification methods for best recruitment results.	Ongoing
2	Administer comprehensive health and welfare benefits for City and School employees, retirees, and surviving spouses.	Ongoing
3	Administer Workers' Compensation in compliance with Ch. 152.	Ongoing
4	Collaborate with the Health and Human Services Department to create a long term pipeline between Somerville High School graduates and Personnel recruitment efforts by utilizing opportunities through youth programs such as the Mayor's summer jobs program.	Ongoing
5	Create a professional development and mentorship program.	Ongoing

### 2. Train and educate employees.

1	Conduct FMLA training to educate new managers on employee rights and responsibilities.	Ongoing
2	Collaborate with Retirement to hold quarterly information sessions for retirement planning.	Ongoing
3	Conduct annual Department Head trainings for best practices on such topics as carryover vacation compliance, benefits, performance management, ethics update, complaint reporting and ADA accommodations.	Ongoing

### 3. Facilitate Citywide committees.

1	Continue joint SMEA management / union safety committee to effectively identify employee safety and training needs.	Ongoing
2	Work with SMEA leadership through Joint Labor Management meetings.	Ongoing

# Personnel

## 4. Improve employee and labor relations.

1	Maintain positive relationships with non-union and union staff, and respond to complaints in a timely manner.	Ongoing
2	In conjunction with Health & Human Services and SPD, develop and schedule additional trainings for Mental Health Awareness & Customer Service.	Ongoing

## 5. Enhance employee benefits.

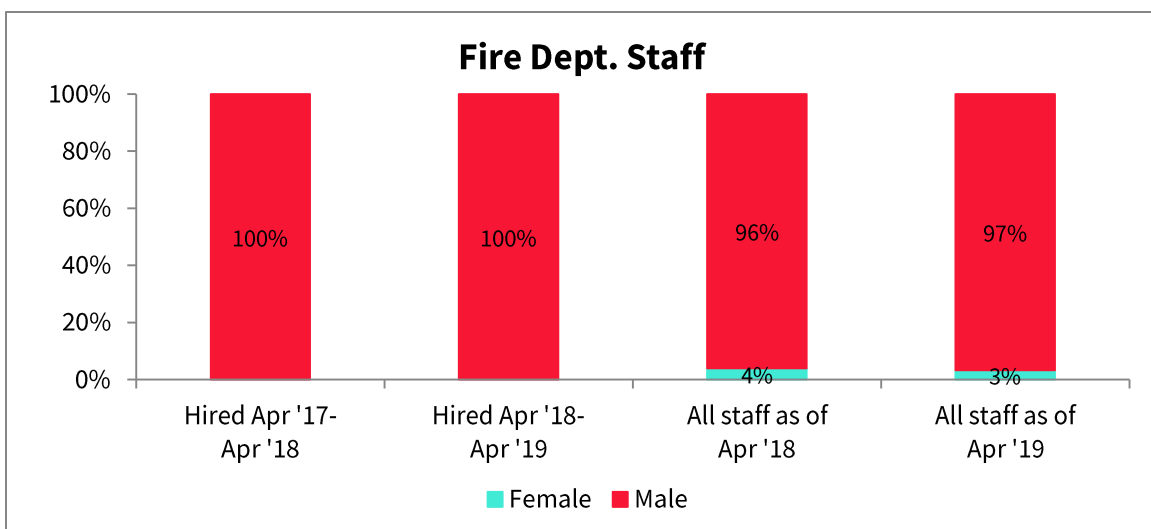
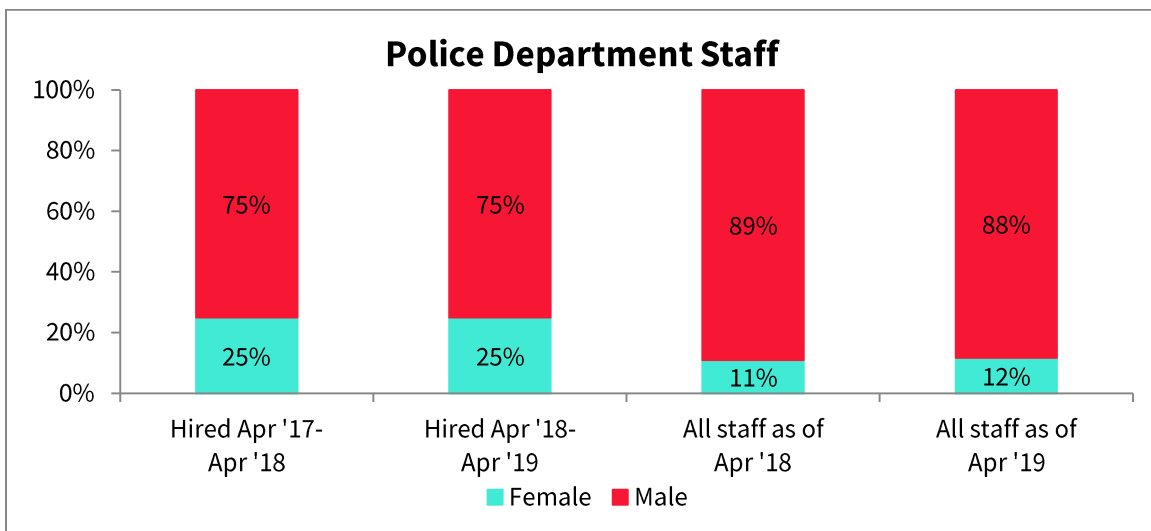
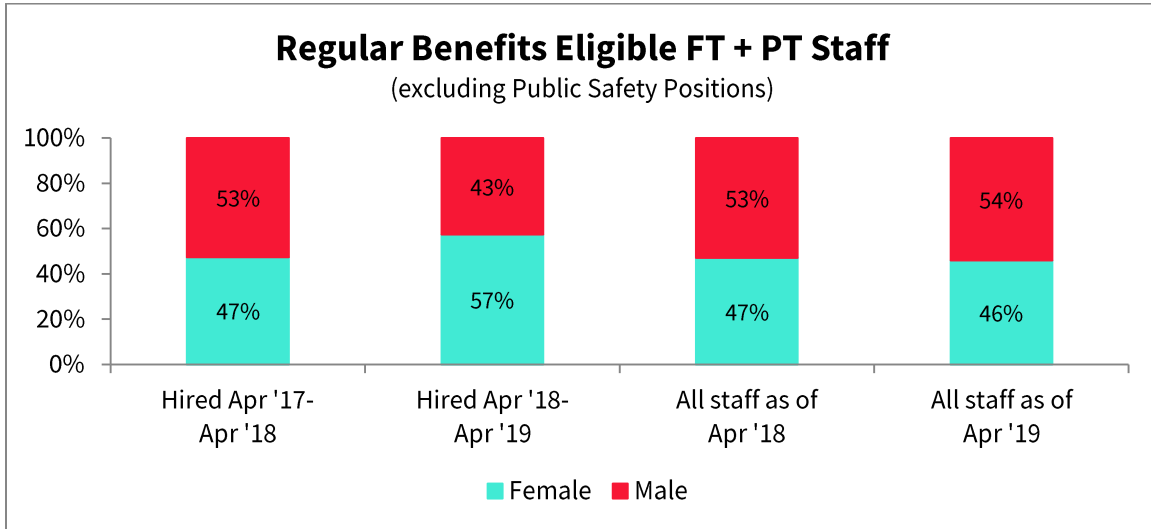
1	Continually assess vendors through bid process to ensure best product and value for employees and City.	Ongoing
2	Create partnerships with new vendors to offer additional voluntary benefits and conduct employee outreach for enrollment.	Ongoing
3	Review, track and complete detailed reporting for healthcare reform.	Complete & Ongoing
4	Select and implement whole life insurance offering.	Complete
5	Launched wireless looped informational display at the Traffic Department of Wellness Program policies, activities and initiatives in employee-only access areas such as breakrooms.	Complete
6	Update and maintain MUNIS Payroll and Benefit module systems data.	Complete & Ongoing

## 6. Streamline payroll and personnel processes.

1	Implement MUNIS Payroll - Accruals.	Ongoing
2	Implement MUNIS HRIS Benefits - Employee Self-Service.	Scheduled for 2021
3	Implement MUNIS Position Control.	New for FY20

## Gender diversity data

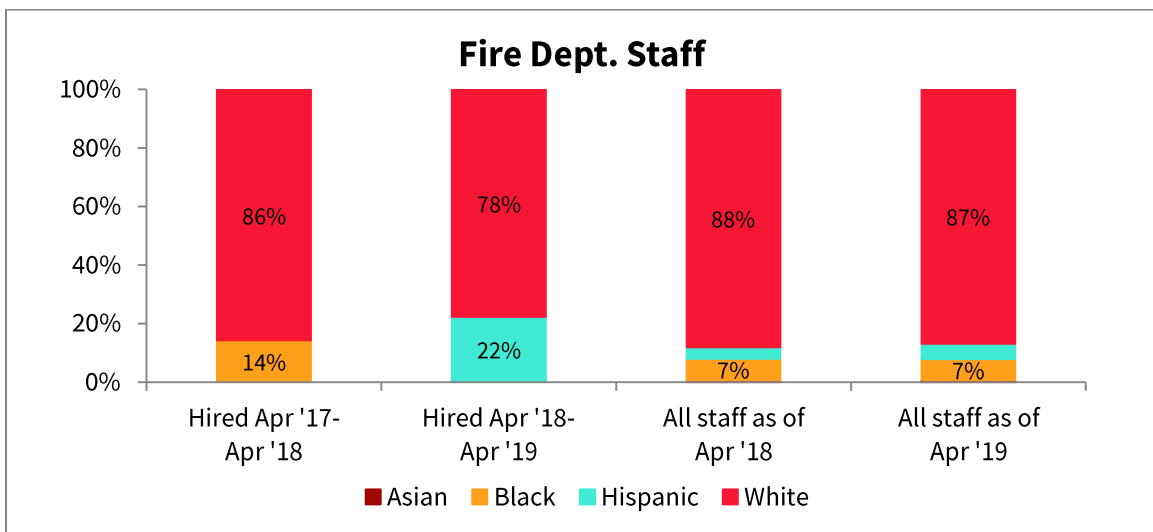
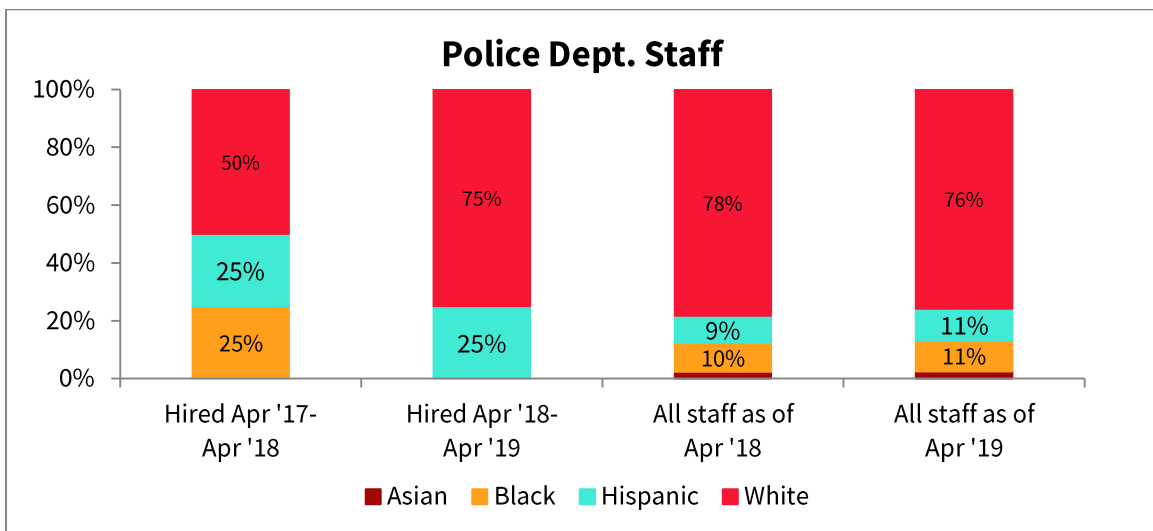
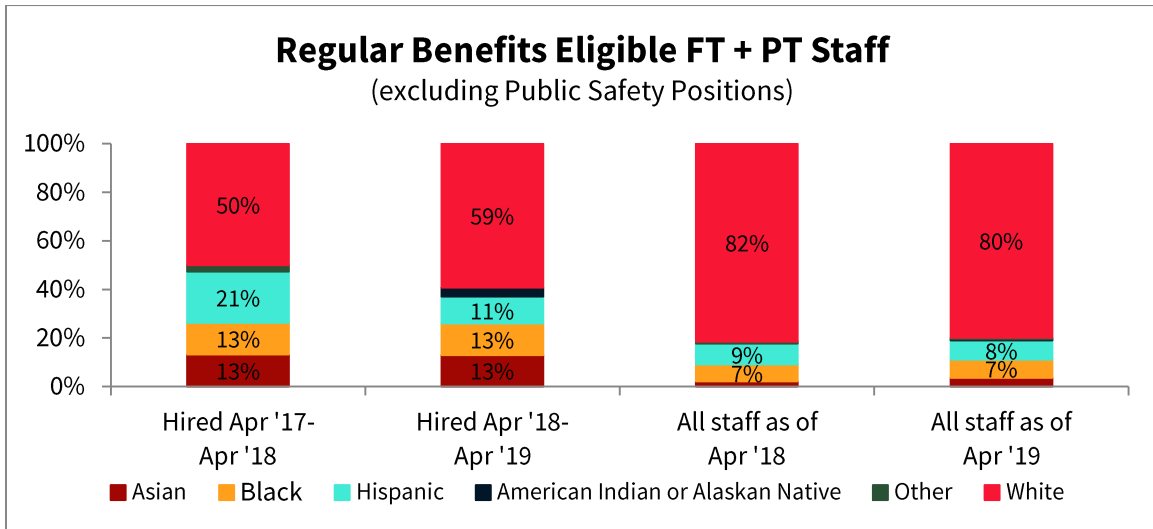
The following charts show the gender demographics for city staff. The left two columns show the gender composition of new hires over the past two years. The right two columns show the gender composition of all staff over the past two years. Gender categories are based on categories outlined by the EEOC. The City of Somerville employment forms allow employees to self-identify as male, female, or gender nonconforming.



# Personnel

## Race and ethnicity diversity data

The following charts show the race and ethnicity demographics for city staff. The left two columns show the demographic composition of new hires over the past two years. The right two columns show the demographic composition of all staff over the past two years. Race and ethnicity categories are based on categories outlined by the U.S. Equal Employment Opportunity Commission (EEOC).



## BUDGET:

PERSONNEL	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	885,138	972,634	786,316	1,012,538	
512000 SALARIES & WAGES TEMPOR'Y	6,921	16,237	8,675	19,650	
513000 OVERTIME	2,344	3,600	951	4,300	
514006 LONGEVITY	3,650	3,550	1,775	3,850	
515006 HOLIDAYS NON-UNION	2,912	-	-	-	
515011 HOLIDAYS - S.M.E.A.	448	-	-	-	
515012 PERFECT ATTENDANCE	1,200	-	-	-	
519004 UNIFORM ALLOWANCE	-	350	350	350	
519013 OTHER LUMP SUM PAYMENTS	-	-	5,601	-	
<b>PERSONNEL PERSONAL SERVICES</b>	<b>902,614</b>	<b>996,371</b>	<b>803,668</b>	<b>1,040,688</b>	<b>4.4%</b>
515001 GYM REIMBURSEMENT	2,250	2,000	-	2,500	
524034 R&M - SERVICE CONTRACTS	86	-	-	-	
527019 RENTAL-WATER COOLER	127	351	168	350	
530000 PROF & TECHNCAL SVC	94,353	200,000	41,474	196,109	
530008 EMPLOYEE TRAINING	10,476	31,050	646	31,050	
530011 ADVERTISING	6,592	25,000	5,126	25,000	
530017 ARBITRATION SERVICES	33,256	25,000	19,494	35,000	
534003 POSTAGE	41	400	95	400	
538012 WELLNESS PROGRAM	-	12,000	7,285	12,000	
542000 OFFICE SUPPLIES	5,185	4,000	2,357	4,000	
542001 PRINTING & STATIONERY	7,590	6,000	931	9,000	
542006 OFFICE FURNITURE NOT CAP	2,040	-	495	-	
542007 COMPUTER EQUIP NOT CAP	560	-	-	-	
549000 FOOD SUPPLIES & REFRESHMT	187	1,000	111	1,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	546	1,000	491	1,000	
558006 UNIFORMS	218	-	-	-	
571000 IN STATE TRAVEL	72	-	69	-	
571001 IN STATE CONFERENCES	1,095	-	-	-	
573000 DUES AND MEMBERSHIPS	1,637	2,475	2,708	2,475	
578008 REIMB/ALLOWANCES	81	3,000	-	3,000	
578015 AWARDS	-	3,000	-	3,000	
<b>PERSONNEL ORDINARY MAINT</b>	<b>166,391</b>	<b>316,276</b>	<b>81,453</b>	<b>325,884</b>	<b>3.0%</b>
519016 ED INCENTIVES SMEA A	7,300	7,500	6,285	7,500	
519017 EDUCATIONAL INCENTIVE - B	6,526	35,000	760	35,000	
519018 ED INCENTIVE - FIRE ALARM	2,655	5,000	-	5,000	
519019 ED INCENTIVE - E911	-	3,500	-	3,500	
519020 SMEA EMPLOY FLUENCY	11,000	10,000	12,000	12,000	
519024 NON-UNION EDUCATION	2,725	10,000	9,015	15,000	

# Personnel

PERSONNEL	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
PERSONNEL SPECIAL ITEMS	30,206	71,000	28,060	78,000	9.9%
PERSONNEL TOTAL	1,099,211	1,383,647	913,181	1,444,572	4.4%

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
DIRECTOR OF PERSONNEL	2,815.41	147,527.28	1.0	147,527.28
DEPUTY DIRECTOR OF PERSONNEL	1,873.44	98,168.27	1.0	98,168.27
PAYROLL DIRECTOR	1,949.13	102,134.27	1.0	102,134.27
PAYROLL COORDINATOR	1,224.47	64,162.27	1.0	64,162.27
PAYROLL COORDINATOR	1,176.92	61,670.77	1.0	61,670.77
PAYROLL COORDINATOR	1,273.94	66,754.43	1.0	66,754.43
HR GENERALIST	1,273.94	66,754.43	1.0	66,754.43
HR GENERALIST	1,176.92	61,670.77	1.0	61,670.77
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	62,733.75
BENEFITS MANAGER	1,632.63	85,549.69	1.0	85,549.69
BENEFITS SPECIALIST	1,353.04	70,899.31	1.0	70,899.31
BENEFITS COORDINATOR	1,170.16	61,316.38	1.0	63,266.38
TALENT ACQUISITION MANAGER	1,248.96	65,445.51	1.0	65,445.51

## MISSION STATEMENT:

Establish and maintain a network infrastructure that is secure, reliable, accessible and flexible while providing timely and effective technology support services to city staff that maximizes and enhances their productivity and their ability to provide ever improving city services.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	774,268	815,599	872,802	7.0%
Ordinary Maintenance	1,486,494	1,635,080	2,135,123	30.6%
General Fund Expenditures	2,260,762	2,450,679	3,007,925	22.7%

## CHANGES BETWEEN FY19 & FY20:

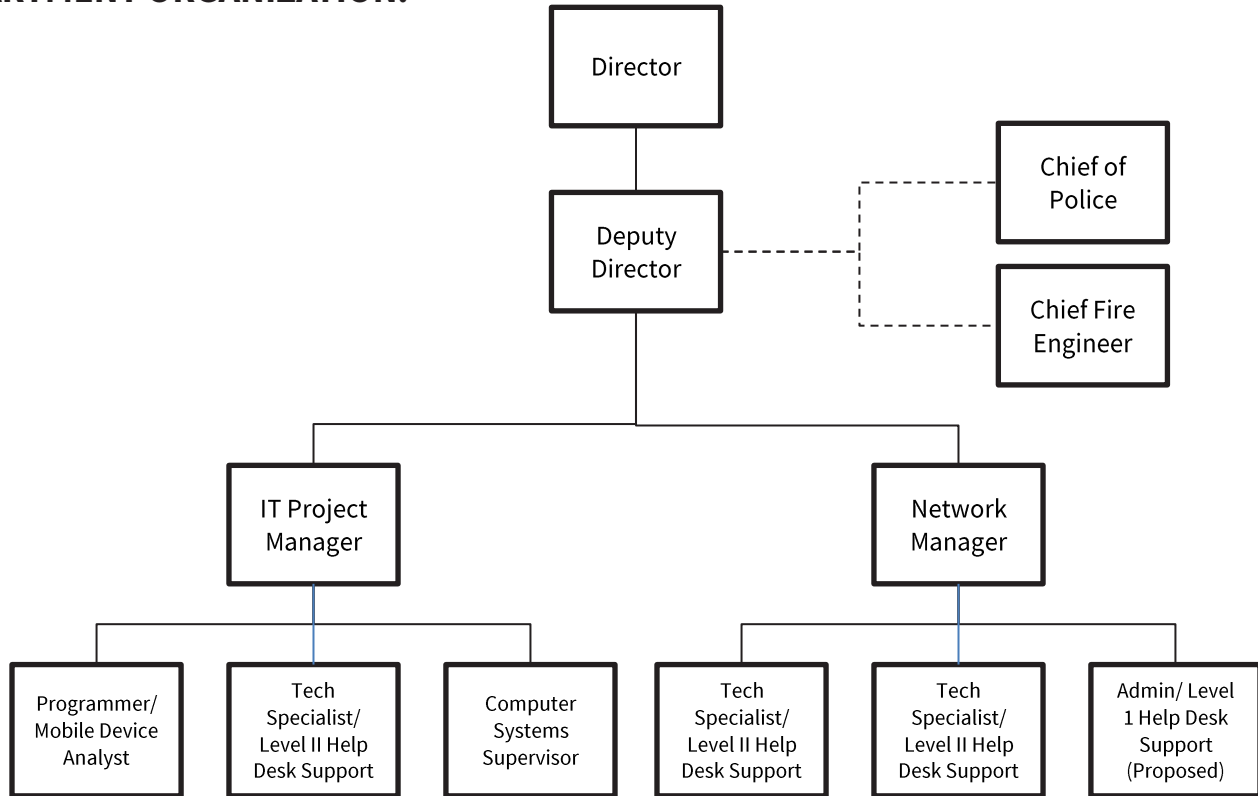
- The FY20 budget includes a new position funded mid-year in FY19 as part of the SMEA B collective bargaining agreement. The IT Help Desk Administrator greets people, enters work orders, and performs level 1 service calls.
- The FY20 budget reincorporates the annual Citywide hardware refresh into the operating budget. This was funded as a capital item in FY19.
- Other differences include the implementation of a new Munis module for Treasury and an overall focus on cybersecurity.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Maintained network infrastructure with an availability rate of 99.99%
- Worked with network security consultants testing, reviewing and critiquing network security
- Installed, tested and successfully completed Proof of Concept for Malware Detection software
- Implemented security monitoring service
- Successfully started workstation patches via automated module
- Successfully managed the FY19 – FY20 Erate filings, leveraging a 5 to 1 match of Federal funds totaling \$1,112,482 since FY15; applied and are awaiting approval for \$138,702 in FY20 – FY21 Erate/USAC funds
- Installed 19 network data switches at the Winter Hill, Capuano and Kennedy Schools
- Completed testing of the PS/ALI system for emergency responders
- Work with Police and Fire to implement CAD GIS module and automatic event texting
- Implemented Public Eye application for Fire Department
- Continued collaboration and support of the IT planning and prep for the new high school
- Successfully answered and resolved 3,335 of 3,469 requests for service (96%)
- Continued to increase the number of work orders completed within the first week
- Processed 1st, 2nd and 3rd Qtr. FY19 Real Estate tax bills and Utility bills
- Completed equipment refresh of 125 workstations for Fire, Recreation, Police Sub-Stations, and Youth Services Building
- Installed Wi-Fi service at Youth Services Building
- Upgraded Call Center (311) software and enhanced configuration for improved reporting
- Participated in Metro Boston Homeland Security Region (MBHSR) and Multi-State Information Sharing and Analysis Center (MS-ISAC) meetings to disseminate best practices and share resources
- Built prototype database to support Office of Housing Stability department

# Information Technology

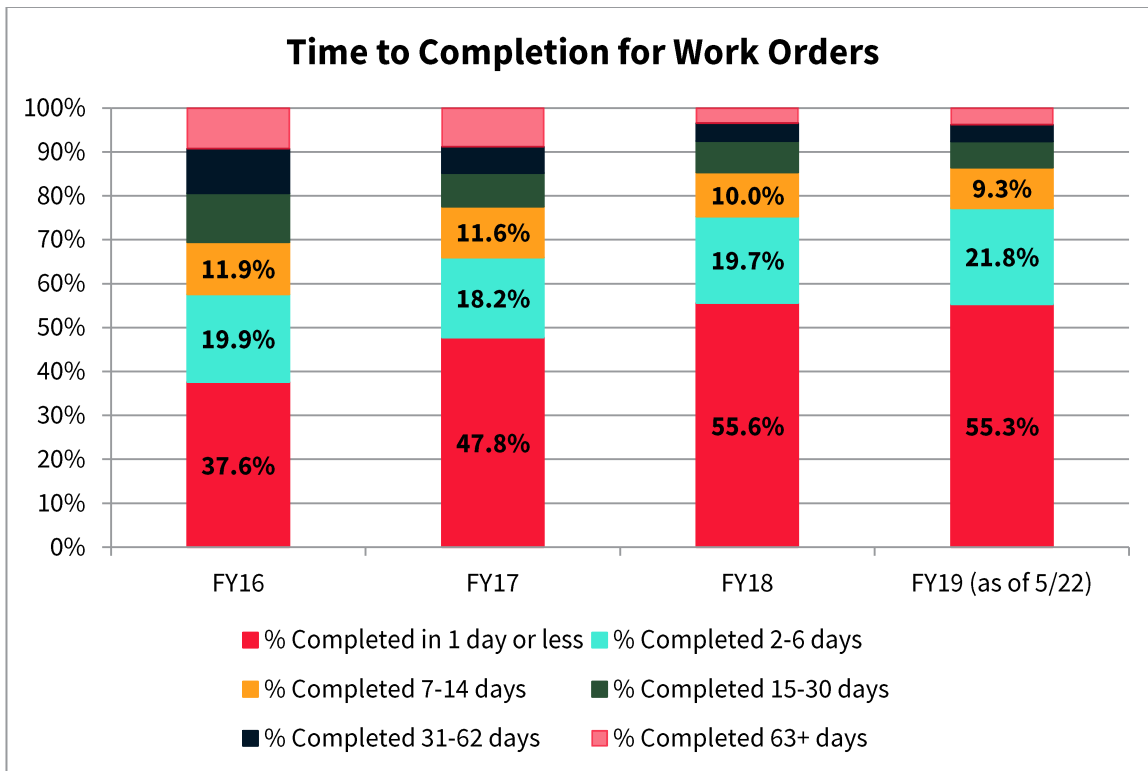
## DEPARTMENT ORGANIZATION:



## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Work Orders Submitted	2,827	3,290	3,056	3,578	3,300
Work Orders Completed	2,622	3,206	2,917	3,303	3,275
Percent Completed	93%	97%	95%	92%	99%
Major Projects Completed or Ongoing	14	14	12	16	14
Smartphones & Tablets In Use	325	445	480	495	511





## GOALS REVIEW:

### 1. Upgrade the Microsoft Exchange server environment.

1	Develop and Implement Office 365 orientation training module and advanced Office 365 training module in coordination with Personnel.	Ongoing
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### 2. Implement Munis modules.

1	Develop and implement Munis orientation training module and advanced Munis training module in coordination with Personnel.	Ongoing
2	Process FY20 Q1, Q2 and Q3 Tax Bills in Munis v10.5.	New for FY20
3	Convert Munis v10.5 from In-House to 11.3 SaaS.	New for FY20
4	Implement Munis v11.3 Employee Self Service module.	Target FY21
5	Implement Munis v11.3 Citizen Self Service module.	Target FY20

### 3. Continue decommission of the IBM Legacy System.

1	Decommission the IBM legacy system.	Complete
2	Develop archiving criteria and procedure for legacy data.	Ongoing

### 4. Improve resiliency of network infrastructure.

1	Consolidate/Restructure COS Active Directory domain to include School department domain.	On Hold
2	Increase the use of Fiber Optics throughout the city network.	Ongoing

# Information Technology

3	Plan & budget for the staggered upgrade of all city data switches.	Complete
4	Maintain a 99.99% rate of uptime for city voice & data services.	Ongoing
5	Continue with refresh cycle replacement of computers, phones, and UPS.	Ongoing
6	Replace sixteen existing data switches at the Argenziano Elementary School with new switches.	Complete
7	Replace the oldest 23 data switches at SHS.	Complete
8	Replace 10 existing data switches at Police Headquarters.	Ongoing

## 5. Upgrade the City's network security.

1	Review and modify existing security policies, implement changes and strictly maintain all security policies city wide.	Ongoing
2	Establish and maintain a Continuation of Operation Plan for all departments (CoOP).	Ongoing
3	Manage and maintain security access for all city buildings and employees.	Ongoing
4	Work with Police and School departments to improve security monitoring policies and devices.	Ongoing
5	Implement PS/ALI emergency response application.	Complete
6	Complete the configuration of security monitoring software.	Ongoing

## 6. Improve the Public Safety radio communications system.

1	Perform due diligence for upgrade of Radio system from a copper to fiber based system.	New for FY20
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## 7. Improve customer service.

1	Work with Personnel to develop orientation classes related to COS phones and calendar use for new employees.	Ongoing
2	Work with Personnel to establish/identify tiered courses (credited & non credited) for COS related software applications.	Ongoing
3	Resolve incoming service requests according to SLAs.	Ongoing

### BUDGET:

INFORMATION TECHNOLOGY	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	763,405	803,049	640,545	858,662	
513000 OVERTIME	4,913	8,000	2,840	8,240	
514006 LONGEVITY	4,800	4,200	2,425	5,200	
515012 PERFECT ATTENDANCE	800	-	700	-	
519004 UNIFORM ALLOWANCE	350	350	350	700	
<b>INFO TECH PERSONAL SERVICES</b>	<b>774,268</b>	<b>815,599</b>	<b>646,860</b>	<b>872,802</b>	<b>7.0%</b>
524015 R&M - COMPUTER EQUIPMT	76,879	123,000	83,759	123,390	

# Information Technology

INFORMATION TECHNOLOGY		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
524033	R&M - SOFTWARE	769,224	842,000	904,385	1,209,449	
524034	R&M - SERVICE CONTRACTS	-	500	-	300	
527006	LEASE - PHOTOCOPIER EQUIP	70,944	65,000	50,049	67,043	
527018	POSTAGE MACHINE RENTAL	1,659	-	1,700	4,500	
527019	RENTAL-WATER COOLER	96	-	77	300	
530000	PROFE & TECHNICAL SVC	39,370	50,000	20,537	72,500	
530008	EMPLOYEE TRAINING	16,350	20,000	15,145	33,800	
530028	SOFTWARE SERVICES	4,753	172,200	-	-	
534001	PHONE MAINTENANCE	-	400	-	400	
534002	CELLULAR & PAGING SERVICES	177,730	188,000	140,430	200,000	
534003	POSTAGE	-	200	-	200	
534007	PSTN-USAGE	11,723	50,000	(17,052)	50,000	
534008	WEB SITE COSTS	24,750	26,700	25,450	27,925	
534009	INTERNET MAINTENANCE	4,285	34,000	(6,408)	31,236	
542000	OFFICE SUPPLIES	315	1,500	454	1,500	
542004	COMPUTER SUPPLIES	7,435	10,000	2,881	10,000	
542007	COMPUTER EQUIP NOT CAP	244,995	-	-	251,000	
542010	CELLULAR DEVICES	16,087	3,750	3,696	3,750	
573000	DUES AND MEMBERSHIPS	-	830	-	830	
585019	CABLING	19,900	47,000	-	47,000	
<b>INFO TECH ORDINARY MAINTENANCE</b>		<b>1,486,494</b>	<b>1,635,080</b>	<b>1,225,103</b>	<b>2,135,123</b>	<b>30.6%</b>
<b>INFORMATION TECHNOLOGY TOTAL</b>		<b>2,260,762</b>	<b>2,450,679</b>	<b>1,871,964</b>	<b>3,007,925</b>	<b>22.7%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
DIRECTOR OF IT	2,550.00	133,620.00	1.0	133,620.00
DEPUTY DIRECTOR OF IT	2,081.60	109,075.86	1.0	109,075.86
IT SUPERVISOR/COMPUTER INFO SY	1,809.10	87,560.44	1.0	96,412.24
	1,812.95	7,251.80		
IT COMP TECH/SYST ADMIN	1,530.06	11,016.43	1.0	81,949.16
	1,533.91	69,332.73		
IT ADMINPROG/TECH	1,500.72	44,721.46	1.0	80,124.74
	1,504.57	34,003.28		
IT SPECIALIST	1,300.50	68,146.20	1.0	68,146.20
IT SPECIALIST	1,177.07	61,678.47	1.0	62,628.47
PROJECT MANAGER	1,840.84	96,460.15	1.0	96,460.15
NETWORK MANAGER	1,769.36	92,714.47	1.0	92,714.47
IT HELP DESK/ADMIN	822.14	43,079.98	1.0	43,429.98

# Elections

## MISSION STATEMENT:

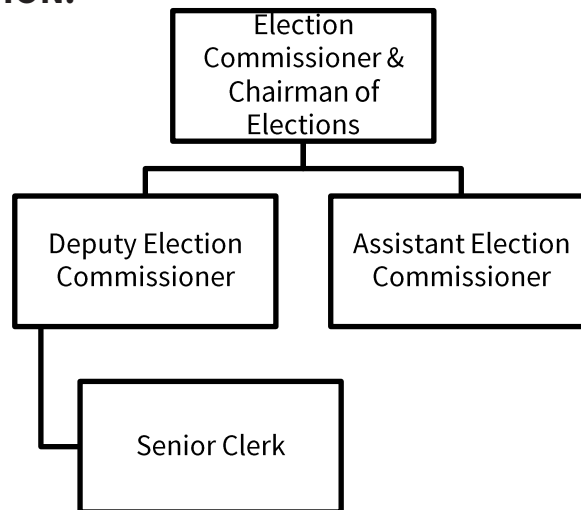
To conduct elections, oversee the collection of census data, and maintain a collection of public records including voter and resident lists, campaign finance records, and election results. The Elections Department conducts fair and orderly elections by distributing and administering nomination papers and petitions, certifying signatures, preparing ballots, administering early elections, staffing polling locations, maintaining voting machines, training wardens and clerks, tabulating votes, publishing the official results of all elections, and ensuring candidates' compliance with campaign finance laws and the Somerville Ethics Ordinance. The Department also administers the annual city census, which is mandated by the City Charter and the general laws of Massachusetts. Census information is used by the Election Department to ensure accurate voting lists and is used as a critical data source by many city agencies.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	351,981	466,710	450,173	-3.5%
Ordinary Maintenance	89,077	162,950	135,590	-16.8%
General Fund Expenditures	441,058	629,660	585,763	-7.0%

## CHANGES BETWEEN FY19 & FY20:

- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:

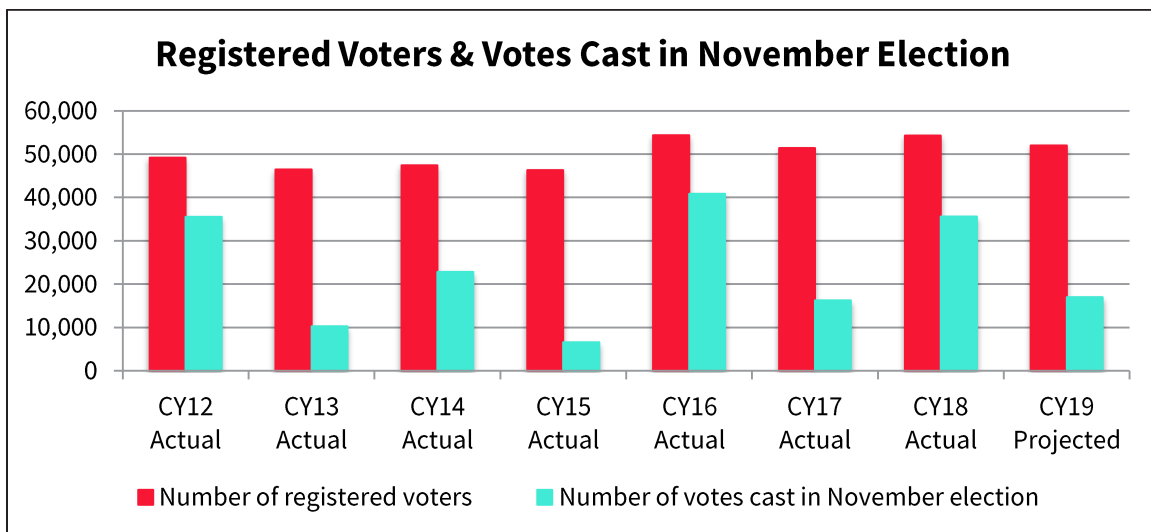
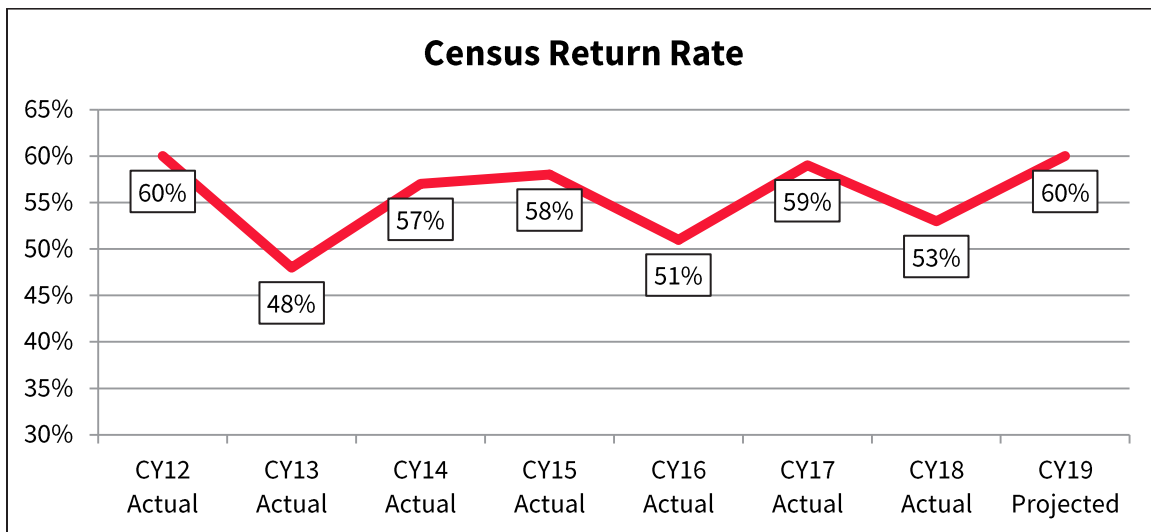


## FY19 ACCOMPLISHMENTS:

- Conducted three successful elections – including 17,778 ballots cast in the September 4th Primary Election, 35,596 ballots cast in the November 6th General Election and 609 ballots cast in the December 11th Somerville Retirement Board Election.
- Ensured impartial, fair and efficient elections that are in compliance with all deadlines and regulations.
- Field-tested a high-speed ballot tabulator to process early voting ballots on election day with special permission from the State, saving time, money and personnel.
- In cooperation with SomerStat and Archives, began digitizing election records for permanent retention, making it easier for all to access election information and data.
- Continued to support the Clean and Open Elections Task Force by making departmental resources available to the Clean and Open Elections Task Force on a regular basis including a variety of data and procedures for both municipal and state elections administration. This resulted in a set of recommendations submitted to and accepted by the City Council.

## PERFORMANCE METRICS:

MEASURE	CY15 ACTUAL	CY16 ACTUAL	CY17 ACTUAL	CY18 ACTUAL	CY19 PROJECTED
Census return rate	58%	51%	59%	53%	60%
Number of registered voters	46,314	54,360	51,378	54,300	52,000
Number of votes cast in November election	6,546	40,847	16,251	35,596	17,000



# Elections

## GOALS REVIEW:

### 1. Increase census return rate and voter turnout.

1	Engage citizens with census and voter outreach programs through citizen groups, public events, drop boxes, and city communication channels.	Ongoing
2	Encourage voter turnout in upcoming local elections by attending community and group events throughout the year.	Ongoing
3	Redesign and print a voter guide with details about completing the State's new voter registration form.	New for FY20

### 2. Conduct impartial and efficient elections.

1	In collaboration with SomerStat, analyze voter turnout in past elections to optimize potential locations for early voting.	Complete & Ongoing
2	Collaborate with public safety and other department officials in order to establish an evacuation plan to evacuate a polling location in the event of an emergency.	Ongoing
3	Analyze and identify two new polling locations to replace those displaced by the High School construction project.	New for FY20
4	In collaboration with the School Superintendent's office, recruit high school students to work at the polls on non-school election days.	Complete & Ongoing

### 3. Ensure proper maintenance of and access to public records.

1	Ensure proper maintenance of and access to online public records, including census records, voter records, and Campaign Finance Reports.	Ongoing
2	Continue to post final election results on the City's website as they arrive.	Ongoing
3	Redesign vault to ensure preservation of voter records and security of ballots and voter machines.	Ongoing
4	In collaboration with SomerStat, create open data portal with local election results dating back to 1970.	Ongoing

## BUDGET:

ELECTIONS		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	263,760	268,912	217,597	277,375	
511002	SALARIES - MONTHLY	11,448	11,448	9,540	11,448	
512000	SALARIES & WAGES TEMPOR'Y	58,899	150,000	114,234	135,000	
513000	OVERTIME	15,310	35,000	17,671	25,000	
514006	LONGEVITY	1,000	1,000	500	1,000	
515006	HOLIDAYS NON-UNION	340	-	-	-	
515011	HOLIDAYS - S.M.E.A.	675	-	-	-	
515012	PERFECT ATTENDANCE	200	-	-	-	

# Elections

ELECTIONS	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
519004 UNIFORM ALLOWANCE	350	350	350	350	
519013 OTHER LUMP SUM PAYMENTS	-	-	4,705	-	
<b>ELECTIONS PERSONAL SERVICES</b>	<b>351,981</b>	<b>466,710</b>	<b>364,597</b>	<b>450,173</b>	<b>-3.5%</b>
524034 R&M - SERVICE CONTRACTS	199	800	639	900	
527001 RENTAL - BUILDINGS	960	1,000	890	2,040	
527019 RENTAL-WATER COOLER	68	200	104	200	
530000 PROF & TECHNICAL SVC	18,671	55,000	18,932	35,000	
530011 ADVERTISING	1,441	10,000	5,107	7,500	
534003 POSTAGE	31,252	43,000	42,578	43,000	
542000 OFFICE SUPPLIES	2,460	7,000	2,440	5,000	
542001 PRINTING & STATIONERY	14,822	21,250	7,833	18,750	
542005 OFFICE EQUIPMENT NOT CAP	1,701	3,000	-	1,000	
542008 BOOKS & BOOKBINDING	-	500	-	500	
549000 FOOD SUPPLIES & REFRESHMT	610	1,500	1,070	1,500	
558006 UNIFORMS	16	-	-	-	
571001 IN STATE CONFERENCES	1,322	1,500	531	1,500	
573000 DUES AND MEMBERSHIPS	-	200	-	200	
578016 CENSUS	15,556	18,000	11,669	18,500	
<b>ELECTIONS ORDINARY MAINTENANCE</b>	<b>89,077</b>	<b>162,950</b>	<b>91,793</b>	<b>135,590</b>	<b>-16.8%</b>
<b>ELECTIONS TOTAL</b>	<b>441,058</b>	<b>629,660</b>	<b>456,390</b>	<b>585,763</b>	<b>-7.0%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
ELECTION COMMISSIONER	1,804.75	94,568.77	1.0	94,568.77
DEPUTY ELECTION COMMISSIONER	1,344.82	8,606.85	1.0	71,145.67
	1,348.67	62,038.82		
ASSIST ELECTION COMMISSIONER	1,265.81	60,758.88	1.0	66,929.98
	1,288.89	5,671.10		
SENIOR CLERK	872.72	45,730.28	1.0	46,080.28

# Treasury

## MISSION STATEMENT:

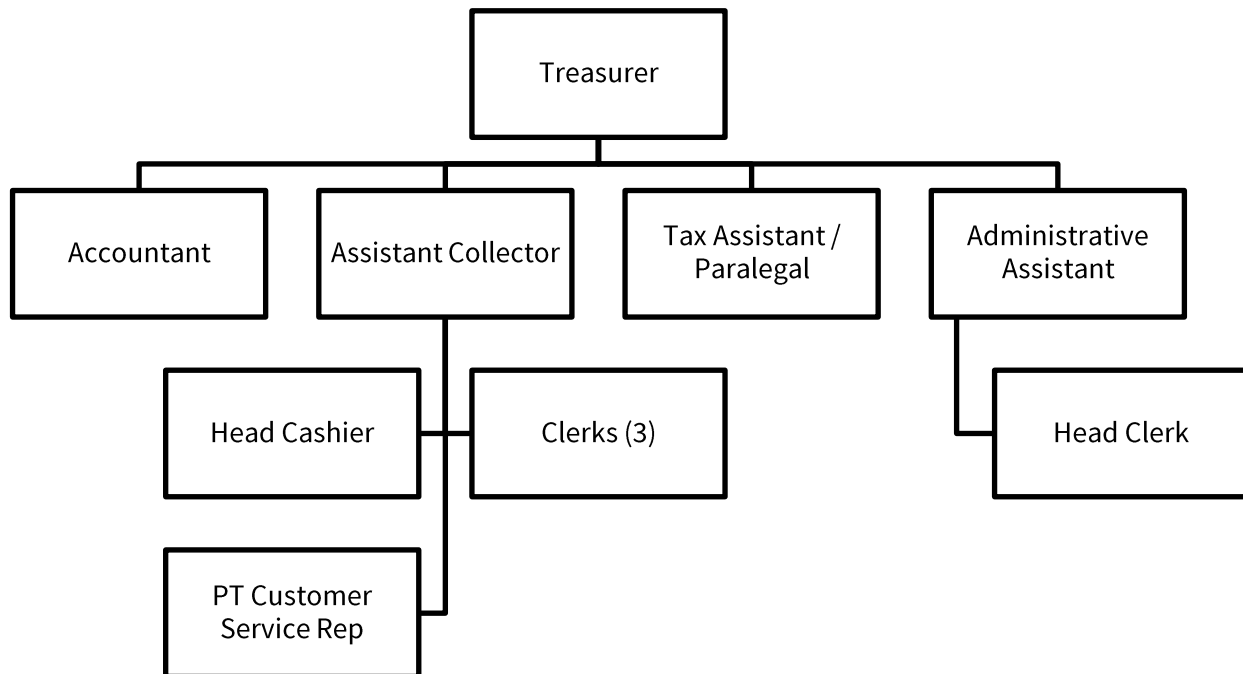
To efficiently manage City assets, including cash and receivables. The Treasurer ensures that all assets are accounted for and all receipts due to the City are collected. In accordance with Mass General Laws Ch44 Section 55B, the Treasury is responsible for ensuring the safety and liquidity of the City's funds while earning the highest yield possible. The Treasurer also maintains banking relationships, electronic payment relationships, City debt, and building insurance for all City-owned property.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	621,176	662,517	695,948	5.0%
Ordinary Maintenance	154,979	258,464	258,450	0.0%
General Fund Expenditures	776,155	920,981	954,398	3.6%

## CHANGES BETWEEN FY19 & FY20:

- The part time Advertising Agent and one part time Customer Service Representative position have been eliminated for FY20 and have been replaced with a single full full time principal clerk.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Continued the process of streamlining constituent requests, allowing questions to be responded to in a more timely and accurate manner. This will enable residents to interact with the City in a more consistently positive way.
- Shortened customer wait times at payment window with reimplementation of previously dismantled third cashier station.
- Prepared customer service materials for distribution at treasury cashier windows relating to missing payments, refunds, and automobile excise tax.
- Updated website to enhance online customer service by providing answers to frequently asked questions, the procedure for researching missing payments, obtaining refunds on overpayments, costs



for MLCs, clarification on tax payment obligations to assist owners of newly developed condominiums, as well as publishing the Delinquent Taxpayer Reports and the Tax Title report to facilitate prompt responses to Public Records Requests under Massachusetts General Law Chapter 66, Section 10.

- Improved customer service pertaining to refunding excise credits by instituting a policy that excise refunds be processed twice per month.
- Established an inter-departmental procedure for IRS filings, streamlining the quarterly withholding reconciliation process.
- Formalized and implemented the bankruptcy city-wide notification procedure.
- In conjunction with Somerstat, created a listing of seniors in Somerville that own and occupy their homes, enabling communications to send a targeted mailing on elderly exemptions and tax deferrals. The treasury paralegal is the point person for fielding calls resulting from this mailing.
- Customer service mailing to newly developed condominium owners informing of the shared master parcel real estate tax bill, payment obligations, and timeline for the parcel being individually assessed as condominiums instead of as a two-family parcel, a three-family parcel, and so forth.
- Continued the staff cross-training initiative and creating documented standard operating procedures.

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Percent of real estate taxes collected	99.99%	99.96%	99.80%	99.50%	99.50%
Number of tax title properties	89	67	82	99	95
Number of treasury internet payment transactions	-	-	-	30,000	30,000

## GOALS REVIEW:

### 1. Continuously enhance data availability and make all interactions with the department accurate, courteous, and easy (ACE).

1	Improve customer service via an increased online presence: implement the Citizen Self-Service (CSS) Munis module, improve website content.	Ongoing
2	Work with the Assessor's office in assisting taxpayers in the various exemptions and abatements offered through ordinances accepted by the City Council.	Ongoing

### 2. Expand revenue-generating opportunities for the City.

1	Rewrite the City's investment policy to incorporate the City's OPEB funds and incorporate recent changes in the Municipal Modernization Act.	Complete
2	Monitor bank accounts and continue to seek the highest yield available.	Ongoing
3	Select a professional money manager to manage the City OPEB trust fund with the goal of saving the City tens of millions of dollars off its current OPEB liability when combined with a steady source of annual payments.	Complete

### 3. Improve efficiency of Treasury Department operations internally and with other departments.

# Treasury

1	Assist in the implementation of the HRIS System.	Ongoing
2	Work with all City departments to transform the online payment service options into a more customer friendly platform.	Ongoing
3	Work with Communications to inform City residents about important payment due dates.	Complete
4	Implement a process for handling the City's unclaimed property (M.G.L. Ch. 200A, s. 9A (tailings)).	Ongoing
5	Provide an online payment platform that allows for prior-year past-due taxes payments to be made online.	Ongoing
6	Process supplemental tax titles prior to close of fiscal year.	Complete

## BUDGET:

TREASURY	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	601,188	650,367	489,162	679,148	
513000 OVERTIME	12,212	6,400	6,667	8,500	
514006 LONGEVITY	3,575	3,750	1,625	3,550	
514008 OUT OF GRADE	404	600	2,823	3,000	
515006 HOLIDAYS NON-UNION	1,208	-	-	-	
515011 HOLIDAYS - S.M.E.A.	1,039	-	-	-	
515012 PERFECT ATTENDANCE	500	-	-	-	
519004 UNIFORM ALLOWANCE	1,050	1,400	1,400	1,750	
519013 OTHER LUMP SUM PAYMENTS	-	-	15,340	-	
<b>TREASURER PERSONAL SERVICES</b>	<b>621,176</b>	<b>662,517</b>	<b>517,018</b>	<b>695,948</b>	<b>5.0%</b>
524007 R&M - OFFICE EQUIPMENT	208	1,822	98	1,825	
527019 RENTAL-WATER COOLER	79	448	53	240	
530000 PROF & TECHNICAL SVC	9,132	23,086	7,725	23,100	
530008 EMPLOYEE TRAINING	-	1,875	274	1,900	
530011 ADVERTISING	5,196	12,000	4,425	12,000	
530012 DATA PROCESSING/PAYROLL	5,648	27,000	9,938	22,000	
530026 BANK CHARGES	40,692	35,000	35,037	42,000	
534003 POSTAGE	67,563	82,482	44,924	82,485	
542000 OFFICE SUPPLIES	4,762	4,200	4,133	4,200	
542001 PRINTING & STATIONERY	10,230	8,000	5,985	8,000	
542005 OFFICE EQUIPMENT NOT CAP	-	1,000	220	1,000	
542006 OFFICE FURNITURE NOT CAP	600	-	-	-	
558004 MAGAZINES/SUBSCRIPTS/PUB	604	889	157	900	
571000 IN STATE TRAVEL	-	-	-	100	
571001 IN STATE CONFERENCES	50	1,600	325	1,700	
573000 DUES AND MEMBERSHIPS	165	1,400	57	1,400	

TREASURY	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
574000 INSURANCE PREMIUMS	2,600	2,662	5,240	4,800	
578012 LAND COURT PROCEEDINGS	7,450	55,000	4,292	50,800	
<b>TREASURER ORDINARY MAINT</b>	<b>154,979</b>	<b>258,464</b>	<b>122,882</b>	<b>258,450</b>	<b>0.0%</b>
<b>TREASURER TOTAL</b>	<b>776,155</b>	<b>920,981</b>	<b>639,900</b>	<b>954,398</b>	<b>3.6%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
TREASURER/COLLECTOR	2,157.69	113,063.08	1.0	1.0	113,063.08
ASSISTANT TAX COLLECTOR	1,530.59	80,202.84	1.0	1.0	80,202.84
TAX TITLE ADMINISTRATIVE ASSISTANT	1,200.46	62,904.18	1.0	1.0	62,904.18
ACCOUNTANT	1,380.10	72,317.29	1.0	1.0	72,317.29
ADMINISTRATIVE ASSISTANT	1,627.40	73,233.00	1.0	1.0	86,704.25
	1,631.25	12,071.25			
HEAD CLERK	1,060.31	55,560.02	1.0	1.0	57,460.02
HEAD CASHIER	990.29	51,890.96	1.0	1.0	52,840.96
PRINCIPAL CLERK	956.06	50,097.78	1.0	1.0	50,447.78
PRINCIPAL CLERK	900.66	47,194.37	1.0	1.0	47,544.37
PRINCIPAL CLERK	900.66	47,194.37	1.0	1.0	47,544.37
CUSTOMER SERVICE REPRESENTATIVE	256.07	13,418.07	0.25	0.25	13,418.07

# Auditing

## MISSION STATEMENT:

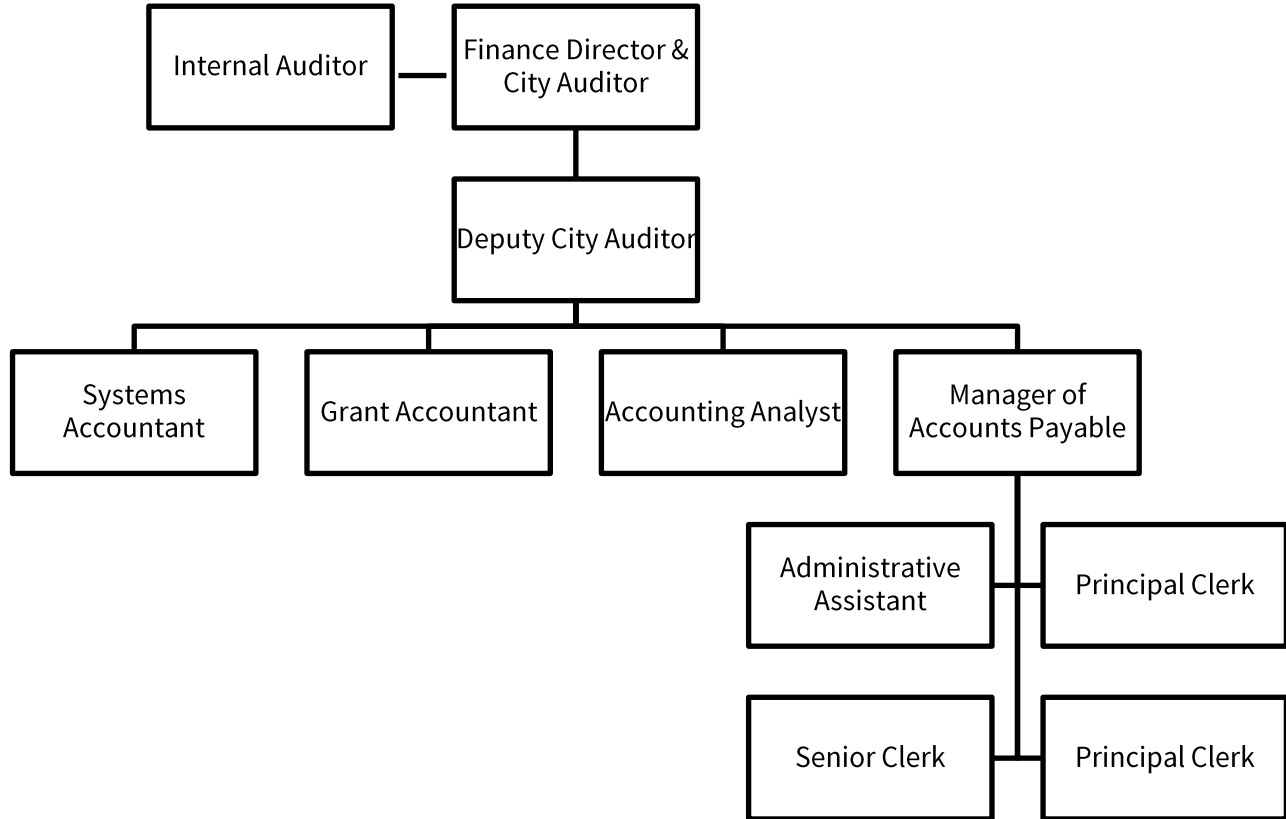
To protect the fiduciary interests of the City by providing independent, timely oversight of the City's finances and by ensuring that financial transactions are executed legally, efficiently, and effectively. The Auditing Division serves as a barrier to potential fraud or misuse of city resources.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	755,712	824,370	864,143	4.8%
Ordinary Maintenance	94,278	110,100	104,412	-5.2%
General Fund Expenditures	849,990	934,470	968,555	3.6%

## CHANGES BETWEEN FY19 & FY20:

- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Completed the FY18 Comprehensive Annual Financial Report (CAFR).
- Awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY18 CAFR. Seventh Consecutive Year Somerville has received this award.
- Maintained an AA+ credit rating with Standard & Poors. Rating reflects “very strong management, with strong financial policies and practices” and “strong budgetary performance, with operating surpluses in the General Fund”.
- Attained \$14,524,715 in “Free Cash” in State Department of Revenue Certification, the highest amount in the City’s history.
- Expanded Stabilization Fund Reserves from \$34,180,269 to \$41,919,376.
- Grew General Fund Equity by \$3,618,496.

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROECTED	FY20 PROPOSED
General Fund Equity	\$54,684,889	\$60,635,867	\$64,254,363	\$66,000,000	TBD
Free Cash	\$11,512,278	\$10,833,988	\$11,621,352	\$14,524,715	TBD
Number of Invoices Processed	36,033	36,934	37,253	37,500	38,000
Dollar Value of Invoices Processed	\$208,922,291	\$218,233,891	\$251,440,110	\$297,351,202	\$320,000,000
Number of Journal Entries	23,235	23,794	24,424	24,650	25,000
Number of Municipal Funds	-	776	815	856	900
Minibond Investors	-	-	84	-	TBD
Minibond Order Amount	-	-	\$557,000	-	TBD

## GOALS REVIEW:

### 1. Undertake long-term financial planning.

1	Conduct an OPEB Actuarial Valuation Study at June 30, 2018.	Complete
2	Update the 10-year General Fund projection of revenues and expenditures.	Complete
3	Continue to build reserves and evaluate funding strategies to implement the City’s \$50 million commitment to the Green Line Extension Project and the \$257 million Somerville High School Construction Project.	Ongoing
4	Rewrite the City’s investment policy to incorporate the City’s OPEB funds.	Complete
5	Select a professional money manager to manage the City OPEB Trust Fund.	Complete
6	Increase the City’s Interest Income.	Complete
7	Maximize Free Cash.	Ongoing
8	Participate on the Somerville High School Building Committee and monitor spending.	Ongoing
9	Evaluate borrowing strategies for the Somerville High School Project.	Ongoing
10	Coordinate with the Water Department to conduct a new five year cost of service/rate study of water and sewer use charges.	Complete

# Auditing

11	Continue to coordinate the development and review of all current formal investment, debt service, and reserve policies to ensure maintenance of our current AA+ and Aa2 bond ratings and prepare for a rating upgrade.	Ongoing
12	Present City's fiscal condition to Bond Rating Agencies.	Complete
13	Develop and present a Fiscal Condition Case Analysis before the Joint Labor Management Committee.	Complete
14	Work with Retirement Board and consulting actuary to produce a new actuarial valuation for the pension.	Fall 2019

## 2. Improve City performance by demonstrating accountability and transparency.

1	Collaborate with the Assessing and Communications Departments to increase customer awareness of the City's schedule for mailing tax bills, property values, property taxes, abatements/exemptions, and the City's budget through the publication and distribution of written brochures and notices on the City's website and on cable channel.	Ongoing
2	Publish the City's FY18 Comprehensive Annual Financial Report.	Complete
3	Develop the City's FY19 Comprehensive Annual Financial Report.	New for FY20
4	Develop and implement internal controls for federal grants using an Internal Control Manual per the Committee of Sponsoring Organizations (COSO) framework in order to ensure compliance with new federal grant requirements.	Complete
5	Reviewed and analyzed contracted positions to ensure that the City is in compliance with IRS regulations regarding classification of contractors versus employees.	Complete
6	Worked with Water & Sewer Department to revise and formalize abatement policies.	Complete

### BUDGET:

AUDITING		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	730,137	809,920	619,674	849,443	
512000	SALARIES & WAGES TEMPOR'Y	6,642	-	-	-	
513000	OVERTIME	8,446	9,000	2,041	9,000	
514006	LONGEVITY	3,250	4,050	2,050	4,300	
515006	HOLIDAYS NON-UNION	1,731	-	-	-	
515011	HOLIDAYS - S.M.E.A.	1,267	-	-	-	
515012	PERFECT ATTENDANCE	-	-	300	-	
519004	UNIFORM ALLOWANCE	1,400	1,400	1,400	1,400	
519013	OTHER LUMP SUM PAYMENTS	2,839	-	21,399	-	
<b>AUDITING PERSONAL SERVICES</b>		<b>755,712</b>	<b>824,370</b>	<b>646,865</b>	<b>864,143</b>	<b>4.8%</b>
524034	R&M - SERVICE CONTRACTS	1,060	1,100	582	1,100	

AUDITING		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
527019	RENTAL-WATER COOLER	175	195	136	195	
530008	EMPLOYEE TRAINING	1,190	1,755	2,020	2,300	
530009	ACCOUNTING AND AUDITING	82,155	93,000	73,725	88,225	
534015	FEE	550	550	-	550	
542000	OFFICE SUPPLIES	843	2,500	820	2,500	
542001	PRINTING & STATIONERY	381	200	148	200	
542008	BOOKS & BOOKBINDING	61	300	29	300	
558004	MAGAZINES/SUBSCRIPTS/PUB	-	300	-	300	
558013	DEPARTMENTAL REPORTS	5,530	7,500	-	6,000	
571000	IN STATE TRAVEL	117	200	223	200	
571001	IN STATE CONFERENCES	709	900	715	900	
573000	DUES AND MEMBERSHIPS	1,507	1,600	658	1,642	
<b>AUDITING ORDINARY MAINTENANCE</b>		<b>94,278</b>	<b>110,100</b>	<b>79,056</b>	<b>104,412</b>	<b>-5.2%</b>
<b>AUDITING TOTAL</b>		<b>849,990</b>	<b>934,470</b>	<b>725,921</b>	<b>968,555</b>	<b>3.6%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
FINANCE DIRECTOR /CITY AUDITOR	2,815.41	147,527.27	1.0	147,527.27
DEPUTY CITY AUDITOR	2,165.70	113,482.52	1.0	113,482.52
MANAGER OF ACCOUNTS PAYABLE	1,765.38	92,506.15	1.0	92,506.15
INTERNAL AUDITOR	1,275.00	66,810.00	1.0	66,810.00
ACCOUNTANT	1,351.91	70,840.33	1.0	70,840.33
SYSTEMS ACCOUNTANT	1,422.21	74,523.80	1.0	74,523.80
GRANT ACCOUNTANT	1,299.81	68,110.04	1.0	68,710.04
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	62,733.75
PRINCIPAL CLERK	990.29	51,890.96	1.0	52,840.96
PRINCIPAL CLERK	980.48	51,377.19	1.0	52,327.19
PRINCIPAL CLERK	990.29	51,890.96	1.0	52,840.96

# Purchasing

## MISSION STATEMENT:

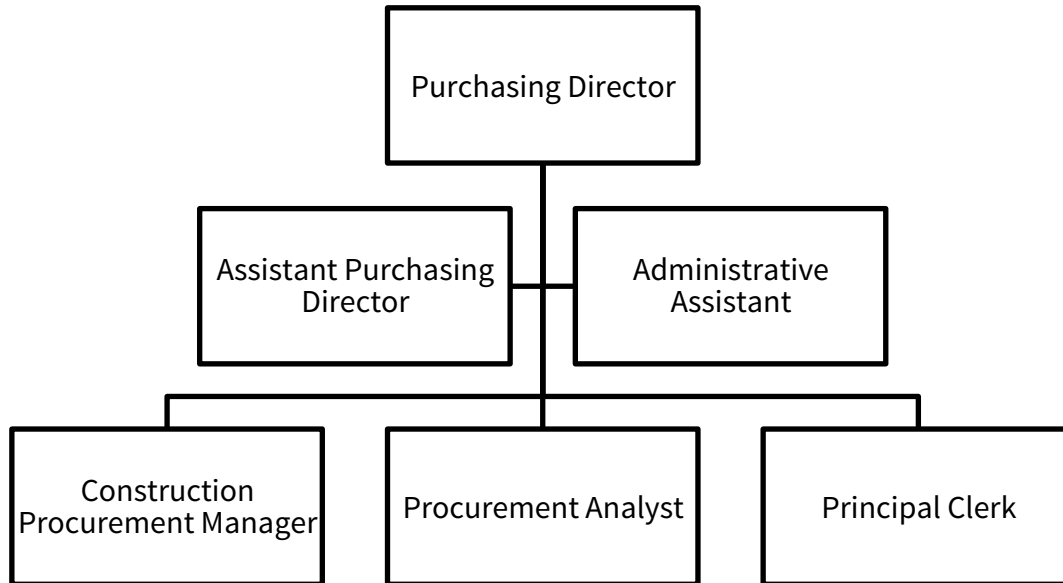
To assist City departments in obtaining the best possible value of services and supplies in a timely fashion. To ensure compliance with applicable laws as well as to flag areas for potential abuse.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	382,063	420,048	440,043	4.8%
Ordinary Maintenance	21,857	30,650	29,600	-3.4%
General Fund Expenditures	403,920	450,698	469,643	4.2%

## CHANGES BETWEEN FY19 & FY20:

- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Systematically broadened outreach to vendors with certification from the Commonwealth of Massachusetts' Supplier Diversity Office (SDO). Co-hosted two supplier diversity workshops with OSPCD-Economic Development and the Operational Services Division in April 2019. Seventy businesses attended to learn about how to apply for certification and then how to use the certification to seek and identify opportunities to do business with local governments and the Commonwealth.
- Expanded use of vendor recruitment tools to direct-market Somerville contract opportunities to more prospective suppliers and service providers. In addition to routine web searches, some other tools used included GovQuote and the Massachusetts SDO directory of certified vendors, as well as the growing list of vendors registered in COMMBUYS, the state's e-procurement system.
- Finalized sustainable purchasing policy. In close collaboration with the Office of Sustainability and Environment (OSE), Purchasing advanced the effort to incorporate sustainability principles into purchasing decisions throughout the year. Several municipal departments participated in the vetting of a draft policy document, which Purchasing finalized and disseminated in the spring of 2019. As part of this initiative, each participating department has been asked to highlight its sustainability goals and accomplishments in FY19 and identify goals for FY20.



- Managed approximately 90 sealed bids as of May 2019. This volume is higher than the volume over the same period in the past two fiscal years. The City received an average of 3.15 sealed bids per contract opportunity – up slightly from the FY18 average of 2.9 sealed bids per contract opportunity.
- As of May 2019, prepared and executed approximately 435 contracts, including new contracts, renewals, amendments, and change orders. Approved and issued 6,420 purchase orders.

## PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Number of purchase orders processed	7,481	7,557	7,953	7,546	7,000-7,500	7,000 – 7,500
Number of contracts, change orders, and amendments processed*	645	636	524	436	450-470	450-470
Number of sealed bids**	108	89	77	76	88-95	70-80

\* The threshold for written contracts and signature requirements increased from \$5,000 to \$10,000 at the beginning of January 2017 (during FY17).

\*\* The statutory threshold for sealed bids increased from \$35,000 to \$50,000 in November 2016 (during FY17).

## GOALS REVIEW:

### 1. Increase the number and quality of offers (bids, proposals, quotes) on City contracts.

1	Expand vendor recruitment.	Ongoing
2	Introduce online sealed bidding as alternative to traditional method requiring submission of original hard-copy sealed bids.	In Progress
3	Where possible, simplify procedures and requirements for vendors to submit bids, proposals, and offers.	Ongoing

### 2. Attract more diverse and local vendors to apply for contract opportunities with the City.

1	Expand the use of available tools to notify a wide and diverse range of suppliers and service providers about the City's contracting opportunities.	Ongoing
2	Improve documentation and tracking of vendors that are certified and/or recognized by the Supplier Diversity Office so that they can be directly contacted about bids and opportunities for City purchases.	In Progress

### 3. Facilitate awareness of and access to more sustainable purchasing practices.

1	Develop a sustainable purchasing policy to guide decision making about what is purchased and how it is used.	Complete
2	Implement sustainable purchasing policy.	In Progress
3	On an annual basis, review the sustainability concepts applied to purchasing decisions with department heads and managers. Sustainability concepts include: environmental and health factors, social equity factors and economic factors.	New for FY20

# Purchasing

## 4. Improve the City's access to competitive pricing.

1	Facilitate strategic procurement planning with departments to bid construction projects when competition is likely to be highest.	Ongoing
2	Research and determine appropriate collaborative purchasing opportunities.	Ongoing
3	Utilize spending analysis in procurement planning with departments to improve accuracy of estimating costs.	Ongoing

## 5. Improve understanding of and compliance with procurement regulations.

1	Make it easier to access and understand purchasing requirements for internal and external customers.	Ongoing
2	Conduct training for relevant City personnel in procurement laws, processes, best practices, and contract administration.	Ongoing

## 6. Improve operational efficiency of purchasing functions.

1	Research opportunities to minimize administrative burden through the procurement, contract management, and document archival processes.	Ongoing
2	Reduce paper consumption and space required for record retention.	Ongoing

## 7. Improve and streamline documentation of vendor performance across all contracts.

1	Implement a standardized vendor evaluation form that all department-level managers must complete at time of contract closeout.	Ongoing
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## BUDGET:

PURCHASING		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	376,999	418,748	314,767	439,343	
513000	OVERTIME	1,025	-	121	-	
514006	LONGEVITY	600	600	300	-	
515006	HOLIDAYS NON-UNION	2,135	-	-	-	
515011	HOLIDAYS - S.M.E.A.	604	-	-	-	
519004	UNIFORM ALLOWANCE	700	700	350	700	
519013	OTHER LUMP SUM PAYMENTS	-	-	5,589	-	
<b>PURCHASING PERSONAL SERVICES</b>		<b>382,063</b>	<b>420,048</b>	<b>321,126</b>	<b>440,043</b>	<b>4.8%</b>
524007	R&M - OFFICE EQUIPMENT	-	100	-	100	
524034	R&M - SERVICE CONTRACTS	-	-	532	750	
527019	RENTAL-WATER COOLER	105	450	83	250	
530008	EMPLOYEE TRAINING	-	200	45	200	
530011	ADVERTISING	7,736	9,500	5,074	9,000	
530024	TUITION	2,580	3,800	1,090	3,500	
530028	SOFTWARE SERVICES	133	1,750	1,133	1,750	

<b>PURCHASING</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
542000 OFFICE SUPPLIES	10,034	11,900	5,569	11,900	
542001 PRINTING & STATIONERY	180	100	-	100	
542006 OFFICE FURNITURE NOT CAP	-	1,000	510	900	
558004 MAGAZINES/SUBSCRIPTS/PUB	129	150	129	150	
571000 IN STATE TRAVEL	227	400	223	400	
571001 IN STATE CONFERENCES	383	500	-	500	
573000 DUES AND MEMBERSHIPS	350	800	325	850	
<b>PURCHASING ORDINARY MAINT</b>	<b>21,857</b>	<b>30,650</b>	<b>14,713</b>	<b>29,600</b>	<b>-3.4%</b>
<b>PURCHASING TOTAL</b>	<b>403,920</b>	<b>450,698</b>	<b>335,839</b>	<b>469,643</b>	<b>4.2%</b>

## PERSONNEL LIST:

<b>POSITION</b>	<b>CURRENT BASE</b>	<b>FISCAL YEAR BASE</b>	<b>FTE</b>	<b>TOTAL</b>
DIRECTOR OF PURCHASING	2,123.23	111,257.37	1.0	111,257.37
ASST DIRECTOR OF PURCHASING	1,624.27	85,111.89	1.0	85,111.89
PROCUREMENT ANALYST	1,300.50	68,146.20	1.0	68,146.20
CONSTRUCTION PROCUREMENT MGR	1,326.51	69,509.12	1.0	69,509.12
ADMINISTRATIVE ASSISTANT	1,109.23	58,123.69	1.0	58,473.69
PRINCIPAL CLERK	900.66	47,194.37	1.0	47,544.37

# Assessing

## MISSION STATEMENT:

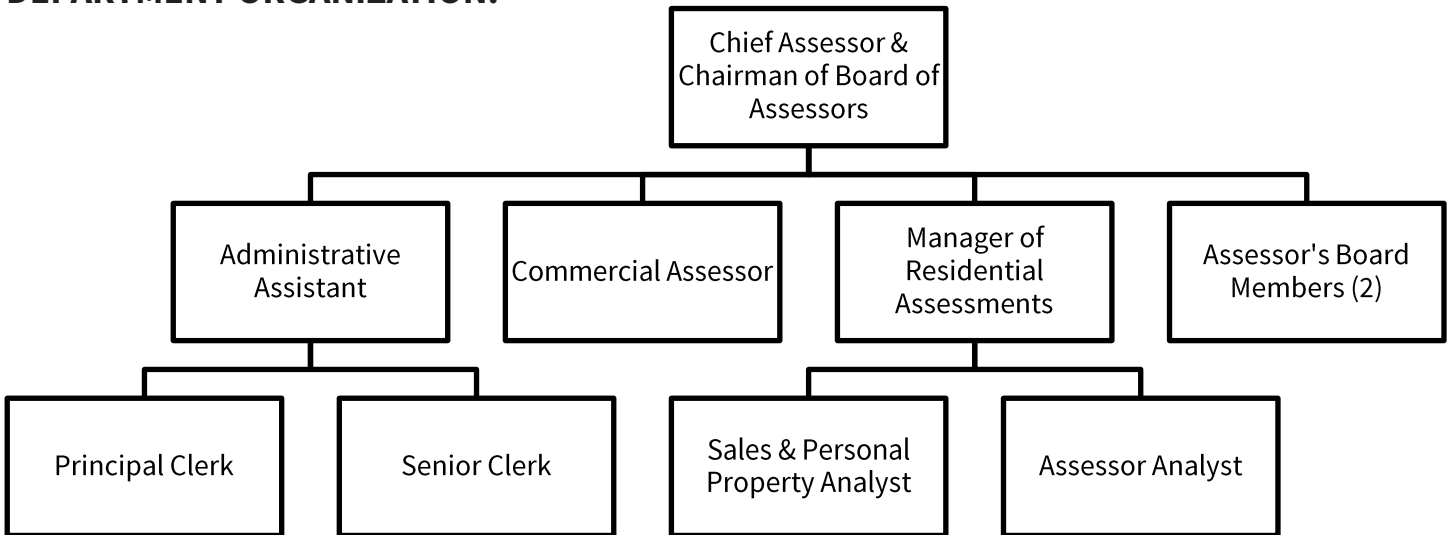
To provide taxpayers and the general public with the best professional service and information available about property assessments in the City. Efficient and effective assistance allows taxpayers, the public, other City departments, and state agencies to maintain the highest level of confidence in the Assessors and their data.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	561,011	569,107	601,529	5.7%
Ordinary Maintenance	65,041	96,600	100,300	3.8%
General Fund Expenditures	626,052	665,707	701,829	5.4%

## CHANGES BETWEEN FY19 & FY20:

- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:

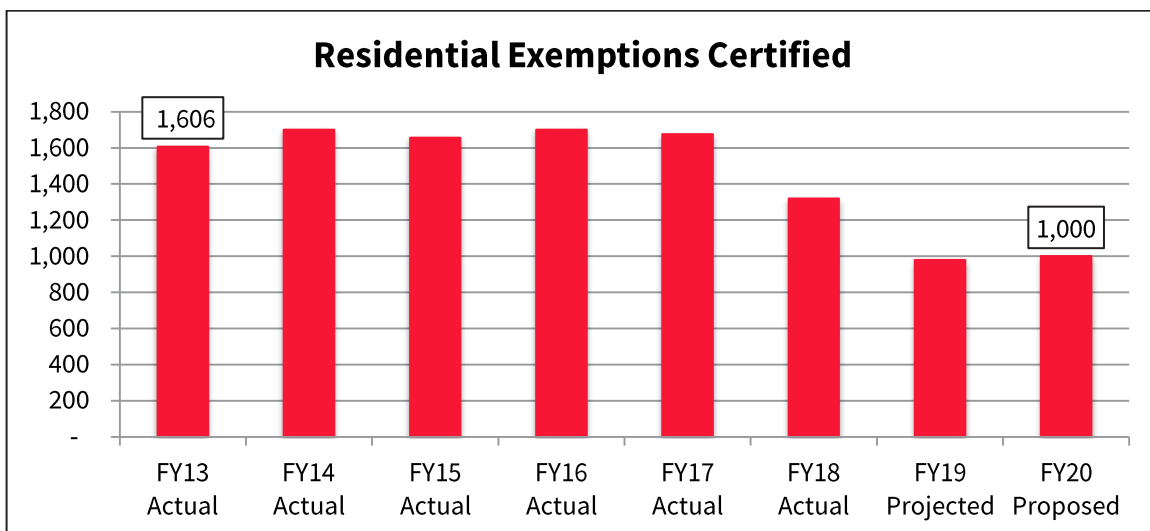
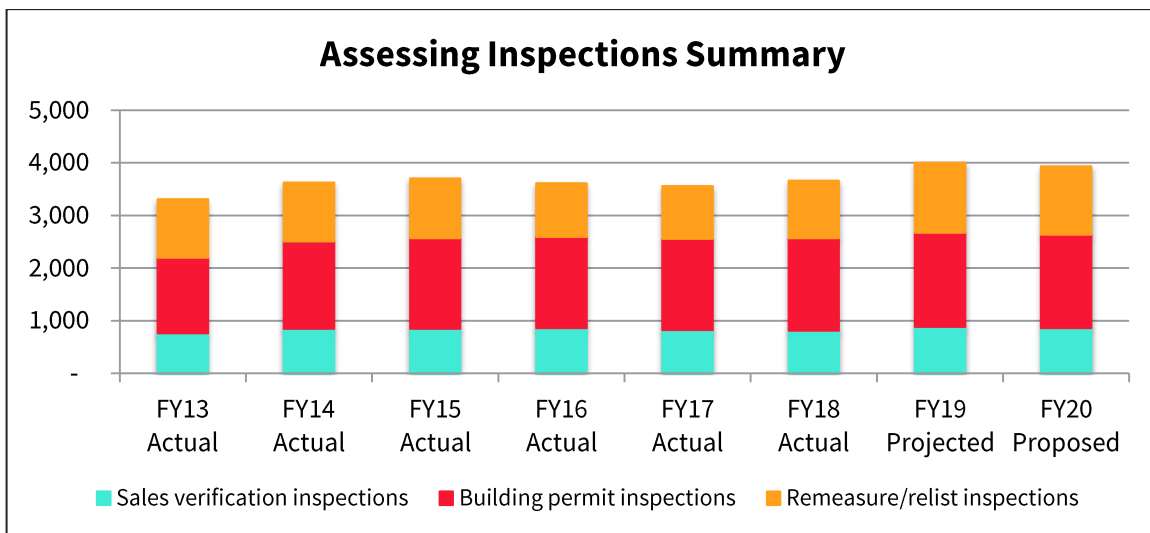


## FY19 ACCOMPLISHMENTS:

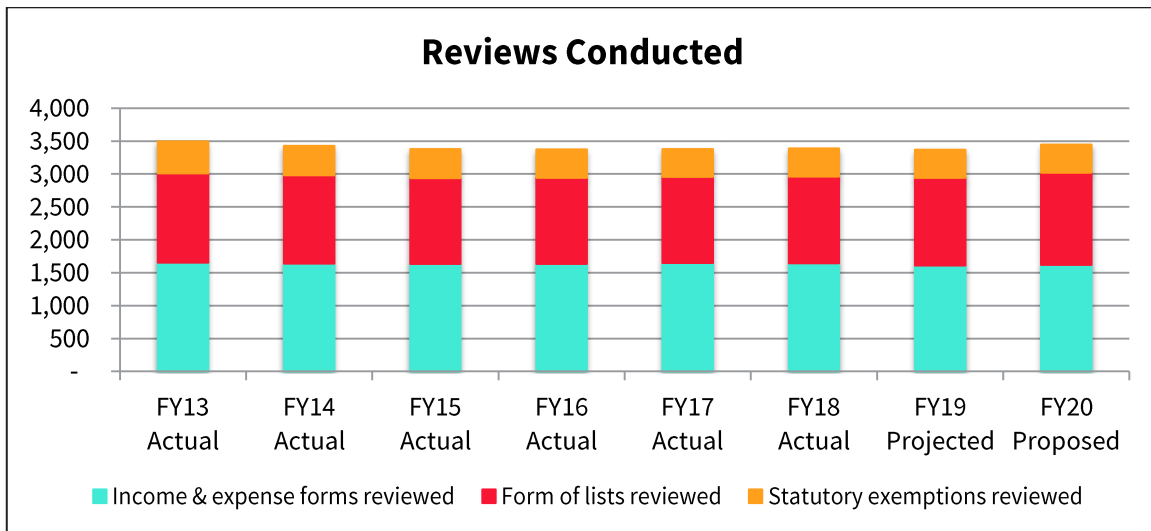
- Completed on-time the FY19 interim year revaluation with all DOR approvals.
- Determined City-wide tax base growth - (FY19 growth is the highest in Somerville's history.)
- Published and mailed the fifth annual property tax update newsletter to all residents.
- Updated website information on statutory exemptions and mailed a second-annual newsletter to seniors in an attempt to increase participation.
- The City's Assessors remain in compliance with the Department of Revenue's cyclical resinspection program. All Somerville properties must be visited, measured, or listed every nine years. The City's in-house ability to annually meet the necessary percentages is invaluable in avoiding potential costs.

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Sales verification inspections	861	891	809	885	860
Building permit inspections	1,729	1,747	1,759	1,785	1,775
Remeasure/relist inspections	1,022	1,010	1,090	1,333	1,300
Residential exemptions certified	1,701	1,685	1,319	979	1,000
Potential building permit issues sent to ISD	35	35	42	40	40
Income & expense forms reviewed	1,636	1,640	1,646	1,611	1,620
Form of lists reviewed	1,307	1,311	1,315	1,333	1,400
Statutory exemptions reviewed	432	421	431	427	430



# Assessing



## GOALS REVIEW:

### 1. Comply with all DOR standards of performance.

1	Complete the DOR required interim year adjustment for FY20.	New for FY20
2	Complete the DOR required interim year adjustment for FY19.	Complete

### 2. Determine Assembly Square captured tax increment.

1	Inspect and assess DIF blocks as of 6/30/2018 to calculate construction completion value for FY19.	Complete
2	Inspect and assess DIF blocks as of 6/30/2019 to calculate construction completion value for FY20.	New for FY20
3	Inspect and assess North Point - Cambridge Crossing as of 6/30/2019 to calculate construction completion value for FY19.	New for FY20

### 3. Continuously enhance data availability, improve customer service, and make all interactions with the department accurate, courteous, and easy (ACE).

1	Inform taxpayers of any significant valuation changes through several different communications media, e.g., CTY, taxpayer newsletter, social media, city website, and any other effective means of reaching residents. Give as much time as possible for taxpayers to transmit their concerns and questions before the valuations go into place and provide information relative to the appeal process.	Complete & Ongoing
2	Collaborate with the Communications Department to disseminate important information through press releases, social media, and other outreach strategies.	Complete & Ongoing
3	Collaborate with SomerStat to visualize and share interesting data with the public through the City's updated Key Systems Indicators website.	Complete & Ongoing

## BUDGET:

BOARD OF ASSESSORS		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	536,125	545,749	435,898	577,471	
511002	SALARIES - MONTHLY	19,308	19,308	12,872	19,308	
512000	SALARIES & WAGES TEMPOR'Y	375	-	1,242	-	
513000	OVERTIME	-	500	-	600	
514006	LONGEVITY	2,500	2,500	1,250	3,100	
515006	HOLIDAYS NON-UNION	1,112	-	-	-	
515011	HOLIDAYS - S.M.E.A.	542	-	-	-	
515012	PERFECT ATTENDANCE	-	-	500	-	
519004	UNIFORM ALLOWANCE	1,050	1,050	1,050	1,050	
519013	OTHER LUMP SUM PAYMENTS	-	-	11,361	-	
<b>ASSESSING PERSONAL SVC</b>		<b>561,011</b>	<b>569,107</b>	<b>464,172</b>	<b>601,529</b>	<b>5.7%</b>
524007	R&M - OFFICE EQUIPMENT	-	500	-	500	
524034	R&M - SERVICE CONTRACTS	-	500	268	500	
527019	RENTAL-WATER COOLER	145	400	275	400	
530000	PROF & TECHNICAL SVC	35,000	45,000	21,490	45,000	
530010	LEGAL SERVICES	-	10,000	-	10,000	
530011	ADVERTISING	-	500	-	500	
530016	PROPERTY DATA SERVICES	13,980	20,000	16,640	21,000	
530024	TUITION	1,240	1,500	1,754	2,750	
534003	POSTAGE	7,063	6,500	7,565	7,500	
542000	OFFICE SUPPLIES	2,265	2,750	1,328	2,750	
542001	PRINTING & STATIONERY	1,258	1,500	450	1,500	
542007	COMPUTER EQUIP NOT CAP	-	1,000	-	1,000	
542008	BOOKS & BOOKBINDING	450	500	-	500	
558002	ONLINE SUBSCRIPTION	816	1,500	479	1,500	
558004	MAGAZINES/SUBSCRIPTS/PUB	984	1,050	1,014	1,050	
558006	UNIFORMS	171	500	-	500	
571000	IN STATE TRAVEL	487	1,000	527	1,000	
571001	IN STATE CONFERENCES	534	800	759	800	
573000	DUES AND MEMBERSHIPS	650	650	600	650	
578010	RECORDINGS	-	450	-	900	
<b>ASSESSING ORDINARY MAINT</b>		<b>65,041</b>	<b>96,600</b>	<b>53,148</b>	<b>100,300</b>	<b>3.8%</b>
<b>ASSESSING TOTAL</b>		<b>626,052</b>	<b>665,707</b>	<b>517,320</b>	<b>701,829</b>	<b>5.4%</b>

# Assessing

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
CHIEF ASSESSOR / BOARD CHAIRMAN	2,200.85	115,324.34	1.0	115,324.34
BOARD MEMBER / ASSESSOR	804.49	9,653.88	-	9,653.88
BOARD MEMBER / ASSESSOR	804.49	9,653.88	-	9,653.88
COMMERCIAL ASSESSOR	1,600.62	83,872.25	1.0	83,872.25
MGR OF RESIDENTIAL ASSESSMENTS	1,561.20	81,806.89	1.0	81,806.89
SALES & PERSONAL PROP ANALYST	1,353.04	70,899.31	1.0	70,899.31
ASSESSOR ANALYST	1,353.04	70,899.31	1.0	70,899.31
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	62,383.75
PRINCIPAL CLERK	975.28	51,104.74	1.0	53,004.74
SENIOR CLERK	822.14	43,079.98	1.0	43,429.98



# Grants Development

**MISSION STATEMENT:**

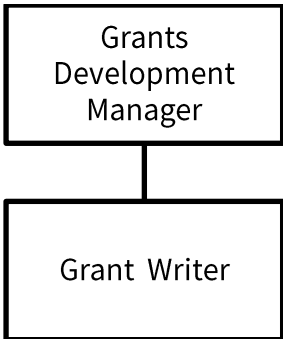
To assist City departments with the development, preparation, and submission of proposals to public and private funders. Grants Development provides a broad range of services at differing levels of intensity, in order to help departments of all sizes and resource levels obtain specialized funding. This funding supports ongoing work as well as innovative and cutting-edge activities, and helps to reduce the City’s reliance on tax dollars to support its programs and services. In addition, Grants Development analyzes and assesses potential opportunities for viability and fundability so City departments can make smart decisions about where to apply their efforts and achieve greater efficiencies. Grants Development also serves as a repository of information and documentation on the City’s funding history, submitted grant applications, and current fundability with past funders and new funders under consideration.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	154,076	159,676	166,013	4.0%
Ordinary Maintenance	4,661	7,275	8,700	19.6%
General Fund Expenditures	158,737	166,951	174,713	4.6%

**CHANGES BETWEEN FY19 & FY20:**

- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

**DEPARTMENT ORGANIZATION:**



**FY18 ACCOMPLISHMENTS:**

Grants Development collaborated with OSPCD in winning an unprecedented second State PARC Grant for Prospect Hill Park renovations, for a grand total of \$800,000 raised for one park.

- Collaborated with 13 City departments, Somerville Public Schools, and their partners to develop and submit almost 40 proposals, bringing in approximately \$4.5 million for municipal services and programs.
- Secured a 4-year, \$380,000 grant for HHS’ School Nurses, to expand capacity to address chronic illness in students and to assist SPS families with navigating the health care system.
- Helped Somerville Public Library create and refine their “Food for Thought” community gardening initiative — which includes a new teaching garden at Central library, growing and cooking workshops, and themed storytimes — and secure funds to launch it.
- Introduced the Somerville Auxiliary Fire Department/CERT to the grants process and assisted them with developing and submitting their first proposal, requesting \$5,000 for water pumps, generators, and PPE (request is outstanding).

# Grants Development

- Collaborated with the Mayor’s Office, Communications, Health & Human Services, Somerville Public Schools, and the City’s external legal counsel (Foley Hoag) to develop, revise, and finalize the City’s response to the Department of Homeland Security’s Proposed Changes to the Public Charge Rule; also researched and identified extensive data points for inclusion to strengthen the City’s argument.
- Participated in an HHS-led workgroup to assess feasibility and sustainability of creating a single-point-of-entry service for families.
- Led multiple “Grants 101” workshops on the basics of proposal and project development for staff of the new Office of Housing Stability and for staff in Water & Sewer, Engineering, Somerville Public Library, and Transportation & Infrastructure.

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ	FY20 PROP
Grant Opportunities Researched and Analyzed	130	130	130	135	135
Proposals Submitted	45	31	31	39	35
Awarded Success Rate	76%	93%	81%	75%	75%
Grant Dollars Received	\$5.4M	\$17.4M	\$5.9M	\$4.5M	\$4.5-5M

## GOALS REVIEW:

### 1. Ensure that city departments pursue all appropriate grant funding opportunities.

- |  |              |
|--|--------------|
| 1 Assess and monitor current political, social, and economic conditions locally and nationally to determine how these will affect funding opportunities for municipal departments and how we can best position Somerville in upcoming competitions.  | Ongoing      |
| 2 Provide city staff with the knowledge and tools needed to feel comfortable and confident applying for grant funds by holding teaching workshops, individual tutorials, and offering general technical assistance on different aspects of proposal development and project/grants management. | New for FY20 |

### 2. Facilitate the development and submission of grant proposals to secure funding that aligns with the City’s vision and individual departmental goals.

- |  |              |
|--|--------------|
| 1 Serve as consultants to city departments for project analysis, grant writing, editing, budget development, attachment preparation, and submission assistance.              | Ongoing      |
| 2 Expand participation in departmental planning meetings to ensure that new and expanding city programs and services have initial funding and sustainability plans in place. | New for FY20 |

### 3. Ensure that the City maintains a repository of information on its own funding history, submitted grant applications, and current fundability with past and prospective funders.

- |  |              |
|--|--------------|
| 1 Update and revise master grants database to facilitate easier and quicker extrapolation of data, totals, and trends. | New for FY20 |
|--|--------------|

# Grants Development

2 Review and refine “suite of services” offered by Grants Development to City departments to ensure there is a clear understanding of roles and responsibilities, so we can assist staff in strategizing more efficiently and effectively.

New for FY20

## BUDGET:

GRANTS DEVELOPMENT	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	149,207	152,570	123,204	166,013	
515006 HOLIDAYS NON-UNION	574	-	-	-	
519104 SALARY STIPEND	4,295	7,106	5,922	-	
<b>GRANTS DEV PERSONAL SERVICES</b>	<b>154,076</b>	<b>159,676</b>	<b>129,126</b>	<b>166,013</b>	<b>4.0%</b>
530000 PROF & TECHNICAL SVC	995	1,000	995	1,000	
530008 EMPLOYEE TRAINING	747	1,500	498	1,500	
542000 OFFICE SUPPLIES	206	750	305	750	
542001 PRINTING & STATIONERY	-	125	75	250	
542004 COMPUTER SUPPLIES	-	400	-	400	
542006 OFFICE FURNITURE NOT CAP	785	-	-	-	
558004 MAGAZINES/SUBSCRIPTS/PUB	1,928	2,000	429	2,300	
572000 OUT OF STATE TRAVEL	-	1,500	-	1,500	
572001 OUT OF STATE CONFERENCES	-	-	-	1,000	
<b>GRANTS DEV ORDINARY MAINT</b>	<b>4,661</b>	<b>7,275</b>	<b>2,302</b>	<b>8,700</b>	<b>19.6%</b>
<b>GRANTS DEV TOTAL</b>	<b>158,737</b>	<b>166,951</b>	<b>131,428</b>	<b>174,713</b>	<b>4.6%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
GRANTS DEVELOPMENT MANAGER	1,734.67	90,896.55	1.0	1.0	90,896.55
GRANT WRITER (HOURLY)	1,433.50	75,115.55	0.63	0.63	75,115.55

# City Clerk

## MISSION STATEMENT:

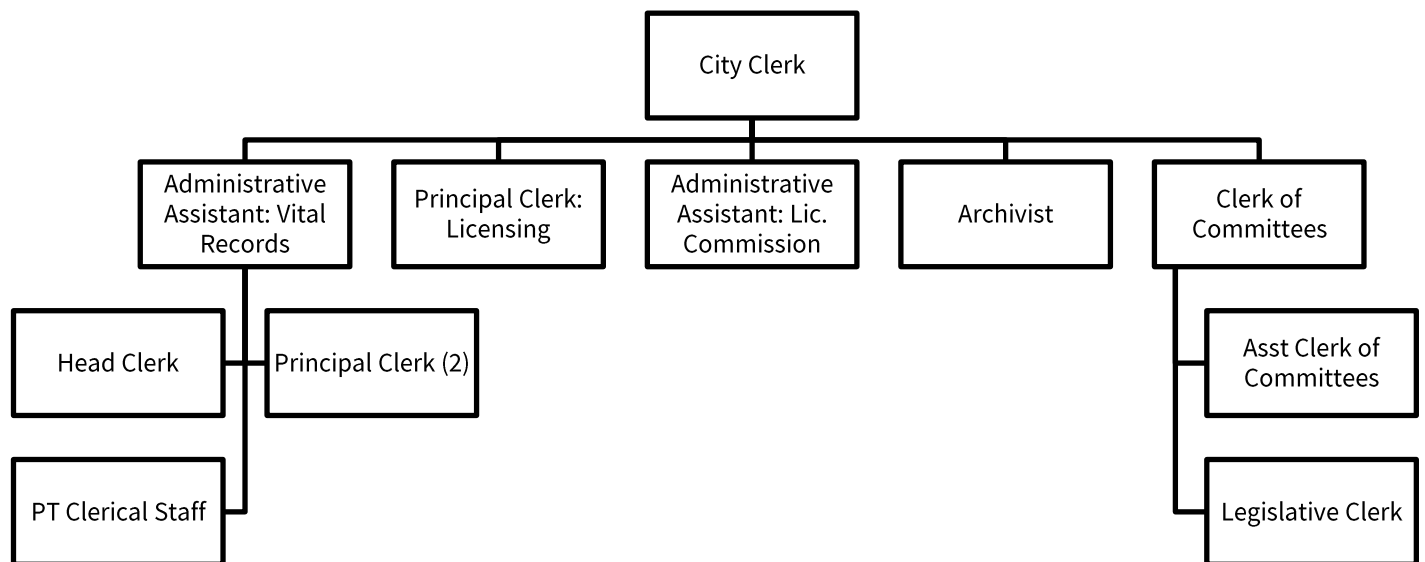
To record, maintain, and certify municipal records, including resident vital statistics, business licenses and permits, and legislative acts. We provide technical assistance to individuals and businesses, and professional support to public officials. We also provide professional and clerical support to the City Council and Licensing Commission, including meeting preparation, interdepartmental communication, license and permit processing, and document management.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	444,986	462,059	552,873	19.7%
Ordinary Maintenance	108,799	165,328	187,617	13.5%
General Fund Expenditures	553,785	627,387	740,490	18.0%

## CHANGES BETWEEN FY19 & FY20:

- The FY20 budget includes an additional Principal Clerk funded mid-year in FY19 as part of the SMEA B collective bargaining agreement. Primary responsibilities of this position are processing and managing the many public event, special alcohol, and business licenses issued by the City Council and Licensing Commission.
- The FY20 budget aligns the Clerk of Committees Department under the City Clerk's Office, and transfers staff supervision to the City Clerk.
- This budget includes \$12,000 in part time salaries for archival interns.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- The City Clerk's Office successfully launched an online dog licensing system using the GoPetie platform. This system allows residents to license their pets online, and supports the first social network for pet owners in the State. This should provide significant value to resident pet owners by streamlining renewals and should increase the rate of licensure.
- The City Clerk's Office also launched an online system for paying and appealing non-criminal tickets using the City Hall Systems platform. This system offers, for the first time, the same online functionality as payments for other municipal taxes, fees, and licenses.

- The City Clerk’s Office successfully managed the relocation of the municipal archives to its new, permanent home. Physically smaller than previous locations, the Archivist will compensate with the increased use of professionally managed off-site storage facilities and new, state-of-the-art on-site storage equipment.

## PERFORMANCE METRICS:

MEASURE	FY17 ACTUAL	FY18 ACTUAL	FY18 PROJECTED	FY20 PROPOSED
Vital records requests	5,276	5,472	6,452	5,500
City Council Licenses	421	423	409	420
Licensing Commission Licenses	492	324	325	347
Archived records (in cubic feet)	6,160	6,260	6,400	6,500

## GOALS REVIEW:

### 1. Provide accurate, courteous, and easy customer service with respect to vital records, dog licenses, and other residential services.

1	Maintain the online system to allow dog owners to license their dogs online and support the development of the online social network that the system creates.	Ongoing
2	Maintain the online system to pay or appeal non-criminal tickets.	Ongoing
3	Enhance City Clerk’s Office staff support for non-English speakers with better integration with 311 translation services and the telephone-based Language Line.	New for FY20

### 2. Provide consistent administrative support for municipal government.

1	Continue to stream City Council meetings online and post minutes and video links within 2 business days.	Ongoing
2	Continue using MinuteTraq to promptly inform departments of relevant City Council actions.	Ongoing

### 3. Maintain City records in the most efficient way possible.

1	Re-house the city’s record collections in its new permanent archive facility at 42 Cross Street.	New for FY20
2	Process and digitize appropriate permanent records and roll out mechanisms to properly archive the city’s born-digital records.	Ongoing

## BUDGET:

CITY CLERK	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	416,903	426,760	343,649	503,097	
512000 SALARIES & WAGES TEMPOR'Y	19,425	26,128	22,279	40,028	
513000 OVERTIME	603	2,571	1,473	2,648	
514006 LONGEVITY	4,550	4,850	2,500	5,000	

# City Clerk

CITY CLERK	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
515006 HOLIDAYS NON-UNION	782	-	-	-	
515011 HOLIDAYS - S.M.E.A.	973	-	-	-	
519004 UNIFORM ALLOWANCE	1,750	1,750	1,750	2,100	
519013 OTHER LUMP SUM PAYMENTS	-	-	27,736	-	
<b>CITY CLERK PERSONAL SERVICES</b>	<b>444,986</b>	<b>462,059</b>	<b>399,386</b>	<b>552,873</b>	<b>19.7%</b>
524007 R&M - OFFICE EQUIPMENT	179	900	284	900	
524033 R&M - SOFTWARE	10,150	27,052	6,250	35,160	
524034 R&M - SERVICE CONTRACTS	350	1,570	473	1,780	
527013 RENTAL - STORAGE SPACE	5,980	9,601	5,281	25,026	
527018 POSTAGE MACHINE RENTAL	7,196	9,320	6,806	9,320	
527019 RENTAL-WATER COOLER	193	240	153	240	
530000 PROF & TECHNICAL SVC	5,493	7,600	501	6,500	
530011 ADVERTISING	1,219	1,170	303	1,170	
534003 POSTAGE	47,470	61,246	49,079	60,046	
542000 OFFICE SUPPLIES	6,586	11,500	4,418	11,500	
542001 PRINTING & STATIONERY	3,880	4,000	1,418	4,100	
542005 OFFICE EQUIPMENT NOT CAP	2,882	8,000	284	4,000	
542006 OFFICE FURNITURE NOT CAP	178	-	(1,017)	-	
542008 BOOKS & BOOKBINDING	10,419	14,825	6,276	15,725	
558012 BADGES, EMBLEMS, TROPHIES	3,450	3,000	752	3,500	
571001 IN STATE CONFERENCES	-	800	180	800	
572001 OUT OF STATE CONFERENCES	266	-	942	3,000	
573000 DUES AND MEMBERSHIPS	470	750	580	750	
574000 INSURANCE PREMIUMS	268	300	687	800	
578001 CREDIT CARD CONV FEE	2,172	3,454	965	3,300	
<b>CITY CLERK ORDINARY MAINT</b>	<b>108,799</b>	<b>165,328</b>	<b>84,613</b>	<b>187,617</b>	<b>13.5%</b>
<b>CITY CLERK TOTAL</b>	<b>553,785</b>	<b>627,387</b>	<b>483,999</b>	<b>740,490</b>	<b>18.0%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
CITY CLERK	2,081.60	109,075.86	1.0	109,075.86
ARCHIVIST	1,299.42	68,089.52	1.0	68,089.52
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	62,733.75
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	62,733.75
HEAD CLERK	1,060.31	55,560.02	1.0	56,510.02
PRINCIPAL CLERK	975.28	51,104.74	1.0	52,054.74
PRINCIPAL CLERK	975.28	51,104.74	1.0	51,454.74
PRINCIPAL CLERK	900.66	47,194.37	1.0	47,544.37

# Licensing Commission

## MISSION STATEMENT:

The Licensing Commission is charged with the responsibility of issuing various types of alcohol licenses, common victualer, innholder, and entertainment licenses, adopting and enforcing rules and regulations pertaining to such licenses as well as local ordinances and laws. The Commission determines the amount of license fees and the hours of operation in accordance with local and state laws.

Additionally, the Commission acts on complaints received from public safety officials, elected officials and the general public relative to alleged violations of its rules and regulations, Massachusetts General Laws and/or local ordinances by food, liquor, or entertainment establishments in the city. Complaints are investigated, and if warranted, a hearing is held. If an establishment is found in violation, sanctions are levied against the establishment that may include a license modification, suspension, revocation, or reduction in hours.

## BUDGET:

LICENSING COMMISSION	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	8,130	10,992	8,418	11,628	
<b>LIC COMM PERSONAL SERV</b>	<b>8,130</b>	<b>10,992</b>	<b>8,418</b>	<b>11,628</b>	<b>5.8%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
CHAIRMAN	333.00	3,996.00	-	3,996.00
COMMISSIONER	318.00	3,816.00	-	3,816.00
COMMISSIONER	318.00	3,816.00	-	3,816.00

## MISSION STATEMENT:

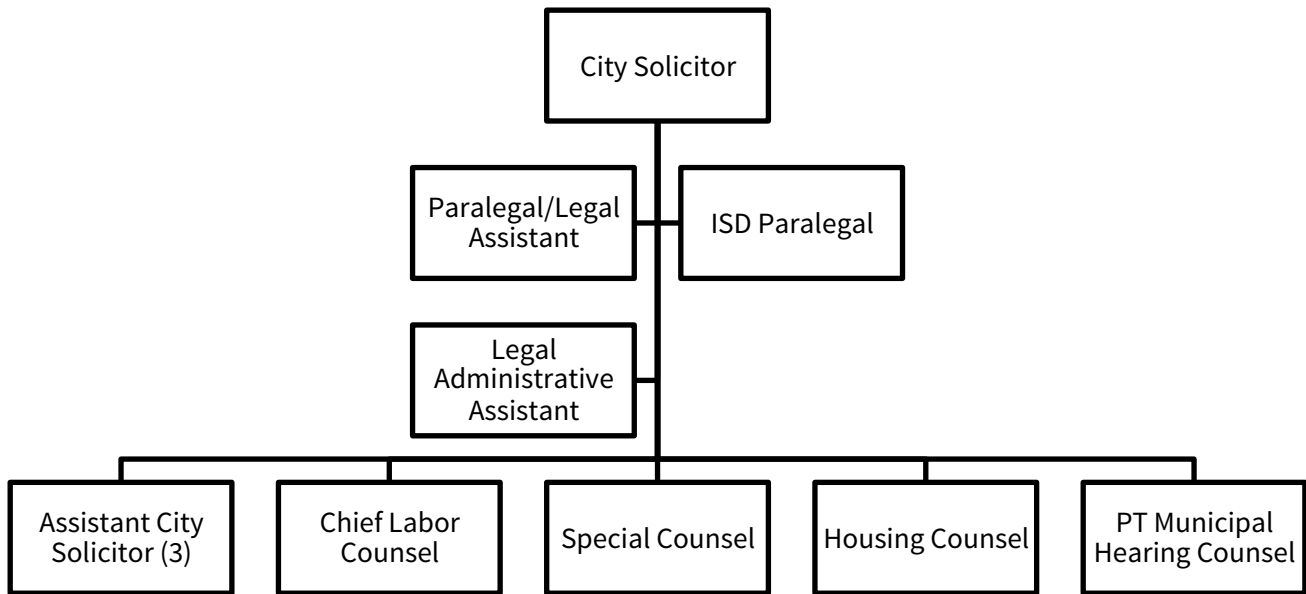
To provide high-quality, cost-effective legal services to the Mayor, City Council, Department Heads, Boards, Commissions, and other municipal employees. The Law Department strives to successfully prosecute and defend actions before state and federal courts and administrative agencies, provide well-reasoned, timely legal opinions, draft legislation, draft and review contracts, advocate for the City in matters before the state legislature, and facilitate the lawful implementation of programs, technologies, and best practices.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	798,403	824,715	881,596	6.9%
Ordinary Maintenance	580,736	180,975	585,875	228.0%
General Fund Expenditures	1,379,139	1,005,690	1,467,471	45.9%

## CHANGES BETWEEN FY19 & FY20:

- The Legal Services budget has been increased to \$530,000 in FY20 in anticipation of expected legal costs.
- A new Temporary Wages line has been created in order to fund two legal positions during FY20.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Five collective bargaining agreements concluded – SMEA B, E911, School Custodians, SPSOA and Fire Suppression;
- Substantive Redraft of the EO (equal Opportunity) Policy;
- Continually improving code enforcement by way of the Neighborhood Impact Team and new Housing Court;
- Reviewed more than 466 contracts to date.
- Received more than 293 public records request to date.
- Participating in 85 pending lawsuits, including 32 new lawsuits in FY 19, to date.
- Received 125 new claims to date, with 150 pending claims in total.
- Collaborated with various City departments on GLX matters.



**GOALS REVIEW:**

**1. Implement a Condominium Conversion Ordinance.**

1	Work with the Office of Housing Stability to establish appropriate protocols.	Ongoing
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**2. Implement 90 Washington Street demonstration project plan.**

1	Participate and advise on a Public Safety Building RFP for design and construction.	Ongoing
2	Address development issues for remainder of site.	Ongoing

**3. Address GLX coordination issues.**

1	Coordinate work between SHS and GLX projects.	Ongoing
2	Address issues as they arise between the City and GLX.	Ongoing

**4. Assist the administration and CC in implementing a Short Term Rental ordinance.**

1	Provide legal guidance as to passage of ordinance.	Complete
2	Establish practice and procedures for implementation and enforcement.	Ongoing

**BUDGET:**

LAW	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	783,686	813,011	656,663	843,892	
511002 SALARIES - MONTHLY	11,703	11,704	9,753	11,704	
512000 SALARIES & WAGES TEMPOR'Y				26,000	
515006 HOLIDAYS NON-UNION	3,014	-	-	-	
<b>LAW PERSONAL SERVICES</b>	<b>798,403</b>	<b>824,715</b>	<b>666,415</b>	<b>881,596</b>	<b>6.9%</b>
524007 R&M - OFFICE EQUIPMENT	-	800	-	400	
524034 R&M - SERVICE CONTRACTS	1,268	-	655	700	
527019 RENTAL-WATER COOLER	133	700	39	300	
530000 PROF & TECHNICAL SVC	14,779	14,800	8,101	14,800	
530010 LEGAL SERVICES	542,171	125,000	772,485	530,000	
534003 POSTAGE	30	400	31	400	
542000 OFFICE SUPPLIES	2,234	2,300	491	2,300	
542001 PRINTING & STATIONERY	595	400	775	400	
542002 PHOTOCOPYING	227	200	124	200	
542005 OFFICE EQUIPMENT NOT CAP	-	2,000	-	2,000	
542006 OFFICE FURNITURE NOT CAP	3,355	5,000	-	5,000	
542008 BOOKS & BOOKBINDING	5,091	13,375	5,429	11,375	
558002 ONLINE SUBSCRIPTION	4,028	6,000	7,354	6,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	439	500	459	500	

# Law

LAW	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
571000 IN STATE TRAVEL	1,665	4,000	1,022	4,000	
571001 IN STATE CONFERENCES	1,367	-	210	2,000	
573000 DUES AND MEMBERSHIPS	2,650	4,000	2,100	4,000	
578010 RECORDINGS	702	1,500	1,071	1,500	
<b>LAW ORDINARY MAINTENANCE</b>	<b>580,736</b>	<b>180,975</b>	<b>800,346</b>	<b>585,875</b>	<b>228.0%</b>
<b>LAW TOTAL</b>	<b>1,379,139</b>	<b>1,005,690</b>	<b>1,466,762</b>	<b>1,467,471</b>	<b>45.9%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
CITY SOLICITOR	3,031.98	158,875.54	1.0	1.0	158,875.54
DEPUTY CITY SOLICITOR	2,335.56	122,383.11	1.0	1.0	122,383.11
SPECIAL COUNSEL	2,165.70	113,482.52	0.25	1.0	28,370.63
CHIEF LABOR COUNSEL	2,123.23	111,257.37	1.0	1.0	111,257.37
ASSISTANT CITY SOLICITOR	2,123.23	111,257.37	1.0	1.0	111,257.37
ASSISTANT CITY SOLICITOR	1,961.54	102,784.62	1.0	1.0	102,784.62
PARALEGAL / LEGAL ASSISTANT	989.99	51,875.46	0.63	0.63	51,875.46
LEGAL ADMINISTRATIVE ASSISTANT	1,351.91	70,840.33	1.0	1.0	70,840.33
ISD PARALEGAL	1,299.42	68,089.52	1.0	1.0	68,089.52
HOUSING COUNSEL	1,732.56	90,786.01	0.2	1.0	18,157.20
MUNICIPAL HEARING OFFICER	975.26	11,703.12	-	-	11,703.12

## MISSION STATEMENT:

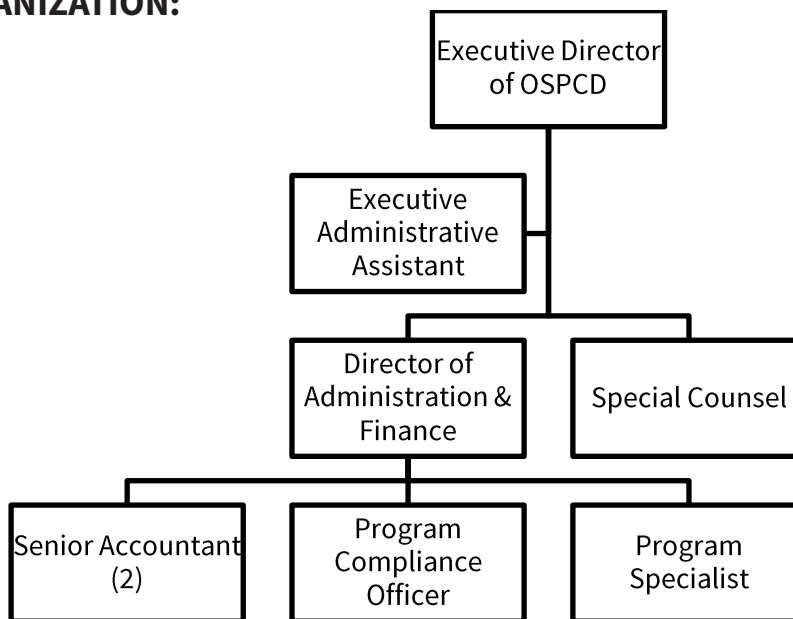
The Mayor's Office of Strategic Planning and Community Development (OSPCD) is committed to making Somerville an even more exceptional place to live, work, play and raise a family by implementing the goals, policies, and actions of the SomerVision comprehensive plan. OSPCD seeks to enhance low and moderate income areas of the City, stimulate economic development, increase job opportunities, create future development opportunities, improve the City's neighborhoods, expand housing options, preserve and enhance Somerville's public space and urban forest and improve transportation access, with a focus on Somerville's long-term economic, environmental, and social quality of life.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	380,371	385,443	379,358	-1.6%
Ordinary Maintenance	22,992	24,800	100,750	306.3%
General Fund Expenditures	403,363	410,243	480,108	17.0%

## CHANGES BETWEEN FY19 & FY20:

- Adjustments to Ordinary Maintenance lines are designed to consolidate some OSPCD activities into the Administration budget.
- Personal Services General Fund allocations are affected by adjustments to CDBG funding levels.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Completed a 5-year consolidated plan approved by HUD.
- Continued fiscal responsibilities for OSPCD programs including SAHT fund, SPA, and the new jobs trust fund.

# OSPCD: Administration

## GOALS REVIEW:

### 1. Administer HUD-based grant programs.

1	Hold annual RFP process to select Public Service Grant recipients.	Ongoing & Annual
2	Administer CDBG program, in compliance with grant guidelines.	Ongoing & Annual
3	Submit annual CAPER.	Ongoing & Annual
4	Submit HUD 5-Year Consolidated Plan and Annual Action Plan.	Ongoing
5	Administer grant funds of other OSPCD Divisions.	Ongoing & Annual

### 2. Provide financial and administrative support to all OSPCD divisions and the Community Preservation Act (CPA) Program.

1	Support the implementation of CPA planning and development.	Ongoing
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## BUDGET:

OSPCD: ADMINISTRATION		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	379,429	382,943	323,304	379,358	
512000	SALARIES & WAGES TEMPOR'Y	-	2,500	3,917	-	
515006	HOLIDAYS NON-UNION	942	-	-	-	
<b>OSPCD-ADMIN PERSONAL SERVICES</b>		<b>380,371</b>	<b>385,443</b>	<b>327,221</b>	<b>379,358</b>	<b>-1.6%</b>
524034	R&M - SERVICE CONTRACTS	5,039	2,750	3,052	12,000	
530000	PROF & TECHNCAL SVC	11,294	16,050	1,924	15,000	
530011	ADVERTISING	567	1,250	-	1,000	
530018	POLICE DETAIL	-	-	-	500	
530023	STAFF DEVELOPMENT	-	-	-	15,000	
534003	POSTAGE	-	500	-	250	
538010	ADMINISTRATION COSTS	1,225	-	-	-	
542000	OFFICE SUPPLIES	41	2,000	-	11,000	
542001	PRINTING & STATIONERY	1,137	-	130	-	
542006	OFFICE FURNITURE NOT CAP	-	1,500	-	10,000	
542007	COMPUTER EQUIP NOT CAP	3,209	-	-	8,000	
571000	IN STATE TRAVEL	80	-	20	1,000	
571001	IN STATE CONFERENCES	-	250	50	1,500	
572000	OUT OF STATE TRAVEL	-	-	-	15,000	
572001	OUT OF STATE CONFERENCES	-	-	-	10,000	
573000	DUES AND MEMBERSHIPS	-	250	60	250	
578010	RECORDINGS	400	250	306	250	
<b>OSPCD-ADMIN ORDINARY MAINT</b>		<b>22,992</b>	<b>24,800</b>	<b>5,542</b>	<b>100,750</b>	<b>306.3%</b>
581001	LAND ACQUISITION	-	-	37,149	-	
<b>OSPCD-ADMIN CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>37,149</b>	<b>-</b>	<b>-</b>
<b>OSPCD-ADMIN TOTAL</b>		<b>403,363</b>	<b>410,243</b>	<b>369,912</b>	<b>480,108</b>	<b>17.0%</b>

# OSPCD: Administration

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
EXECUTIVE DIRECTOR OF OSPCD	2,746.15	143,898.46	1.0	0.9	129,508.62
DIRECTOR OF FINANCE & ADMINISTRATION	1,836.71	96,243.40	1.0	0.3	28,873.02
SPECIAL COUNSEL	2,165.70	113,482.52	0.75	1.0	85,111.89
SENIOR ACCOUNTANT	1,561.20	81,806.89	1.0	0.7	57,264.82
SENIOR ACCOUNTANT	1,530.59	80,202.84	1.0	0.2	16,040.57
PROGRAM COMPLIANCE OFFICER	1,224.47	64,162.27	1.0	-	-
EXECUTIVE ADMINISTRATIVE ASSISTANT	1,326.51	69,509.12	1.0	0.9	62,558.21
PROGRAM SPECIALIST	1,000.38	52,420.15	1.0	-	-

# OSP CD: Planning & Zoning

## MISSION STATEMENT:

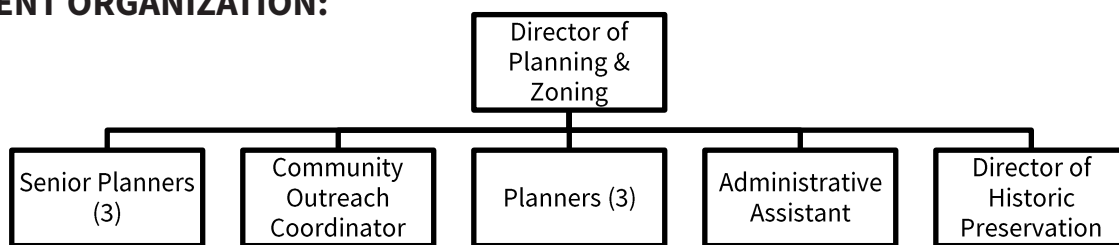
The mission of the OSP CD Planning & Zoning division is to coordinate the long range plans for the city, establish plans for various neighborhoods, manage redevelopment projects, administer and guide the zoning amendment process, and protect historic resources.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	831,160	867,677	881,384	1.6%
Ordinary Maintenance	249,948	295,350	287,000	-2.8%
General Fund Expenditures	1,081,108	1,163,027	1,168,384	0.5%

## CHANGES BETWEEN FY19 & FY20:

- A reduction in Ordinary Maintenance is due to the consolidation of some OSP CD activities in the Administration budget.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Coordinated the inter-departmental SomerVision 2040 effort to update the City’s comprehensive plan, including:
  1. Launched SomerVision2040.com, which documents the update process and provides interactive charts and maps detailing progress on the SomerVision numbers.
  2. Published “The Path Since 2010: A SomerVision Progress Report”, outlining progress on the SomerVision numbers and highlighting the programs and initiatives that have launched out of the SomerVision plan.
  3. Collaborated with SomerViva to provide Portuguese, Spanish, and Haitian Creole translation of the SomerVision website and progress report, as well as to expand SomerVision 2040 outreach among the immigrant community.
  4. Facilitated a series of public events to gather feedback from the community on key priorities for SomerVision 2040, including a kickoff event with over 100 attendees, 23 SomerSuppers conversations, three forums (with at least three more planned), and a two-day conference for the SomerVision committee and community members to discuss the key challenges and opportunities for 2040.
- Issued a revised draft of the zoning overhaul and worked with the Land Use Committee of the City Council on edits and amendments.
- Continued working through revisions to the updated demolition review ordinance to the City Council.
- Organized successful historic preservation events.
- Reviewed over 250 cases before Planning Board, Zoning Board and Historic Commission, including:
  1. The first Special Permit with Site Plan Review-A (SPSR-A) for 329 residential units in the XMBLY (5 Middlesex Avenue) Planned Unit Development (approximately 1.5 million square feet (MSF) of

# OSPCD: Planning & Zoning

residential and commercial uses within five mixed-use buildings surrounding an acre central open space),

2. A hotel and housing complex at Inner Belt Road (mixed-use building providing six stories of residential apartments and new space for the Somerville City Club over podium parking shared with a six-story 120-room extended stay hotel),
3. The in-progress Design and Site Plan Review (DSPR) for the D2 block parcels in Union Square (a lab building and two residential buildings with a civic space at the future T station entrance and a new alley).

## GOALS REVIEW:

### 1. Manage ongoing monitoring, reporting, and implementation responsibilities related to SomerVision, Somerville’s Comprehensive Plan.

1	Complete the public input process for SomerVision2040 and update the comprehensive plan document for Planning Board approval.	Ongoing
2	Maintain and improve SomerVision monitoring and reporting mechanism.	Ongoing

### 2. Ensure that the Somerville Zoning Ordinance reflects the vision and goals of the Comprehensive Plan and clearly establishes the City’s expectations for development.

1	Complete the review and hearing process for the Somerville Zoning Ordinance overhaul.	In Progress, expected completion in FY20
2	Implement the Zoning Ordinance overhaul.	To begin in FY20
3	Establish additional zoning amendments to implement neighborhood planning efforts and SomerVision goals.	As needed after Zoning Overhaul

### 3. Maintain and enhance the City’s transparent, streamlined, fair, efficient and effective permit review process.

1	Continue to serve the Planning Board, ZBA, and Historic Preservation Commission with an orderly system that allows projects to be scheduled and advertised, allowing staff recommendations to be available to the public for comment as soon as projects are complete. Continue to post zoning reports, plans, and decisions on the city website for easy review.	Ongoing
2	Continue collaboration with ISD Zoning Review Planner to ensure efficient and timely review of zoning for all permits.	Ongoing

### 4. Apply the “Somerville by Design” neighborhood planning process to neighborhoods in need of a new physical design plan that can inform zoning and provide predictable outcomes based upon a physical design plan built through community consensus.

1	Continue implementation of plans for Gilman Square, Lowell Street/Magoun Square, Union Square, Winter Hill and Davis Square.	Ongoing
2	Develop a neighborhood plan for Brickbottom, in preparation for establishment of a future zoning amendment to permit additional development by the forthcoming Green Line station at Washington St.	To begin in FY20

# OSPCD: Planning & Zoning

3 Undertake a major planning initiative in conjunction with the Economic Development Division to examine the infrastructure framework and urban design for the balance of the Assembly Square Urban Renewal Area. New for FY20

4 Coordinate with the Engineering Department regarding underground infrastructure in Boynton Yards, and finalize a strategy for developers to share public realm improvements costs. New for FY20

## 5. Promote and protect the historic elements of Somerville.

1 Provide support to the Somerville Historic Preservation Commission. Ongoing

2 Administer historic preservation events. Ongoing

3 Continue efforts to preserve Milk Row Cemetery. Ongoing

## BUDGET:

OSPCD: PLANNING & ZONING		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	749,295	783,928	587,493	799,495	
511002	SALARIES - MONTHLY	78,916	78,749	59,324	81,889	
512000	SALARIES & WAGES TEMPOR'Y	-	5,000	6,882	-	
515006	HOLIDAYS NON-UNION	2,949	-	-	-	
<b>PLANNING PERSONAL SVC</b>		<b>831,160</b>	<b>867,677</b>	<b>653,700</b>	<b>881,384</b>	<b>1.6%</b>
527001	RENTAL - BUILDINGS	1,200	-	300	500	
527014	RENTAL - TABLES & CHAIRS	-	-	-	100	
530000	PROF & TECHNICAL SVC	203,660	270,000	79,946	270,000	
530011	ADVERTISING	4,555	2,500	180	3,000	
530028	SOFTWARE SERVICES	290	3,000	151	1,000	
534003	POSTAGE	-	400	-	100	
540000	SUPPLIES	-	-	-	500	
542000	OFFICE SUPPLIES	1,678	2,250	1,513	-	
542001	PRINTING & STATIONERY	5,708	2,700	3,648	4,000	
542006	OFFICE FURNITURE NOT CAP	2,749	3,000	1,740	-	
542008	BOOKS & BOOKBINDING	6,680	-	(13)	-	
542012	OTH EQUIPMENT NOT CAP	67	-	(45)	-	
549000	FOOD SUPPLIES & REFRESHMT	174	-	2,074	500	
553001	SIGNS AND CONES	1,145	-	-	-	
558002	ONLINE SUBSCRIPTION	5,503	2,000	5,178	5,000	
558019	PROMOTIONAL MATERIALS	-	-	112	-	
571000	IN STATE TRAVEL	492	-	-	-	
571001	IN STATE CONFERENCES	1,010	500	50	-	
572000	OUT OF STATE TRAVEL	9,956	5,000	994	-	



# OSPCD: Planning & Zoning

<b>OSPCD: PLANNING &amp; ZONING</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
572001 OUT OF STATE CONFERENCES	3,798	2,000	970	-	
573000 DUES AND MEMBERSHIPS	1,282	2,000	1,448	2,000	
578010 RECORDINGS	-	-	-	300	
<b>PLANNING ORDINARY MAINT</b>	<b>249,948</b>	<b>295,350</b>	<b>98,244</b>	<b>287,000</b>	<b>-2.8%</b>
<b>PLANNING TOTAL</b>	<b>1,081,108</b>	<b>1,163,027</b>	<b>751,944</b>	<b>1,168,384</b>	<b>0.5%</b>

## PERSONNEL LIST:

<b>POSITION</b>	<b>CURRENT BASE</b>	<b>FISCAL YEAR BASE</b>	<b>FTE</b>	<b>TOTAL</b>
DIRECTOR PLANNING AND ZONING	2,000.77	104,840.31	1.0	104,840.31
SENIOR PLANNER	1,804.75	94,568.77	1.0	94,568.77
SENIOR PLANNER	1,769.36	92,714.47	1.0	92,714.47
SENIOR PLANNER	1,667.31	87,366.92	1.0	87,366.92
DIR OF HISTORIC PRESERVATION	1,172.11	61,418.56	1.0	61,418.56
PLANNER	1,530.59	80,202.84	1.0	80,202.84
PLANNER	1,530.59	80,202.84	1.0	80,202.84
PLANNER	1,561.20	81,806.90	1.0	81,806.90
OUTREACH COORDNATOR	1,200.46	62,904.18	1.0	62,904.18
ADMINISTRATIVE ASSISTANT	1,020.39	53,468.56	1.0	53,468.56
PLANNING BOARD MEMBER / CHAIR	518.69	6,224.28	-	6,224.28
PLANNING BOARD MEMBER	495.33	5,943.96	-	5,943.96
PLANNING BOARD MEMBER	495.33	5,943.96	-	5,943.96
PLANNING BOARD MEMBER	495.33	5,943.96	-	5,943.96
PLANNING BOARD MEMBER	495.33	5,943.96	-	5,943.96
PLANNING BOARD MEMBER / ALTERNATE	495.33	5,943.96	-	5,943.96
MPO REPRESENTATIVE	833.33	9,999.96	-	9,999.96
ZBA MEMBER / CHAIR	518.69	6,224.28	-	6,224.28
ZBA MEMBER	495.33	5,943.96	-	5,943.96
ZBA MEMBER	495.33	5,943.96	-	5,943.96
ZBA MEMBER	495.33	5,943.96	-	5,943.96
ZBA MEMBER	495.33	5,943.96	-	5,943.96
ZBA MEMBER / ALTERNATE	247.67	2,972.04	-	2,972.04
ZBA MEMBER / ALTERNATE	247.67	2,972.04	-	2,972.04

# OSPCD: Housing

## MISSION STATEMENT:

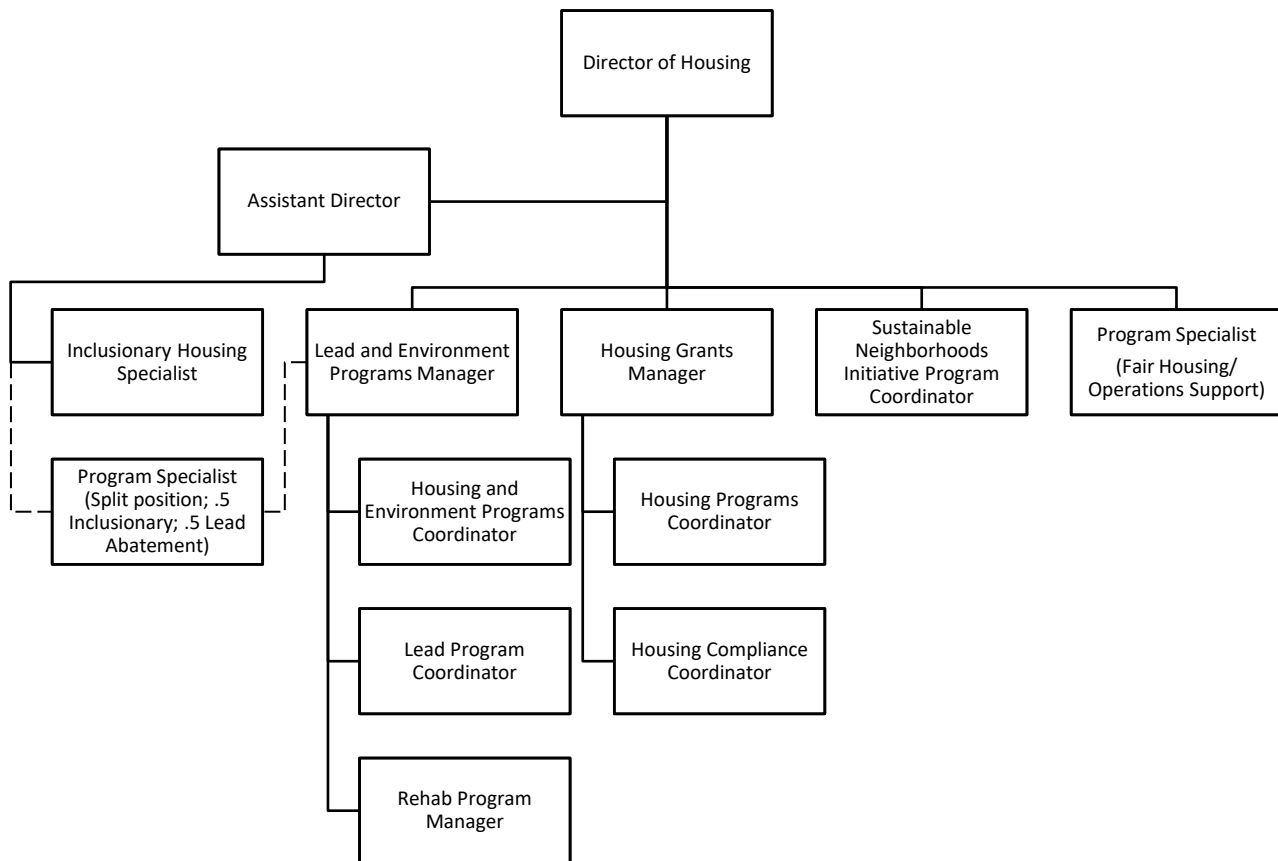
The Housing Division is responsible for delivering safe, affordable and sustainable housing for Somerville residents. In serving this mission, it administers programs and/or funding for Affordable Rental and Home-ownership Opportunities (known as Inclusionary Housing), Heat System Replacement and Housing Rehab, Lead Paint Abatement, and Residential Energy Efficiency efforts. The Division's staff also support three boards and commissions and serve as the lead agency for the City's Continuum of Care, which provides services and housing for homeless individuals and families, in addition to implementing the five housing goals of SomerVision and the policies of the Sustainable Neighborhoods Committee.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	497,774	510,332	586,983	15.0%
Ordinary Maintenance	6,545	73,900	68,500	-7.3%
General Fund Expenditures	504,319	584,232	655,483	12.2%

## CHANGES BETWEEN FY19 & FY20:

- A reduction in Ordinary Maintenance is due to the consolidation of some OSPCD activities in the Administration budget.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- **Affordable Housing Acquisition and Development:** With CPA funding administered by the Somerville Affordable Housing Trust Fund (SAHTF), OSPCD-Housing worked with Somerville Community Corporation (SCC) to acquire 5 units under the 100 Homes program. To date, 53 units have been acquired through 100 Homes.
- **Lead Abatement:** Lead Paint Safe Somerville (LPSS) identified and addressed lead hazards in 15 units, with an additional 10 units in the pipeline. LPSS lead abatement work is funded by a HUD grant secured in 2017.
- **Rehab and Energy Efficiency:** As of May 2019, 28 units are in progress (2 units are under construction, 3 projects are out for bid, 9 units have work specifications in production, 5 units are being income qualified, and 9 units in the 100 Homes program have been identified).
- **Real Estate Transfer Charge:** Collaborated with Office of Housing Stability (OHS) to form a coalition advocating for locally-adopted transfer fee enabling legislation and advance other housing policy legislation with the state.
- **Condominium Conversion Ordinance:** Collaborated with OHS, the Mayor’s Office, and Legal Department to draft proposed updates to the Condominium Conversion Ordinance to strengthen protections to tenants facing displacement as a result of conversion; updated ordinance was approved by the City Council in March 2019.
- **Community Land Trust:** Staffed and facilitated 12 meetings of the Community Land Trust (CLT) Working Group. CLT Working Group made recommendations that it is now in the process of implementing, with first step being to independently incorporate a Somerville CLT.
- **Energy Efficiency and Alternative Energy:** Supported Office of Sustainability and Environment with Somerville Climate Forward Building and Energy working groups to develop priority actions.
- **Rental Energy Efficiency Standards Exchange Grant:** Applied for and secured an Urban Sustainability Directors Network Peer Learning Exchange Grant. Grant funding will support research and development of a rental licensing and energy efficiency program.
- **Homelessness Prevention-Tenant Based Rental Assistance:** Provided twelve months of leasing assistance to thirteen (13) individuals with disabilities who had previously been homeless; Somerville Affordable Housing Trust Fund (SAHTF) covered the difference between HUD Fair Market Rents and Somerville market rent under the ‘Better Homes – Leasing Differential Program’. HOME funds and SAHTF resources were utilized to stabilize the tenancies of eleven (11) households at risk of homelessness, through Somerville Homeless Coalition’s PASS (Prevention and Stabilization Services) Program.

## GOALS REVIEW:

### 1. 1) Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups.

1	Continue acquisitions through the 100 Homes program and follow up program using the FRIT affordable housing payment to leverage 49 additional units.	Ongoing & Updated for FY20
2	Continue management of the inclusionary housing program, while exploring potential efficiencies in response to growing demand and increasing pipeline.	Ongoing & Updated for FY20
3	Commit funding to support redevelopment of SHA reconstruction of Clarendon Hill public housing, consistent with goals identified by Clarendon Residents United tenants’ organization.	Ongoing & Updated for FY20

# OSPCD: Housing

4 Mitigate lead hazards in Somerville housing units by implementing lead abatement program funded by HUD grant secured in 2017.	Ongoing
5 Rehab and Heat System Replacement – Continue pipeline pace by having 30 projects in the system, encompassing income review, budget and spec preparation, and construction.	Ongoing

## 2. Promote mixed-use, mixed-income transit-oriented development to provide new housing and employment options.

1 Implement additional TOD affordable housing using Challenge Grant funds due to recycle back from 163 Glen Street.	Ongoing
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## 3. Mitigate displacement of low and moderate income residents by retaining existing affordable housing stock and by policies that allow residents to remain in Somerville in the face of a changing city.

1 Implement universal waitlist for affordable inclusionary rental opportunities.	Ongoing
2 Implement changes to inclusionary zoning as determined by the zoning overhaul.	Ongoing
3 Work with Office of Housing Stability and Legal to develop rules and regulations for implementation of, and compliance with the updated condo conversion ordinance.	New for FY20

### PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 YTD
Inclusionary Housing Developed – Total	21	3	31	51
Inclusionary Housing Rental Units Developed	15	1	30	35
Inclusionary Housing Homeownership Units Developed	6	2	1	16
Homeownership units closings (unit resales)	3	5	3	5
Housing applications received and reviewed by Housing Division staff	319	387	289	834
Real Estate Development Linkage Fees Collected	\$1,092,309	\$869,625	\$1,194,859	\$1,579,451

### BUDGET:

OSPCD: HOUSING	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	477,909	491,072	382,362	567,723	
511002 SALARIES - MONTHLY	18,306	19,260	13,824	19,260	
515006 HOLIDAYS NON-UNION	1,559	-	-	-	
<b>OSPCD-HOUSING PERSONAL SVC</b>	<b>497,774</b>	<b>510,332</b>	<b>396,186</b>	<b>586,983</b>	<b>15.0%</b>

# OSPCD: Housing

OSPCD: HOUSING		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
524034	R&M - SERVICE CONTRACTS	-	-	2,312	-	
530000	PROF & TECHNICAL SVC	3,000	65,000	-	65,000	
530011	ADVERTISING	111	500	-	500	
530023	STAFF DEVELOPMENT	355	1,000	673	-	
534003	POSTAGE	-	250	-	250	
542000	OFFICE SUPPLIES	558	2,500	-	-	
542001	PRINTING & STATIONERY	470	-	495	-	
542006	OFFICE FURNITURE NOT CAP	-	3,000	1,300	-	
542007	COMPUTER EQUIP NOT CAP	1,604	-	-	-	
542008	BOOKS & BOOKBINDING	35	-	-	-	
549000	FOOD SUPPLIES & REFRESHMT	111	500	-	500	
558006	UNIFORMS	-	-	-	1,000	
571000	IN STATE TRAVEL	-	250	-	250	
573000	DUES AND MEMBERSHIPS	300	900	300	1,000	
<b>OSPCD-HOUSING ORDINARY MAINT</b>		<b>6,545</b>	<b>73,900</b>	<b>5,080</b>	<b>68,500</b>	<b>-7.3%</b>
<b>OSPCD-HOUSING TOTAL</b>		<b>504,319</b>	<b>584,232</b>	<b>401,266</b>	<b>655,483</b>	<b>12.2%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF HOUSING	2,040.78	106,937.11	1.0	0.9	96,243.40
ASST DIR HSG/HSG COUNSEL	1,732.56	90,786.01	0.8	1.0	72,628.81
HOUSING GRANTS MANAGER	1,471.15	77,088.46	1.0	0.7	50,107.50
LEAD PROGRAM MANAGER	1,472.90	77,179.76	1.0	0.3	19,294.94
HOUSING REHAB PROGRAM MANAGER	1,351.91	70,840.33	1.0	-	-
HOUSING COORDINATOR	1,299.42	68,089.52	1.0	0.5	34,044.76
HOUSING COORDINATOR	1,176.92	61,670.77	1.0	0.9	55,503.69
HOUSING COORDINATOR	1,176.92	61,670.77	1.0	1.0	61,670.77
SUSTAINABLE NEIGHBORHOODS COORD	1,200.46	62,904.18	1.0	1.0	62,904.18
INCLUSION HSG SPECIALIST	1,200.46	62,904.18	1.0	1.0	62,904.18
LEAD PROGRAM COORDINATOR	1,248.96	65,445.51	1.0	-	-
PROGRAM SPECIALIST	1,000.38	52,420.15	1.0	0.5	26,210.08
PROGRAM SPECIALIST	1,000.38	52,420.15	1.0	0.5	26,210.08
BOARD MEMBER / CHAIR CRB	333.00	3,996.00	-	-	3,996.00
BOARD MEMBER CRB	318.00	3,816.00	-	-	3,816.00
BOARD MEMBER CRB	318.00	3,816.00	-	-	3,816.00
BOARD MEMBER CRB	318.00	3,816.00	-	-	3,816.00
BOARD MEMBER CRB	318.00	3,816.00	-	-	3,816.00

# OSPCD: Housing Stability

## MISSION STATEMENT:

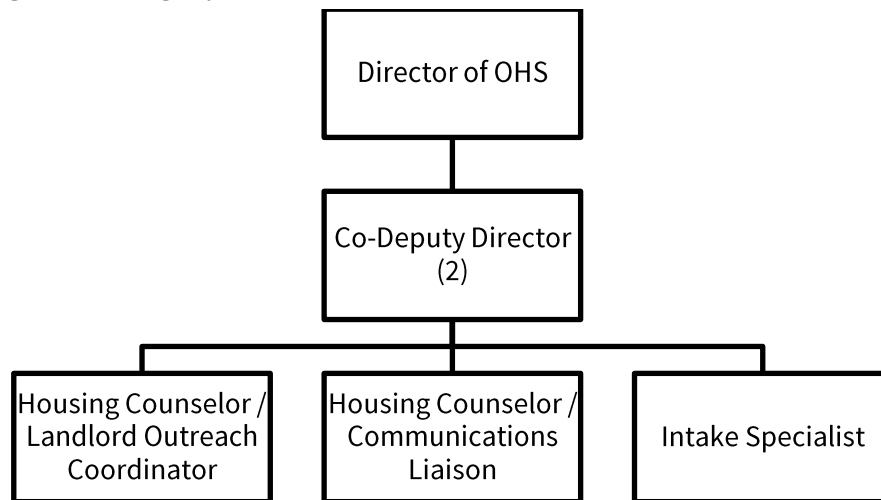
The mission of the Office of Housing Stability is to prevent the involuntary displacement of Somerville residents who are in the process of eviction or others at risk of losing their housing; to assist those needing to relocate to find and transition to appropriate housing; to assist homeless families and individuals to access shelter where necessary; and to identify and implement policies and programmatic initiatives designed to increase the supply of affordable housing, target housing resources to those at risk of displacement and enhance tenants' rights.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	-	229,001	368,219	60.8%
Ordinary Maintenance	-	100,050	320,500	220.3%
General Fund Expenditures	-	329,051	688,719	109.3%

## CHANGES BETWEEN FY19 & FY20:

- The Office of Housing Stability was established as a new Division of OSPCD in FY 2019. The Director came on board on August 13, 2018 and submitted the OHS business plan to the Council on October 30, 2018. Additional staff were hired, trained, and began providing services in mid-March 2019. The FY20 budget includes a full fiscal year's funding for the Office of Housing Stability.
- Additional Professional & Technical Services funding in FY20 is to support legal services, a rent stabilization program, and housing search services.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- **Creation of a business plan for the OHS:** The Director of OHS developed a comprehensive business plan for the OHS in October 2018 that identified specific strategies, inter-departmental and external partnerships, staffing responsibilities, resource needs, and measurable short and long term goals and objectives for the office.
- **Staffing the office:** A cadre of talented and committed staff were hired and came on board on March 18, 2019 to fill the positions of Deputy Director, Case Manager /Communications Specialist, Case Manager/ Landlord Liaison, and Intake Specialist/Special Projects Coordinator. New hires brought deep experience to their positions, as well as fluency in French and Haitian Kreyol, Spanish, and Brazilian Portuguese.

# OSPCD: Housing Stability

- **Providing direct services:** As of May 3, 2019, OHS had provided information, advice, advocacy, housing search and case management services to 160 residents, households (tenants, landlords and homeowners), and agency personnel working with Somerville residents on housing matters. OHS has assisted residents in avoiding or delaying eviction; helping families find and relocate to temporary and/or permanent housing and access emergency financial assistance; and helping tenants to obtain necessary repairs.
- **Building program capacity:** Developed and issued two Requests for Proposals (RFPs) to solicit bids from area non-profits to provide housing search support and legal assistance starting in FY2020. A third RFP for tenant outreach and education is being drafted. Although the FY 2019 budget included prorated funding for these contracted services, the slower-than-anticipated ramp-up of staffing means that these contracts will not be in place until early FY 2020.
- **Community outreach:** OHS has performed ongoing outreach about its services and its programmatic and policy objectives. FY 2019 presentations focusing on services and anti-displacement policy priorities include the following:
  1. Over two dozen meetings with area non-profits, City Councilors and City Staff to inform development of the OHS business plan
  2. Presentations at numerous community meetings, including the Cambridge/Somerville Local Housing and Welfare Coalition, Community Leaders Resource Team. Housing Session of the April 2019 SomerVision 2040 Conference, an April 2019 gathering of Cambridge and Somerville eviction prevention providers, Fair Housing Week workshop for landlords planned jointly with the Housing Division, and all seven May 2019 Ward-based ResiStat meetings.
  3. Presentations at various forums on anti-displacement initiatives and OHS legislative priorities, including but not limited to, committees of the Metropolitan Area Planning Council, committees of the Citizens Housing and Planning Association, the Planners Network of Greater Boston, class at the Harvard Kennedy School, and the Cambridge/Somerville Chapter of Mass. Senior Action.
- **Webpage development:** OHS staff have been working with the City's IT and communications staff to develop an OHS webpage ([www.somervillema.gov/OHS](http://www.somervillema.gov/OHS)) that supports broader understanding of the City's housing crisis; that provides links to informational and service resources; and that describes some of our policy priorities. We anticipate the webpage going live in June, 2019 and that OHS will continue to develop content in FY20.
- **Tracking referrals and cases:** SomerStat and OHS developed an online referral form and case tracking mechanism with the City's IT Department to finalize a more comprehensive database for use by OHS and HHS.
- **Development and convening of an OHS Advisory Board:** The OHS Director recruited and selected participants for an OHS Advisory Board to assist OHS with development of programs and prioritization of policy initiatives.

## Progress on OHS policy initiatives:

- The OHS Director worked with State, and local partners to implement and advocate for numerous policy goals including Section 8 policies, condo conversion ordinance, universal waitlist, and community land trust as well as State processes for the real estate transfer fee, right to counsel, and eviction record sealing.

# OSPCD: Housing Stability

## GOALS REVIEW:

### 1. Assist Somerville tenants facing eviction or other forms of displacement by providing case management, advocacy, referral for legal assistance and/or emergency financial assistance, and support for housing search and relocation, if needed.

1	Provide advice and/or direct services to at-risk or homeless households and stabilize as many households as possible in their current housing, or assist them in finding and relocating to alternate appropriate housing; assist homeless households in accessing shelter or other interim housing. Target for FY 2020 is 275-375 households.	Ongoing with Updated Target
2	Execute a contract for legal services that will enable 50 households to receive legal assistance.	RFP Released, New Services for FY20
3	Execute a contract for housing search and stabilization services.	RFP Released, New Services for FY20

### 2. Distribute information and provide workshops about tenants' rights and responsibilities, the resources available to assist at-risk tenants and homeowners, the benefits to landlords of working with OHS and participating in the City's affordable housing programs and strategies for housing search.

1	Deliver presentations at events across the City. Target for FY 2020 is a minimum of 10 events.	Ongoing with Updated Target
2	Lead or present at workshops for tenants, landlords or homeowners about landlord/tenant rights, housing search, or other appropriate topics. Target for FY2020 is 6 workshops.	Ongoing
3	Continue to develop on line resources available to the public.	Ongoing
4	Execute a contract for tenant education and outreach services that will help broaden Somerville tenants' awareness of their rights under Massachusetts summary process law, and that will support residents in buildings undergoing sale, condominium conversion, expiration of unit-based subsidies, or other disruption of building tenancies in asserting their rights under State law and achieving housing stability.	Ongoing
5	Develop a comprehensive compilation of current affordable housing opportunities.	Ongoing

### 3. Conduct outreach to landlords to encourage working collaboratively with the OHS for tenancy stabilization, and participation in tenant based subsidized housing programs.

1	Continue ongoing work to develop a compilation of information regarding landlords and management companies in Somerville to enable more effective outreach.	Ongoing
2	Conduct individualized outreach to realtors and landlords.	Ongoing



3	Work toward development of a voluntary or mandatory system whereby landlords serving their tenants with a Notice to Quit would, along with that notice, include a form developed by the City containing information about OHS and other tenant resources.	New for FY20
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#### 4. Deepen understanding of and assess the specific circumstances of eviction in Somerville to better target prevention services and inform policy initiatives.

1	Collect and analyze data on Somerville 2018 eviction cases in Somerville District Court and the Eastern Division of the Housing Court to identify the causes, types, and outcomes of eviction cases in order to better target our prevention services	New for FY20
2	Launch the full implementation of the OHS database to track all new cases.	New for FY20

#### 5. Work toward the passage and implementation of policies and programs that increase the supply of affordable housing, targeting more resources to those at imminent risk of displacement and enhancing tenants' rights.

1	Condominium Conversion Ordinance: Work in collaboration with the Housing Division on implementation and enforcement of Somerville's updated Condominium Conversion Law.	Implementation In Progress
2	Real Estate Transfer fee: Continue working toward passage of H2423 Home Rule petition and enabling legislation to allow Mass. cities and towns to enact real estate transfer fee legislation.	Ongoing
3	Universal Waitlist: Continue working collaboratively with the Housing Division to develop and adopt priorities and preferences for a universal waitlist for inclusionary units which include priority for households at imminent risk of homelessness	Ongoing
4	Right to Counsel: Continue work as member of core committee advocating for passage of a state right to counsel in eviction cases which would guarantee low income tenants access to homelessness prevention resources and legal representation throughout the eviction process.	Ongoing
5	Eviction Record Sealing: Continue work as a member of Advisory Board advocating for the sealing of certain eviction records as described above to promote housing opportunity and mobility by remove barriers to rehousing.	Ongoing
6	Community Land Trust: Provide support and assistance to the Community Land Trust, as requested and as appropriate, in collaboration with the Housing Division.	Ongoing
7	Right to Purchase Home Rule Legislation: Provide technical advice and support to the City Council as requested as it considers passage of the Administration's Proposed Right to Purchase Home Rule Legislation.	New for FY20

# OSPCD: Housing Stability

## BUDGET:

OSPCD: HOUSING STABILITY		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	-	226,501	101,026	368,219	
512000	SALARIES & WAGES TEMPOR'Y	-	2,500	-	-	
<b>OSPCD- HOUSING STAB PERSONL SVC</b>		-	<b>229,001</b>	<b>101,026</b>	<b>368,219</b>	<b>60.8%</b>
524034	R&M - SERVICE CONTRACTS	-	2,500	-	-	
530000	PROF & TECHNCAL SVC	-	55,000	-	300,000	
530011	ADVERTISING	-	1,000	-	1,500	
530023	STAFF DEVELOPMENT	-	1,000	-	-	
530028	SOFTWARE SERVICES	-	5,000	-	7,500	
530200	TRANSLATION SERVICES	-	800	-	1,500	
534003	POSTAGE	-	5,000	-	5,000	
542000	OFFICE SUPPLIES	-	2,500	2,193	-	
542001	PRINTING & STATIONERY	-	1,500	50	-	
542002	PHOTOCOPYING	-	750	-	1,000	
542005	OFFICE EQUIPMENT NOT CAP	-	12,500	-	500	
542006	OFFICE FURNITURE NOT CAP	-	7,500	7,150	-	
549000	FOOD SUPPLIES & REFRESHMT	-	500	-	500	
558002	ONLINE SUBSCRIPTION	-	500	-	-	
558019	PROMOTIONAL MATERIALS	-	1,500	-	-	
571000	IN STATE TRAVEL	-	1,000	-	2,000	
571001	IN STATE CONFERENCES	-	1,000	-	-	
573000	DUES AND MEMBERSHIPS	-	500	-	1,000	
<b>OSPCD-HOUSING STAB ORD MAINT</b>		-	<b>100,050</b>	<b>9,393</b>	<b>320,500</b>	<b>220.3%</b>
<b>OSPCD-HOUSING STABILITY TOTAL</b>		-	<b>329,051</b>	<b>110,419</b>	<b>688,719</b>	<b>109.3%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF HOUSING STABILITY	2,123.23	111,257.37	1.0	1.0	111,257.37
CO DEPUTY DIRECTOR	1,569.23	82,227.69	1.0	0.48	39,058.15
CO DEPUTY DIRECTOR	1,569.23	82,227.69	1.0	0.53	43,169.54
HOUSING COUNSELOR/CASE MGR	1,176.92	61,670.77	1.0	1.0	61,670.77
HOUSING COUNSELOR/CASE MGR	1,176.92	61,670.77	1.0	1.0	61,670.77
HOUSING INTAKE SPECIALIST	980.77	51,392.31	1.0	1.0	51,392.31

# OSPCD: Economic Development

## MISSION STATEMENT:

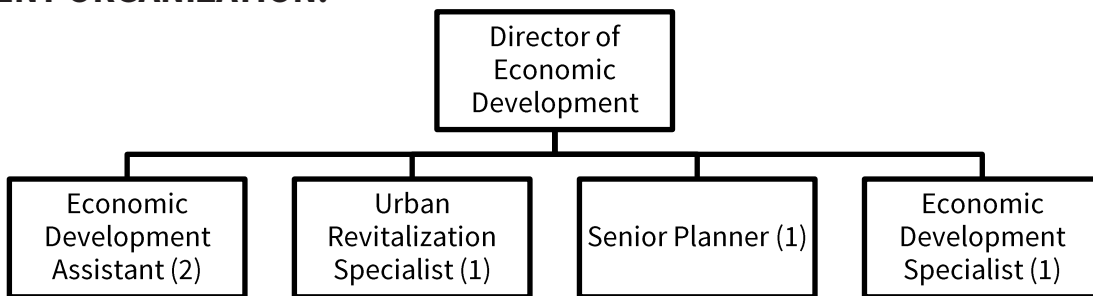
The Economic Development division of the OSPCD is committed to fostering the growth of a resilient and equitable economic base in Somerville by supporting the creation of good jobs, helping to prepare Somerville’s workforce for the jobs of today and tomorrow, fostering the growth of new and existing businesses and expanding the commercial tax base of Somerville. The division pursues this mission within three core strategy areas: real estate development, workforce development and business development.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	416,726	464,889	482,794	3.9%
Ordinary Maintenance	210,419	321,500	264,950	-17.6%
General Fund Expenditures	627,145	786,389	747,744	-4.9%

## CHANGES BETWEEN FY19 & FY20:

- A reduction in Ordinary Maintenance is due to the consolidation of some OSPCD activities in the Administration budget.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

### Real Estate Development

- Developed a Demonstration Project Plan and facilitated the acquisition of 90 Washington Street, which will become home to the new public safety complex and additional transit-oriented development adjacent to the future East Somerville GLX station;
- Launched an innovative and collaborative approach to redeveloping the Gilman Square neighborhood in partnership with the Gilman Square Neighborhood Association. The collaboration was formalized in April 2019 with the signing of a principles of cooperation agreement;
- Met with neighborhood groups and business owners in Winter Hill in order to inform collaborative approaches to implementing the Winter Hill Neighborhood Plan;
- Continued to coordinate monthly meetings to ensure smooth implementation of development at Assembly Row and negotiated a development covenant for the planned 1.5M square foot XMBLY mixed use project;
- Supported efforts to identify and evaluate potential municipal property acquisitions for open space, as well as leasing opportunities for public parking and city office space;
- Completed a developer selection process for the City-owned property located at 31 Tufts Street. The anticipated project will bring 13 units of affordable housing, 5,000 square feet of publicly accessible open space and new property tax revenue.
- Utilized a \$300,000 EPA Brownfields Site Assessment grant to investigate 16 properties with

# OSPCD: Economic Development

environmental cleanup and redevelopment potential;

- Facilitated monthly project coordination meetings for Powderhouse for Somerville, a mixed-use development with 48 residential units, commercial space and over 69,000 square feet of publicly owned open space at the former Powderhouse School.

## Business Development

- Led an outreach effort, along with Communications and Engineering, to inform and support businesses impacted by public infrastructure projects;
- Supported efforts to bring vitality to business districts through financial support for and coordination with East Somerville Main Streets and Union Square Main Streets;
- Organized business owners within Ball Square to improve resilience during construction culminating in A Ball for Squares, a street festival that took place in October of 2018 with an estimated 1,000 attendees;
- Launched a comprehensive small business technical assistance program that targets businesses owned by low and moderate income households or which serve low and moderate income areas;
- Marketed Somerville as a destination for the Life Science industry cluster to over 2,000 attendees and decision-makers during the 2019 Bio International Conference, as a partner of the Life Sciences Corridor Initiative, which includes five communities along the MBTA Red Line;
- Conducted outreach, research, and developed recommendations to revise ordinances that relate to Food Truck permitting;
- Launched the Somerville Urban Lab, a model initiative for municipal-innovator collaboration to test, pilot and implement technological innovations to improve the quality of life of residents and businesses in Somerville. Eighteen companies submitted proposals in 2018, which are undergoing evaluation by city staff;
- Worked closely with the Somerville Arts Council and managed the buildout of the Nibble Kitchen within the Bow Street Market. The Nibble Kitchen will provide space for food-based businesses, almost all of which are owned by immigrant women;
- Organized two supplier diversity workshops in April in collaboration with the Purchasing Department and the Commonwealth of Massachusetts Operational Services Division to inform minority and women-owned businesses about City and state supplier opportunities;
- Hosted a second cohort of Tech Goes Home®, a technology training program for local entrepreneurs;
- Organized and hosted 7 meetings of the Somerville Entrepreneur Network, which provides networking and educational opportunities for Somerville home-based businesses and other entrepreneurs. Sixty entrepreneurs attended meetings during the past year;
- Launched the #Loyal2Local campaign with the Communications Department, featuring a social media campaign, banners, and merchandise to encourage residents to support businesses affected by construction.

## Workforce Development

Following the release of the City's workforce development strategic plan, the Talent Equity Playbook, the Economic Development division worked to implement programs across four core strategies.

Strategy 1: Build a coordinated system of education and training services that ensures Somerville youth and adults achieve their career goals.

- Organized the Jobs Creation and Retention Trust and hosted five meetings. This year, the Trust has received linkage payments of \$784,252 from the Cambridge Crossing development;
- Provided operational funding and support to Somerville Community Corporation's First Source Jobs program;
- Supported community outreach efforts for the Encore Boston Harbor Casino hiring process in

# OSPCD: Economic Development

- collaboration with local and regional partners;
- Operated the advanced manufacturing machining program for adults out of the high school after school hours;
- Held three quarterly “workforce learning community” meetings with community partners to share news about current projects, discuss best practices in workforce development, and learn about new programs and services;

Strategy 2: Position Somerville as a national leader in employee engagement practices.

- Offered small business technical assistance resources for entrepreneurs interested in starting employee-owned cooperatives;

Strategy 3: Build a full suite of experiential learning opportunities for Somerville youth and adults

- Supported the Somerville High School’s “Wider Learning Ecosystem” Barr Foundation grant;
- Supported the Somerville Education Foundation’s experiential learning initiative;

Strategy 4: Develop resiliency responses to the “future of work.”

- Oversaw the operation of FabVille, Somerville’s public fabrication space located at Somerville High School. During the past year, 305 individual residents visited FabVille 1,337 times from September through mid-April;
- Conducted the first digital literacy survey of Somerville’s residents in the spring of 2019 in partnership with Northeastern University;
- Issued three digital literacy grants to community training partners totaling \$22,500. Grant awarded programs are connected through the online micro-credentialing site Skill Up Somerville;
- Launched a pilot program, Improv for Job Seekers, which trains unemployed residents in soft skills using improvisational acting techniques;
- Supported the Somerville Public Schools in their development and implementation of digital literacy and computer science frameworks through a pilot program funded with the Skill Up Somerville grant.

## GOALS REVIEW:

### 1. Promote commercial development to enhance Somerville’s commercial tax base and advance the SomerVison goal of adding 30,000 new jobs by 2030.

1	Continue to advance revitalization of Union Square area in conjunction with the City’s Master Developer partner.	Ongoing
2	Work with Capital Projects and the Planning Division to collaboratively plan and implement the public-private partnership anticipated for 90 Washington Street.	Ongoing
3	Undertake a major planning initiative in conjunction with planning and zoning efforts to examine highest and best uses for balance of the Assembly Square Urban Renewal Area.	Ongoing
4	Work with local partners to develop a comprehensive marketing plan, including focus on attracting/expanding Clean Tech, Life Sciences and Creative industry clusters as tenants in transformational districts.	Ongoing
5	Facilitate implementation of the Winter Hill Neighborhood and Gilman Square Neighborhood Plan.	Ongoing

# OSPCD: Economic Development

- |   |   |         |
|---|---|---------|
| 6 | Leverage \$300,000 EPA Brownfields Grant to assessment of underutilized property, facilitate cleanups and launch development that new jobs, housing and open space. | Ongoing |
| 7 | With the Planning & Zoning division, support permit approval of new development in transformational areas reflect SomerVision goals.                                | Ongoing |

## 2. Provide assistance to local businesses.

- |   |   |         |
|---|---|---------|
| 1 | Implement comprehensive small business support programs to encourage investment by existing businesses and attract new development to income-eligible areas of the City.  | Ongoing |
| 2 | Continue business support programs with local and regional economic development partners, especially opportunities to provide capital and technical assistance to small businesses.                               | Ongoing |
| 3 | Strategize with businesses in commercial squares impacted by construction to strengthen business viability and attract customers during upcoming GLX and public infrastructure construction disruption.           | Ongoing |
| 4 | Collaborate with the Somerville Arts Council's Nibble Entrepreneurship Program Nibble Kitchen project to support immigrant entrepreneurs to navigate the licensing and permitting process of starting a business. | Ongoing |

## 3. Invest in the talents, skills, and education of people to support growth and provide opportunities to residents of all social and economic levels.

- |   |  |              |
|---|--|--------------|
| 1 | Build a coordinated system of education and training services that ensures Somerville youth and adults achieve their career goals, with a particular emphasis on meeting the needs of residents who are English Language Learners, with low educational attainment, and/or who are financially insecure. | Ongoing      |
| 2 | Position Somerville as a national leader in employee engagement practices.   | New for FY20 |
| 3 | Build a full suite of experiential learning opportunities for Somerville youth and adults.   | New for FY20 |
| 2 | Develop resiliency responses to the "future of work."  | New for FY20 |

## BUDGET:

OSPCD: ECONOMIC DEVELOPMENT		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	415,093	444,889	355,619	482,794	
512000	SALARIES & WAGES TEMPOR'Y	-	20,000	2,805	-	
515006	HOLIDAYS NON-UNION	1,633	-	-	-	
<b>OSPCD-EC DEV PERSONAL SERVICES</b>		<b>416,726</b>	<b>464,889</b>	<b>358,424</b>	<b>482,794</b>	<b>3.9%</b>
516100	FIRE DETAIL - CITY	-	-	640	-	
527001	RENTAL - BUILDINGS	100	-	640	-	
527015	RENTALS EQUIPMENT	-	-	308	-	

# OSPCD: Economic Development

OSPCD: ECONOMIC DEVELOPMENT		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
530000	PROF & TECHNCAL SVC	192,654	295,000	86,564	230,000	
530011	ADVERTISING	45	-	-	500	
530020	FIRE DETAIL				500	
530022	APPRAISALS	-	-	-	20,000	
530023	STAFF DEVELOPMENT	700	-	400	-	
534003	POSTAGE	-	500	-	100	
540000	SUPPLIES	-	-	297	-	
542000	OFFICE SUPPLIES	101	1,000	108	100	
542001	PRINTING & STATIONERY	1,942	500	669	500	
549000	FOOD SUPPLIES & REFRESHMT	1,557	-	298	500	
558002	ONLINE SUBSCRIPTION	4,671	7,750	4,065	6,500	
558004	MAGAZINES/SUBSCRIPTS/PUB	60	-	-	-	
571000	IN STATE TRAVEL	251	250	154	-	
571001	IN STATE CONFERENCES	1,328	500	3,895	-	
572000	OUT OF STATE TRAVEL	775	5,000	3,487	-	
572001	OUT OF STATE CONFERENCES	675	5,000	1,650	-	
573000	DUES AND MEMBERSHIPS	5,560	6,000	5,000	6,000	
578010	RECORDINGS	-	-	-	250	
<b>OSPCD-EC DEV ORDINARY MAINT</b>		<b>210,419</b>	<b>321,500</b>	<b>108,175</b>	<b>264,950</b>	<b>-17.6%</b>
<b>OSPCD-EC DEV TOTAL</b>		<b>627,145</b>	<b>786,389</b>	<b>466,599</b>	<b>747,744</b>	<b>-4.9%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR ECONOMIC DEVELOPMENT	2,081.60	109,075.86	1.0	0.9	98,168.27
ECONOMIC DEV SPECIALIST	1,769.36	92,714.47	1.0	1.0	92,714.47
URBAN REVITALIZATION SPECIALIST	1,700.65	89,114.26	1.0	1.0	89,114.26
SENIOR PLANNER	1,769.36	92,714.47	1.0	1.0	92,714.47
ECONOMIC DEV ASSISTANT	1,500.58	78,630.23	1.0	1.0	78,630.23
ECONOMIC DEV ASSISTANT	1,500.58	78,630.23	1.0	0.4	31,452.09

# OSPCD: Redevelopment Authority

## MISSION STATEMENT:

The mission of the Somerville Redevelopment Authority is to eliminate blight and decadence wherever it may exist in the City by the creation and implementation of demonstration projects and urban renewal plans, while furthering the goals of the SomerVision plan.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	16,716	18,624	19,260	3.4%
Ordinary Maintenance	-	-	100,000	-
General Fund Expenditures	16,716	18,624	119,260	540.4%

## CHANGES BETWEEN FY19 & FY20:

- This budget establishes an Ordinary Maintenance line for legal services for the 90 Washington project.

## FY19 ACCOMPLISHMENTS:

- Implemented a new organizational structure, with seven members including one member of the City Council.
- Completed the Demonstration Project Plan for 90 Washington Street and acquired this parcel as a part of a collaboration redevelopment and blight reduction effort, working with the City Council.
- Continued with implementation of the Urban Renewal plans for Assembly Square and Union Square.

## GOALS REVIEW:

### 1. Continue urban renewal and demonstration project planning efforts.

1	Complete the subdivision of 90 Washington Street to allow the design and construction of the new public safety building to proceed, and undertake a public process for the reuse of the remaining land at this site.	New for FY20
2	Continue with implementation of the Urban Renewal plans at Assembly Square and Union Square.	Ongoing
3	Consider additional urban renewal or demonstration project plans in areas where neighborhood planning efforts recommend the use of these strategies (i.e. Broadway Star Market site in the Winter Hill Plan) .	Ongoing

## BUDGET:

REDEVELOPMENT AUTHORITY	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	16,716	18,624	12,537	19,260	
<b>REDEV AUTH PERSONAL SERVICES</b>	<b>16,716</b>	<b>18,624</b>	<b>12,537</b>	<b>19,260</b>	3.4%
530010 LEGAL SERVICES	-	-	-	100,000	
<b>REDEV AUTH ORDINARY MAINT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	-
<b>REDEV AUTH TOTAL</b>	<b>16,716</b>	<b>18,624</b>	<b>12,537</b>	<b>119,260</b>	540.4%



# OSPCD: Redevelopment Authority

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
BOARD MEMBER / CHAIR	333.00	3,996.00	-	3,996.00
BOARD MEMBER	318.00	3,816.00	-	3,816.00
BOARD MEMBER	318.00	3,816.00	-	3,816.00
BOARD MEMBER	318.00	3,816.00	-	3,816.00
BOARD MEMBER	318.00	3,816.00	-	3,816.00

# OSPCD: Mobility

## MISSION STATEMENT:

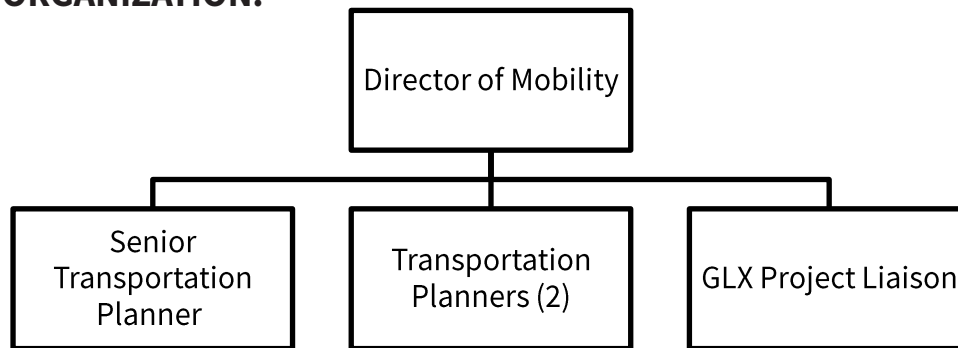
The OSPCD Mobility Division will plan, design, implement and evaluate projects and programs that advance Somerville’s goal of becoming the most walkable, bikable, transit-accessible city in the United States.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	408,874	636,049	337,792	-46.9%
Ordinary Maintenance	85,747	142,000	224,500	58.1%
Special Items	-	400,000	-	-100.0%
General Fund Expenditures	494,621	1,178,049	562,292	-52.3%

## CHANGES BETWEEN FY19 & FY20:

- This budget proposes to establish a new OSPCD division focused on Mobility in order to align OSPCD capacity with constituent, Council and Mayoral objectives around safe streets, traffic calming, transit priority and bicycle / pedestrian mobility.
- FY18 & FY19 Transportation & Infrastructure division expenditures are captured within the Mobility division budget.
- Additional Professional & Technical Services funding is allocated for implementation of the Vision Zero program and for a Bike Network Master Plan.
- The Director of Mobility position will be filled by the current Director of Transportation & Infrastructure.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Supported ongoing Design-Build construction process (under MassDOT contract) of MBTA Green Line Extension and Community Path Extension, including community engagement, design package review, and construction-phase safety and mobility initiatives.
- Installed 0.9 new miles of protected bike lanes, including new protected bike facilities on Webster Avenue, Broadway, and Washington Street.
- Installed 2.1 new miles of traditional bike lanes, including new facilities on Cutter Avenue, Park Street, Temple Street, Marshall Street, Mount Vernon Street, Lowell Street and Calvin Street.
- Planned, designed and began installation a regionally-significant Priority Bus Corridor on Broadway in Winter Hill, including dedicated bus lanes and transit signal priority solutions.
- Formed community-based Vision Zero Task Force, served as staff and published draft Vision Zero Action Plan for community review and comment.
- Partnered with Somerville Police Department and Somerville Traffic & Parking Department to implement 20mph “Safety Zone” speed limit regulations for nine (9) miles of local streets.

- Planned, designed and installed interim traffic signal timing and pavement marking changes in Davis Square main intersection.
- Successfully installed eight new Blue Bikes bike share stations to fill in service gaps in underserved neighborhoods.
- Secured \$200,000 state grant to support design / engineering of new Gilman Square streetscape and traffic patterns, and initiated community and technical engineering processes.
- Led the Administration’s efforts to plan for and mitigate the transportation impacts of the new state-permitted casino resort facility in Everett; secured \$425,000 grant award for design / engineering of third headhouse structure at MBTA Assembly Square Orange Line station.
- Performed air pollution monitoring in Winter Hill and East Somerville to establish baseline data prior to opening of the Everett casino resort facility.
- Led the Administration’s review and advocacy around MassDOT / MBTA strategic planning processes including State Pedestrian Plan; State Bicycle Plan; Focus 40 Capital Investment Plan, Better Bus Project, Lower Mystic Regional Working Group.
- Represented Somerville and twenty (20) Inner Core municipalities at the Boston Region Metropolitan Planning Organization (MPO), including planning and advocacy around updates to federally-mandated Transportation Improvement Program (TIP) and Long-Range Transportation Plan (LRTP).
- Supported Somerville High School project’s mobility and parking efforts.
- Led the Administration’s efforts to plan for and manage new mobility modes such as shared electric scooters and autonomous vehicles.
- Assisted in forming the new “Assembly Connect” Transportation Management Association (TMA) 501c(3) nonprofit organization and served as City’s representative on TMA Board of Directors.
- Provided staff support to Somerville Bicycle Advisory Committee.

## GOALS REVIEW:

### 1. Continue working toward the community goal of becoming the most walkable city in the United States.

1	Support design and installation (under MassDOT contract) of Kensington Underpass safety and placemaking improvements.	Ongoing
2	Complete Vision Zero Action Plan and begin performance reporting on plan implementation.	Ongoing

### 2. Develop and implement bicycle network improvements throughout the city.

1	Install a protected bike lane on Webster Ave south of Prospect St.	In Progress
2	Install new protected bicycle lanes (under MassDOT contract) on Washington Street in East Somerville and Broadway at Trum Field.	In Progress
3	Convert existing buffered bike lanes on Cedar Street and Mount Vernon Street to protected bike lanes.	New for FY20
4	Install 9 new Blue Bikes bike share stations to fill in service gaps in underserved neighborhoods.	Ongoing

### 3. In collaboration with City and community partners, assist in the development of a world class multimodal transportation network.

# OSPCD: Mobility

1	Ensure that McGrath Boulevard project funding is preserved in update to the Boston Region Metropolitan Planning Organization's Long-Range Transportation Plan.	New for FY20
2	Support completion of Beacon Street reconstruction (under MassDOT contract).	Ongoing
3	Establish Somerville Pedestrian and Transit Advisory Committee and provide staff support to it.	Ongoing
4	Implement neighborhood traffic calming treatments consistent with data collected during petition process.	Ongoing
5	Complete design of interim redesign of Powder House Rotary.	New for FY20
6	Complete reconstruction of Powder House Boulevard (under Engineering Department contract); complete installation of traffic calming measures; measure effectiveness and continue engaging with project stakeholders.	Ongoing
7	Complete design of Gilman Square streetscape.	Ongoing
8	Conduct community process and technical evaluation of Holland Street / West Broadway bus/bike priority corridor.	Ongoing
9	Complete design (under MassDOT contract) of Interstate 93 / Route 28 / Route 38 safety improvements.	Ongoing

## 4. Support the improvement and expansion of public transit in Somerville.

1	Support Design-Build construction process (under MassDOT Contract) of MBTA Green Line Extension and Community Path Extension.	Ongoing
2	Complete installation of dedicated bus lanes and separated bike lanes on Broadway in Winter Hill; measure effectiveness and continue engaging with project stakeholders.	In Progress

### BUDGET:

OSPCD: MOBILITY	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	407,646	636,049	472,815	337,792	
515006 HOLIDAYS NON-UNION	1,228	-	-	-	
<b>OSPCD-MOBILITY PERSONAL SVCS</b>	<b>408,874</b>	<b>636,049</b>	<b>472,815</b>	<b>337,792</b>	<b>-46.9%</b>
527001 RENTAL - BUILDINGS	900	-	-	-	
530000 PROF & TECHNICAL SVC	48,730	125,000	22,159	215,000	
530011 ADVERTISING	-	400	-	-	
530018 POLICE DETAIL	8,355	-	-	1,000	
530023 STAFF DEVELOPMENT	385	-	-	-	
530028 SOFTWARE SERVICES	3,000	2,000	2,686	-	
534003 POSTAGE	-	-	29	-	
540000 SUPPLIES	865	-	534	-	

OSPCD: MOBILITY		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
542000	OFFICE SUPPLIES	-	1,000	-	-	
542001	PRINTING & STATIONERY	1,688	500	631	-	
542012	OTH EQUIPMENT NOT CAP	7,323	-	82	-	
553001	SIGNS AND CONES	1,711	-	394	500	
558002	ONLINE SUBSCRIPTION	111	-	335	-	
558005	RECREATION SUPPLIES	-	-	48	-	
571000	IN STATE TRAVEL	220	300	302	-	
571001	IN STATE CONFERENCES	690	300	125	-	
572000	OUT OF STATE TRAVEL	789	2,500	1,095	-	
572001	OUT OF STATE CONFERENCES	685	2,000	2,010	-	
573000	DUES AND MEMBERSHIPS	798	8,000	1,823	8,000	
584000	SITE IMPROVEMENTS	9,400	-	-	-	
584002	TREE PLANTING	98	-	-	-	
<b>OSPCD-MOBILITY ORDINARY MAINT</b>		<b>85,747</b>	<b>142,000</b>	<b>32,252</b>	<b>224,500</b>	<b>58.1%</b>
538009	TRANSPORTATION	-	400,000	3,575	-	
<b>OSPCD-MOBILITY SPECIAL ITEMS</b>		<b>-</b>	<b>400,000</b>	<b>3,575</b>	<b>-</b>	<b>-100.0%</b>
<b>OSPCD-MOBILITY TOTAL</b>		<b>494,621</b>	<b>1,178,049</b>	<b>508,642</b>	<b>562,292</b>	<b>-52.3%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF MOBILITY	2,081.60	109,075.86	1.0	0.95	103,622.07
SENIOR TRANSPORTATION PLANNER	1,667.31	87,366.92	1.0	1.0	87,366.92
TRANSPORTATION PLANNER	1,530.59	80,202.84	1.0	0.85	68,172.41
TRANSPORTATION PLANNER*	1,471.15	77,088.46	1.0	-	-
GLX PROJECT LIAISON	1,500.58	78,630.23	1.0	1.0	78,630.23

\*This position is funded by special revenue from Transportation Network Company surcharges.

# OSPCD: Public Space & Urban Forestry

## MISSION STATEMENT:

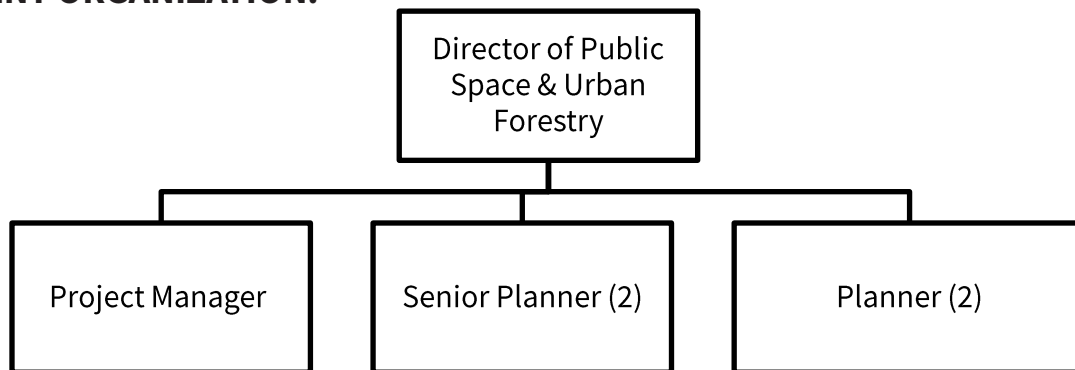
The OSPCD Public Space & Urban Forestry Division will plan, design, implement and evaluate projects and programs that advance the goals of the 2018-2023 Open Space and Recreation Plan.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	-	-	476,350	-
Ordinary Maintenance	-	-	120,900	-
Capital Outlay	-	-	150,000	-
General Fund Expenditures	-	-	390,900	NEW

## CHANGES BETWEEN FY19 & FY20:

- This budget proposes to establish a new OSPCD division in order to align OSPCD capacity with constituent, Council and Mayoral objectives around urban forestry, landscape design, parks, schoolyards and other public space resources.
- This budget includes the addition of a new division head to coordinate the activities of the division.
- Additional Professional & Technical Services funding is allocated for a parks tree maintenance program.
- \$150,000 in the Capital Outlay line is allocated for street tree planting. This was previously funded via the Capital Stabilization Fund.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

### Park & Schoolyard Renovation

- Completed \$1.3 million schoolyard reconstruction at Winter Hill Community Innovation School.
- Completed \$1.1 million park reconstruction at Hoyt-Sullivan Playground.
- Managed ongoing construction of 6.5 acre, \$9.4 million Lincoln Park reconstruction.
- Completed design and bidding and initiated construction for \$2.5 million Prospect Hill Park reconstruction.
- Prepared landscape management plan at East Somerville Community Schoolyard and supported DPW restoration of plant materials.
- Prepared landscape management plan at Seven Hills Park and supported successful soil aeration / decompaction and turfgrass re-seeding.
- Supported CPA-funded design and construction of Somerville Community Growing Center.
- Supported CPA-funded design and construction of Morse-Kelley Playground pollinator garden.

# OSPCD: Public Space & Urban Forestry

- Managed ongoing federal and state regulatory processes for assessment and remediation of contaminated soils at Conway Park; secured EPA approval to re-open a portion of the front playground for public use.

## Public Space Design

- Completed design and bidding of Allen Street Playground renovation.
- Supported design and construction bidding for ArtFarm Phase 1 (under Capital Projects contract).
- Led planning to launch the design process for Central Hill Campus Plan phase 1.
- Led community engagement process and secured financing for design of Healey Schoolyard reconstruction; initiated procurement of design services.
- Supported CPA-funded design for Henry Hansen Park (under Veterans Services contract).
- Led the Administration's efforts to partner with Massachusetts Department of Conservation and Recreation (DCR) to renovate Draw 7 Park and Foss Park.
- Supported CPA-funded design process for DCR-owned Blessing of the Bay Boathouse park.
- Led the Administration's efforts to partner with Massachusetts Department of Transportation to renovate Kensington Connector underneath Interstate 93.
- Managed ongoing design process for new public space associated with Powder House Community School redevelopment.
- Managed ongoing design process for privately-managed restoration of Harris Park.
- Secured funding to initiate design processes for schoolyard renovation at Brown School and West Somerville Neighborhood School.
- Completed Parks Condition Assessment at 33 City-owned park facilities.
- Completed the design for the renovation of the East Somerville Community School and Capuano School fields with the support of Parks & Recreation.
- Initiated a CPA-funded design process for the Community Path.
- Secured CPA funding to begin the design process for the Kennedy Schoolyard renovation.

## Urban Forestry

- Completed fall 2018 tree planting cycle (122 trees) and spring 2019 tree planting cycle (174 trees).
- Completed citywide tree inventory and published data in public online portal.
- Established community-based Urban Forestry Committee and initiated monthly meetings.
- Secured \$20,000 state grant and initiated community process and technical process to prepare Urban Forestry Management Plan
- Managed ongoing Emerald Ash Borer (EAB) monitoring and prevention program; coordinated state agency process upon detection of EAB in Somerville.
- Managed Dutch Elm Disease monitoring and prevention program for heritage elm trees at Milk Row Cemetery and Prospect Hill Park.
- Managed and executed community education events including arborist office hours; volunteer tree planting events with Mystic River Watershed Association; Arbor Day of service event (Bailey Park tree pruning demonstration); Arbor Day celebration (Ed Leathers Park planting demonstration).
- Managed day-to-day 311 Constituent Services workflow for arborist assessment requests; new tree planting; hazard tree evaluation; tree removals; etc.
- Collaborated on Somerville Climate Forward plan preparation to highlight urban forestry activities in advancing citywide climate goals.

## Conservation Committee & Community Planning

- Supported Somerville Conservation Commission activities during 2018 Mystic River oil spill event.
- Supported citywide Zoning Overhaul process and SomerVision 2040 Comprehensive Planning process.

# OSPCD: Public Space & Urban Forestry

## GOALS REVIEW:

### 1. Implement the recommendations of the 2018-2023 Open Space and Recreation Plan

1	Secure federal approval of environmental remediation plan and initiate cleanup process for Conway Park.	Ongoing
2	Complete reconstruction of Winter Hill Schoolyard Phase 2.	Complete
3	Manage ongoing construction of Prospect Hill Park.	Ongoing
4	Manage bidding and construction of Allen Street Playground renovation.	Ongoing
5	Manage community and technical processes to produce Urban Forest Management Plan.	Ongoing
6	Complete asset inventory of 8,000 City-owned street and park trees not captured in FY18 data collection budget.	Complete
7	Plan and manage seasonal tree planting program for Fall 2019 and Spring 2020.	New for FY20
8	Complete construction of Lincoln Park and support specialized maintenance program.	Ongoing
9	Complete design process and construction bidding for Healey Schoolyard reconstruction.	Ongoing
10	Complete schoolyard design processes for Brown School and West Somerville Neighborhood School.	Ongoing
11	Initiate the implementation of recommendations resulting from the Open Space Creation Task Force and SomerVision 2040.	New for FY20

## BUDGET:

OSPCD: PUBLIC SPACE & URBAN FORESTRY	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	-	-	-	476,350	
<b>OSPCD-PSUF PERSONAL SVC</b>	-	-	-	<b>476,350</b>	<b>NEW</b>
530000 PROF & TECHNICAL SVC	-	-	-	120,000	
530011 ADVERTISING	-	-	-	400	
553001 SIGNS AND CONES	-	-	-	500	
<b>OSPCD-PSUF ORDINARY MAINT</b>	-	-	-	<b>120,900</b>	<b>NEW</b>
584002 TREE PLANTING	-	-	-	150,000	
<b>OSPCD-PSUF CAPITAL OUTLAY</b>	-	-	-	<b>150,000</b>	<b>NEW</b>
<b>OSPCD-PSUF TOTAL</b>	-	-	-	<b>390,900</b>	<b>NEW</b>



# OSPCD: Public Space & Urban Forestry

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIR OF PUBLIC SPACE & URBAN FORESTRY	1,961.54	102,784.62	1.0	0.95	97,645.38
PROJ MANAGER (DIRECTOR OF PARKS)	1,734.67	90,896.55	1.0	0.8	72,717.24
SENIOR PLANNER	1,734.67	90,896.55	1.0	0.8	72,717.24
SENIOR PLANNER	1,700.65	89,114.26	1.0	1.0	89,114.26
PLANNER	1,471.15	77,088.46	1.0	0.85	65,525.19
PLANNER	1,500.58	78,630.23	1.0	1.0	78,630.23

# Inspectional Services

## MISSION STATEMENT:

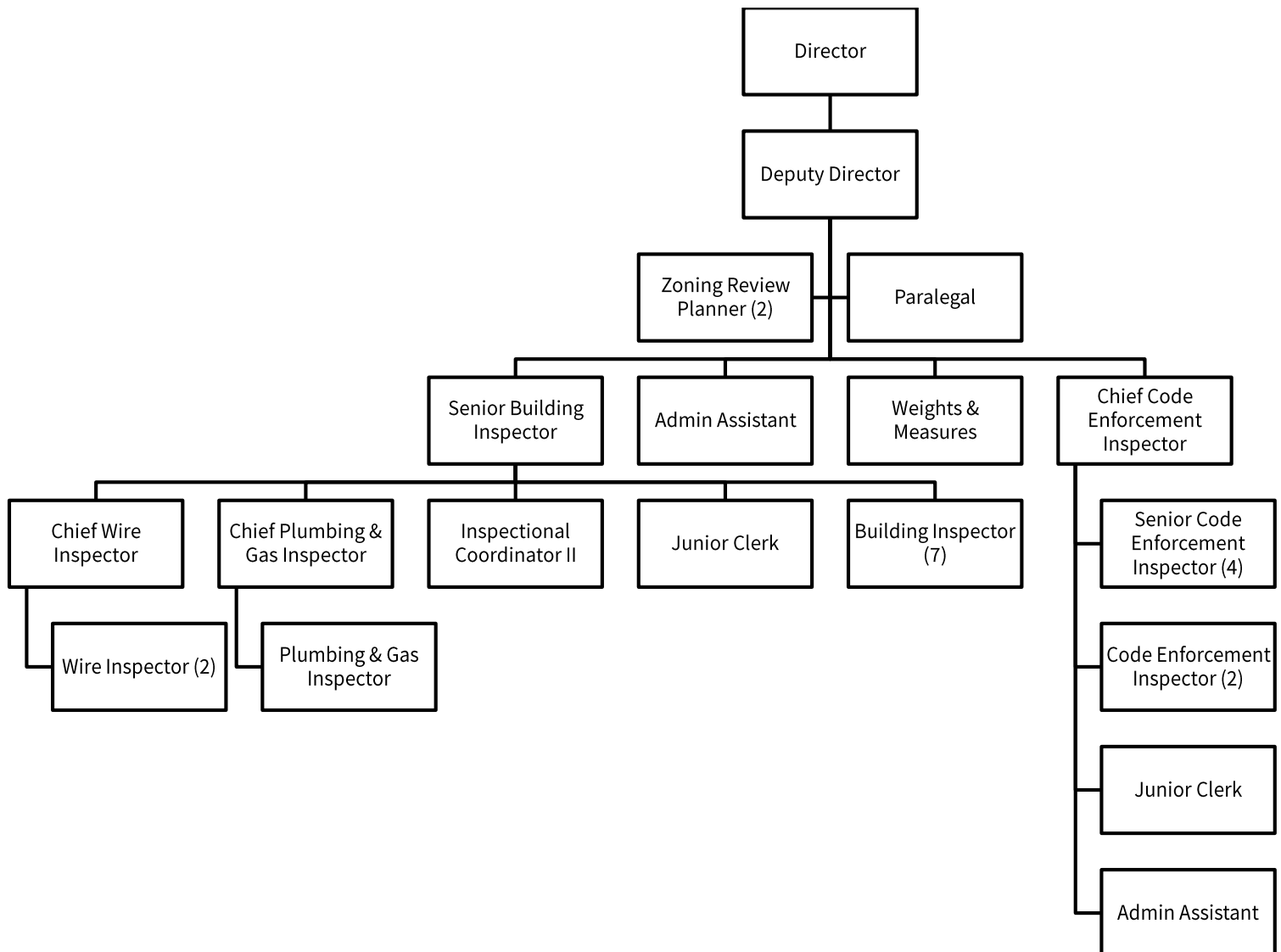
To ensure the safety of residents and community members by enforcing all laws and regulations pertaining to building construction and health. ISD provides residents and community members with consistent and high quality education; local, state and federal code enforcement; emergency services and support to improve the health and safety in the City of Somerville.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	1,947,947	2,075,044	2,447,873	17.9%
Ordinary Maintenance	111,547	211,414	241,414	14.2%
General Fund Expenditures	2,059,493	2,286,458	2,689,287	17.6%

## CHANGES BETWEEN FY19 & FY20:

- This budget includes \$30,000 to procure a contract to manage compliance with the City’s new short-term rental ordinance.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- The Neighborhood Impact Team (NIT) oversaw the management of 36 code compliance cases, resolving 16 of them. 9 cases were resolved through court action. Of the 20 cases that are still active, 10 are in some part of court process, 3 are abandoned houses undergoing active improvements, and 7 are being monitored by NIT staff.
- There were 2,365 zoning cases reviewed for requests regarding building permits, demolition, alcohol, food, business licenses and driveway/curb cuts, etc.
- Provided zoning compliance for over 100 special permits in various stages of approval. Significant permits include Assembly Square, Block 5b (Puma HQ), ASMD Block 8 (480+/- units and over 50ksf of retail space).
- Continued food safety trainings as a remediation step in the food safety protocol, 15 establishments have completed the training.
- Continued enforcement of State mandated Certificate of Inspection Program for over 1,300 buildings.
- Implemented new emergency call distribution system for afterhours emergencies
- Weights and Measures completed 136 inspections, enforcing the accuracy requirements and other standards relating to weighing and measuring devices used in the sale of food, fuels, and other products.
- Continued to collaboration with the Environmental Coordinator and Rodent Action Team to coordinate City wide rodent control efforts.
- Continued to modify and improve the integrated online system to meet ISD staff and customer service needs.

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Building Permits	2,138	2,168	2,163	2,120	2,050
Electrical Permits	1,994	2,314	2,223	2,010	2,000
Plumbing Permits	1,069	1,116	1,123	1,052	1,050
Gas Fitting Permits	1,127	943	833	850	840
Food Inspections (Routine)	586	487	421	450	500

## GOALS REVIEW:

### 1. Ensure public health and safety through proactive Building, Health and Weights & Measures Division enforcement programs.

1	Expand city housing inspection program (C of I) per 780 CMR 110.7, and improve compliance rate with all applicable code violations.	Ongoing
2	Collaborate with the Board of Health on the continued development of a comprehensive food protection program to meet federal, state and local inspection requirements and increased demand for Somerville temporary food event permits.	Ongoing

# Inspectional Services

3	Enforce and expand the City’s Rodent Control and Trash Enforcement initiatives: <ul style="list-style-type: none"> <li>Residential Property Rodent Control Assistance Program</li> <li>Dumpster Licensing/Enforcement Initiative</li> <li>Continue to bait sewers and catch basins</li> <li>Continue enforcement of trash regulations</li> </ul>	Complete & Ongoing
4	Continue to collaborate with Rodent Action Team to review Integrated Pest Management Plan and implement more robust monitoring and evaluation.	Ongoing
5	Create procedures and forms to implement new “Short Term Rental” ordinance.	New for FY20

## 2. Streamline and improve ISD permits, licenses, inspection, and code enforcement processes.

1	Collaborate with the Planning Department on improved communication between Planning and ISD, including clear, consistent interpretations of the Zoning Ordinance and coordination on construction projects requiring special permits.	Complete & Ongoing
2	Increase compliance for issued code violations by collaborating with the Law Department on more efficient and effective court strategies. The Neighborhood Impact Team will be taking lead to determine what processes can be improved.	Complete & Ongoing
3	Establish monthly department meetings to more efficiently communicate City and Department information to ISD staff.	New for FY20

## 3. Provide excellent customer service and communication with constituents.

1	Standardize policies and procedures for permit issuance, and work with Communications Department to inform public of online permit application procedure.	Ongoing
2	Update City website and printed materials to provide clear, accurate and easily understood information. Review documents posted to the website to ensure the most current materials are available.	Ongoing
3	Provide customer service training for all ISD employees.	Complete & Ongoing

## 4. Provide education and training programs for City business owners and residents.

1	Offer community classes on best practices in food safety.	Complete & Ongoing
2	Update instructional video that translates the food safety course curriculum into multiple languages to include changes implemented under new Health codes.	New for FY20
3	Create an electronic food recall notification system. Update ISD webpage to include recall notifications and public safety notifications.	New for FY20

# Inspectional Services

## BUDGET:

INSPECTIONAL SERVICES		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	1,701,194	1,900,789	1,384,570	2,215,786	
512000	SALARIES & WAGES TEMPOR'Y	-	-	-	30,000	
513000	OVERTIME	98,940	80,000	75,205	82,400	
514006	LONGEVITY	17,150	16,175	9,025	21,650	
514008	OUT OF GRADE	9,861	9,270	6,229	9,548	
514015	OTHER DIFFERENTIALS	37,692	43,560	41,339	61,789	
515006	HOLIDAYS NON-UNION	8,901	-	-	-	
515011	HOLIDAYS - S.M.E.A.	42,748	-	2,998	-	
515012	PERFECT ATTENDANCE	1,800	-	1,100	-	
519004	UNIFORM ALLOWANCE	7,900	8,250	7,250	8,600	
519013	OTHER LUMP SUM PAYMENTS	11,442	7,000	112,216	7,000	
519015	AUTO ALLOWANCE	10,320	10,000	8,058	11,100	
<b>ISD PERSONAL SERVICES</b>		<b>1,947,947</b>	<b>2,075,044</b>	<b>1,647,991</b>	<b>2,447,873</b>	<b>17.9%</b>
524013	R&M - TOOLS & EQUIPMENT	-	1,000	-	1,000	
524034	R&M - SERVICE CONTRACTS	655	1,000	2,143	1,000	
527019	RENTAL-WATER COOLER	153	300	153	300	
529011	DEMOLITION SERVICES	-	2,550	-	2,550	
530000	PROF & TECHNICAL SVC	30,470	45,000	6,315	45,000	
530023	STAFF DEVELOPMENT	11,853	15,000	7,475	15,000	
530028	SOFTWARE SERVICES	-	1,000	-	31,000	
534003	POSTAGE	12,000	12,000	12,000	12,000	
538004	EXTERMINATION	30,540	97,364	29,234	97,364	
542000	OFFICE SUPPLIES	4,154	5,500	3,176	5,500	
542001	PRINTING & STATIONERY	1,660	3,000	355	3,000	
542005	OFFICE EQUIPMENT NOT CAP	865	1,000	-	1,000	
542006	OFFICE FURNITURE NOT CAP	-	7,000	-	7,000	
542007	COMPUTER EQUIP NOT CAP	-	3,000	656	3,000	
542008	BOOKS & BOOKBINDING	12,268	4,000	2,984	4,000	
543011	HARDWARE & SMALL TOOLS	330	1,500	369	1,500	
558006	UNIFORMS	807	1,500	278	1,500	
558010	INSPECTION SVC SUPPLIES	589	2,000	270	2,000	
571000	IN STATE TRAVEL	2,072	2,000	872	2,000	
572000	OUT OF STATE TRAVEL	1,593	2,000	1,066	2,000	
573000	DUES AND MEMBERSHIPS	1,435	2,000	1,325	2,000	
578007	REIMB OF LICENSES	102	700	580	700	
578010	RECORDINGS	-	1,000	-	1,000	
<b>ISD ORDINARY MAINTENANCE</b>		<b>111,547</b>	<b>211,414</b>	<b>69,251</b>	<b>241,414</b>	<b>14.2%</b>
<b>ISD TOTAL</b>		<b>2,059,493</b>	<b>2,286,458</b>	<b>1,717,242</b>	<b>2,689,287</b>	<b>17.6%</b>

# Inspectional Services

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
DIRECTOR OF ISD	2,353.85	123,341.54	1.0	123,341.54
DEPUTY DIRECTOR OF ISD	1,665.28	87,260.68	1.0	87,260.68
ZONING REVIEW PLANNER	1,472.90	77,179.76	1.0	77,179.76
ZONING REVIEW PLANNER	1,471.15	77,088.46	1.0	77,088.46
SENIOR BUILDING INSPECTOR	1,752.26	91,818.42	1.0	98,207.99
BUILDING INSPECTOR	1,459.52	76,479.08	1.0	81,127.32
BUILDING INSPECTOR	1,459.52	76,479.08	1.0	80,777.32
BUILDING INSPECTOR	1,459.52	76,479.08	1.0	81,977.32
BUILDING INSPECTOR	1,459.52	76,479.08	1.0	80,777.32
BUILDING INSPECTOR	1,459.52	76,479.08	1.0	81,827.32
BUILDING INSPECTOR	1,459.52	76,479.08	1.0	80,277.32
BUILDING INSPECTOR	1,459.52	76,479.08	1.0	80,277.32
BUILDING INSPECTOR	1,459.52	76,479.08	1.0	80,277.32
CHIEF PLUMBING & GAS INSPECTOR	1,219.14	63,882.94	1.0	67,745.60
PLUMBING & GAS FITTING INSPECTOR	1,385.62	72,606.72	1.0	76,255.68
CHIEF WIRE & ELECTRICAL INSPECTOR	1,385.62	72,606.72	1.0	78,005.68
WIRE INSPECTOR	1,385.62	72,606.72	1.0	76,755.68
WIRE INSPECTOR	1,385.62	72,606.72	1.0	75,705.68
CHIEF CODE ENFORCEMENT INSPECTOR	1,260.04	66,026.10	1.0	73,421.38
SR CODE ENFORCEMENT INSPECTOR	1,332.44	69,819.65	1.0	77,061.18
SR CODE ENFORCEMENT INSPECTOR	1,319.24	69,128.38	1.0	73,143.25
SR CODE ENFORCEMENT INSPECTOR	1,319.24	69,128.38	1.0	73,143.25
SR CODE ENFORCEMENT INSPECTOR	1,332.44	69,819.65	1.0	75,961.18
CODE ENFORCEMENT INSPECTOR	1,163.92	60,989.64	1.0	64,790.77
CODE ENFORCEMENT INSPECTOR	1,163.92	60,989.64	1.0	64,690.77
SEALER OF WEIGHTS & MEASURES	1,507.12	78,973.09	1.0	84,067.47
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	63,733.75
ADMINISTRATIVE ASSISTANT	1,071.44	56,143.46	1.0	58,043.46
INSPECTIONAL COORDINATOR	864.36	45,292.46	1.0	46,142.46
JUNIOR CLERK	822.14	43,079.98	1.0	43,429.98
JUNIOR CLERK	822.14	43,079.98	1.0	43,429.98

**MISSION STATEMENT:**

To protect the people and property of our City. The Fire Department is responsive to the needs of our residents by providing rapid, professional, and humanitarian services essential to the health, safety, and well being of the City. We will achieve our mission through prevention, education, fire suppression, emergency medical services, disaster response, and defense against terrorist attacks. We strive to provide a work environment that values cultural diversity and is free of harassment and discrimination. We actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the resources at our command to provide a quality of service deemed excellent by our residents with “Courage, Integrity, and Honor.”

<b>ACCOUNT</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGETED</b>	<b>FY2020 PROPOSED</b>	<b>% CHANGE</b>
Personal Services	15,247,091	15,227,949	16,502,912	8.4%
Ordinary Maintenance	357,652	464,400	509,400	9.7%
Special Items	10,051	11,500	2,500	-78.3%
General Fund Expenditures	15,614,794	15,703,849	17,014,812	8.3%

**CHANGES BETWEEN FY19 & FY20:**

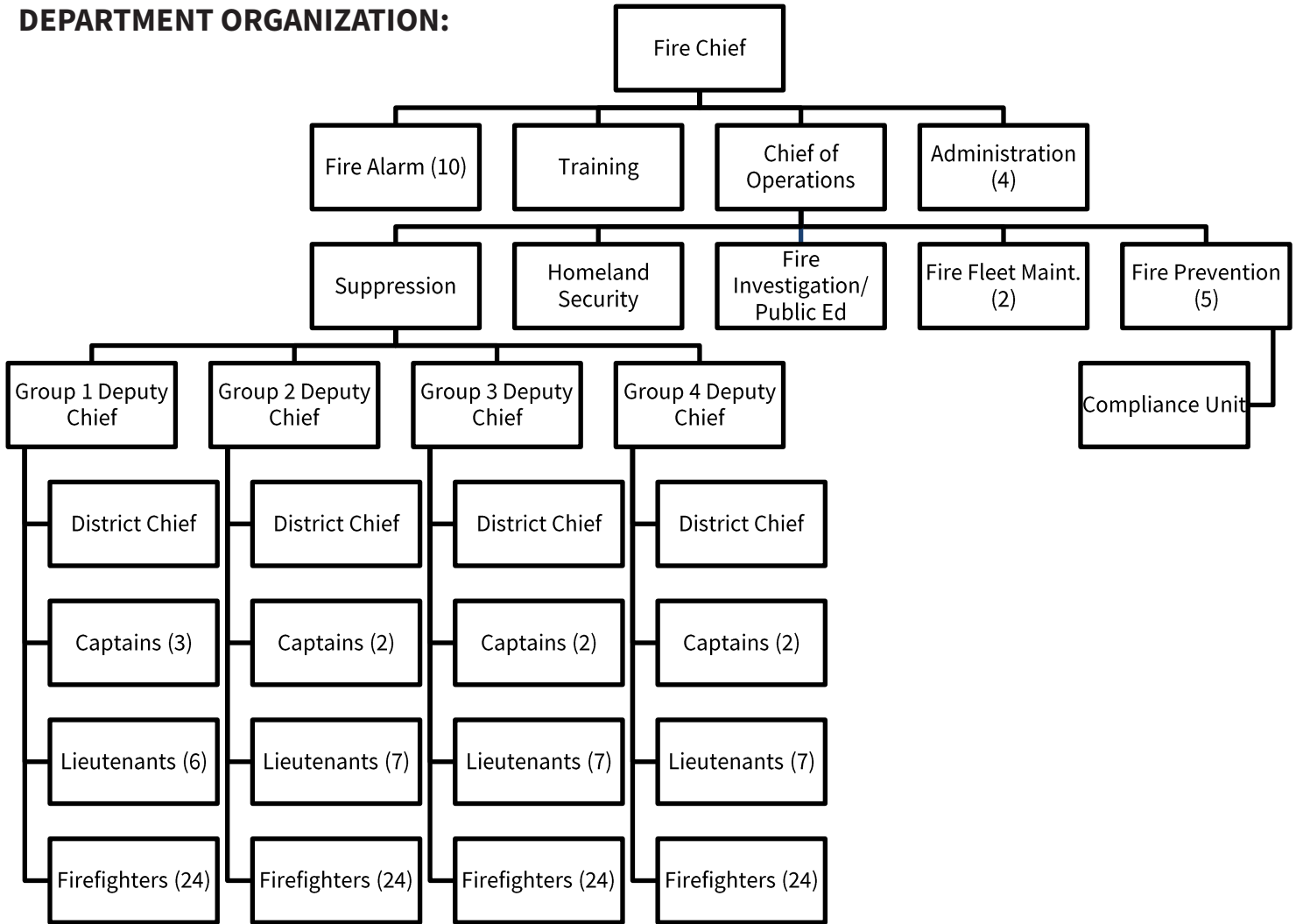
- The FY20 budget includes a new position transitioned to Personal Services in mid-year during FY19, Support Services Technician. This work was previously completed on a contract basis and will now be managed by in-house staff.
- The Software Maintenance budget includes funding for new software to move shift and overtime scheduling from a paper-based system to an online system.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

**FY19 ACCOMPLISHMENTS:**

- Ordered five new electric vehicles for Fire Prevention Inspectors.
- Ordered two new command vehicles for the Deputy and District Chiefs.
- Outfitted two-thirds of the department with a second set of bunker gear.
- Issued new forcible entry tools designed to reduce property damage to all three ladder companies and the Rescue Company.
- Issued salvage master backpack style water vacuums to all three ladder companies to assist in salvage operations and reduce property damage resulting from water.
- Conducted specialized department wide training on the following topics: Autism Recognition and Response, Mental Health First Aid and Drug IQ / Fentanyl involving the use of Dahlgren solution.
- Two members completed an intensive six week course to become Urban Search & Rescue Specialists.
- Two members completed an eight day Structural Collapse Specialist course.
- Conducted specialized refresher training on the following technical rescue disciplines: rope rescue, trench rescue, confined space rescue and hazardous materials.
- Completed department wide training on Basic Boat Handling & Knowledge.
- Six new officers attended a Leadership and Development class at the MA Fire Academy.

# Fire

## DEPARTMENT ORGANIZATION:



## PERFORMANCE METRICS:

Measure	FY16	FY17	FY18	FY19	FY20
<b>Incidents</b>					
Fire	364	467	447	373	400
Medical	4,155	6,174	6,104	6,400	6,300
Other Emergency	4,472	4,492	4,934	4,716	4,800
All Emergency	10,991	11,133	11,485	11,314	11,500
All Incidents	13,094	13,370	14,156	13,358	14,000
<b>Response Times in 5 Minutes or Less</b>					
Fire	91.1%	92.5%	93.6%	98.2%	95.0%
Medical	90.1%	90.1%	92.3%	96.6%	95.0%
Other Emergency	88.9%	89.4%	90.2%	95.6%	95.0%
All Emergency	90.3%	90.6%	92.5%	97.0%	95.0%
<b>Personnel Missed Shifts</b>					
Short Term Sick	447	450	512	549	450
All Sick	1,514	841	1,574	1,470	1,100



**GOALS REVIEW:**

**1. Protect Somerville residents from threats to their health, safety, and property from fire.**

1	Implement the recommendations of the fire management study in a timely manner based upon priority.	Ongoing
2	Review department protocols at Chiefs’ and Captains’ meetings.	Ongoing
3	Continue to send members to MFA classes to keep members current on firefighting tactics and strategies.	Ongoing
4	Incorporate pre-incident planning of specific buildings as part of the upgraded training program.	Ongoing

**2. Protect Somerville residents from threats to their health, safety, and property from natural and man-made disasters.**

1	Increase specialized training for the members assigned to the technical rescue companies (Rescue and Tower 1) and incorporate specialized training (fentanyl) for other fire companies.	Complete & Ongoing
2	Increase training for Active Threat (Shooter) responses.	Ongoing
3	Continue to offer ice rescue and water rescue training due to the increase of water activities along the Mystic waterfront.	Ongoing
4	Increase the number of hazardous material technicians.	New for FY20

**3. Improve apparatus maintenance.**

1	Work to establish an alternate facility for apparatus maintenance that is sufficiently large enough for the apparatus to be tested and worked on with the necessary space.	Ongoing
2	Hire Support Services Technician to assist mechanic and provide other services to the Fire Department.	Complete
3	Utilize factory service facilities for routine small vehicle maintenance.	Ongoing

**4. Improve Fire Department facilities.**

1	Review options for fire presence at Assembly Square as project develops.	Ongoing as part of Fire Management Study
2	Review existing facilities for needed improvements.	Complete & Ongoing
3	Assist in the design of the new Engine 3 station at Cobble Hill.	Ongoing

**5. Improve the operational efficiency of the Fire Department.**

1	Increase use of electronic reporting systems.	Complete
2	Acquire and install mobile technology in all front-line fire apparatus.	Ongoing

# Fire

3	Train personnel to use mobile technology devices.	Pending
4	Assist in the regionalization of emergency response (E-911) services.	Ongoing
5	Improve department performance with a more efficient utilization of department data.	Ongoing
6	Acquire and install new software to improve administrative tasks and records management.	New for FY20

## BUDGET:

FIRE	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	12,518,979	12,667,610	10,834,143	13,698,503	
513000 OVERTIME	1,393,359	1,150,000	1,246,426	1,320,000	
513001 TRAINING-OVERTIME	63,878	85,000	86,190	87,550	
514006 LONGEVITY	2,009	2,100	1,400	700	
514008 OUT OF GRADE	82,944	85,000	73,324	87,550	
515004 HOLIDAYS	820,316	830,189	371,388	895,609	
515006 HOLIDAYS NON-UNION	287	-	196	-	
515011 HOLIDAYS - S.M.E.A.	667	-	-	-	
515012 PERFECT ATTENDANCE	39,150	-	37,325	-	
516100 FIRE DETAIL - CITY	1,600	-	1,408	-	
519002 CAREER/EDUC INCENTIVE	25,000	25,000	25,000	25,000	
519003 IN SERVICE TRAINING	11,255	50,000	27,893	50,000	
519004 UNIFORM ALLOWANCE	1,600	1,050	1,050	1,050	
519005 SICK LEAVE BUYBACK	-	-	10,714	-	
519010 HAZARDOUS DUTY STIPEND	153,000	152,500	151,750	152,500	
519011 REIMBURSEMENT FOR INJURY	133,048	165,000	67,325	169,950	
519012 PHYSICAL EXAMINATION	-	14,500	-	14,500	
519013 OTHER LUMP SUM PAYMENTS	-	-	2,430,723	-	
<b>FIRE PERSONAL SERVICES</b>	<b>15,247,091</b>	<b>15,227,949</b>	<b>15,366,255</b>	<b>16,502,912</b>	<b>8.4%</b>
524003 R&M - VEHICLES	111,404	190,000	98,235	190,000	
524007 R&M - OFFICE EQUIPMENT	-	100	-	100	
524013 R&M - TOOLS & EQUIPMENT	52,200	55,000	34,215	55,000	
524030 R&M - RADIO ALARM	15,172	12,500	3,843	12,500	
524033 R&M - SOFTWARE	494	-	-	35,000	
524034 R&M - SERVICE CONTRACTS	6,554	6,500	7,656	6,500	
527019 RENTAL-WATER COOLER	1,418	1,800	946	1,800	
530000 PROF & TECHNICAL SVC	46,050	-	25,800	-	
530011 ADVERTISING	-	200	-	200	
530021 TOWING	95	3,000	550	3,000	
530025 IN SERVICE TRAINING OM	1,876	3,000	-	3,000	

FIRE	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
530028 SOFTWARE SERVICES	2,060	-	-	-	
534000 COMMUNICATIONS	1,594	1,500	1,000	1,500	
534003 POSTAGE	250	300	275	300	
534006 EXPRESS/FREIGHT	32	150	52	150	
538005 PHOTOGRAPHY	-	100	-	100	
542000 OFFICE SUPPLIES	4,863	7,000	1,944	7,000	
542001 PRINTING & STATIONERY	800	800	1,992	800	
542004 COMPUTER SUPPLIES	16,111	7,800	1,338	7,800	
542005 OFFICE EQUIPMENT NOT CAP	3,913	2,500	395	2,500	
542006 OFFICE FURNITURE NOT CAP	1,713	2,500	-	2,500	
542007 COMPUTER EQUIP NOT CAP	-	9,000	559	9,000	
542008 BOOKS & BOOKBINDING	1,328	800	1,586	800	
542012 OTH EQUIPMENT NOT CAP	337	2,000	-	2,000	
543011 HARDWARE & SMALL TOOLS	4,254	12,000	6,770	12,000	
548001 MOTOR GAS AND OIL	-	2,000	1,694	2,000	
548002 ANTI-FREEZE	-	500	-	500	
548003 BATTERIES	-	2,000	-	2,000	
548004 TIRES AND TUBES	8,878	20,000	9,892	20,000	
549000 FOOD SUPPLIES & REFRESHMT	7	200	-	200	
550000 MEDICAL & DENTAL SUPPLIES	18,725	35,000	3,793	45,000	
551006 ATHLETIC SUPPLIES	232	-	-	-	
558001 FIRE HOSES-REPAIRS/PARTS	-	9,000	3,446	9,000	
558003 PUBLIC SAFETY SUPPLIES	30,448	40,000	26,216	40,000	
558011 FLOWERS & FLAGS	47	-	-	-	
558015 SUPPLIES FOR MEN/WOMEN	20,290	30,000	13,966	30,000	
558016 COLORGUARD	3,250	3,250	3,250	3,250	
571000 IN STATE TRAVEL	179	100	52	100	
572000 OUT OF STATE TRAVEL	-	-	1,429	-	
573000 DUES AND MEMBERSHIPS	3,080	3,800	3,095	3,800	
<b>FIRE ORDINARY MAINTENANCE</b>	<b>357,652</b>	<b>464,400</b>	<b>253,987</b>	<b>509,400</b>	<b>9.7%</b>
558020 GRANT MATCH					
<b>FIRE SPECIAL ITEMS</b>	<b>10,051</b>	<b>11,500</b>	<b>11,500</b>	<b>2,500</b>	<b>-78.3%</b>
<b>FIRE TOTAL</b>	<b>15,614,794</b>	<b>15,703,849</b>	<b>15,631,741</b>	<b>17,014,812</b>	<b>8.3%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
CHIEF	\$2,828.23	\$147,876.03	1.0	\$156,601.17
DEPUTY CHIEF	\$2,407.72	\$125,889.36	1.0	\$139,556.66
DEPUTY CHIEF	\$2,407.72	\$125,889.36	1.0	\$134,606.22
DEPUTY CHIEF	\$2,407.72	\$125,889.36	1.0	\$139,255.65
DEPUTY CHIEF	\$2,407.72	\$125,889.36	1.0	\$134,614.51
DEPUTY CHIEF	\$2,407.72	\$125,889.36	1.0	\$138,974.56
DEPUTY CHIEF	\$2,407.72	\$125,889.36	1.0	\$137,533.28
DEPUTY CHIEF	\$2,407.72	\$125,889.36	1.0	\$137,090.72
DISTRICT CHIEF	\$2,130.76	\$111,408.31	1.0	\$122,600.39
DISTRICT CHIEF	\$2,130.76	\$111,408.31	1.0	\$125,083.90
DISTRICT CHIEF	\$2,130.76	\$111,408.31	1.0	\$123,099.27
DISTRICT CHIEF	\$2,130.76	\$111,408.31	1.0	\$122,609.67
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$109,517.23
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$112,256.20
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$109,373.76
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$109,585.97
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$107,314.05
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$110,279.86
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$109,373.76
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$109,790.26
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$107,260.75
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$108,481.03
CAPTAIN	\$1,885.58	\$98,588.90	1.0	\$108,648.89
CAPTAIN	\$1,827.68	\$98,026.44	1.0	\$108,811.31
CAPTAIN	\$1,885.58			
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$93,940.56
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$95,544.10
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$95,449.00
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$94,677.71
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$95,972.23
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$100,806.66
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$95,918.93

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$95,381.83
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$91,022.77
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$92,551.05
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$97,152.52
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$93,497.01
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$90,593.65
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$98,447.45
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$98,447.45
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$92,488.28
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$92,495.55
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$95,972.23
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$97,438.73
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$97,347.36
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$95,026.27
LIEUTANANT	\$1,668.66	\$87,247.08	1.0	\$93,068.88
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$97,307.08
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$93,987.60
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$93,940.56
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$94,846.21
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$94,716.55
LIEUTENANT	\$1,668.66	\$87,247.08	1.0	\$92,488.28
LIEUTENANT	\$1,617.40	\$86,749.13	1.0	\$91,919.22
LIEUTENANT	\$1,668.66			
LIEUTENANT	\$1,617.40	\$86,749.13	1.0	\$96,808.78
LIEUTENANT	\$1,668.66			
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$82,610.13
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$82,655.13
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,188.20
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$84,710.52
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$83,990.69
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,406.36
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,047.82
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,704.25
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,189.19

# Fire

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$81,368.91
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,108.71
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$77,713.96
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,360.85
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,987.45
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$77,713.96
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,704.25
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,760.07
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$77,297.47
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,987.45
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,179.47
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,085.28
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,189.19
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$81,415.84
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,714.05
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,760.07
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,947.23
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,108.71
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,179.91
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$82,505.81
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,245.28
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,189.27
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,251.20
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,471.00
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,760.07
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,565.02
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,704.25
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,631.75
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$83,998.27
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$82,391.39
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,767.02
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,776.51
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$87,605.58
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$83,113.15
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$83,167.30

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,188.20
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,179.47
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$77,259.43
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,760.07
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,305.08
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$81,717.47
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,108.71
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,108.71
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$82,354.97
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$81,654.70
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$81,123.74
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,730.94
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,242.25
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,633.49
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$84,059.16
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,566.36
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,189.19
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,916.17
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,708.78
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,188.20
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,189.03
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,597.81
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$82,655.13
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,169.90
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$82,655.13
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,305.08
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,925.88
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,189.27
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,406.36
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,185.36
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$79,174.95
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$80,631.75
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,305.08
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$76,565.02
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,151.84

# Fire

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$78,151.84
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$75,991.84
FIREFIGHTER	\$1,414.12	\$73,938.27	1.0	\$75,988.83
FIREFIGHTER	\$1,217.05	\$72,896.62	1.0	\$74,950.18
	\$1,414.12			
FIREFIGHTER	\$1,217.05	\$72,896.62	1.0	\$74,950.18
	\$1,414.12			
FIREFIGHTER	\$1,178.06	\$63,121.89	1.0	\$65,125.36
	\$1,217.05			
FIREFIGHTER	\$1,217.05	\$68,561.08	1.0	\$72,774.64
	\$1,414.12			
FIREFIGHTER	\$1,217.05	\$66,562.23	1.0	\$70,775.79
	\$1,414.12			
FIREFIGHTER	\$1,217.05	\$66,562.23	1.0	\$73,055.92
	\$1,414.12			
FIREFIGHTER	\$1,178.06	\$62,759.84	1.0	\$64,763.31
	\$1,217.05			
FIREFIGHTER	\$1,178.06	\$62,759.84	1.0	\$64,763.31
	\$1,217.05			
FIREFIGHTER	\$1,178.06	\$62,492.48	1.0	\$64,488.43
	\$1,217.05			
FIREFIGHTER	\$1,178.06	\$62,492.48	1.0	\$64,488.43
	\$1,217.05			
FIREFIGHTER	\$1,178.06	\$62,492.48	1.0	\$64,488.43
	\$1,217.05			
FIREFIGHTER	\$1,178.06	\$62,492.48	1.0	\$66,648.43
	\$1,217.05			
FIREFIGHTER	\$1,178.06	\$62,063.59	1.0	\$66,219.54
	\$1,217.05			
FIREFIGHTER	\$1,178.06	\$62,063.59	1.0	\$66,219.54
	\$1,217.05			
FIREFIGHTER	\$1,178.06	\$62,063.59	1.0	\$64,059.54
	\$1,217.05			



<b>POSITION</b>	<b>CURRENT BASE</b>	<b>FISCAL YEAR BASE</b>	<b>FTE</b>	<b>TOTAL</b>
ANALYST	\$1,492.62	\$78,213.45	1.0	\$78,213.45
ADMINISTRATIVE ASSISTANT	\$1,109.23	\$58,123.69	1.0	\$58,973.69
FIRE APPARATUS MECHANIC	\$1,699.94	\$88,396.88	1.0	\$88,946.88
SENIOR CLERK	\$822.14	\$43,079.98	1.0	\$43,429.98
SUPPORT SERV TECHNICIAN	\$980.77	\$51,392.31	1.0	\$51,392.31

# Fire Alarm

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	990,956	1,012,352	1,027,262	1.5%
General Fund Expenditures	990,956	1,012,352	1,027,262	1.5%

## BUDGET:

FIRE ALARM	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	753,621	755,620	610,315	765,374	
513000 OVERTIME	145,673	150,000	99,378	154,500	
514006 LONGEVITY	9,384	6,000	6,000	6,200	
514008 OUT OF GRADE	3,340	5,300	674	5,459	
515004 HOLIDAYS	50,788	61,032	44,451	61,329	
515012 PERFECT ATTENDANCE	1,500	-	1,400	-	
519004 UNIFORM ALLOWANCE	11,275	11,000	11,000	11,000	
519013 OTHER LUMP SUM PAYMENTS	15,375	23,400	18,900	23,400	
<b>FIRE ALARM PERSONAL SERVICES</b>	<b>990,956</b>	<b>1,012,352</b>	<b>792,117</b>	<b>1,027,262</b>	<b>1.5%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
CHIEF FIRE ALARM OPERATOR	1,723.96	90,335.50	1.0	103,926.14
SR FIRE ALARM OPERATOR	1,539.25	80,656.70	1.0	91,271.55
SR FIRE ALARM OPERATOR	1,539.25	80,656.70	1.0	91,271.55
SR FIRE ALARM OPERATOR	1,539.25	80,656.70	1.0	90,771.55
SR FIRE ALARM OPERATOR	1,539.25	80,656.70	1.0	91,271.55
FIRE ALARM OPERATOR	1,374.33	72,014.89	1.0	81,437.08
FIRE ALARM OPERATOR	1,374.33	72,014.89	1.0	81,937.08
FIRE ALARM OPERATOR	1,374.33	72,014.89	1.0	81,437.08
FIRE ALARM OPERATOR	1,374.33	72,014.89	1.0	81,137.08
FIRE ALARM OPERATOR	1,182.74	64,351.29	1.0	72,841.23
	1,374.33			

# Fire: Emergency Management

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	20,667	20,667	20,826	0.8%
Ordinary Maintenance	8,105	10,690	10,690	0.0%
General Fund Expenditures	28,772	31,357	31,516	0.5%

## BUDGET:

EMERGENCY MANAGEMENT	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	20,667	20,667	14,705	20,826	
<b>EMERG MGMT PERSONAL SERVICES</b>	<b>20,667</b>	<b>20,667</b>	<b>14,705</b>	<b>20,826</b>	<b>0.8%</b>
545000 CUSTODIAL & MAINT SUPPLIES	-	100	-	100	
549000 FOOD SUPPLIES & REFRESHMT	-	700	-	700	
558003 PUBLIC SAFETY SUPPLIES	-	4,350	1,699	4,350	
558006 UNIFORMS	6,582	4,500	-	4,500	
558015 SUPPLIES FOR MEN/WOMEN	1,298	500	-	500	
573000 DUES AND MEMBERSHIPS	-	300	-	300	
574000 INSURANCE PREMIUMS	225	240	-	240	
<b>EMERG MGMT ORDINARY MAINT</b>	<b>8,105</b>	<b>10,690</b>	<b>1,699</b>	<b>10,690</b>	<b>0.0%</b>
<b>EMERG MGMT TOTAL</b>	<b>28,772</b>	<b>31,357</b>	<b>16,404</b>	<b>31,516</b>	<b>0.5%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
HOMELAND SECURITY COORDINATOR	397.44	20,825.86	-	20,825.86

# Police

## MISSION STATEMENT:

The Somerville Police Department, as part of, and empowered by, the community, is committed to protect the lives, property, and rights of all people, to maintain order, and to enforce the law impartially. Members of the Department actively pursue the cooperation of every resident in an effort to create a police/ community partnership that is sensitive to the multitude of cultures that make up the human fabric of our community. To fulfill our mission, we will utilize innovative and proven crime prevention strategies and problem-solving partnerships with our community.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	14,625,911	15,473,649	16,199,121	4.7%
Ordinary Maintenance	460,540	613,616	678,700	10.6%
Special Items	46,955	51,314	166,200	223.9%
General Fund Expenditures	15,133,406	16,138,579	17,044,021	5.6%

## CHANGES BETWEEN FY19 & FY20:

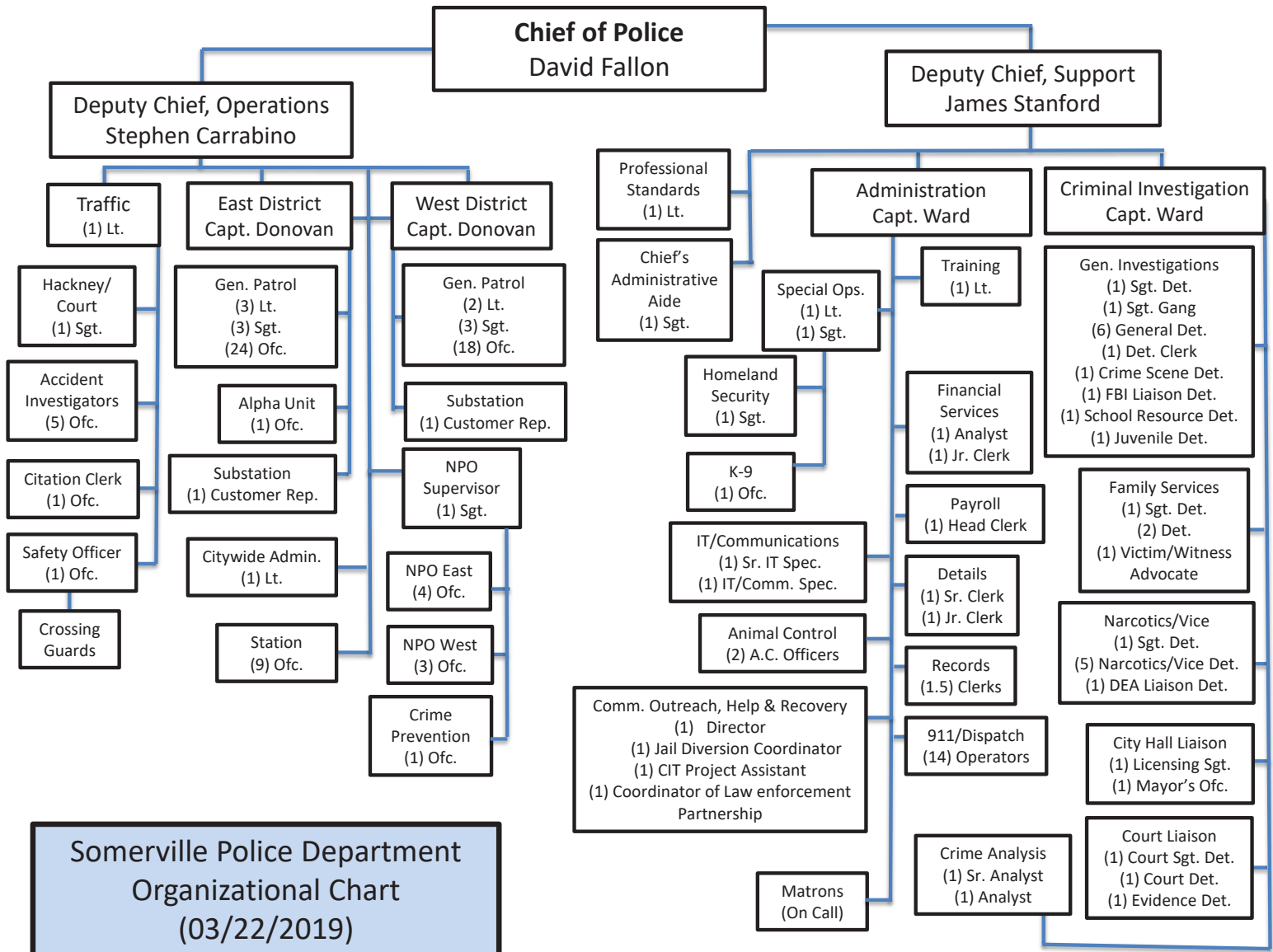
- The FY20 budget includes \$48,000 in the Public Safety supplies line to replace expiring vests.
- This budget proposes a new Police Cadet Program that will prepare diverse candidates including Somerville High School recruits for careers in public safety. This program is budgeted under Special Items.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Focused on Officer Wellness by providing two Blue Courage trainings for 51 Officers from 17 Departments.
- Formed a Regional Critical Incident Stress Management Team.
- Four Crisis Intervention Trainings held, training 144 Officers from 22 Departments.
- Implemented Text 911 and Direct Wireless 911.
- Community Outreach Help and Recovery (COHR) Office trained 40 Recovery Coaches.
- COHR held three stakeholder meetings, bringing together 30 community organizations to address community mental health concerns and the opioid crisis.
- COHR held three Crisis Intervention Trainings for Dispatchers, training over 71 Dispatchers from 17 Departments.
- 21 Students and Teacher Engage Public Safety (STEPS) Officers conducted 894 school visits.
- 12 Walking Dialogues conducted in collaboration with Teen Empowerment focused on underserved members of our community.
- Three Officers trained as drug recognition experts.
- Traffic Unit Received Gold Award from AAA.
- SPD hosted three Police/Immigrant Dialogue Meetings.
- SPD presented at International Association of Chiefs Of Police Conference on Community Engagement.
- SPD selected as one of five Police Departments from throughout the country to be in the inaugural exhibit of the newly opened Law Enforcement Museum in Washington D.C.
- Completed accreditation assessment by the Massachusetts Police Accreditation Commission (MPAC) and developed training on policies.
- Formed Bravo Team to focus on safer streets. Bravo Team includes an additional four officers trained on bicycles.

- Implemented new training model with the Municipal Police Training Committee (MPTC) for mandatory annual trainings.
- Deployed GPS in cars for more efficient response and officer safety.
- Launched digital platform to assign police details.

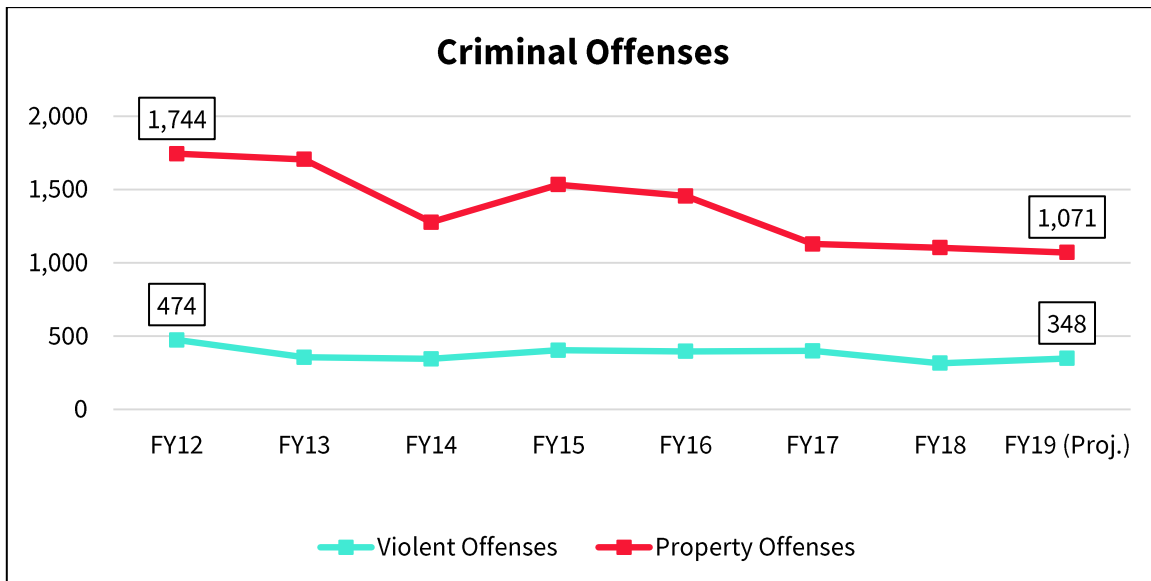
## DEPARTMENT ORGANIZATION:

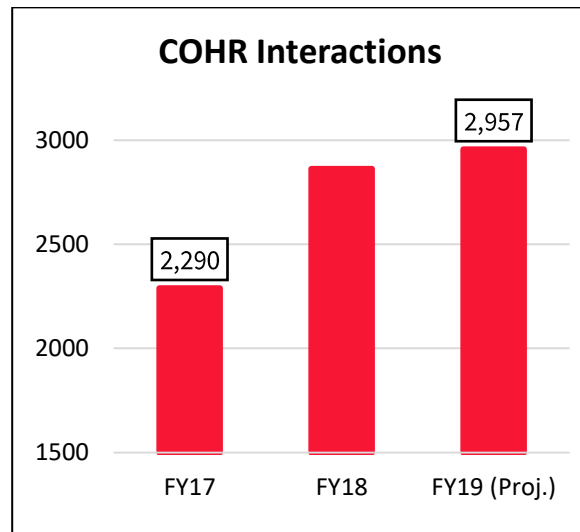
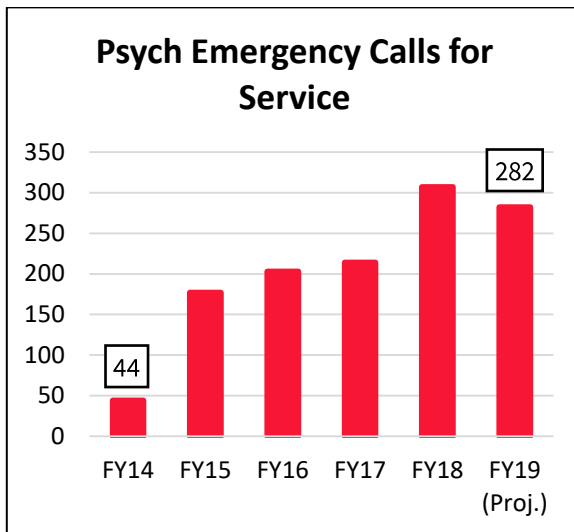


# Police

## PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY18 PROJ	FY20 PROPOSED
Violent Incidents (Murder, Robbery, Assault)	404	396	399	315	348	340
Property Incidents (Burglary or Larceny or MV Theft)	1,534	1,456	1,129	1,104	1,071	1,050
Accreditation Standards	27 of 180	90 of 180	90 of 180	134 of 180	180 of 180	Accredited
Park, Walk, Talk Deployments	123 (New)	717	685	516	230	500
Citizen Contacts	1,575	4,118	4,783	4,371	3,653	4,000
Business Contacts	3,454	7,368	8,847	7,960	6,112	6,500
Community Meetings	136	145	188	170	173	165
STEPS Visits	N/A	246 (New)	667	894	975	1,175
COHR Case Interactions (NEW)	n/a	n/a	2,290	2,863	2,957	3,000
Anonymous Tip Communications	71	82	61	220	179	N/A





**GOALS REVIEW:**

**1. Provide every neighborhood a sense of security and improve quality of life by building trust and legitimacy.**

1	Expand community policing programs throughout the city, delivering services and solving problems in an atmosphere of collaboration between police and residents.	Ongoing & Continuous Effort
2	Maximize positive police interactions, increase visibility and accessibility, and establish a trusting relationship with the community through sub-stations, neighborhood policing, and police presence at ResiStat, immigrant task force meetings, and community activities.	Ongoing
3	Develop new approaches concerning officer recruitment.	New for FY20
4	Track and evaluate community policing programs in neighborhoods through the use of Citizen and Business Contact Data.	Ongoing
5	Implement 12 walking dialogues with Teen Empowerment and community stakeholders. Create new initiatives to engage Teen Empowerment.	Ongoing
6	Work collaboratively with City partners on Vision Zero.	Ongoing
7	Enhance school safety and collaboration efforts.	Ongoing
8	Provide opportunities for officers to give input in policy development.	New for FY20

**2. Achieve State Accreditation and continue internal management best practices to foster a more efficient, collaborative and responsive police force. Improve police performance by furthering efforts regarding accountability and transparency.**

1	Review 180 Accreditation Standards and ensure internal compliance with policies.	Complete
2	Prepare for CELEA on-site assessment for Accreditation.	Complete

# Police

3	Conduct a comprehensive evaluation of officer core responsibilities. Integrate data in conjunction with performance analysis, resource allocation, and high visibility policing.	Ongoing
4	Install GPS in cruisers to enhance officer safety and call response.	Complete
5	Update all policies and procedures online.	New for FY20

### 3. Provide high quality training opportunities to ensure officers are equipped with the skills and information needed to serve and protect the Somerville community, including mandatory trainings that meet all criteria set by the Massachusetts Municipal Police Training Committee.

1	Provide career development opportunities for all personnel through specialized training and executive training sessions.	Ongoing & Continuous Effort
2	Build a strong community partnership between law enforcement and mental health providers. Provide trainings to officers that improve police response for individuals and families impacted by mental illness and drug addiction.	Complete & Ongoing
3	Input all training into Training Tracker Program and analyze training needs.	New for FY20
4	Fully implement and evaluate in-service training being conducted through MA Municipal Police Training Committee.	New for FY20
5	Develop training curriculum for all Somerville Policies and implement yearly training.	New for FY20

### 4. Maintain a relationship with Urban Area Security Initiative (UASI) Partners to ensure we are working toward the highest level of preparedness regarding natural and man-made emergencies.

1	Develop Somerville Rapid Response Team focused on de-escalation and the preservation of life.	In Progress
2	Access Service and Response capabilities regarding Law Enforcement and City's changing dynamics.	Ongoing
3	Develop methods to maintain and improve interoperability between regional partners and City Departments.	Ongoing
4	Work collaboratively with all stakeholders to develop internal city and external UASI processes for requesting and accepting UASI equipment and funding.	Complete
5	Hold training exercise with City and Regional Partners to establish baseline response preparedness.	Ongoing

### 5. Improve Officer wellness and safety.

1	Study Shift assignments and schedules to ensure promote work-life balance.	New for FY20
2	Complete Blue Courage Training for all Officers.	Ongoing
3	Research and develop a fitness rewards program.	New fo FY20



## BUDGET:

POLICE	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	10,687,884	11,408,820	8,955,985	11,811,775	
511003 CROSSING GUARDS	306,334	430,000	257,829	435,660	
512000 SALARIES & WAGES TEMPOR'Y	39,322	30,000	9,896	50,000	
513000 OVERTIME	1,243,860	1,150,000	1,030,721	1,300,500	
513001 TRAINING-OVERTIME	161,667	150,000	143,668	200,000	
514004 SHIFT DIFFERENTIALS	859,463	990,310	736,349	1,015,253	
514006 LONGEVITY	61,600	66,300	102,025	81,300	
514007 COURT TIME	177,143	308,377	121,321	308,377	
514008 OUT OF GRADE	10,184	11,500	15,365	12,190	
515004 HOLIDAYS	660,489	702,121	346,476	735,847	
515006 HOLIDAYS NON-UNION	4,453	-	-	-	
515011 HOLIDAYS - S.M.E.A.	1,052	-	-	-	
515012 PERFECT ATTENDANCE	16,750	-	16,250	-	
519002 CAREER/EDUC INCENTIVE	1,000	4,500	1,000	4,500	
519004 UNIFORM ALLOWANCE	8,300	1,400	6,150	2,100	
519005 SICK LEAVE BUYBACK	60,578	-	115,901	-	
519006 WEAPONS PAY	67,200	77,400	68,175	77,400	
519007 5/2 BUYBACK	78,069	78,421	69,586	84,719	
519013 OTHER LUMP SUM PAYMENTS	118,562	-	2,166,147	-	
519022 WEAPONS OF MASS DESTRUCT	62,000	64,500	63,000	64,500	
519023 DETENTION ATTENDANTS	-	-	-	15,000	
<b>POLICE PERSONAL SERVICES</b>	<b>14,625,911</b>	<b>15,473,649</b>	<b>14,225,845</b>	<b>16,199,121</b>	<b>4.7%</b>
524007 R&M - OFFICE EQUIPMENT	3,347	7,000	3,044	7,000	
524017 R&M - OTHER EQUIPMENT	4,091	16,500	5,316	8,000	
524030 R&M - RADIO ALARM	16,619	15,000	8,786	17,000	
524033 R&M - SOFTWARE	14,545	30,000	13,124	16,000	
527015 RENTALS EQUIPMENT	1,552	1,791	1,129	2,000	
527019 RENTAL-WATER COOLER	1,299	-	1,978	3,000	
530000 PROF & TECHNCAL SVC	44,755	35,000	36,275	50,000	
530001 MEDICAL & DENTAL SERVICES	77,698	125,000	17,812	125,000	
530019 DETENTION ATTENDANTS	6,648	15,000	-	-	
530025 IN SERVICE TRAINING OM	45,938	50,000	19,964	70,000	
530028 SOFTWARE SERVICES	12,134	32,250	10,835	20,000	
534003 POSTAGE	5,024	3,500	5,703	6,000	
534007 PSTN-USAGE	20,698	25,000	15,207	25,000	
534008 WEB SITE COSTS	335	-	337	500	
542000 OFFICE SUPPLIES	15,554	17,200	10,057	17,200	
542001 PRINTING & STATIONERY	6,680	5,500	4,032	7,000	

# Police

POLICE	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
542004 COMPUTER SUPPLIES	6,388	13,000	2,434	8,000	
542005 OFFICE EQUIPMENT NOT CAP	1,704	3,500	1,305	3,500	
542006 OFFICE FURNITURE NOT CAP	9,554	4,000	1,610	4,000	
542007 COMPUTER EQUIP NOT CAP	773	1,000	375	1,500	
549000 FOOD SUPPLIES & REFRESHMT	3,221	1,200	2,850	3,000	
558003 PUBLIC SAFETY SUPPLIES	109,702	148,000	95,174	218,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	4,424	2,000	-	-	
558011 FLOWERS & FLAGS	210	-	159	200	
558012 BADGES, EMBLEMS, TROPHIES	3,235	4,000	3,645	4,000	
558014 PHOTOGRAPHIC SUPPLIES	999	1,000	400	1,000	
558015 SUPPLIES FOR MEN/WOMEN	15,234	20,000	19,561	25,000	
558016 COLORGUARD	3,500	3,500	3,500	3,500	
558017 TRAFFIC SUPV SUPPLIES	5,998	8,000	4,326	8,000	
572000 OUT OF STATE TRAVEL	589	-	5,067	-	
572001 OUT OF STATE CONFERENCES	2,128	2,000	5,475	2,000	
573000 DUES AND MEMBERSHIPS	11,210	14,000	13,794	14,000	
573001 BAPERN MEMBERSHIP	2,651	2,675	4,276	4,300	
578013 CARE OF PRISONERS	2,104	7,000	1,496	5,000	
<b>POLICE ORDINARY MAINTENANCE</b>	<b>460,540</b>	<b>613,616</b>	<b>319,044</b>	<b>678,700</b>	<b>10.6%</b>
511000 SALARIES / CADET PROGRAM				120,000	
527001 RENTAL - BUILDINGS	44,600	51,314	42,350	46,200	
558020 GRANT MATCH	2,355	-	2,127	-	
<b>POLICE SPECIAL ITEMS</b>	<b>46,955</b>	<b>51,314</b>	<b>44,477</b>	<b>166,200</b>	<b>223.9%</b>
<b>POLICE TOTAL</b>	<b>15,133,406</b>	<b>16,138,579</b>	<b>14,589,366</b>	<b>17,044,021</b>	<b>5.6%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
CHIEF	4,206.03	220,396.11	1.0	220,396.11
DEPUTY CHIEF	3,750.00	196,500.00	1.0	196,500.00
DEPUTY CHIEF	3,750.00	196,500.00	1.0	196,500.00
CAPTAIN	2,800.28	146,734.67	1.0	172,915.17
CAPTAIN	2,800.28	146,734.67	1.0	169,715.17
CAPTAIN	2,800.28	146,734.67	1.0	169,715.17
CAPTAIN	2,800.28	146,734.67	1.0	169,715.17
LIEUTENANT	2,383.22	124,880.73	1.0	145,619.19
LIEUTENANT	2,383.22	124,880.73	1.0	145,643.19

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
LIEUTENANT	2,383.22	124,880.73	1.0	145,487.19
LIEUTENANT	2,383.22	124,880.73	1.0	144,602.24
LIEUTENANT	2,383.22	124,880.73	1.0	146,202.24
LIEUTENANT	2,287.89	119,885.44	1.0	141,878.88
LIEUTENANT	2,383.22	124,880.73	1.0	147,387.19
LIEUTENANT	2,383.22	124,880.73	1.0	145,631.19
LIEUTENANT	2,383.22	124,880.73	1.0	146,202.24
LIEUTENANT	2,383.22	124,880.73	1.0	148,190.24
LIEUTENANT	2,287.89	119,885.44	1.0	142,341.80
SERGEANT	1,947.14	102,030.14	1.0	121,338.22
SERGEANT	1,784.88	93,527.71	1.0	110,888.09
SERGEANT	1,784.88	93,527.71	1.0	109,288.09
SERGEANT	2,028.27	106,281.35	1.0	124,829.27
SERGEANT	1,947.14	102,030.14	1.0	120,093.77
SERGEANT	2,028.27	106,281.35	1.0	126,416.81
SERGEANT	2,028.27	106,281.35	1.0	128,325.26
SERGEANT	1,622.61	85,024.76	1.0	99,993.39
SERGEANT	1,947.14	102,030.14	1.0	123,161.77
SERGEANT	1,947.14	102,030.14	1.0	120,182.22
SERGEANT	1,947.14	102,030.14	1.0	122,138.22
SERGEANT	2,028.27	106,281.35	1.0	125,616.81
SERGEANT	2,028.27	106,281.35	1.0	124,829.27
SERGEANT	2,028.27	106,281.35	1.0	124,660.81
SERGEANT	1,622.61	85,024.76	1.0	101,885.03
SERGEANT	1,622.61	85,024.76	1.0	101,741.03
SERGEANT	1,947.14	102,030.14	1.0	120,093.77
PATROL04	1,532.54	80,305.10	1.0	95,529.43
PATROL04	1,471.24	77,092.98	1.0	92,087.74
PATROL04	1,532.54	80,305.10	1.0	96,961.43
PATROL04	1,379.28	72,274.27	1.0	87,632.30
PATROL04	1,226.03	64,243.97	1.0	78,320.42
PATROL04	1,471.24	77,092.98	1.0	93,068.42
PATROL04	1,471.24	77,092.98	1.0	91,919.74

# Police

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
PATROL04	1,532.54	80,305.10	1.0	95,529.43
PATROL04	1,532.54	80,305.10	1.0	96,135.64
PATROL04	1,226.03	64,243.97	1.0	79,020.38
PATROL04	1,226.03	64,243.97	1.0	78,152.42
PATROL04	1,226.03	64,243.97	1.0	78,164.42
PATROL04	1,471.24	77,092.98	1.0	91,931.74
PATROL04	1,226.03	64,243.97	1.0	78,578.99
PATROL04	1,226.03	64,243.97	1.0	78,152.42
PATROL04	1,471.24	77,092.98	1.0	91,919.74
PATROL04	1,348.63	70,668.21	1.0	83,645.42
PATROL04	1,226.03	64,243.97	1.0	79,522.99
PATROL04	1,471.24	77,092.98	1.0	91,919.74
PATROL04	1,532.54	80,305.10	1.0	96,579.64
PATROL04	1,532.54	80,305.10	1.0	94,979.64
PATROL04	1,471.24	77,092.98	1.0	89,868.42
PATROL04	1,226.03	64,243.97	1.0	78,164.42
PATROL04	1,471.24	77,092.98	1.0	92,087.74
PATROL04	1,532.54	80,305.10	1.0	96,139.64
PATROL04	1,226.03	64,243.97	1.0	78,164.42
PATROL04	1,348.63	70,668.21	1.0	86,067.45
PATROL04	1,226.03	64,243.97	1.0	79,028.07
PATROL04	1,471.24	77,092.98	1.0	91,468.42
PATROL04	1,471.24	77,092.98	1.0	89,868.42
PATROL04	1,471.24	77,092.98	1.0	93,068.42
PATROL04	1,532.54	80,305.10	1.0	97,198.11
PATROL04	1,471.24	77,092.98	1.0	92,087.74
PATROL04	1,226.03	64,243.97	1.0	81,122.98
PATROL04	1,532.54	80,305.10	1.0	95,373.43
PATROL04	1,226.03	64,243.97	1.0	78,152.42
PATROL04	1,471.24	77,092.98	1.0	91,919.74
PATROL04	1,226.03	64,243.97	1.0	78,578.99
PATROL04	1,471.24	77,092.98	1.0	89,868.42
PATROL04	1,226.03	64,243.97		78,152.42
PATROL04	1,471.24	77,092.98	1.0	95,287.74
PATROL04	1,348.63	70,668.21		82,845.42

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
PATROL04	1,471.24	77,092.98	1.0	95,287.74
PATROL04	1,471.24	77,092.98	1.0	93,687.74
PATROL04	1,471.24	77,092.98	1.0	93,543.74
PATROL04	1,532.54	80,305.10	1.0	99,335.64
PATROL04	1,348.63	70,668.21	1.0	85,035.80
PATROL04	1,348.63	70,668.21	1.0	85,835.80
PATROL04	1,471.24	77,092.98	1.0	89,868.42
PATROL04	1,226.03	64,243.97	1.0	79,184.07
PATROL04	1,226.03	64,243.97	1.0	78,164.42
PATROL04	1,348.63	70,668.21	1.0	86,067.45
PATROL04	1,226.03	64,243.97	1.0	78,122.99
PATROL04	1,532.54	80,305.10	1.0	96,829.43
PATROL04	1,226.03	64,243.97	1.0	78,320.42
PATROL04	1,226.03	64,243.97	1.0	78,152.42
PATROL04	1,226.03	64,243.97	1.0	75,822.98
PATROL04	1,471.24	77,092.98	1.0	89,868.42
PATROL04	1,226.03	64,243.97	1.0	79,028.07
PATROL04	1,226.03	64,243.97	1.0	75,822.98
PATROL04	1,379.28	72,274.27	1.0	86,768.65
PATROL04	1,226.03	64,243.97	1.0	78,320.42
PATROL04	1,226.03	64,243.97	1.0	79,184.07
PATROL04	1,226.03	64,243.97	1.0	78,152.42
PATROL04	1,471.24	77,092.98	1.0	91,931.74
PATROL04	1,471.24	77,092.98	1.0	92,951.39
PATROL04	1,348.63	70,668.21	1.0	86,635.80
PATROL04	1,348.63	70,668.21	1.0	84,903.80
PATROL04	1,226.03	64,243.97	1.0	75,822.98
PATROL04	1,532.53	80,304.57	1.0	95,960.87
PATROL04	1,379.28	72,274.27	1.0	86,924.65
PATROL04	1,226.03	64,243.97	1.0	79,554.98
PATROL04	1,471.24	77,092.98	1.0	91,931.74
PATROL04	1,226.03	64,243.97	1.0	83,320.42
PATROL03	1,191.03	44,068.11	1.0	77,577.92
PATROL04	1,226.03	18,880.86		

# Police

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
PATROL03	1,191.03	44,068.11	1.0	77,577.38
PATROL04	1,226.03	18,880.86		
PATROL03	1,191.03	44,068.11	1.0	76,713.73
PATROL04	1,226.03	18,880.86		
PATROL03	1,191.03	44,068.11	1.0	76,713.73
PATROL04	1,226.03	18,880.86		
PATROL03	1,191.03	55,740.20	1.0	76,346.23
PATROL04	1,226.03	6,865.77		
PATROL03	1,191.03	55,740.20	1.0	77,202.19
PATROL04	1,226.03	6,865.77		
PATROL03	1,191.03	22,629.57	1.0	78,316.52
PATROL04	1,226.03	40,949.40		
PATROL02	1,028.51	9,873.70	1.0	74,253.31
PATROL03	1,191.03	50,976.08		
PATROL02	1,028.51	40,729.00	1.0	68,868.61
PATROL03	1,191.03	15,245.18		
PATROL02	1,028.51	40,729.00	1.0	68,880.61
PATROL03	1,191.03	15,245.18		
PATROL02	1,028.51	40,729.00	1.0	69,796.26
PATROL03	1,191.03	15,245.18		
PATROL02	1,028.51	40,729.00	1.0	68,880.61
PATROL03	1,191.03	15,245.18		
PATROL02	1,028.51	40,729.00	1.0	69,036.61
PATROL03	1,191.03	15,245.18		
PATROL02	1,028.51	40,729.00	1.0	69,900.26
PATROL03	1,191.03	15,245.18		
PATROL02	1,028.51	40,729.00	1.0	69,036.61
PATROL03	1,191.03	15,245.18		
PATROL01	996.38	15,942.08	1.0	66,817.36
PATROL02	1,028.51	37,437.76		
PATROL01	996.38	15,942.08	1.0	66,817.36
PATROL02	1,028.51	37,437.76		

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
PATROL01	996.38	44,239.27	1.0	65,883.41
PATROL02	1,028.51	8,228.08		
PATROL01	996.38	44,239.27	1.0	65,883.41
PATROL02	1,028.51	8,228.08		
PATROL01	996.38	44,239.27	1.0	65,883.41
PATROL02	1,028.51	8,228.08		
PATROL01	996.38	44,239.27	1.0	65,883.41
PATROL02	1,028.51	8,228.08		
PATROL01	996.38	44,239.27	1.0	65,883.41
PATROL02	1,028.51	8,228.08		
PATROL01	996.38	44,239.27	1.0	65,883.41
PATROL02	1,028.51	8,228.08		

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
SR IT SPECIALIST	1,836.71	96,243.40	1.0	1.0	96,243.40
IT/COMMUNICATIONS JR. CLERK	1,224.47	64,162.27	1.0	1.0	64,162.27
FINANCIAL ANALYST	1,561.20	81,806.89	1.0	1.0	81,806.89
SENIOR CRIME ANALYST	1,569.23	82,227.69	1.0	1.0	82,227.69
CRIME ANALYST	1,200.46	62,904.18	1.0	1.0	62,904.18
VICTIM WITNESS ADVOCATE	1082.85	56,741.26	1.0	1.0	56,741.26
RECORDS CLERK	918.35	48,121.70	1.0	1.0	48,121.70
RECORDS CLERK	361.00	18,916.40	0.4	0.4	18,916.40
SENIOR CLERK - SUBSTATION	822.14	43,079.98	1.0	1.0	43,079.98
SENIOR CLERK - SUBSTATION	822.14	43,079.98	1.0	1.0	43,929.98
ADMINISTRATIVE ASSISTANT	1,131.53	59,291.98	1.0	1.0	61,191.98
SENIOR CLERK	822.14	43,079.98	1.0	1.0	43,579.98
DETAIL CLERK	1,229.43	64,422.13	1.0	1.0	65,272.13
JUNIOR DETAIL CLERK	822.39	43,093.24	1.0	1.0	43,693.24
COHR DIRECTOR	1,561.20	81,806.89	1.0	1.0	81,806.89
CLINICAL COORDINATOR	1248.96	65,445.51	1.0	0.45	28,630.51
(CO) COHR DIRECTOR	1,442.31	75,577.04	1.0	0.03	2,537.93
COORD LAW ENF PARTNERSHIP	1,040.80	54,537.93	1.0	0.02	1,468.56
PROJECT ASSISTANT CIT TTAC	1,020.39	53,468.56	1.0	0.02	1,511.22

# Animal Control

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	107,957	107,189	110,001	2.6%
Ordinary Maintenance	9,585	18,050	16,050	-11.1%
General Fund Expenditures	117,541	125,239	126,051	0.6%

## BUDGET:

ANIMAL CONTROL	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	95,855	95,855	77,237	96,593	
513000 OVERTIME	6,678	6,000	6,769	8,000	
514006 LONGEVITY	1,050	1,200	550	1,200	
514015 OTHER DIFFERENTIALS	3,189	3,134	3,208	3,208	
515004 HOLIDAYS	184	-	-	-	
519004 UNIFORM ALLOWANCE	1,000	1,000	1,000	1,000	
<b>POLICE-ANIMAL CTL PERSONAL SVC</b>	<b>107,957</b>	<b>107,189</b>	<b>88,763</b>	<b>110,001</b>	<b>2.6%</b>
529010 KENNELS	563	4,000	-	4,000	
530000 PROF & TECHNICAL SVC	5,247	8,000	1,688	6,000	
530011 ADVERTISING	388	1,300	-	1,300	
530025 IN SERVICE TRAINING OM	495	200	-	200	
534003 POSTAGE	-	-	-	500	
542000 OFFICE SUPPLIES	1,000	1,000	-	1,000	
542001 PRINTING & STATIONERY	-	500	-	-	
558003 PUBLIC SAFETY SUPPLIES	843	2,000	1,316	2,000	
558006 UNIFORMS	1,000	1,000	365	1,000	
558012 BADGES, EMBLEMS, TROPHIES	50	50	-	50	
<b>POLICE-ANIMAL CTL ORD MAINT</b>	<b>9,585</b>	<b>18,050</b>	<b>3,369</b>	<b>16,050</b>	<b>-11.1%</b>
<b>POLICE-ANIMAL CTL TOTAL</b>	<b>117,541</b>	<b>125,239</b>	<b>92,132</b>	<b>126,051</b>	<b>0.6%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
ANIMAL CONTROL OFFICER	921.68	48,296.03	1.0	50,981.32
ANIMAL CONTROL OFFICER	921.68	48,296.03	1.0	51,018.19



ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	881,715	1,003,352	1,072,923	6.9%
General Fund Expenditures	881,715	1,003,352	1,072,923	6.9%

**BUDGET:**

E-911	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	564,351	752,538	374,376	773,494	
513000 OVERTIME	135,135	140,000	163,849	145,000	
514004 SHIFT DIFFERENTIALS	18,805	53,839	26,000	56,017	
514006 LONGEVITY	4,000	10,900	-	11,700	
515004 HOLIDAYS	40,678	39,075	17,451	79,712	
519004 UNIFORM ALLOWANCE	7,000	7,000	7,000	7,000	
519013 OTHER LUMP SUM PAYMENTS	111,747	-	-	-	
<b>POLICE-E911 PERSONAL SERVICES</b>	<b>881,715</b>	<b>1,003,352</b>	<b>588,675</b>	<b>1,072,923</b>	<b>6.9%</b>

**PERSONNEL LIST:**

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
E-911 OPERATOR	1,089.75	57,102.90	1.0	66,980.23
E-911 OPERATOR	1,089.75	57,102.90	1.0	65,136.39
E-911 OPERATOR	1,089.75	57,102.90	1.0	65,658.30
E-911 OPERATOR	972.56	50,962.14	1.0	58,072.66
E-911 OPERATOR	1,089.75	57,102.90	1.0	65,136.39
E-911 OPERATOR	1,089.75	57,102.90	1.0	65,136.39
E-911 OPERATOR	1,063.34	55,719.02	1.0	63,396.95
E-911 OPERATOR	1,089.75	57,102.90	1.0	65,954.26
E-911 OPERATOR	1,089.75	57,102.90	1.0	66,058.30
E-911 OPERATOR	972.56	50,962.14	1.0	57,892.74
E-911 OPERATOR	972.56	50,962.14	1.0	58,351.14
E-911 OPERATOR	972.56	50,962.14	1.0	58,895.44
E-911 OPERATOR	1,089.75	57,102.90	1.0	66,259.92
E-911 OPERATOR	1,089.75	57,102.90	1.0	65,136.39

# Parking

## MISSION STATEMENT:

The Parking Department serves resident, business, and visitor parking needs through the work of its three divisions: Administration, Enforcement, and Maintenance. The Department issues over 20 permit types, enforces parking regulations citywide, and maintains the City's meters and signs. The Department advises and coordinates with every department in the City on all matters related to parking and advises the City's Traffic Commission in developing rules and regulations.

The Parking Department is dedicated to providing accurate, courteous, and efficient customer service to our residents, businesses, and visitors through enhanced technologies, extensive business analysis, and consistently high professional performance.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	2,513,217	2,640,254	2,836,754	7.4%
Ordinary Maintenance	1,227,454	1,570,424	1,740,698	10.8%
General Fund Expenditures	3,740,671	4,210,678	4,577,452	8.7%

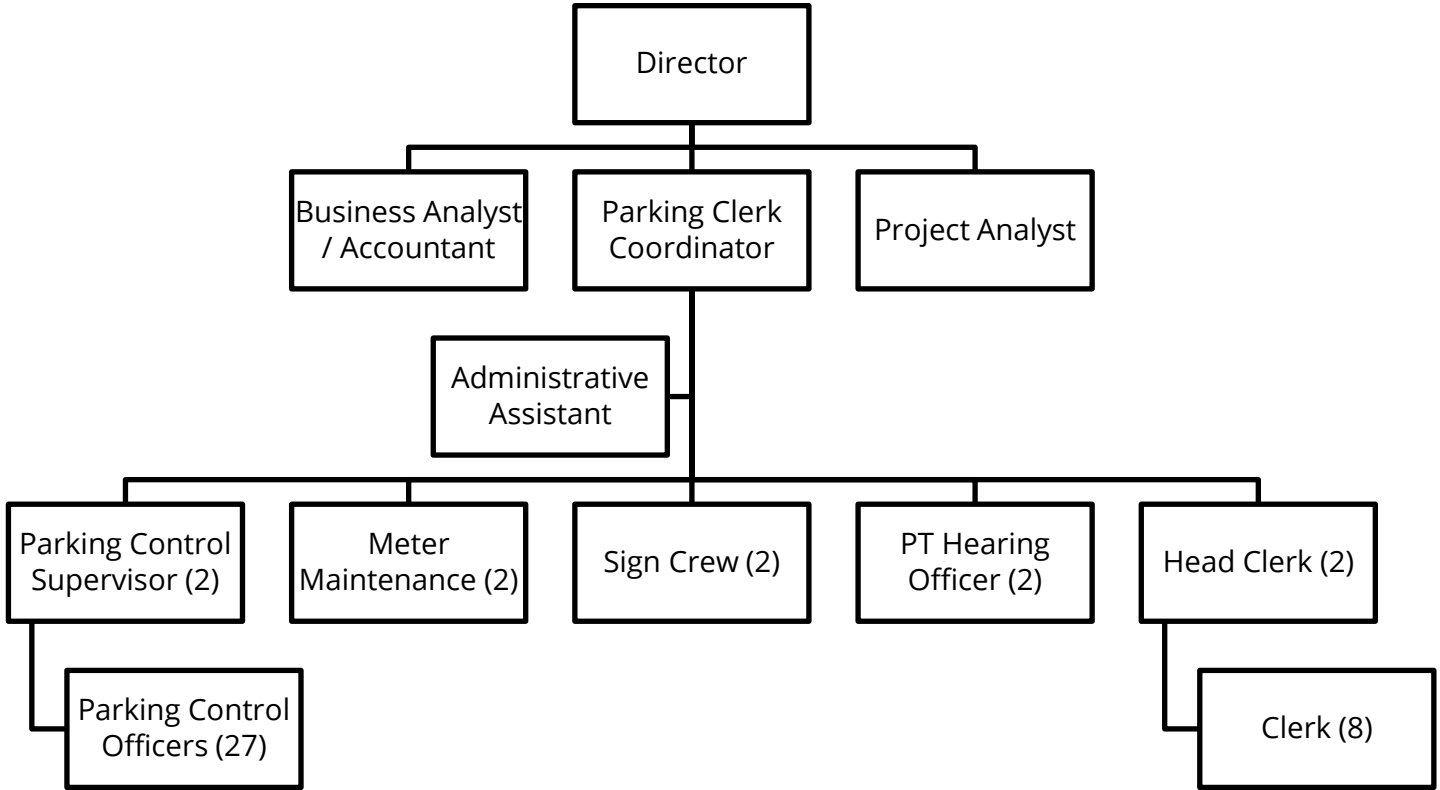
## CHANGES BETWEEN FY19 & FY20:

- As part of the proposed organizational changes, the Traffic Engineer position has been transferred to the Engineering Department.
- The FY20 budget increases the Project Analyst position from part time to full time. This position will be responsible for supervising and coordinating the sign maintenance program as well as the proposed comprehensive parking study.
- The FY20 budget includes \$150,000 in the Professional & Technical Services line for a comprehensive citywide parking study.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Collaborated with Capital Projects on the installation of the HP lift and ADA compliance at the Parking Office.
- Implemented and installed additional locations of pickup/drop-off zones in Union Square and Assembly to minimize the amount of passengers loading/unloading in travel lanes.
- In collaboration with Transportation and Infrastructure, implemented and installed additional safety zones around schools, playgrounds, senior centers and places of worship, reducing the speed limit in these areas to 20MPH.
- Collaborated with City Hall and School Department ON planning and implementing parking strategies during the construction of the new High School.
- Collaborated with Contractors and City Departments to review and approve Traffic Management Plans for all building and road construction to ensure vehicle, bicycle and pedestrian safety.
- Collaborated with Event Planners and City Departments to review and approve Traffic Management Plans for all special events and road races to ensure vehicle, bicycle and pedestrian safety.
- Installed and upgraded Radar Feedback signage in key locations throughout the City.
- Implemented new Schedule in the Traffic Commission Regulations for construction team requests for temporary signage and traffic changes necessary due to GLX construction and bridge closures to ensure all will be restored at the conclusion of the construction..
- Collaborated with credit card vendor for cost-saving strategies and successfully reduced costs.

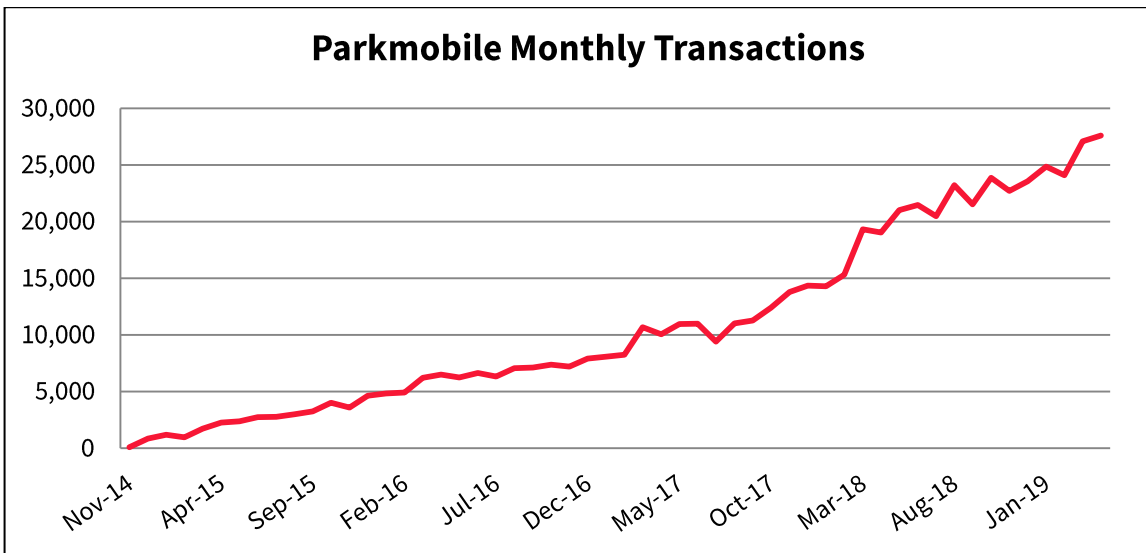
## DEPARTMENT ORGANIZATION:



## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ	FY20 PROP
Parking Meter Revenue	\$1,914,088	\$1,922,587	\$2,128,268	\$2,190,899	\$2,500,000
Parking violation revenue (including delinquent violation, parking fine surcharge and expired registration)	\$6,063,919	\$6,067,750	\$5,698,736	\$5,835,432	\$5,759,555
Parking warnings issued	10,448	9,981	8,524	7,496	7,398
Parking violations issued (including warnings and guest pass checks)	274,823	273,918	250,396	246,832	245,855
Percent of transactions completed online	62%	61%	66%	69%	71%

# Parking



## GOALS REVIEW:

### 1. Leverage new technologies to improve operational efficiency and enhance customer service.

1	Ensure Parking website includes up-to-date, easy-to-identify information on parking rules and permit process.	Ongoing
2	Use CitizenServe and QAlert Software Systems for constituent convenience and tracking of permits and enforcement.	Ongoing
3	Continue to install meters in the recently built areas of Assembly Row and upgrade the meter fleet in business districts.	Ongoing
4	Incorporate second mobile app to pay for metered parking.	New for FY20
5	Upgrade Parking Control Officer equipment to enhance communication.	New for FY20

### 2. Improve customer service.

1	Continue to cross-train staff members to ensure each staff member's knowledge of permits and standard operating procedures is consistent throughout the Department.	Ongoing
2	Develop and incorporate universal responses to 311 requests to improve communication with constituents.	Ongoing
3	Upgrade parking lot signage to ensure easy payment for constituents.	Ongoing

### 3. Improve accessibility and safety of streets.

1	Educate the public regarding traffic and safety rules, including construction detours, changes in parking policies, installation of new pavement markings, and reduction in speed limits.	Ongoing
2	Coordinate with other departments to create a Transportation Demand Management plan for Central Business Districts.	Ongoing

3	Collaborate with Economic Development to develop alternatives to the Business Parking Permit Program.	Ongoing
4	Collaborate with OSPCD and Public Safety on the Vision Zero initiative.	Ongoing

## BUDGET:

PARKING		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	2,251,950	2,402,173	1,871,642	2,567,127	
511002	SALARIES - MONTHLY	3,498	3,498	2,915	3,498	
513000	OVERTIME	135,091	120,000	89,990	126,000	
514006	LONGEVITY	22,375	24,150	13,425	25,175	
514008	OUT OF GRADE	7,453	3,500	5,816	10,000	
514015	OTHER DIFFERENTIALS	46,839	50,333	54,856	63,854	
515006	HOLIDAYS NON-UNION	1,115	-	-	-	
515011	HOLIDAYS - S.M.E.A.	5,526	-	-	-	
515012	PERFECT ATTENDANCE	2,900	-	-	-	
519004	UNIFORM ALLOWANCE	20,979	20,100	20,113	25,150	
519013	OTHER LUMP SUM PAYMENTS	-	-	196,366	-	
519015	AUTO ALLOWANCE	15,491	16,500	13,199	15,950	
<b>PARKING PERSONAL SVC</b>		<b>2,513,217</b>	<b>2,640,254</b>	<b>2,268,321</b>	<b>2,836,754</b>	<b>7.4%</b>
524001	R&M - BUILDINGS & GROUNDS	148	2,500	-	2,500	
524003	R&M - VEHICLES	-	2,000	-	2,000	
524006	R&M - COMMUN. EQUIP.	-	10,000	116	10,000	
524007	R&M - OFFICE EQUIPMENT	352	-	42	-	
524028	R&M - PARKING METERS	32,167	50,000	66,961	50,000	
524029	R&M - HIGHWAYS	333,040	268,538	196,258	270,000	
524034	R&M - SERVICE CONTRACTS	1,175	3,000	3,488	3,000	
527000	RENTALS	68,462	90,550	31,970	39,514	
527019	RENTAL-WATER COOLER	522	1,000	154	1,000	
530000	PROF & TECHNICAL SVC	289,177	445,244	280,119	713,208	
530008	EMPLOYEE TRAINING	-	250	-	250	
530011	ADVERTISING	2,445	8,500	2,025	8,500	
534003	POSTAGE	15,500	16,000	10,000	16,000	
542000	OFFICE SUPPLIES	7,728	6,500	5,495	6,500	
542001	PRINTING & STATIONERY	34,732	42,000	38,209	42,000	
542005	OFFICE EQUIPMENT NOT CAP	1,270	250	6,880	250	
542007	COMPUTER EQUIP NOT CAP	560	850	-	850	
543011	HARDWARE & SMALL TOOLS	4,761	3,800	649	3,800	
553001	SIGNS AND CONES	83,958	97,250	16,300	177,014	
558006	UNIFORMS	207	2,500	-	2,500	
558012	BADGES, EMBLEMS, TROPHIES	-	500	-	500	

# Parking

<b>PARKING</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
571000 IN STATE TRAVEL	20	-	-	-	
571001 IN STATE CONFERENCES	1,200	300	300	300	
572000 OUT OF STATE TRAVEL	427	-	1,266	-	
573000 DUES AND MEMBERSHIPS	300	600	750	750	
578001 CREDIT CARD CONV FEE	349,304	518,292	204,568	390,262	
<b>PARKING ORD MAINT</b>	<b>1,227,454</b>	<b>1,570,424</b>	<b>865,548</b>	<b>1,740,698</b>	<b>10.8%</b>
<b>PARKING TOTAL</b>	<b>3,740,671</b>	<b>4,210,678</b>	<b>3,133,870</b>	<b>4,577,452</b>	<b>8.7%</b>

## PERSONNEL LIST:

<b>POSITION</b>	<b>CURRENT BASE</b>	<b>FISCAL YEAR BASE</b>	<b>FTE</b>	<b>GF FTE</b>	<b>TOTAL</b>
DIRECTOR OF PARKING	2,598.00	136,135.20	1.0	1.0	136,135.20
PARKING CLK/DIR OF OPERATIONS	1,592.40	83,441.76	1.0	1.0	83,441.76
ACCOUNTANT	1,500.00	78,600.00	1.0	1.0	78,600.00
HEARING OFFICER	538.00	28,191.12	0.5	0.5	28,191.12
HEARING OFFICER	655.76	34,361.82	0.7	0.7	34,361.82
PROJECT ANALYST	1,176.92	61,670.77	1.0	1.0	61,670.77
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	1.0	62,733.75
HEAD CLERK	1,049.81	55,009.92	1.0	1.0	55,959.92
HEAD CLERK	1,049.81	55,009.92	1.0	1.0	55,859.92
PRINCIPAL CLERK	900.66	47,194.37	1.0	1.0	47,544.37
SENIOR CLERK	822.14	43,079.98	1.0	1.0	43,429.98
SENIOR CLERK	822.14	43,079.98	1.0	1.0	43,429.98
SENIOR CLERK	822.14	43,079.98	1.0	1.0	43,429.98
PRINCIPAL CLERK	900.66	47,194.37	1.0	1.0	48,294.37
SENIOR CLERK	822.14	43,079.98	1.0	1.0	43,429.98
SENIOR CLERK	822.14	43,079.98	1.0	1.0	43,429.98
SENIOR CLERK	822.14	43,079.98	1.0	1.0	43,429.98
PARKING METER REPAIRMAN	979.58	51,329.91	1.0	1.0	54,633.66
FOREMAN/PARKING METER REPAIRMAN	1039.27	54,457.75	1.0	1.0	58,285.73
SIGN REPAIRMAN	999.27	52,361.65	1.0	1.0	56,630.17
SIGN REPAIRMAN	999.27	52,361.65	1.0	1.0	55,330.17
PCO SUPERVISOR	1,063.15	55,709.06	1.0	1.0	60,356.62
PCO SUPERVISOR	966.50	50,644.60	1.0	1.0	55,196.93
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	48,504.23
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	48,504.23
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,229.65

# Parking

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,229.65
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,229.65
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,229.65
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,729.65
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	54,979.65
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,979.65
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	49,354.23
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	49,004.23
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,729.65
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,479.65
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	49,104.23
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,779.65
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	50,054.23
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	49,154.23
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	49,104.23
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	48,754.23
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	49,004.23
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,829.65
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	49,004.23
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	49,004.23
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	54,779.65
PARKING CONTROL OFFICER	955.16	50,050.23	1.0	1.0	53,229.65
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	48,504.23
PARKING CONTROL OFFICER	868.32	45,500.21	1.0	1.0	48,504.23

# Health & Human Services

## MISSION STATEMENT:

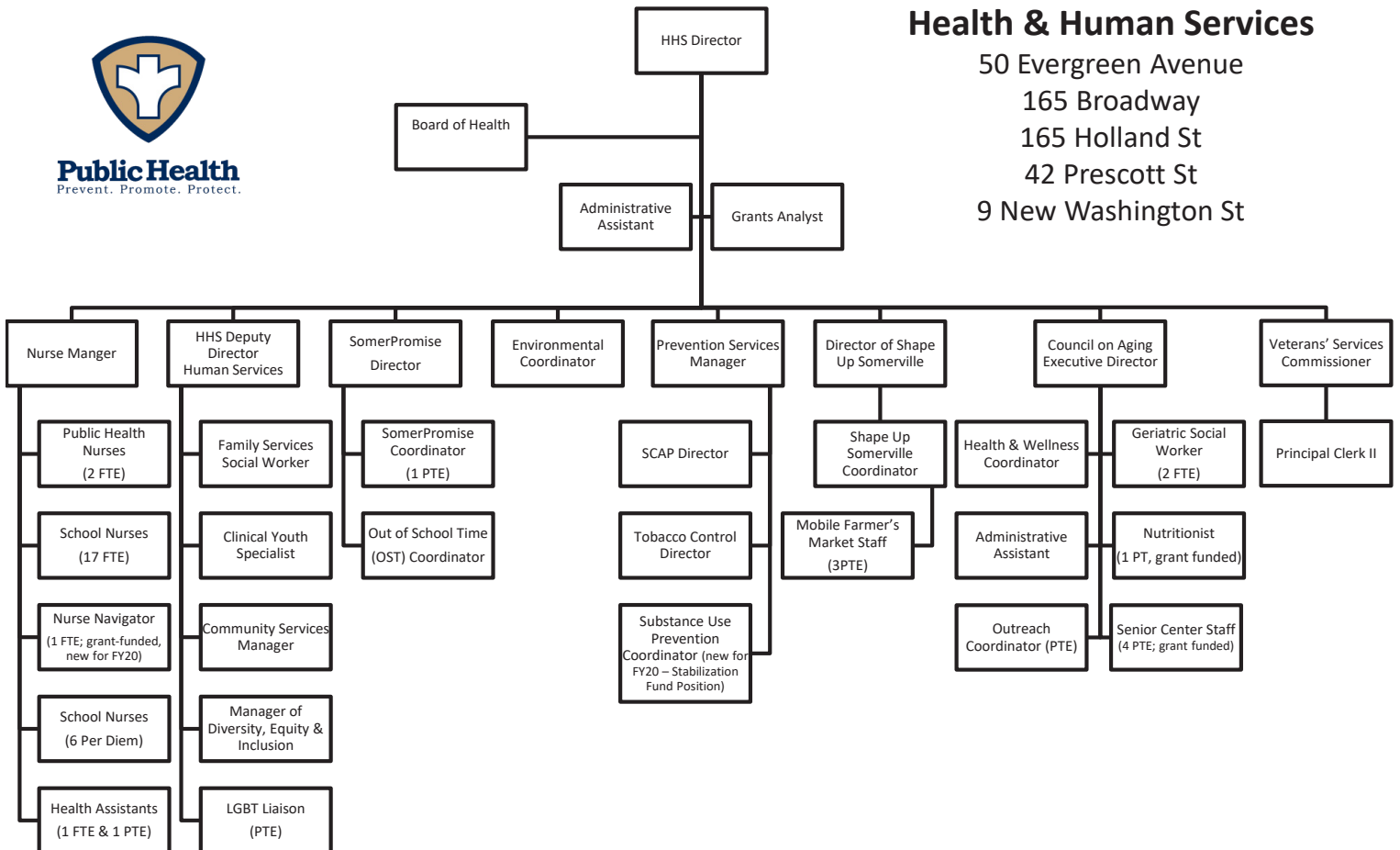
To protect and improve the community’s health and well-being through prevention, community engagement, inclusion, accessibility, and promotion of healthy behaviors and environment.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 ACCEPTED	% CHANGE
Personal Services	1,917,899	2,226,358	2,332,161	4.8%
Ordinary Maintenance	523,994	661,942	732,530	10.7%
General Fund Expenditures	2,441,893	2,888,300	3,064,691	6.1%

## CHANGES BETWEEN FY19 & FY20:

- Increased nursing services supply line to accommodate additional immunizations, naloxone, and student health needs.
- Implement Rodent Control education and residential support efforts.
- Hire Substance Abuse Coordinator utilizing marijuana stabilization funds.
- Utilize Marijuana Stabilization funds to expand substance use prevention & education.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT & DIVISION ORGANIZATION:





## **FY19 ACCOMPLISHMENTS:**

Substance abuse prevention, education, and intervention

- Adopted revised Board of Health (BoH) regulations to restrict the sale of tobacco products, including all e-cigarette devices & flavors as well as menthol/mint/wintergreen flavored tobacco, to adult-only, 21+ retail tobacco stores, effective April 1, 2019.
- Coordinated with Somerville Public Schools to provide e-cigarette & vaping education for parents and youth at each middle school as well as one additional parent education discussion on marijuana, vaping, and youth.
- Partnered with all 9 Somerville-based pharmacies to attach and distribute Safe Disposal Guides to all prescriptions filled in October 2018 & April 2019 in conjunction with facilitating two National Prescription Drug Take Back Days that resulted in over 270 lbs. of returned medications at each event.
- Trained 176 individuals spanning over 19 Somerville businesses, apartment buildings, and City Departments in overdose prevention & naloxone administration; distributed 106 doses of naloxone.
- Collaborated with the Alex Foster Foundation to promote & coordinate a free showing of the documentary Runnin', which documents the lives of three Somerville teens who lost their lives to opioid addiction, reaching approximately 250 attendees.
- In collaboration with OSPCD, adopted Adult Use Marijuana ordinance and review process for Host Community Agreement.

Public Health, School Nursing, and Mental Health

- Provided 258 vaccines to school aged children for entrance into Somerville Public Schools.
- 1,067 flu vaccines administered to employees and residents of Somerville by Public Health and School nurses.
- Expanded Screening, Brief Intervention, Referral, and Treatment (SBIRT) screening to include 7th and 9th grade students.
- Provided training on Trauma Informed Care to 4 SPS staff and training on Vicarious Trauma and Self Care to five community-based agencies.
- Completed 41 clinical assessments, consultations or referrals for high-risk youth at SPS.

Equity and Inclusion

- 55 staff have been trained on ADA regulations.
- HHS staff hosted equity training entitled "Exploring Systematic Racism and Its Implications for Our Lives and Work" to serve as a pilot for City-wide staff training.
- In collaboration with the Transportation & Infrastructure office, worked on transit equity issues, including the new "Getting Around Somerville" webpage and Broadway Re-design street team community engagement and Vision Zero action planning.
- Served as an internal consultant to Conservation Commission to improve transparency and equity for the community gardens process.

Wellness & Community Engagement

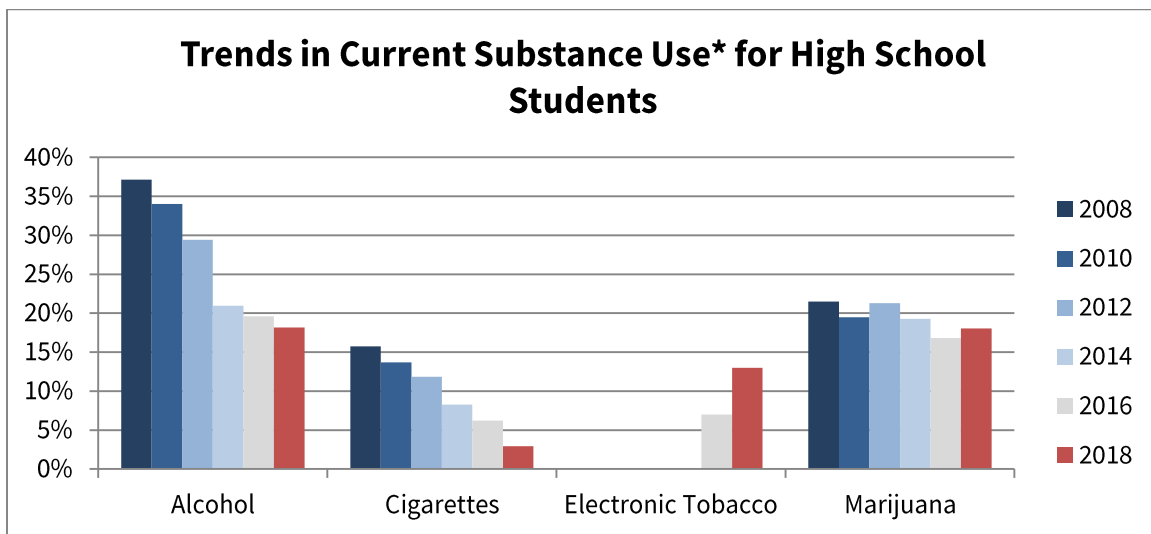
- Created the City's first Food Action Plan, informed by the 2018 Community Food System Assessment.
- Coordinated a City-wide celebration of Screen-Free Week to raise attention of screen-use as a growing public health issue.
- Connected 48 youth with 128 seniors participating in the Snow Shoveling Program (100% compliance)
- Connected 102 SomerServe Volunteers to 1,488 volunteer hours of service.
- Hired new Environmental Health Coordinator and LGBTQ Liaison.
- Established "Signal Success," a comprehensive curriculum to help young people (13-15 years of age) develop essential skills for future success.

# Health & Human Services

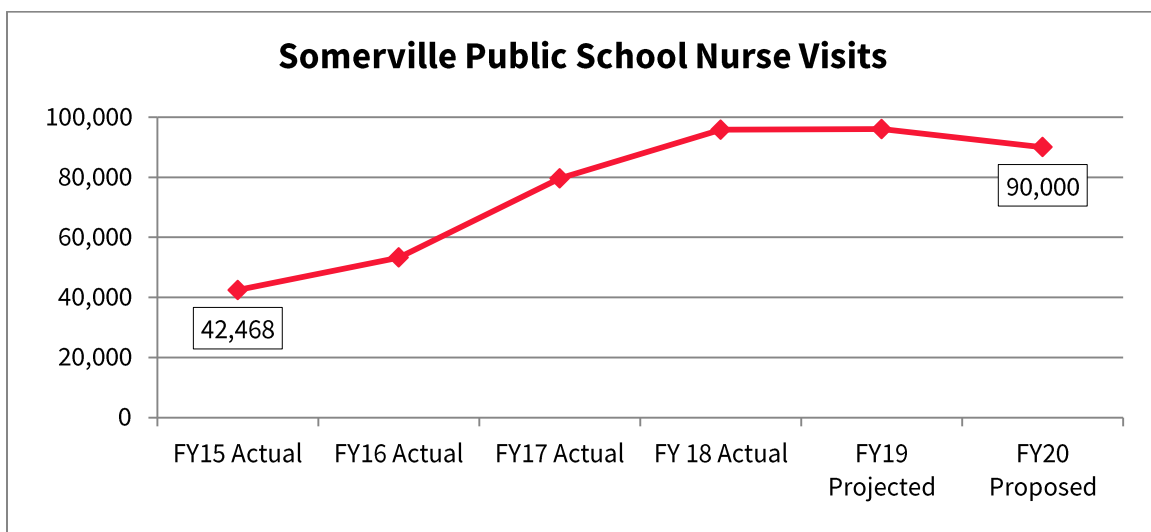
- Partnered with SPCD to establish the Office of Housing Stability (OHS).
- Created an intake system with OHS to allow for a streamlined referral process between Departments.
- Fostered a partnership with Somerville Media Center to create PSA/short documentary videos.

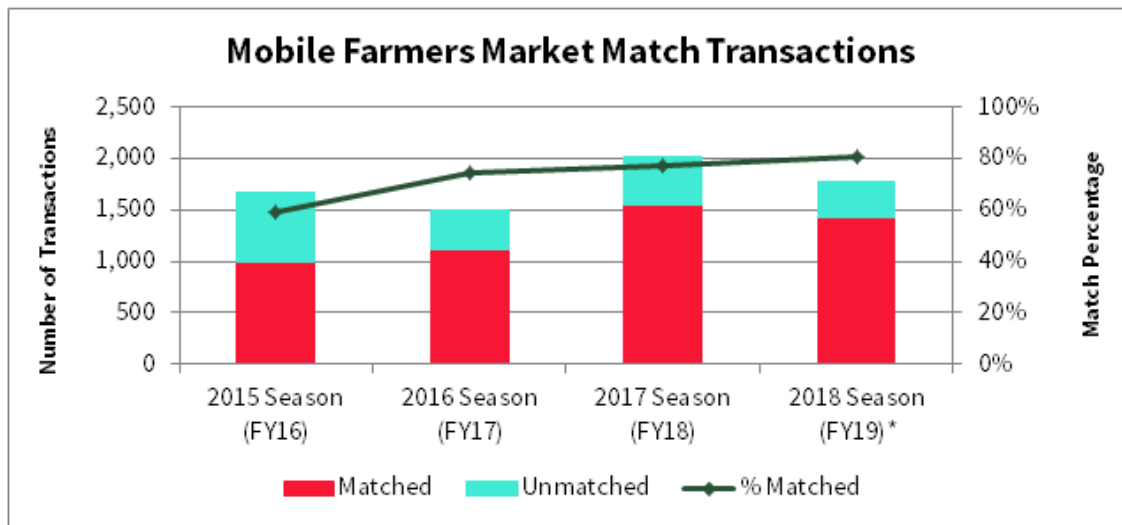
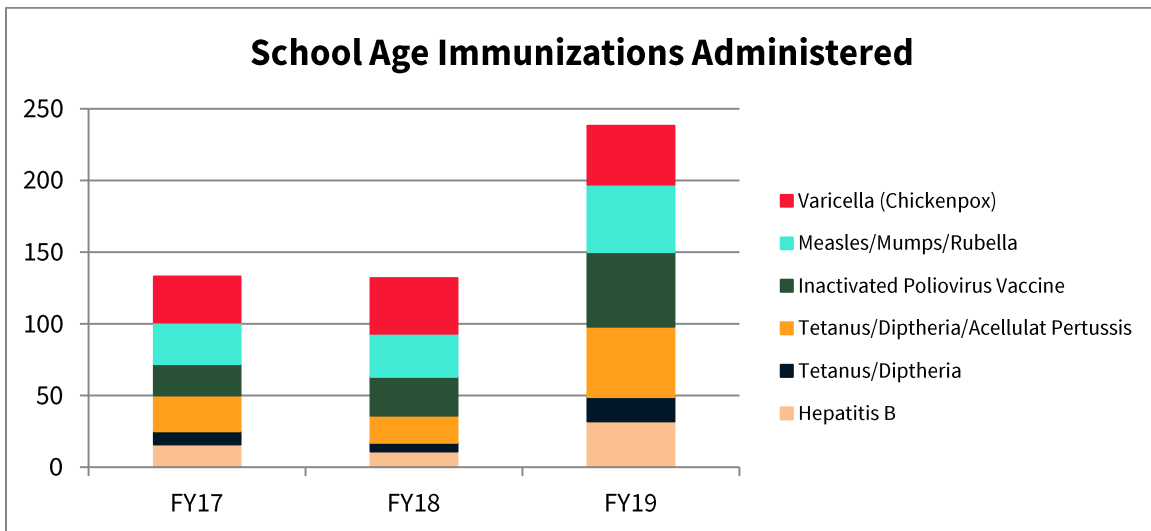
## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 ACCEPTED
Influenza Vaccinations	609	620	966	1,067	1,200
Somerville Public School Nurse visits	-	79,608	95,809	96,000	90,000
Number of employees trained (ADA)	133	122	49	55	70
% of Mobile Market match transactions	-	69.1%	77.1%	80.8%	82%



Source: Somerville High School Youth Risk Behavior (YRBS) Survey  
 \*Current use is any use in the 30 days prior to the survey





\*Note: The total number of transactions in the 2018 Season was lower than projected due to a statewide issue with EBT card readers that impacted the first seven weeks of sales. Despite the lower number of total sales, the Mobile Farmers Market was successful in increasing the percentage of match transactions in 2018. |

## GOALS REVIEW:

### 1. Provide prevention opportunities to Somerville youth and the community.

1	Evaluate Youth Leadership strategies used in education about the dangers of underage drinking and other drug use for students, parents, and community members; use various methods including Sticker Shock and Shoulder Tap Surveys.	Ongoing
2	Evaluate existing prevention activities to ensure they are meeting the needs of students, families, and the community.	Ongoing
3	Develop educational materials and workshops for students and parents on new Marijuana regulations.	Complete & Ongoing
4	Create an Adult-Use Marijuana compliance protocol.	New for FY20
5	Strengthen partnership with local package store owners on small bottle litter to curtail exposure to youth.	New for FY20

# Health & Human Services

## 2. Expand the role of the Public Health Nurse to increase community outreach.

1	Work with the Council on Aging to manage health of the elderly population through blood pressure clinics, medication management classes, and nurse's corner in monthly newsletter. In FY20, add new classes on health care navigation and care logs.	Complete & Updated for FY20
2	Train and activate Public Nurse staff to conduct SomerBaby home health visits.	Ongoing
3	Implement "Stop the Bleed" training for City staff and community members.	Complete
4	Implement Mass Respond on-line registration for Medical Reserve Corps (MRC) and recruit new Medical Reserve Volunteers.	New for FY20

## 3. Re-engage and grow capacity for the Trauma Response Network.

1	Expand and sustain network of psychiatrists and adolescent clinicians that we can call upon and engage in the event of a crisis, including the Riverside Trauma Center and community providers.	Ongoing
2	Establish a protocol with the Somerville Pubic Schools around utilizing the TRN for responses and ongoing support.	Complete

## 4. Increase the visibility and opportunities for Somerville volunteers through SomerServe.

1	Identify new community event opportunities to increase awareness and educational opportunities and to promote community participation.	Ongoing
2	Increase the number and scope of volunteer opportunities available to SomerServe volunteers by establishing Memorandums of Understanding with local non-profit partners.	Complete
3	Promote SomerServe opportunities with City Departments.	New for FY20

## 5. Lead the effort to build on interdepartmental and multi-sector collaborations to assess and improve food access and active living opportunities for all residents and visitors of Somerville.

1	Evaluate program impacts of the Somerville Mobile Farmers Market.	Ongoing
2	Implement data collection tools and metrics that support active living and sustainable living programs including the Mayor's Wellness Challenge, Climate Forward, Vision Zero/Safe Routes to School, and Activating the Parks.	Ongoing & Expanding for FY20
3	Support Urban Agriculture Ambassadors Program.	Complete & Ongoing
4	Develop an action plan to increase equitable food access and food security based on the findings of the city-wide comprehensive food system assessment.	Complete

# Health & Human Services

5	Implement components of the Food Action Plan, leveraging existing and new community partnerships.	New for FY20
6	Increased produce offered to meet the demand at Somerville Mobile Market FY 2019 season.	Complete

## 6. Provide prevention, communicable disease investigation, and surveillance.

1	Provide communicable disease investigation, surveillance, and disease case management as required.	Ongoing
2	Identify potential immunization clinic locations including childcare and shelter locations.	Complete & Ongoing

## 7. School Nursing will provide ongoing nursing services for students in Public Schools.

1	Engage and collaborate with School Administration to support ongoing efforts on immunization compliance, screenings, and care polices.	Ongoing
2	Expand Medical Health Record system to include State Immunization Registry.	Complete
3	Create a Nursing Navigator program to provide follow-up services for students with identified medical needs.	New for FY20

## 8. Increase emergency preparedness planning & activities.

1	Expand partnerships with SFD and SPD to ensure community emergency readiness.	Complete & Ongoing
2	Activate a live drill to test Emergency Dispensing Plans.	New for FY20
3	Train staff on new Federal Reporting tools to ensure compliance.	Complete

## 9. Foster the work of the Human Services Division.

1	Partner with Somerville Public Libraries to supplement social services offerings.	Complete
2	Partner with City departments to access equity and inclusionary assistance, needs assessments, and supports.	Ongoing
3	Conduct an in depth analysis of current mental health services for community members to create a service plan.	New for FY20

## 10. Develop and expand opportunities for youth services and programing.

1	Incorporate the Massachusetts Work-Based Learning Plan into the Mayor's Summer Jobs Program.	New for FY20
2	Partner with Out of School Time programs to create participatory options to meet the self-identified needs of youth.	New for FY20
3	Establish a youth enrichment program focusing on employment preparation training.	Complete

# Health & Human Services

## BUDGET:

HEALTH & HUMAN SERVICES		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	1,754,058	2,086,540	1,483,550	2,187,774	
511002	SALARIES - MONTHLY	13,769	18,968	45,195	18,968	
512000	SALARIES & WAGES TEMPOR'Y	129,499	102,000	69,122	105,060	
513000	OVERTIME	6,355	7,800	2,453	8,034	
514006	LONGEVITY	8,575	9,850	5,150	11,125	
515006	HOLIDAYS NON-UNION	3,646	-	-	-	
515011	HOLIDAYS - S.M.E.A.	797	-	-	-	
519015	AUTO ALLOWANCE	1,200	1,200	1,000	1,200	
<b>HHS PERSONAL SVC</b>		<b>1,917,899</b>	<b>2,226,358</b>	<b>1,606,470</b>	<b>2,332,161</b>	<b>4.8%</b>
524007	R&M - OFFICE EQUIPMENT	439	500	408	500	
524034	R&M - SERVICE CONTRACTS	213	-	-	-	
524035	R&M - RECONDITION EQUIP	2,530	3,000	608	1,500	
527000	RENTALS	-	-	-	200	
527019	RENTAL-WATER COOLER	207	400	232	400	
530000	PROF & TECHNICAL SVC	457,012	572,595	365,477	630,330	
530008	EMPLOYEE TRAINING	3,363	10,000	3,442	8,000	
530011	ADVERTISING	135	550	243	300	
530029	CUSTODIAL DETAIL	-	300	140	300	
534003	POSTAGE	700	700	700	700	
534006	EXPRESS/FREIGHT	-	100	-	50	
534011	LICENSING FEES	119	-	46	150	
542000	OFFICE SUPPLIES	4,860	5,639	3,231	6,950	
542001	PRINTING & STATIONERY	5,582	6,963	3,666	7,500	
542005	OFFICE EQUIPMENT NOT CAP	105	2,000	2,160	2,000	
542006	OFFICE FURNITURE NOT CAPITALIZ	4,000	2,400	572	2,400	
549000	FOOD SUPPLIES & REFRESHMT	1,638	3,500	900	2,500	
550000	MEDICAL & DENTAL SUPPLIES	29,911	37,000	30,812	43,000	
551000	EDUCATIONAL SUPPLIES	-	400	297	500	
558004	MAGAZINES/SUBSCRIPTS/PUB	197	100	88	100	
558006	UNIFORMS	956	1,000	926	1,250	
558011	FLOWERS & FLAGS	-	100	-	-	
558012	BADGES, TROPHIES, EMBLEMS	107	200	-	200	
558018	PROGRAM SUPPLIES & MATLS	5,277	5,550	8,674	14,000	
571000	IN STATE TRAVEL	58	400	82	400	
571001	IN STATE CONFERENCES	359	300	-	800	
572000	OUT OF STATE TRAVEL	3,076	3,000	703	3,000	
572001	OUT OF STATE CONFERENCES	775	1,000	530	1,000	

# Health & Human Services

<b>HEALTH &amp; HUMAN SERVICES</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
573000 DUES AND MEMBERSHIPS	1,954	2,095	1,520	3,250	
578007 REIMB OF LICENSES	420	2,150	1,404	1,250	
<b>HHS ORDINARY MAINT</b>	<b>523,994</b>	<b>661,942</b>	<b>426,861</b>	<b>732,530</b>	<b>10.7%</b>
<b>HHS TOTAL</b>	<b>2,441,893</b>	<b>2,888,300</b>	<b>2,033,331</b>	<b>3,064,691</b>	<b>6.1%</b>

## PERSONNEL LIST:

<b>POSITION</b>	<b>CURRENT BASE</b>	<b>FISCAL YEAR BASE</b>	<b>FTE</b>	<b>GF FTE</b>	<b>TOTAL</b>
HHS DIRECTOR	2,382.27	124,830.78	1.0	1.0	124,830.78
HHS DEPUTY DIRECTOR	1,804.75	94,568.77	1.0	1.0	94,568.77
MGR OF DIVERSITY EQUITY & INCLUSION	1,500.58	78,630.23	1.0	1.0	78,630.23
COMMUNITY SERVICES MANAGER	1,273.94	66,754.42	1.0	1.0	66,754.42
SOCIAL WORKER/FAMILY SERVICES	1,248.96	65,445.50	1.0	1.0	65,445.50
CLINICAL YOUTH SPECIALIST	1,471.15	77,088.26	1.0	1.0	77,088.26
PREVENTION SERVICES MANAGER	1,500.58	78,630.23	1.0	1.0	78,630.23
PROGRAM DIRECTOR (SCAP)	1,248.96	65,445.51	1.0	1.0	65,445.51
TOBACCO CONTROL DIRECTOR	1,273.94	66,754.43	1.0	-	-
DIRECTOR OF SHAPE-UP SOMERVILLE	1,624.27	85,111.89	1.0	1.0	85,111.89
SHAPE-UP-SOMERVILLE COORDINATOR	1,176.92	61,670.77	1.0	1.0	61,670.77
SCHOOL NURSE MANAGER	1,910.91	100,131.63	1.0	1.0	100,131.63
GRANTS ANALYST	1,164.69	61,029.96	0.9	0.9	61,029.96
ENVIRONMENTAL HEALTH COORDINATOR	1,275.00	66,810.00	1.0	1.0	66,810.00
SUBSTANCE USE PREVENTION COORD	1,176.92	61,670.61	1.0	-	-
PUBLIC HEALTH NURSE MANAGER	1,375.89	72,096.64	1.0	1.0	73,246.64
ADMINISTRATIVE ASSISTANT	1,507.53	26,532.53	1.0	1.0	83,449.04
	1,511.38	55,316.51			
PUBL HEALTH PREPAREDNESS NURSE	1,229.11	36,381.66	1.0	1.0	66,411.59
	1,227.19	27,979.93			
SCHOOL NURSE	1,057.70	55,423.48	1.0	1.0	56,673.48
SCHOOL NURSE	1,057.70	55,423.48	1.0	1.0	56,398.48
SCHOOL NURSE	923.10	48,370.44	1.0	1.0	48,370.44
SCHOOL NURSE	846.15	44,338.26	1.0	1.0	44,338.26
SCHOOL NURSE	923.10	20,677.44	1.0	1.0	51,830.94
	1,038.45	31,153.50			
SCHOOL NURSE	807.70	42,323.48	1.0	1.0	42,323.48
SCHOOL NURSE	923.10	48,370.44	1.0	1.0	48,370.44
SCHOOL NURSE	1,038.45	54,414.78	1.0	1.0	54,414.78

# Health & Human Services

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
SCHOOL NURSE	1,038.45	54,414.78	1.0	1.0	55,464.78
SCHOOL NURSE	1,038.45	54,414.78	1.0	1.0	54,914.78
SCHOOL NURSE	1,038.45	54,414.78	1.0	1.0	55,064.78
SCHOOL NURSE	1,038.45	54,414.78	1.0	1.0	54,914.78
SCHOOL NURSE	1,000.00	52,400.00	1.0	1.0	52,900.00
SCHOOL NURSE	1,038.45	54,414.78	1.0	1.0	55,264.78
SCHOOL NURSE	846.15	44,338.26	1.0	1.0	44,338.26
SCHOOL NURSE PRACTITIONER	1,057.70	55,423.48	1.0	1.0	56,673.48
SCHOOL NURSE	1,057.70	55,423.48	1.0	1.0	55,423.48
HEALTH ASSISTANT	372.69	19,533.67	0.48	0.48	19,533.67
HEALTH ASSISTANT	832.64	43,630.35	1.0	1.0	43,630.35
BOARD OF HEALTH MEMBER, CHAIR	333.00	3,996.00	-	-	3,996.00
BOARD OF HEALTH MEMBER	318.00	3,816.00	-	-	3,816.00
BOARD OF HEALTH MEMBER	318.00	3,816.00	-	-	3,816.00
LGBTQ LIAISON	611.66	7,339.92	-	-	7,339.92



## MISSION STATEMENT:

The Somerville Council on Aging (COA) provides comprehensive services that enhance the lives of the older adult population and enrich the community at large. The COA is deeply committed to providing health & wellness and social programs that reflect the diversity of our older adult population. We promote and support the concept of aging in place in our community. We promote and safeguard the health and independence of older adults by advocating for them in many areas; providing informational, referral, and case management services; coordinating services to keep older adults in the community; and providing meaningful social and recreational options to enhance their lives.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	377,588	413,734	427,466	3.3%
Ordinary Maintenance	97,917	99,327	101,647	2.3%
General Fund Expenditures	475,506	513,061	529,113	3.1%

## CHANGES BETWEEN FY19 & FY20:

- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Started recruiting participants for a Tufts University study, engage for brain health (engage-b), to measure the impact of low-cost interventions on age-related cognitive decline.
- Increased outreach to senior housing buildings and hosted on-site office hours with COA social workers to serve low-mobility clients.
- Increased digital outreach efforts via our Google group (270 members) and use of Facebook.
- Increased participation in health & wellness programming by 10%.
- Increased programming options to address the needs and interests of clients:
  - Increased programming in ballroom and line dancing and paint & art classes,
  - Started a healthy steps dance group for balance and mind health,
  - Started a cribbage group for socialization in the afternoon,
  - Doubled participation in bowling league and added a summer league,
  - Created tech days for elders to learn how to use different devices,
  - Started a blogging group self-facilitated by a COA participant,
  - Increased participation at the memory café by 50%.
- Increased number of SHINE (Serving Health Insurance Needs of Elders) clients by 33%; directly supported SHINE clients with Medicare, Medicaid, & health insurance issues.
- Completed and awarded the designation of being an “Age and Dementia Friendly City” by the MA Councils on Aging and AARP.
- Held two 8-week sessions focused on mind-body connection and the treatment of chronic pain without the use of narcotics.
- Hosted two sessions on the prevention opioid misuse in the elderly.
- Held 3 months of weekly sessions on mindful meditation and art therapy.
- Hired a nutritionist with a background in mental health services to change how we think about eating behaviors.
- Distributed free diabetic shoes to 23 clients.
- Hosted a seminar on anti-bullying and the art of communication on the International Day of Peace.

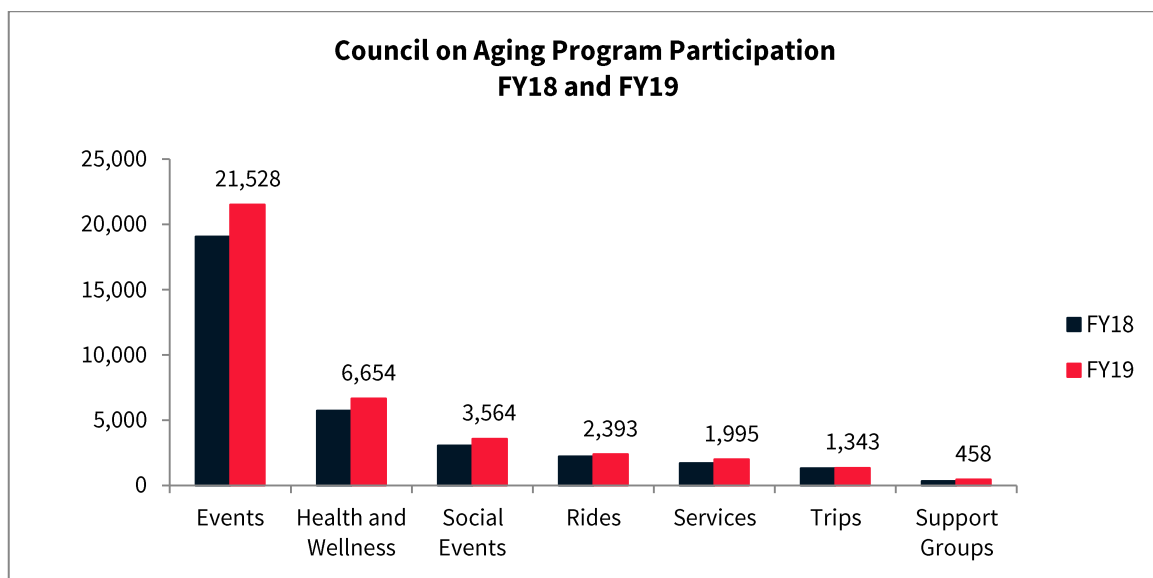
# HHS: Council on Aging

## FY19 PROGRAMMING YEAR IN REVIEW:

PROGRAM	ATTENDANCE
Social Events (31 events), holiday parties, and celebrations	3,371
Transportation (rides, MBTA Charlie Card, The Ride )	2,393
Mental Health & Aging Well (health steps, anti-bullying, mindfulness, meditation)	189
Line and ballroom dancing	137
Arts programs (painting, poetry, art therapy , art projects)	440
Valentine Luncheon with the Mayor, Police, Fire and DA Ryan	115
Health and Nutrition Fairs	247
Adventure Clubs	123
Social Workers' Outreach (2 buildings)	33
Outreach Coordinator's Google Group	270
Brown Bag Food Distribution (87 per month) & holiday basket drive	1,044
Opioid prevention workshops, vaccine awareness, vaccine administration	224
<b>Total participation in all programs (includes duplicate clients)</b>	<b>21,528</b>

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Exercise Program Participants	150	250	280	305	325
Group Participants	85	143	324	357	382
Social Service Clients	533	523	512	513	520



## GOALS REVIEW:

### 1. Improve health & wellness for the elders of Somerville.

- |   |              |
|---|--------------|
| 1 Begin ENGAGE B health exercise program for cognitive ability. | New for FY20 |
| 2 Set-up and run a weekly all gay men's exercise program.       | New for FY20 |

# HHS: Council on Aging

3	Continue to develop and expand program offerings to meet the needs and interests of participants (e.g. adding kettle bells to exercise programming, creating an Adventure Club).	Ongoing
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## 2. Implement and Enhance Educational, Social, and Daily Living Programs.

1	Increase programming for Memory Cafe.	Ongoing
2	Collaborate with public health nurses to develop and implement a series on health and aging.	New for FY20
3	Hold an 8 week educational series on substance abuse for elderly women.	New for FY20
4	Run a diabetic support group.	Ongoing
5	Facilitate another Aging Mastery Program.	New for FY20
6	Create and produce a multi-cultural cookbook with the nutritionist.	New for FY20

## 3. Expand outreach efforts and programming to reach new clients.

1	Recruit younger volunteers for intergenerational programs.	New for FY20
2	Hold programming for baby boomers.	New for FY20
3	Host a social work intern to expand internal capacity.	New for FY20
4	Improve the COA to be a one stop center for all elder's needs.	New for FY20

### BUDGET:

HHS: COUNCIL ON AGING		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	376,039	413,734	329,730	427,466	
515006	HOLIDAYS NON-UNION	1,549	-	-	-	
<b>COA PERSONAL SERVICES</b>		<b>377,588</b>	<b>413,734</b>	<b>329,730</b>	<b>427,466</b>	<b>3.3%</b>
524000	REPAIRS AND MAINTENANCE	777	1,000	-	1,000	
524034	R&M - SERVICE CONTRACTS	260	450	195	1,950	
527001	RENTAL - BUILDINGS	78,878	78,877	34,821	78,877	
527019	RENTAL-WATER COOLER	99	100	105	200	
530000	PROF & TECHNICAL SVC	750	800	150	800	
534003	POSTAGE	3,858	4,000	2,790	4,720	
542000	OFFICE SUPPLIES	1,997	2,000	1,915	2,000	
542001	PRINTING & STATIONERY	4,055	4,100	2,945	4,100	
549000	FOOD SUPPLIES & REFRESHMT	5,244	6,000	2,809	6,000	
558018	PROGRAM SUPPLIES & MATLS	2,000	2,000	1,035	2,000	
<b>COA ORDINARY MAINTENANCE Total</b>		<b>97,917</b>	<b>99,327</b>	<b>46,765</b>	<b>101,647</b>	<b>2.3%</b>
<b>COA TOTAL</b>		<b>475,506</b>	<b>513,061</b>	<b>376,495</b>	<b>529,113</b>	<b>3.1%</b>

# HHS: Council on Aging

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF COUNCIL ON AGING	1,665.28	87,260.68	1.0	1.0	87,260.68
ADMINISTRATIVE ASSISTANT	1,040.80	54,537.93	1.0	1.0	54,537.93
HEALTH & WELLNESS COORDINATOR	1,040.80	54,537.93	1.0	1.0	54,537.93
SOCIAL WORKER	1,248.96	65,445.51	1.0	1.0	65,445.51
GERIATRIC SOCIAL WORKER	1,299.42	68,089.52	1.0	1.0	68,589.52
PROGRAM COORDINATOR	812.14	42,555.94	0.75	0.75	42,555.94
OUTREACH COORDINATOR	1,040.80	54,537.93	1.0	1.0	54,537.93
HOLLAND ST CENTER DIRECTOR	319.77	16,755.95	0.48	-	-
RECEPTIONIST	294.50	15,431.80	0.48	-	-

## MISSION STATEMENT:

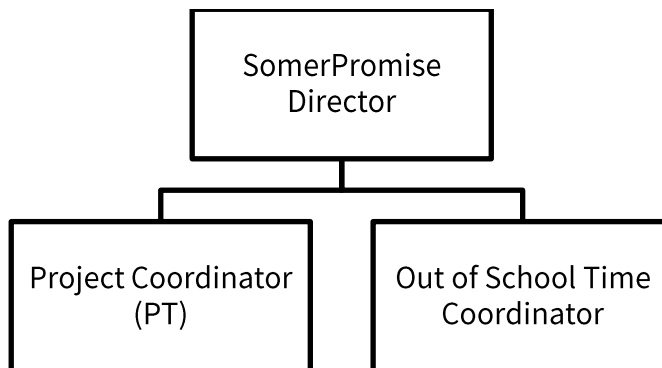
SomerPromise is a community-wide effort that focuses on aligning and mobilizing resources to address the academic, social, and environmental factors that affect student success. We are committed to equity and excellence in children’s lives during and out of school, from cradle to career.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	82,419	166,201	179,177	7.8%
Ordinary Maintenance	105,003	189,600	236,050	24.5%
General Fund Expenditures	187,423	355,801	415,227	16.7%

## CHANGES BETWEEN FY19 & FY20:

- This budget proposes an increase of \$30,000 in the Professional & Technical Services line to increase out of school time program development.
- This budget proposes an increase of \$18,200 in the Professional & Technical Services line to increase wraparound services and outreach in Portuguese.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

### Backbone Organization for Collective Impact Work

- Facilitated 11 monthly Somerville Children’s Cabinet meetings, bringing together 26 City, School, and Community leaders to identify and address priority needs for Somerville’s children, youth and families.
- Advanced Harvard Graduate School of Education’s Education Redesign Lab’s By All Means initiative, now in year 3 of partnering with Children’s Cabinets nationwide.
- Co-led Somerville Learning 2030 community visioning process (Nellie Mae funding), a 10 month community engagement process that included administering ~700 surveys, facilitating ~ 2 dozen focus groups and 6 larger workshops, and culminating in a summary report of community strengths and needs.
- Contributed to SHS’s Envisioning the Future grant (a 2 year, \$300,000 Barr Foundation planning grant) as the City’s representative on the project; supported submission of a \$500,000 implementation grant.

### Early Childhood Work

- Provided key funding and management in Year 2 of SomerBaby pilot. Reached over 200 babies/families.
- Supported the launch of the 3 year, nearly \$1.5m Commonwealth Preschool Partnership Initiative grant intended to increase access, quality and equity in Somerville preschool programs.
- Collaborated with colleagues to foster relationship with new Prenatal/Birth-5 funders.

# HHS: SomerPromise

- Selected to join statewide Essentials for Childhood collective impact policy team to identify how municipalities can prioritize policies, programming, and funding to support children and families.
- Co-hosted Week of the Young Child Event with over 250 young children and their caregivers.

## Out of School Time Work

- Hired an Out of School Time Coordinator charged with creating, strengthening and maintaining a community-wide system of high quality, equitable, accessible OST programming.
- Collaborated with Somerville Education Foundation to distribute \$30k+ in summer scholarships.
- Co-hosted a summer camp and activity fair with over 350 participants and 40 presenters.

## Wraparound Services Work

- Piloted wraparound mental health support work at 4 early childhood centers, serving 80+ young children, responding to a growing need for additional social/emotional services for this age group.
- Provided integrated health and wellbeing wraparound services to over 300 SPS families, with a focus on connecting with English language learning families and newcomer students and families.
- Organized a 3 member summer college intern team who created ~15, 1 page summaries highlighting key populations and issues from the WellBeing Report. Presented at 12+ diverse stakeholder groups.
- Consulted on plans and grants for restorative justice/trauma-informed work for SHS ELL teachers.

## GOALS REVIEW:

### 1. Backbone Organization: Ensure needs of children and families are represented in city-wide planning efforts.

1	Initiate, co-lead, and present findings on Somerville Learning 2030, a year-long community engagement visioning process.	Complete
2	Create alignment between Somerville Learning 2030 results and SomerVision 2040 process, goals and objectives.	New for FY20
3	Hold leadership roles within city-wide collaboratives focused on children and families, including: Somerville Children’s Cabinet, Early Education Steering Committee/Somerville Partnership for Young Children, Early Childhood Advisory Council, OST Taskforce, Shape Up Somerville Steering Committee, HHS Equity work, Single Point of Entry Taskforce, Envisioning the Future of SHS, Sanctuary City Steering Committee, MA Essentials for Childhood.	Ongoing
4	Develop Children’s Cabinet web presence, dashboard, budget.	New for FY20

### 2. Early Childhood & Wraparound: Strengthen Somerville’s comprehensive early childhood health & educational systems.

1	Seek new funding and use it to carry out commitment to expand access, affordability and quality for Birth – 5+ care and education needs.	Complete
2	Strengthen SomerBaby work: reach new families, build new early identification systems, align Birth – 3 work with preschool work.	Ongoing
3	Seek additional funding to bring SomerBaby to scale and sustain	New in FY20

### 3. Out of School Time & Wraparound: Expand/improve experiences for older elementary, middle and high school students.

# HHS: SomerPromise

1	Lead 7 OST Taskforce meetings with ~30 providers: Assess & address needs for OST programming	Complete
2	Develop and implement February vacation program pilot with 26 students; Pilot provided full day care and high quality enrichment programming at a sliding scale fee for families.	Complete
3	Support April vacation program pilot with 10 students	Complete
4	Contributed to monthly implementation meetings of Somerville's \$5M, 4 year Biogen funding for middle school STEM programming.	Complete
5	Propose new structure and focus to existing OST programming.	New for FY20
6	Maintain and update Somerville Hub (somervillehub.org), a centralized resource to share information about community-wide opportunities and resources for families and children.	Strengthened in FY19
7	Identify ways that Somerville Hub can advance single point of entry goals.	New & Ongoing for FY20
8	Support wraparound coordinator's work with students, families, school staff, and community members to address identified priority areas.	Ongoing

## BUDGET:

HHS: SOMERPROMISE	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	82,025	166,201	129,560	179,177	
515006 HOLIDAYS NON-UNION	394	-	-	-	
<b>SOMERPROMISE PERSONAL SVCS</b>	<b>82,419</b>	<b>166,201</b>	<b>129,560</b>	<b>179,177</b>	<b>7.8%</b>
530000 PROF & TECHNICAL SVC	93,545	175,000	59,770	223,200	
542000 OFFICE SUPPLIES	2,127	100	597	300	
549000 FOOD SUPPLIES & REFRESHMT	147	150	58	200	
558018 PROGRAM SUPPLIES & MATLS	8,784	14,000	7,540	12,000	
571001 IN STATE CONFERENCES	300	350	300	350	
573000 DUES AND MEMBERSHIPS	100	-	-	-	
<b>SOMERPROMISE ORDINARY MAIN</b>	<b>105,003</b>	<b>189,600</b>	<b>68,265</b>	<b>236,050</b>	<b>24.5%</b>
<b>SOMERPROMISE TOTAL</b>	<b>187,423</b>	<b>355,801</b>	<b>197,825</b>	<b>415,227</b>	<b>16.7%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
DIRECTOR OF SOMERPROMISE	1,569.23	82,227.69	1.0	1.0	82,227.69
COORDINATOR - SOMERPROMISE	649.71	34,044.75	0.6	0.6	34,044.75
OUT OF SCHOOL TIME COORDINATOR	1,200.46	62,904.18	1.0	1.0	62,904.18

# HHS: Veterans' Services

## MISSION STATEMENT:

The Somerville Department of Veterans' Services honors the service and sacrifice of veterans through advocacy, services and engagement. The Department strives to take a "Veterans Come First" approach to all services by taking the time to engage with Somerville's veterans, learn their concerns, and work to improve their lives and our responsiveness in meeting their needs.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	130,462	132,367	133,995	1.2%
Ordinary Maintenance	439,956	634,335	636,135	0.3%
General Fund Expenditures	570,418	766,702	770,130	0.4%

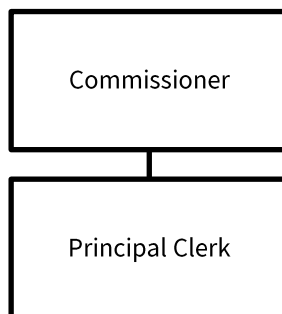
## CHANGES BETWEEN FY19 & FY20:

- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Administered more than \$400k in Chapter 115 Benefits to veterans and their families.
- Enrolled 38 veterans in the Chapter 115 financial assistance program; 70 veterans and or families receiving financial and/or ongoing assistance.
- Secured housing funding for 3 veterans through partnership with Brighton-Marine Health Center "Homes for the Brave" endowment.
- Assisted 8 unemployed/under-employed veterans to secure employment through partnership with the Vet Center of Boston and MA Dept. of Employment Career Center.
- Expanded outreach and engagement efforts through SomerVets (Phase II) programming; hosted 8 "Vet Together" events; registered an additional 180 veterans and engaged 5 additional businesses
- Coordinated with Special Events to facilitate the return of the "Liberty Belles" at the City's Independence Day Celebration.
- Coordinated with the Veterans' Commission on Monuments, Memorials and Dedications to finalize design of the new Henry Hansen Memorial Park.
- Introduced new Veterans Day Parade to bring more awareness to Veterans' Month and the importance of Veterans' issues.
- Implemented VetraSpec, an online system for VA claims processing, to more efficiently file VA benefits claims.

## DEPARTMENT ORGANIZATION:





## GOALS REVIEW:

### 1. **ADVOCACY - Improve the lives of Somerville's veterans, their families, widows, widowers, and orphans.**

1	BENEFITS EDUCATION. Employ comprehensive social media and event outreach campaign to educate the community on what services we provide and how Somerville's Veterans and dependents can access them.	Ongoing
2	SOMERVETS Program (Phase II). Department will continue issuing local ID cards to service verified Veterans. Commissioner will conduct "Vet Together" events throughout the year to build engagement with the veterans' community.	Ongoing
3	CARE. Ensure all veterans have access to services, including elderly and low-mobility veterans, by conducting home visits ("Vets at Home" outreach project) to bring Veterans' Services to the home.	Ongoing

### 2. **SERVICE - Effectively manage and improve Somerville's MGL, Ch. 115 and Veterans' Administration programs.**

1	IMPROVE SUBMISSION. Utilizing the new VetraSpec VA processing software, improve data transfer of veteran documents to the VA, reducing wait-times for benefits claims by 50%.	Ongoing
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### 3. **ENGAGEMENT – Increase public awareness of the history, service, and sacrifice of all veterans.**

1	HISTORICAL ENGAGEMENT. With the assistance of the Veterans' Commission on Monuments, Memorials and Dedications, complete the design phase of the new Henry O. Hansen Memorial Park. Next phase will be securing funding to complete renovation.	New for FY19
2	COMMUNITY EDUCATION. Through partnership with Somerville Access Television, develop a monthly television program dedicated to Veteran and Military issues. Implement annual in-school reading program with 1st-3rd grade students to educate about the importance of Veterans.	Ongoing

### 4. **OPERATIONS - Improve the operation, efficiency and image of the Department of Veterans' Services.**

1	DIGITAL ARCHIVE. Create a Digital Archive of historic and old Veterans' documents under the Department's charge; collaborate with the city archivist for long term storage.	Ongoing
2	DIGITAL CASE FILES. Scan client information into online server to eliminate paper and streamline case management.	Complete & Ongoing

# HHS: Veterans' Services

## BUDGET:

HHS: VETERANS' SERVICES	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	128,234	129,867	117,687	132,745	
513000 OVERTIME	135	900	-	900	
514006 LONGEVITY	1,250	1,250	1,250	-	
515006 HOLIDAYS NON-UNION	314	-	-	-	
515011 HOLIDAYS - S.M.E.A.	179	-	-	-	
519004 UNIFORM ALLOWANCE	350	350	350	350	
519013 OTHER LUMP SUM PAYMENTS	-	-	4,829	-	
<b>VETERANS PERSONAL SVC</b>	<b>130,462</b>	<b>132,367</b>	<b>124,115</b>	<b>133,995</b>	<b>1.2%</b>
524001 R&M - BUILDINGS & GROUNDS	-	2,200	-	-	
524007 R&M - OFFICE EQUIPMENT	-	200	-	-	
524034 R&M - SERVICE CONTRACTS	130	550	-	550	
530000 PROF & TECHNCAL SVC	9,405	98,000	50,126	98,000	
534003 POSTAGE	198	1,000	-	500	
542000 OFFICE SUPPLIES	2,643	850	608	850	
542001 PRINTING & STATIONERY	770	800	-	800	
542006 OFFICE FURNITURE NOT CAP	-	-	400	-	
549000 FOOD SUPPLIES & REFRESHMT	654	1,000	-	1,000	
553001 SIGNS AND CONES	382	-	-	-	
558004 MAGAZINES/SUBSCRIPTS/PUB	898	200	-	200	
558011 FLOWERS & FLAGS	5,120	2,300	1,941	4,500	
558012 BADGES, EMBLEMS, TROPHIES	2,613	250	188	750	
558019 PROMOTIONAL MATERIALS	-	-	1,961	2,000	
571001 IN STATE CONFERENCES	-	1,000	-	1,000	
573000 DUES AND MEMBERSHIPS	50	85	35	85	
577000 VETERANS BENEFITS	416,843	525,600	361,343	525,600	
585017 SOFTWARE	249	300	249	300	
<b>VETERANS ORDINARY MNT</b>	<b>439,956</b>	<b>634,335</b>	<b>416,850</b>	<b>636,135</b>	<b>0.3%</b>
<b>VETERANS TOTAL</b>	<b>570,418</b>	<b>766,702</b>	<b>540,966</b>	<b>770,130</b>	<b>0.4%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
DIRECTOR OF VETERANS' SERVICES	1,632.63	85,549.69	1.0	85,549.69
PRINCIPAL CLERK	900.66	47,194.37	1.0	47,544.37

## MISSION STATEMENT:

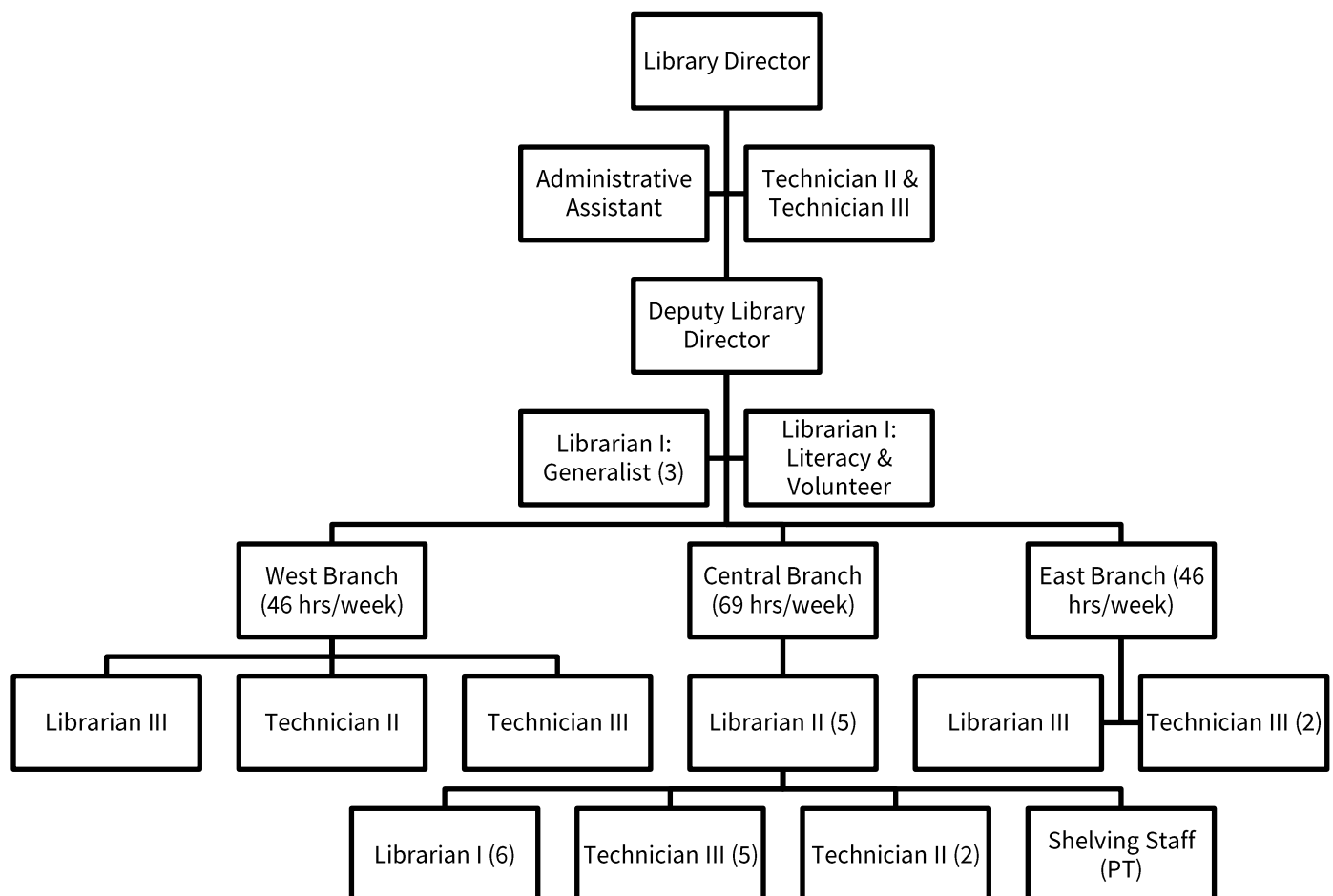
The Somerville Public Library is dedicated to providing services, materials, and space that meet the educational, cultural, recreational, and informational needs of all people in the community. From introducing libraries to young children and their families, to supporting their needs in school, through meeting their educational and recreational needs as adults, the Library and its information professionals support information literacy and 21st century library skills, life-long learning, freedom of information, and the reading, listening, viewing, and technology needs and enjoyment of the community.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	1,945,610	2,053,167	2,206,819	7.5%
Ordinary Maintenance	357,403	389,559	440,855	13.2%
General Fund Expenditures	2,303,013	2,442,726	2,647,674	8.4%

## CHANGES BETWEEN FY19 & FY20:

- An increase in the Ordinary Maintenance budget by \$17,250 is included in this budget in order to maintain compliance with the MBLC State Aid requirement for library materials.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



# Libraries

## FY19 ACCOMPLISHMENTS:

### Visitors

- 9.8% increase in visitors at Central and East through three quarters.
- 2,979 visitors Q3 at the West Branch Library's Temporary collection.

### Collections

- A decrease in circulation of physical items (e.g., books, music CDs, DVDs, etc.) through Q3 of only 6.5%, despite a reduction in West Branch service due to renovations.
- 44% increase through Q3 in electronic resource circulations compared to last year.
- Added Kanopy, a digital movie borrowing service that saw circulations grow 742% from its launch in September to March.

### Programs

- 4.9% increase in program participation at Central and East Branch.
- Served 1,341 people in our English as a Second or Other Language classes through March.
- Launched volunteer program that included 1,381 hours of volunteer staff to support library patrons:
  - ESL Volunteer Hours: 1,066
  - Library Volunteer Hours: 315
- Launched the Girls Who Code club targeted to girls in middle school. Using curriculum provided by the national Girls Who Code nonprofit, and with the assistance of three female software engineers from IBM who volunteered their time, the club ran for 12 weeks (Jan-Apr) and created a community where 6-8 girls came together to learn about computer science and programming (specifically Python).
- Launched SPL Supper Club, a monthly partnership with Remnant Brewing at Bow Market, where participants choose a cookbook to prepare and provide dishes for a potluck discussion. Program averages 40 participants monthly.
- Launched SPL Food for Thought, an urban agricultural initiative, with funding through a Library Services and Technology Act (LSTA) grant in the amount of \$8,315 from the Massachusetts Board of Library Commissioners (MBLC), and support from the Friends of the Somerville Public Library.
- Partnered with the Somerville Women's Commission to plan and host event highlighting local feminist organizations.
- Partnered with Teen Empowerment to offer an "Adulthood 101" fair at the Central Library. Participants included representatives from the Nan Project, Teen Connection, and Books of Hope. Estimated 50 people attended.
- Partnered with Harvard University's Library Innovation Lab and MetaLab to offer Alterspace: a public space where library visitors manipulate light, color, and sound to create an environment that best suit their creativity, relaxation, and learning needs.

### Technology

- Conducted a survey of patron technology use and needs; this data will help us plan future offerings, and establish a baseline for future surveys.
- Doubled the size of our public Chromebook fleet (from 6 to 12 Chromebooks), and added 2 Chromebases.
- Increased the number of circulating wifi hotspots from 1 to 3. These devices allow Somerville residents who don't have internet access at home to get online with their devices.

### Staffing

- Hired new Librarian I: Literacy & Volunteer Coordinator, the final position negotiated as part of 3-year collective bargaining agreement, beginning in FY17, to restore Library staffing levels.

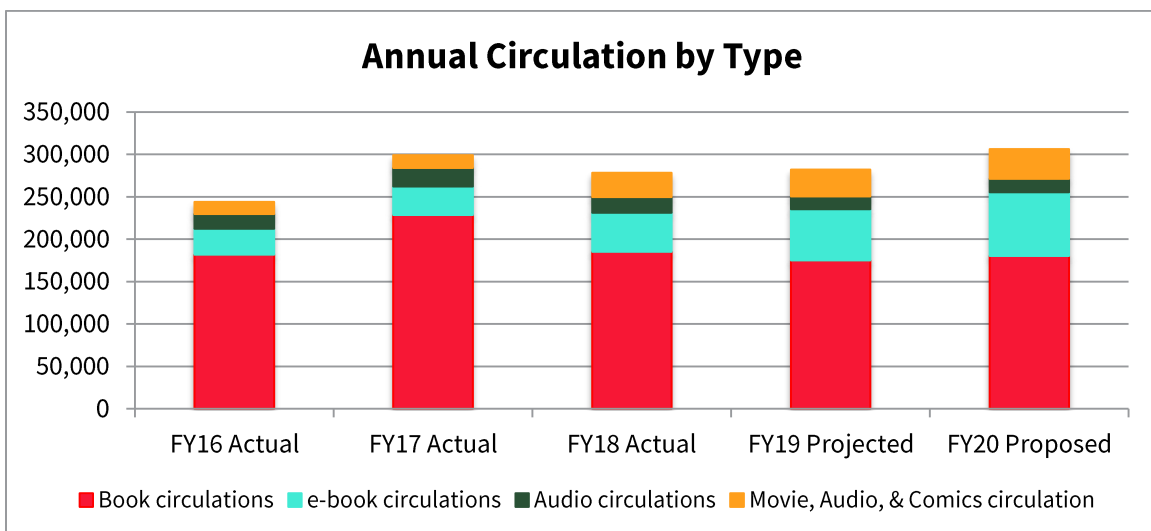
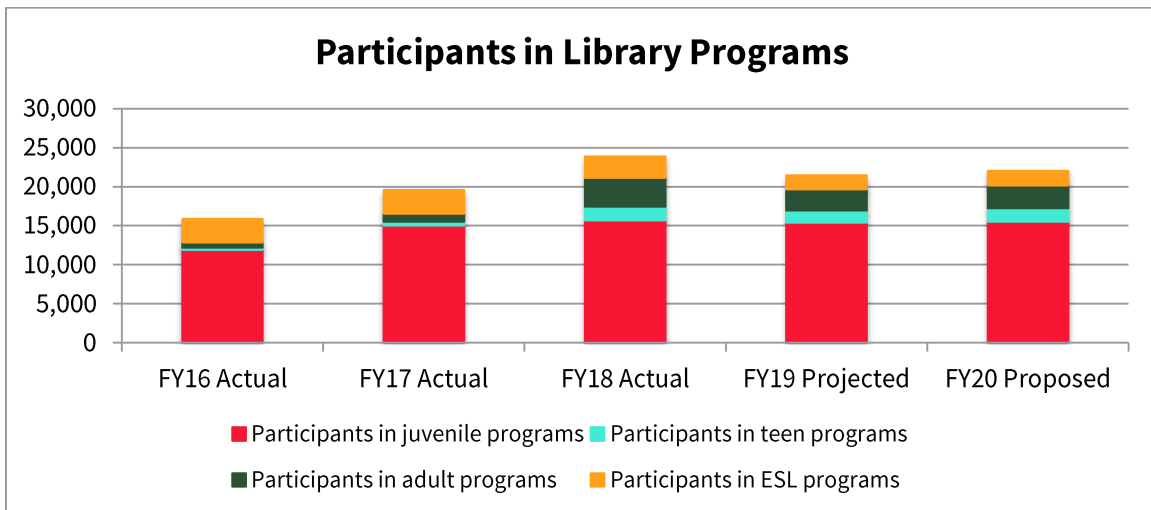
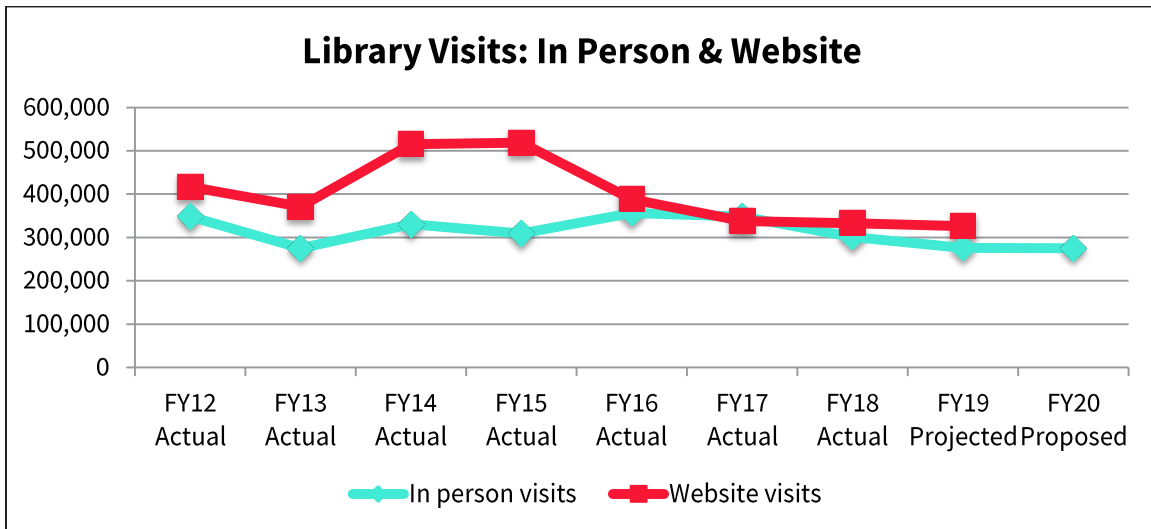
- Hired Library Director and Deputy Library Director.
- Hired Librarian I: Reference position.
- Hired Librarian I: Generalist position focusing on marketing and outreach.

## Facilities

- West Branch
  - Successfully transitioned library programs and services to temporary locations in West Somerville:
    - Tufts Administration Building: lending collection; holds pick up and return, adult programming.
    - Somerville Baptist Church: weekly story time.
    - Ciampa Manor: weekly ESL class.
    - Groundbreaking celebration April 25th.
- East Branch
  - New carpeting installed Fall 2018.
- Central
- CPA Grants
  - The Community Preservation Committee awarded the Somerville Public Library \$6,055 for the repair, conservation, and relocation of WPA bas-relief to a safer location.
  - Belfor Property Restoration specialists conducted a site assessment Spring 2019 as part of ongoing mold remediation and conservation work to historic materials as outlined in FY16 Community Preservation award.
- Through Capital Projects, significant renovations and upgrades to two toilet rooms for improved public access.
- Through Capital Projects, LED light retrofitting.
- Through DPW, painting of designated areas throughout library.

## Marketing & Outreach

- Successfully launched a “pop-up” storefront library at Bow Market for two weeks in August of 2018.
- Participated in VOX POP, a Somerville Media Center “pop-up” storefront initiative to provide a variety of programs and services to Assembly Row community, May-August 2019.
- Launched second e-newsletter, focusing on programming and services targeting ESL learners.
- Partnered with the American Repertory Theater to offer free passes to ART performances.
- Began offering free parking passes for Massachusetts Conservation and Recreation Department parks.
- Began offering discounted ferry tickets to the Boston Harbor Islands.
- The Children’s Department’s “Stuffed Animal Sleepover” was enthusiastically followed on SPL Facebook, Instagram, and Twitter platforms, led to coverage in The Boston Globe, The Metro US, and The Learning Channel and Me website.
- Organized an exhibit of Somerville small press publications at the Somerville Media Center.



## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ	FY20 PROPOSED
In-person visits	356,480	339,355	301,029	276,117	275,000
Website visits	388,287	337,902	332,836	276,117	TBD

MEASURE: PROGRAMS	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ	FY20 PROPOSED
Juvenile programs	394	452	521	524	550
Participants in juvenile programs	11,905	15,033	15,692	15,387	15,500
Teen programs	15	35	138	70	100
Participants in teen programs	266	484	1,756	1,569	1,750
Adult programs	70	185	260	214	225
Participants in adult programs	3,694	1,002	3,689	2,699	2,900
ESL Classes	196	189	194	121	150
Participants in ESL classes	2,999	3,034	2,728	1,806	1,900

MEASURE: ACCESS	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ	FY20 PROPOSED
Book circulations	181,670	228,450	184,800	174,747	180,000
e-book circulations	30,359	33,574	46,174	51,687	65,000
Audio circulations	17,643	21,992	18,583	15,067	16,000
Research database searches	16,755	26,232	13,252	20,238	22,000
Movie, Music, Audiobks & Comics downloads	14,125	14,953	28,515	31,798	35,000
Items borrowed via Minuteman network	62,845	61,636	69,216	66,925	67,000
Items loaned to libraries within Minuteman network	41,872	34,249	35,895	35,940	37,000
Items added to the collection	10,703	10,467	9,722	7,778	TBD
Items withdrawn from the collection	12,947	25,968	23,076	17,307	TBD

MEASURE: SERVICES	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ	FY20 PROPOSED
Reference questions answered	36,904	29,734	31,897	29,255	30,000
Computer usage (users / hours)	43,793 / 33,510	47,078 / 35,013	38,835 / 28,040	31,137 / 23,055	30,000 / 22,000
Volunteer hours	859	1,015	1,412	1,853	1,900
Museum passes distributed	1,848	1,236	1,350	1,444	1,500
Technology instruction sessions	189	104	135	92	100

\*FY19 & FY20 projections assume closure of the West Branch Library beginning April 2019, subject to change.

# Libraries

## GOALS REVIEW:

### 1. Develop collections that are diverse and easily accessible.

- |   |   |                    |
|---|---|--------------------|
| 1 | Evaluate and increase acquisition appropriations for electronic resources in response to demand including e-books, audiobooks, databases, and streaming services for audiovisual, educational, and recreational purposes. | New for FY20       |
| 2 | Increase library materials budget to be in compliance with MBLC State Aid requirements, and update Collection Development Plan.   | Complete & Ongoing |

### 2. Develop library instruction & learning opportunities in support of the community's needs.

- |   |   |                    |
|---|---|--------------------|
| 1 | Offer individual and group instruction in use of online resources and technology/21st century literacy instruction both on-site and off-site. | Complete & Ongoing |
|---|---|--------------------|

### 3. Develop library spaces that are inviting, flexible, and serviceable for patrons and staff.

- |   |   |              |
|---|---|--------------|
| 1 | Partner with Harvard University's Library Innovation Lab and MetaLab to offer Alterspace: public spaces where library visitors manipulate light, color, sound, and space to create environments that best suit their needs. | New for FY20 |
| 2 | Offer pop-up library spaces in locations throughout Somerville.   | Ongoing      |
| 3 | Upgrade 2nd floor tables, desks, chairs for library users at Central Library; upgrade tables, chairs in Teen Room.  | New for FY20 |

### 4. Develop library programs in support of the educational, cultural, recreational, and informational needs of all people in the community.

- |   |   |              |
|---|---|--------------|
| 1 | Develop programming framework for West Branch utilizing new programmatic spaces and service points created as part of West Branch Renovation and Expansion project.             | New for FY20 |
| 2 | Develop an adult programming framework for continued success that advances the library as a 'third space' and meets the needs of as many segments of the community as possible. | Ongoing      |
| 3 | Develop and implement a 5-yr strategic plan for library programs, services, and facilities.   | Ongoing      |

### 5. Update Library Technology.

- |   |  |              |
|---|--|--------------|
| 1 | Upgrade wifi service at Central Library with installation of new wiring and management hardware and software.  | New for FY20 |
| 2 | Develop a library technology plan for West Branch.   | New for FY20 |
| 3 | Continue upgrading library computers, in keeping with our new replacement schedule. Previous to this schedule, computers were not upgraded regularly; some computers were 9 years old. | New for FY20 |



## 6. Develop library staff, board, and friends.

1	Hold biannual library-wide staff development opportunities.	New for FY20
2	Increase professional development and networking opportunities for staff by encouraging committee, conference, meeting, workshop, and webinar participation/attendance.	Complete & Ongoing

## 7. Develop creative partnerships to extend the library's reach and resources.

1	Increase community outreach to schools, housing developments, etc. at West	Ongoing
2	Continue outreach to local public and charter schools, to provide programs and other services to children of all ages.	Ongoing
3	Expand programming partnerships with Somerville High School library, with the goal of collaborating on at least one event in the Fall and Spring.	New for FY20

## 8. Increase financial resources for community services, collections, and programs.

1	Work with Trustees and Friends to establish a foundation for fundraising purposes, and explore additional funding sources for library programming.	Ongoing
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## 10. Capture, evaluate, and report library metrics for performance management.

1	Explore different methods for evaluating and presenting data.	Ongoing
2	Use data to inform decision-making on allocation of resources.	Ongoing

## BUDGET:

LIBRARIES	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	1,609,228	1,709,461	1,325,345	1,844,732	
512000 SALARIES & WAGES TEMPOR'Y	139,777	140,000	103,648	140,000	
513000 OVERTIME	120,390	127,717	93,354	140,000	
514004 SHIFT DIFFERENTIALS	30,083	38,239	25,753	41,262	
514006 LONGEVITY	25,725	26,900	13,575	29,975	
514008 OUT OF GRADE	1,392	-	915	-	
515006 HOLIDAYS NON-UNION	765	-	-	-	
515011 HOLIDAYS - S.M.E.A.	5,349	-	-	-	
515012 PERFECT ATTENDANCE	3,100	-	3,900	-	
519004 UNIFORM ALLOWANCE	9,800	10,850	10,500	10,850	
519005 SICK LEAVE BUYBACK	-	-	3,583	-	
519013 OTHER LUMP SUM PAYMENTS	-	-	142,801	-	
<b>LIBRARIES PERSONAL SERVICES</b>	<b>1,945,610</b>	<b>2,053,167</b>	<b>1,723,374</b>	<b>2,206,819</b>	<b>7.5%</b>
527019 RENTAL-WATER COOLER	567	1,659	617	1,200	
530000 PROF & TECHNICAL SVC	58,809	60,000	61,585	67,500	
534003 POSTAGE	811	1,300	1,011	1,300	

# Libraries

LIBRARIES	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
534009 INTERNET MAINTENANCE	4,016	4,100	3,175	6,175	
534011 LICENSING FEES	1,196	-	7,320	-	
538007 MICROFILMING	570	600	445	600	
542000 OFFICE SUPPLIES	12,646	6,000	3,578	6,000	
542001 PRINTING & STATIONERY	160	600	220	600	
542004 COMPUTER SUPPLIES	5,451	19,200	6,721	19,900	
542005 OFFICE EQUIPMENT NOT CAP	-	-	86	-	
542006 OFFICE FURNITURE NOT CAP	-	-	504	-	
542007 COMPUTER EQUIP NOT CAP	1,721	-	2,129	-	
549000 FOOD SUPPLIES & REFRESHMT	1,410	1,500	1,275	1,500	
551000 EDUCATIONAL SUPPLIES	994	2,500	105	2,500	
551004 BOOKS	122,810	124,000	87,923	124,000	
551010 AUDIO VISUAL SUPPLIES	32,115	32,000	21,567	32,000	
551012 MUSIC SUPPLIES/INSTRUMEN	6,259	6,500	4,073	6,500	
558002 ONLINE SUBSCRIPTION	85,278	102,500	91,618	111,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	16,782	21,000	16,486	21,000	
558009 BOOK THEFT SYSTEM	1,732	1,400	-	1,400	
571000 IN STATE TRAVEL	411	350	64	350	
571001 IN STATE CONFERENCES	1,403	1,500	245	1,500	
572000 OUT OF STATE TRAVEL	1,989	2,500	-	2,500	
573000 DUES AND MEMBERSHIPS	275	350	390	700	
585014 COMPUTER EQUIPMENT	-	-	-	32,630	
<b>LIBRARIES ORDINARY MAINTENANCE</b>	<b>357,403</b>	<b>389,559</b>	<b>311,138</b>	<b>440,855</b>	<b>13.2%</b>
<b>LIBRARIES TOTAL</b>	<b>2,303,013</b>	<b>2,442,726</b>	<b>2,034,512</b>	<b>2,647,674</b>	<b>8.4%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
DIRECTOR OF LIBRARIES	2,157.69	113,063.08	1.0	113,063.08
DEPUTY DIRECTOR	1,667.31	87,366.92	1.0	87,366.92
ADMINISTRATIVE ASSISTANT	1,131.53	59,291.98	1.0	60,965.87
BRANCH LIBRARIAN	1,168.65	61,237.46	1.0	63,706.71
BRANCH LIBRARIAN	1,168.65	61,237.46	1.0	63,106.71
LIBRARIAN II	1,089.42	57,085.77	1.0	61,110.19
LIBRARIAN II	1,089.42	57,085.77	1.0	61,210.19
LIBRARIAN II	1,089.42	57,085.77	1.0	62,150.29
LIBRARIAN II	1,089.42	57,085.77	1.0	59,560.19
LIBRARIAN II	1,089.42	57,085.77	1.0	58,710.19

# Libraries

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
LIBRARIAN II	1,089.42	57,085.77	1.0	60,560.19
LIBRARIAN I	1,009.99	52,923.27	1.0	54,454.95
LIBRARIAN I	970.58	50,858.23	1.0	52,343.80
LIBRARIAN I	970.58	50,858.23	1.0	52,343.80
LIBRARIAN I	1,030.29	53,987.03	1.0	55,792.47
LIBRARIAN I	970.58	50,858.23	1.0	53,479.38
LIBRARIAN I	1,009.99	52,923.27	1.0	54,954.95
LIBRARIAN I	1,030.29	53,987.03	1.0	57,242.47
LIBRARIAN I	1,009.99	52,923.27	1.0	54,454.95
LIBRARIAN I	970.58	50,858.23	1.0	52,343.80
LIBRARY FIRST ASSISTANT	990.10	51,880.99	1.0	55,789.40
LIBRARY FIRST ASSISTANT	990.10	51,880.99	1.0	55,789.40
LIBRARY FIRST ASSISTANT	990.10	51,880.99	1.0	55,789.40
LIBRARY TECHNICIAN III	990.10	51,880.99	1.0	54,118.11
LIBRARY TECHNICIAN III	990.10	51,880.99	1.0	55,439.40
LIBRARY TECHNICIAN III	990.10	51,880.99	1.0	55,439.40
LIBRARY TECHNICIAN III	990.10	51,880.99	1.0	55,239.40
LIBRARY TECHNICIAN III	990.10	51,880.99	1.0	53,989.40
LIBRARY TECHNICIAN III	970.59	50,858.73	1.0	52,470.49
LIBRARY TECHNICIAN II	877.56	45,984.25	1.0	47,361.00
LIBRARY TECHNICIAN II	877.56	45,984.25	1.0	49,175.08
LIBRARY TECHNICIAN II	877.56	45,984.25	1.0	48,211.00
LIBRARY TECHNICIAN II	877.56	45,984.25	1.0	48,086.00

# Parks & Recreation

## MISSION STATEMENT:

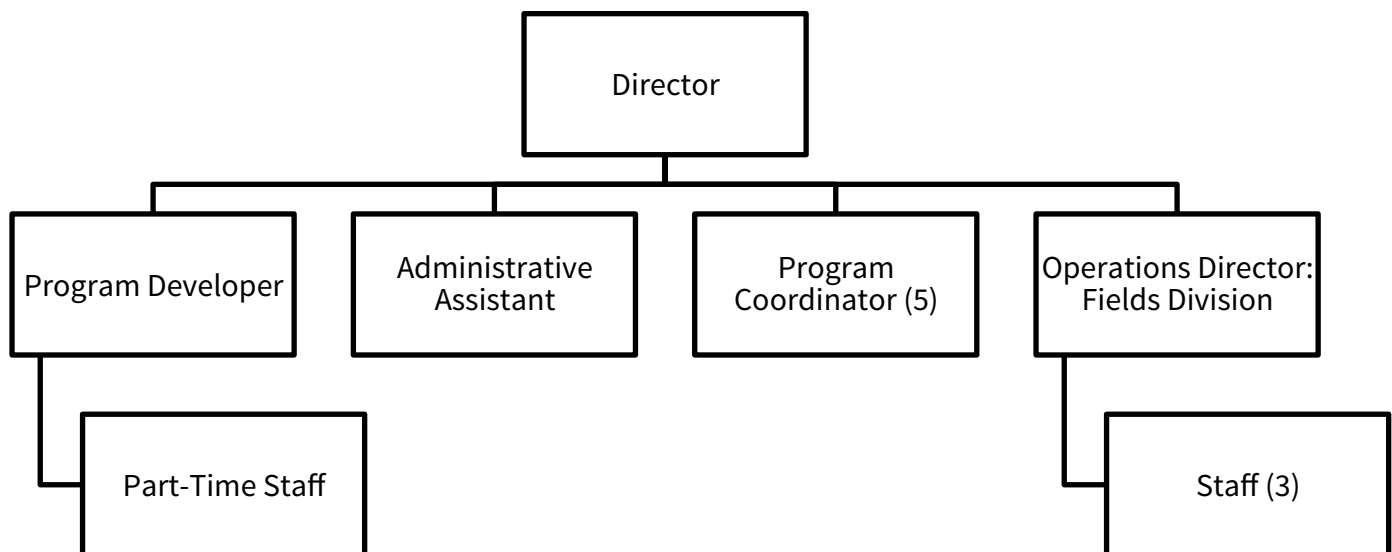
The Parks & Recreation department operates year-round programs throughout the City’s public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	772,501	828,000	922,363	11.4%
Ordinary Maintenance	193,173	316,300	321,550	1.7%
General Fund Expenditures	965,674	1,144,300	1,243,913	8.7%

## CHANGES BETWEEN FY19 & FY20:

- Additional Temporary Wages dollars have been allocated to fund part-time and seasonal staff at a \$15.00/hour minimum wage.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## DEPARTMENT ORGANIZATION:



## FY19 ACCOMPLISHMENTS:

- Established a Parks & Recreation field crew to work under the Operations Director.
- Assumed management and operations of the Sunsetters program and the Somerville youth softball program.
- Initiated new youth and adult programs including a winter adult indoor tennis program, the NFL youth Flag Football league, and empowerment social/emotional program entitled “Run like a Girl”.
- Took over the operations and management of Kennedy Pool.
- Completed improvements at the Kennedy Pool including: Dehumidification unit brought back on-line (new compressor, refrigerant balanced, and dampers replaced), filtration unit for small pool replaced, chemical feed controllers replaced for both pools, replaced failing heat pump for small pool.
- Executed design for improving the playing surfaces at Dilboy Auxiliary Fields.
- Executed lighting automation upgrade at Trum Field. This puts it on the same system as Capuano and Lincoln to minimize user downtime if lights go out during permitted hours.
- Completed LED Lighting upgrade throughout Founders Rink.

## PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJ	FY20 PROP
Adult recreation programs	20	16	27	28	30	30
Children recreation programs	82	103	116	130	166	130
Somertime Day Program registrations	700 1,960*	700 1,960*	700 1,960*	700 1,960*	700 2,119*	700 1,960*
Online credit card payments as percent of total payments	80%	85%	85%	85%	85%	-

## GOALS REVIEW:

### 1. Increase accessibility for youth/adult leagues and special events by maximizing all available City facilities and fields.

1	Utilize the small rink for programming during the summer months by creating partnerships with 1-3 leagues. Programing will include but not be limited to indoor soccer, floor hockey, dodgeball, broomball, partnerships with YMCA and Volocity, etc.	Ongoing
2	Coordinate with school district facilities to ensure 100% of available gym space is utilized for recreational programs benefiting Somerville residents. With the closing of SHS gymnasium space will be limited which may affect continuity of programs.	Ongoing
3	Design programming that increases low-income participants ability to afford activities by using the program and break-even analysis format.	Ongoing
4	Create sustainability of free programs by providing programs that are not only affordable but that are cognizant of fiscal responsibility and accountability.	Ongoing
5	As part of the Fields' Master Plan, acquire 1-2 more open spaces to promote leisure and recreational programing using passive and active parks.	Ongoing
6	With addition of Kennedy pool, increase swim lesson classes, a Parks & Recreation club swim team, partner with organizations to add programs such as water polo, water aerobics, etc.	New for FY20

### 2. As part of the fields master plan, maximize opportunities to use permitted field space and to improve field maintenance, usability, and sustainability.

1	Over the next 1-2 years, develop plans to use permit revenue to improve energy efficient lighting at least 1 field per year.	Ongoing
2	Develop plans to use permit revenue to improve the maintenance of 1-2 fields per year.	Ongoing
3	Develop fiscal accounting that links permit fees to improvement of fields.	Ongoing
4	As part of the field's master plan, work with DPW to develop turf maintenance plan to increase the health of 1-2 fields a year.	Ongoing

# Parks & Recreation

## 3. Develop opportunities to increase recreational passive and active participation.

1	Create the Champion's workforce development program to provide employment and long-term leadership training for 30 Somerville youth.	Complete
2	Expand the Champion's program to allow 14 year-olds to participate.	New for FY20
3	Create opportunities for female participants to be more involved in various recreation activities including expanding athletic opportunities and gender equity policy development.	Ongoing
4	Look for community partnerships in new development in Somerville in which a new rec space can be provided.	Ongoing
5	Develop inclusive programming for those with special needs by creating partnerships with experts in the field.	Ongoing
6	Increase passive recreational opportunities for Somerville residents, for example bocce courts, hiking, and outdoor opportunities.	New for FY20
7	Expand summer programming by adding extended day programs such as Project Adventure and Outdoor Exploration.	New for FY20
5	Partner with community organizations to provide more programs at the Blessing of the Bay boat house such as Introduction to Sailing.	New for FY20

## 4. Improve recreation department's outreach capacity.

1	Continue development of Rec Yard a space for older youth to foster fellowship and solidify a sense of belonging.	Ongoing
2	Continue to partner with compatible City departments and/or community organizations that will improve accessibility to leisure and recreational opportunities for Somerville residents of all ages.	Ongoing
3	Increase department's ability to reach out to immigrant community by providing translations in guides/flyers, website accessibility, having bilingual staff, and participation in multicultural events and/or organizations.	Ongoing
4	Create 1-2 new fiscally sustainable programs that target the interests of Somerville's diverse community.	Ongoing

## BUDGET:

PARKS & RECREATION		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000	SALARIES	508,769	523,100	421,489	511,017	
512000	SALARIES & WAGES TEMPOR'Y	236,677	282,000	263,176	395,896	
513000	OVERTIME	2,325	700	3,269	750	
514006	LONGEVITY	1,400	1,850	1,125	1,850	
515006	HOLIDAYS NON-UNION	1,426	-	-	-	
515011	HOLIDAYS - S.M.E.A.	553	-	-	-	
515012	PERFECT ATTENDANCE	1,000	-	1,000	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	

# Parks & Recreation

<b>PARKS &amp; RECREATION</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
519013 OTHER LUMP SUM PAYMENTS	-	-	5,560	-	
519104 SALARY STIPEND	20,000	20,000	13,750	12,500	
<b>PARKS &amp; REC PERSONAL SVC</b>	<b>772,501</b>	<b>828,000</b>	<b>709,718</b>	<b>922,363</b>	<b>11.4%</b>
521005 OIL	835	1,000	370	1,000	
524001 R&M - BUILDINGS & GROUNDS	11,333	70,000	22,667	40,000	
524003 R&M - VEHICLES	-	2,000	-	2,000	
524007 R&M - OFFICE EQUIPMENT	8	1,250	586	1,250	
527002 RENTAL-BUILDINGS SCHOOL	3,500	5,000	4,981	10,000	
527019 RENTAL-WATER COOLER	201	-	-	-	
527020 RENTAL- EQUIPMENT	3,420	-	-	-	
530000 PROF & TECHNICAL SVC	78,297	78,300	60,895	88,300	
530023 STAFF DEVELOPMENT	440	4,750	756	6,000	
534011 LICENSING FEES	-	34,000	-	-	
535003 RECREATION - ADM FEES	4,225	2,000	1,720	2,000	
535005 RECREATION - TRANSPORT	8,232	3,000	3,000	4,000	
542000 OFFICE SUPPLIES	1,928	4,000	1,581	4,000	
542001 PRINTING & STATIONERY	11,167	15,000	2,503	22,500	
545000 CUSTODIAL & MAINT SUPPLIES	-	2,000	-	2,000	
549000 FOOD SUPPLIES & REFRESHMT	1,245	2,500	755	2,500	
550000 MEDICAL & DENTAL SUPPLIES	1,918	3,000	-	3,000	
551006 ATHLETIC SUPPLIES	31,543	43,500	24,836	43,500	
553001 SIGNS AND CONES	618	-	-	-	
558005 RECREATION SUPPLIES	10,472	14,500	6,480	20,000	
558006 UNIFORMS	23,680	30,000	29,430	35,000	
563200 DCR-BOAT HOUSE				34,000	
572000 OUT OF STATE TRAVEL	35	-	1,692	-	
573000 DUES AND MEMBERSHIPS	75	500	270	500	
<b>PARKS &amp; REC ORDINARY MAINT</b>	<b>193,173</b>	<b>316,300</b>	<b>162,522</b>	<b>321,550</b>	<b>1.7%</b>
<b>PARKS &amp; REC TOTAL</b>	<b>965,674</b>	<b>1,144,300</b>	<b>872,240</b>	<b>1,243,913</b>	<b>8.7%</b>

# Parks & Recreation

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	GF FTE	TOTAL
PARKS & RECREATION DIRECTOR	2,335.56	122,383.11	1.0	0.7	85,668.18
PROGRAM COORDINATOR	1,082.85	56,741.26	1.0	1.0	56,741.26
PROGRAM COORDINATOR	1,082.85	56,741.26	1.0	1.0	56,741.26
PROGRAM COORDINATOR	1,061.62	55,628.69	1.0	1.0	55,628.69
PROGRAM COORDINATOR	1,061.62	55,628.69	1.0	1.0	55,628.69
PROGRAM COORDINATOR	980.77	51,392.31	1.0	1.0	51,392.31
PROGRAM DEVELOPER	1,693.36	88,732.06	1.0	1.0	96,832.06
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	1.0	67,083.75

\*Starting in FY20 the Parks & Recreation Director position's annual cost will be allocated 70% to the General Fund, and 10% to each of the three Enterprise Funds managed by the Director (Rinks, Dilboy, & Kennedy Pool) in order to appropriately allocate costs.



# P&R: Field Maintenance

The Field Maintenance Division is responsible for maintenance and upkeep of the City's many athletic fields from the ground up. Field Maintenance ensures proper soil health and composition, care for the City's synthetic turf fields, as well as long-term improvements to all playing surfaces.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	80,308	83,235	296,633	256.4%
Ordinary Maintenance	295,345	328,400	366,400	11.6%
General Fund Expenditures	375,653	411,635	663,033	61.1%

## GOALS REVIEW:

### 1. Improve the quality of all playing surfaces throughout the City.

1	Implement aggressive aeration and topdressing program to begin long term process of changing soil profile.	Complete & Ongoing
2	Begin a deep tine aeration program to break up compacted soil deeper into the soil profile of City-owned playing fields. This process may be limited in some areas by irrigation.	Complete
3	Upgrade irrigation at Trum field by raising all 24 valve boxes to surface level in order to adequately maintain the system.	New for FY20
4	Continue fertilization contract success into year two with a focus on managing application time frames to maximize over-seeding benefit.	Complete
5	Manage construction of Dilboy Auxiliary site. Project scope includes the addition of lights, irrigation, and drainage along with regrading and monitoring grow-in.	New for FY20
6	Manage projects related to the resurfacing of ESCS and Capuano School turf fields.	New for FY20

### 2. Improve non-field playing surfaces and amenities.

1	Resurface one or more court site(s) in FY20	New for FY20
2	Replace the skate mats in the Veterans and Founders Ice Rinks in order to prevent bunching of mats, create a more uniform appearance, and make the facility easier to clean.	Ongoing

# P&R: Field Maintenance

## BUDGET:

FIELD MAINTENANCE	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	80,000	78,442	67,226	239,519	
513000 OVERTIME	-	-	-	50,000	
514015 OTHER DIFFERENTIALS	-	4,093	-	6,064	
515006 HOLIDAYS NON-UNION	308	-	-	-	
519004 UNIFORM ALLOWANCE	-	700	-	1,050	
<b>RECREATION - FIELDS PERSONAL SVC</b>	<b>80,308</b>	<b>83,235</b>	<b>67,226</b>	<b>296,633</b>	<b>256.4%</b>
524002 R&M - REC FACIL/PARKS/PLAY	1,250	25,000	3,738	25,000	
524013 R&M - TOOLS & EQUIPMENT	-	7,000	-	7,000	
524017 R&M - OTHER EQUIPMENT	409	5,000	-	10,000	
524031 REPAIRS TO PARK LIGHTING	4,090	20,500	-	20,500	
527001 RENTAL - BUILDINGS	24,806	-	19,683	-	
530000 PROF & TECHNCAL SVC	244,054	193,400	112,492	226,400	
542000 OFFICE SUPPLIES	-	1,700	-	1,700	
543007 PAINT	-	10,000	-	10,000	
546000 GROUNDSKEEPING SUPPLIES	8,364	30,000	18,670	30,000	
546003 LOAM,SOD,FERTILIZER	9,914	30,000	-	30,000	
553001 SIGNS AND CONES	2,329	-	-	-	
558006 UNIFORMS	-	5,000	-	5,000	
571000 IN STATE TRAVEL	130	800	518	800	
<b>RECREATION - FIELDS ORD MAINT</b>	<b>295,345</b>	<b>328,400</b>	<b>155,101</b>	<b>366,400</b>	<b>11.6%</b>
<b>RECREATION - FIELDS TOTAL</b>	<b>375,653</b>	<b>411,635</b>	<b>222,327</b>	<b>663,033</b>	<b>61.1%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
OPERATIONS DIRECTOR	1,569.23	82,227.69	1.0	82,227.69
PARKS & REC FOREMAN	1,020.97	53,498.71	1.0	55,911.06
PARKS & REC LABORER	990.38	51,896.15	1.0	54,246.73
PARKS & REC LABORER	990.38	51,896.15	1.0	54,246.73

# DPW: Administration

## MISSION STATEMENT:

To maintain city-wide vehicle fleet including Police, Fire, DPW, and all City departments, refuse removal, environmental improvement programs, public buildings and grounds, parks and playgrounds, snow removal, open spaces, and school custodial services. The DPW Administration team oversees all personnel and financial matters related to the department. snow removal, open spaces, and school custodial services. The DPW Administration team oversees all personnel and financial matters related to the department.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	642,205	661,103	703,921	6.5%
Ordinary Maintenance	580,445	901,500	961,400	6.6%
General Fund Expenditures	1,222,650	1,562,603	1,665,321	6.6%

## CHANGES BETWEEN FY19 & FY20:

- With several oil to gas conversions and installs, DPW has been able to level fund the Natural Gas account.
- With the installation of LED streetlights and numerous building and park light light conversions, the Electricity budget has been reduced by \$300,000 for FY20.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Continued to improve snow operations to ensure accurate invoicing and prompt payment. Despite many inter-departmental transitions, the DPW Administrative staff continues to provide excellent customer service.
- Continued to work closely with other City departments to improve processes and procedures in collaboration with SomerStat.
- Worked closely with MassDOT, OSPCD, and Engineering to manage current road work and road construction.
- Collaborated on biweekly meetings between DPW, SomerStat, and Constituent Services staff to ensure proper customer service intake, and to concisely communicate responses to the public.
- Worked with the State to develop and implement a debris management plan to assist the city in case of disaster.
- Worked with all city agencies to better secure our public buildings in order to better protect our employees and residents. DPW will continue the process of securing more locations through July 1st.
- Cameras and card access have been installed within the City Hall Building and several schools. DPW will continue these installations to enhance security across all City workspaces.
- Fully transitioned payroll processing to Munis, reducing the amount of manual processing necessary and streamlining the payroll process.
- Managed procurement, operations and scheduling for multiple emergency projects including the Brown School, City Hall Annex, Fire Station 7, and the Cross Street Center.
- Oversaw the fuel management system for fuel stations within the DPW yard. Maintained exterior systems as well as software maintenance.

# DPW: Administration

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
DPW Calls for Information and Work Orders	27,136	25,951	25,935	24,854	25,500
Sanitation Related Requests	10,487	10,079	9,226	8,949	9,000
% Sanitation requests closed on time	79%	77%	81%	84%	85%
Average closed work orders per day	75	88	79	78	80
Number of contracts managed	208	201	201		

## GOALS REVIEW:

### 1. Increase capacity and efficiency in delivering core city services.

1	In collaboration with Purchasing and SomerStat, create automated contract management system, enabling department to plan ahead for services and reduce prices.	Ongoing
2	Offer the opportunity for finance employees to attend State-run programs and conferences in order to improve overall knowledge of MCPPO guidelines.	Ongoing
3	Focus and expand the standard operating procedures across divisions, including Highway, Buildings & Grounds, Lights & Lines, School Custodians, and Fleet Management.	Ongoing
4	Upgrade equipment to better maintain city bicycle infrastructure including bike lanes (debris and snow removal) and cycle tracks. Recent upgrades will allow for safer and better conditions for bicyclists.	Complete & Ongoing
5	Work closely with the Office of Sustainability to reduce electricity costs by incorporating solar contracts and utilizing solar power where available.	New for FY20

### 2. Improve customer service using A.C.E. framework.

1	Hold daily meetings with DPW Superintendents to prioritize customer needs and services alongside financial and operational requests.	Ongoing
2	Develop training manuals and procedures for Customer Service operations to help improve communication with constituents, and offer more customer-focused resolutions.	Ongoing
3	Research and implement other existing City-based online programs to enhance the ability of constituents to meet their needs from home (e.g. white goods sticker purchasing).	Ongoing
4	Increase communication to constituents to provide more detailed responses and more informative status updates.	Complete & Ongoing

# DPW: Administration

## BUDGET:

DPW: ADMINISTRATION	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	628,113	643,253	504,442	684,756	
513000 OVERTIME	6,182	10,000	10,805	11,000	
514006 LONGEVITY	3,750	3,600	1,750	3,650	
514008 OUT OF GRADE	-	2,500	-	2,765	
515006 HOLIDAYS NON-UNION	1,258	-	-	-	
515011 HOLIDAYS - S.M.E.A.	1,152	-	-	-	
519004 UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	
519013 OTHER LUMP SUM PAYMENTS	-	-	24,032	-	
<b>DPW-ADMIN PERSONAL SERVICES</b>	<b>642,205</b>	<b>661,103</b>	<b>542,780</b>	<b>703,921</b>	<b>6.5%</b>
524000 REPAIRS AND MAINTENANCE	8,019	62,500	1,968	62,500	
524034 R&M - SERVICE CONTRACTS	2,460	2,200	1,439	2,200	
527006 LEASE - PHOTOCOPIER EQUIP	-	4,500	1,175	3,000	
527018 POSTAGE MACHINE RENTAL	1,032	1,200	516	1,200	
527019 RENTAL-WATER COOLER	471	-	350	500	
529007 HAZARDOUS WASTE REMOVAL	70,101	200,000	66,052	220,000	
530000 PROF & TECHNICAL SVC	104,322	196,500	97,377	238,500	
530008 EMPLOYEE TRAINING	3,030	5,000	2,580	5,000	
530011 ADVERTISING	-	500	-	500	
530018 POLICE DETAIL	21,154	28,000	23,151	28,000	
530020 FIRE DETAIL	160	2,500	5,261	2,500	
534003 POSTAGE	3,789	3,500	-	3,500	
542000 OFFICE SUPPLIES	6,969	6,000	3,069	6,000	
542001 PRINTING & STATIONERY	313	2,000	-	1,000	
542005 OFFICE EQUIPMENT NOT CAP	1,665	-	1,114	-	
548001 MOTOR GAS AND OIL	350,837	350,000	185,259	350,000	
553001 SIGNS AND CONES	3,724	25,000	1,833	25,000	
558003 PUBLIC SAFETY SUPPLIES	-	10,000	9,189	10,000	
571000 IN STATE TRAVEL	-	100	-	-	
573000 DUES AND MEMBERSHIPS	820	2,000	555	2,000	
578007 REIMB OF LICENSES	1,580	-	1,495	-	
<b>DPW-ADMIN ORDINARY MAINT</b>	<b>580,445</b>	<b>901,500</b>	<b>402,382</b>	<b>961,400</b>	<b>6.6%</b>
<b>DPW-ADMIN TOTAL</b>	<b>1,222,650</b>	<b>1,562,603</b>	<b>945,162</b>	<b>1,665,321</b>	<b>6.6%</b>

# DPW: Administration

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
DPW COMMISSIONER	2,547.88	133,508.91	1.0	133,508.91
DIRECTOR OF OPERATIONS	2,157.69	113,063.08	1.0	113,063.08
DIRECTOR OF ADMINISTRATION & FINANCE	1,765.38	92,506.15	1.0	92,506.15
ADMINISTRATIVE ASSISTANT	1,530.59	80,202.84	1.0	80,202.84
ADMINISTRATIVE ASSISTANT	1,154.27	60,483.75	1.0	62,733.75
HEAD CLERK	1,049.81	55,010.04	1.0	55,860.04
PRINCIPAL CLERK	990.29	51,891.20	1.0	52,841.20
HEAD CLERK	1,049.81	55,009.92	1.0	56,009.92
SENIOR CLERK	822.14	43,080.14	1.0	43,430.14

# DPW: Buildings & Grounds

## MISSION STATEMENT:

To ensure that all public buildings and grounds are safe, clean, and welcoming to all that enter. To provide a comfortable working environment for employees, the Building and Grounds Department provides physical support, custodial and maintenance services, both inside and outside, to over 35 facilities, including eleven schools and 1.7 million square feet of city-owned property. The department also services the city's 40 parks and open spaces. Among other responsibilities, department staff ensures building safety and the optimal performance of building systems by providing preventive maintenance and repair of mechanical, HVAC, electrical, plumbing, and building security systems. The department also performs interior and exterior repairs, maintains dog parks, picks up trash and recycling, provides equipment and staging for events, and clears snow from public buildings and walkways.

ACCOUNT	FY2018 ACTUAL	FY2018 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	2,239,270	2,253,212	2,601,862	15.5%
Ordinary Maintenance	6,696,845	8,834,100	8,772,117	-0.7%
General Fund Expenditures	8,936,115	11,087,312	11,373,979	2.6%

## CHANGES BETWEEN FY19 & FY20:

- Utility account lines have been updated in consultation with the City's energy consultant. While oil and gas budgets are projected to be stable, numerous LED conversions throughout the City have enabled a decrease in the electricity budget for FY20.
- The FY20 budget includes two new Parks Laborers in order to maintain the City's investments at Lincoln Park.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Renovated the East Somerville Community School, Kennedy School and Healy Schoolyards to improve the safety and appearance of planted areas. Other schools are slated to receive landscaping improvements in the coming year.
- Installed gates at school parking lots in order to allow the School Department to reopen schools more quickly after snow emergencies.
- Renovated 42 Cross Street to house the City Archives.
- Started remediation and renovation of Fire Engine 7.

## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED
Total city building repair orders completed	828	782	790	800
Total school building repair orders completed	2,195	2,027	1,815	1,900
%SLAs met for school and building repairs	65%	57%	69%	70%
Total moving requests completed	205	153	170	180
Total requests completed for event set up/clean up	205	190	183	190

# DPW: Buildings & Grounds

## GOALS REVIEW:

### 1. Improve data tracking and collection and improve responses to constituent and internal requests.

1	In coordination with CPPM, increase the preventive maintenance program and address any deferred maintenance within city buildings.	Ongoing
2	Use the 311 system to track on-call contractors to provide easily accessible data.	Ongoing

### 2. Maintain all city buildings, executing construction and renovation projects as needed.

1	Institute a demand response program to reduce use, emissions, and costs by strategically shedding electricity use.	New for FY20
2	Make security improvements in conjunction with the Purchasing Department and the Federal Department of Homeland Security in all city buildings in order to protect users and facilities.	Ongoing
3	Conduct preventive maintenance interventions in City buildings, including replacing the roof at the DPW garage.	New for FY20

### 3. Maintain city-owned parks and open spaces, maximizing their utilization and functionality for residents.

1	Irrigate and landscape the East Somerville Community School grounds to make the space inviting and usable for both the school community and neighbors.	Complete
2	Provide landscaping improvements at school entry points and walkways, which may include more robust plant species, improved irrigation, and playground surfaces.	Complete & Ongoing
3	Improve parks and schoolyards by installing accessible ramps.	New for FY20

## BUDGET:

DPW: BUILDINGS & GROUNDS	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	439,718	444,516	404,528	497,093	
511300 WAGES - HOURLY PERMANENT	1,204,469	1,237,586	931,461	1,454,433	
513000 OVERTIME	78,870	107,000	60,972	118,235	
513002 OVERTIME - LABOR	414,708	365,000	300,955	404,000	
514006 LONGEVITY	7,800	8,050	4,100	7,850	
514009 LONGEVITY-LABOR	17,108	18,650	7,994	21,525	
514010 OUT OF GRADE-LABOR	5,214	8,000	4,551	8,850	
514015 OTHER DIFFERENTIALS	50,899	52,210	56,416	76,276	
515006 HOLIDAYS NON-UNION	392	-	-	-	



# DPW: Buildings & Grounds

DPW: BUILDINGS & GROUNDS		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
515011	HOLIDAYS - S.M.E.A.	6,041	-	-	-	
515012	PERFECT ATTENDANCE	2,200	-	1,900	-	
519004	UNIFORM ALLOWANCE	10,850	11,200	11,200	12,600	
519013	OTHER LUMP SUM PAYMENTS	1,000	1,000	182,678	1,000	
<b>DPW-BLGD&amp;GRNDS PERSONAL SVC</b>		<b>2,239,270</b>	<b>2,253,212</b>	<b>1,966,756</b>	<b>2,601,862</b>	<b>14.5%</b>
521001	ELECTRICITY	2,190,868	2,950,000	1,755,689	2,794,267	
521002	NATURAL GAS	545,324	650,000	445,739	650,000	
521005	OIL	305,029	300,000	211,724	300,000	
524001	R&M - BUILDINGS & GROUNDS	38,677	100,000	11,040	100,000	
524002	R&M - REC FACIL/PARKS/PLAY	28,630	92,500	18,069	102,500	
524010	R&M - HVAC	919,302	1,514,100	810,774	1,514,100	
524013	R&M - TOOLS & EQUIPMENT	10,405	35,000	3,820	35,000	
524018	R&M - FENCE	55,808	100,000	144,948	100,000	
524019	R&M - INTERIOR BUILDING	840,345	725,000	274,685	725,000	
524020	R&M - EXTERIOR BUILDING	194,489	150,000	69,331	250,000	
524021	R&M - FIRE ALARM	156,010	175,000	126,362	180,250	
524022	R&M - PROGRAM TIME CLOCKS	4,355	50,000	11,110	50,000	
524023	R&M - INTERCOM EQUIPMENT	-	22,000	-	22,000	
524024	R&M - ELEVATORS	65,656	100,000	30,938	100,000	
524025	R&M - PLUMBING	-	-	470	-	
524026	R&M - ROOFING	121,185	200,000	57,855	200,000	
524027	R&M - FLOOR COVERING	106,982	150,000	141,890	150,000	
524031	REPAIRS TO PARK LIGHTING	-	20,000	-	20,000	
527001	RENTAL - BUILDINGS	10,240	45,000	4,910	35,000	
527014	RENTAL - TABLES & CHAIRS	5,419	20,000	4,331	10,000	
527015	RENTALS EQUIPMENT	52,176	30,000	37,982	40,000	
529009	ALARMS	82,901	100,000	54,690	100,000	
530000	PROF & TECHNICAL SVC	94,065	175,000	40,987	175,000	
530021	TOWING	550	-	-	-	
538004	EXTERMINATION	44,044	80,000	29,677	75,000	
538008	MOVING SERVICES	67,340	120,000	83,182	120,000	
542006	OFFICE FURNITURE NOT CAP	33,657	12,000	3,113	12,000	
542012	OTH EQUIPMENT NOT CAP	43,547	15,000	35,760	75,000	
543002	PLUMBING SUPPLIES	91,697	130,000	121,640	130,000	
543006	ELECTRICAL SUPPLIES	50,729	90,000	33,707	70,000	
543007	PAINT	4,981	26,500	15,691	26,500	
543008	GLASS	6,125	60,000	5,038	60,000	
543011	HARDWARE & SMALL TOOLS	24,834	20,000	8,019	-	

# DPW: Buildings & Grounds

DPW: BUILDINGS & GROUNDS		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
545000	CUSTODIAL & MAINT SUPPLIES	226,433	275,000	142,478	275,000	
546000	GROUNDSKEEPING SUPPLIES	54,043	48,000	22,748	48,000	
546003	LOAM,SOD,FERTILIZER	22,831	25,000	9,091	25,000	
548006	MOTOR PARTS & ACCESSORIES	198	1,500	97	-	
549000	FOOD SUPPLIES & REFRESHMT	5,527	11,000	3,849	11,000	
553001	SIGNS AND CONES	-	-	210	-	
553004	LUMBER & WOOD PRODUCTS	125	-	-	-	
558006	UNIFORMS	16,482	16,500	12,751	16,500	
558011	FLOWERS & FLAGS	61,981	100,000	16,251	100,000	
572000	OUT OF STATE TRAVEL	836	-	-	-	
578009	CHRISTMAS LIGHTING	106,218	100,000	49,115	75,000	
585019	CABLING	6,800	-	-	-	
<b>DPW-BLDG&amp;GRNDS ORDINARY MAINT</b>		<b>6,696,845</b>	<b>8,834,100</b>	<b>4,849,759</b>	<b>8,772,117</b>	<b>-0.7%</b>
<b>DPW-BLDG&amp;GRNDS TOTAL</b>		<b>8,936,115</b>	<b>11,087,312</b>	<b>6,816,515</b>	<b>11,373,979</b>	<b>2.4%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
SUPT BLDG&GROUNDS	2,000.77	104,840.35	1.0	104,840.35
PV SR BLDG CUSTODIAN	990.07	51,879.67	1.0	54,229.61
JR BLDG CUSTODIAN	932.69	48,872.96	1.0	52,656.99
JR BLDG CUSTODIAN	914.31	47,909.84	1.0	50,356.75
JR BLDG CUSTODIAN + 10%	1,025.96	53,760.30	1.0	57,882.74
JR BLDG CUSTODIAN + 10%	1,067.62	55,943.29	1.0	60,149.88
JR BLDG CUSTODIAN + 10%	1,067.62	55,943.29	1.0	60,249.88
JR BLDG CUSTODIAN + 10%	1,067.62	55,943.29	1.0	59,299.88
PV PUBLIC BLDG FOREMAN	1,450.51	55,119.38	1.0	82,042.19
	1,454.36	20,942.78		
PUBLIC BLDG FOREMAN	1,383.45	68,619.12	1.0	77,548.13
	1,387.30	3,884.44		
DPW FOREMAN B&G	1,190.37	62,375.39	1.0	66,829.94
DPW FOREMAN B&G	1,190.37	62,375.39	1.0	66,754.94
WKFM1\SHMEO\PWL	1,020.97	53,498.83	1.0	57,461.19
WKFM3/PLUMBER/PWL	1,170.29	61,323.20	1.0	65,737.18
WKFM3 CARPENTER	1,170.29	61,323.20	1.0	64,887.18

# DPW: Buildings & Grounds

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
PLUMBER	1,158.50	60,705.40	1.0	64,245.57
ELECTRICIAN	1,158.50	60,705.40	1.0	63,395.57
ELECTRICIAN	1,158.50	60,705.40	1.0	63,395.57
CARPENTER PLASTERER	1,040.38	54,515.91	1.0	56,967.48
SHMEO/PWL	953.30	49,952.92	1.0	52,828.59
SHMEO/PWL	953.30	49,952.92	1.0	52,728.59
PWMAINTMECH/PWL	929.36	48,698.46	1.0	50,925.77
HMEO/MAINT MECH/PWL	948.04	49,677.30	1.0	53,492.34
HMEO/MAINT MECH/PWL	948.04	49,677.30	1.0	51,942.34
HMEO/MAINT MECH/PWL	948.04	49,677.30	1.0	52,192.34
MECH EQUIP RPMN	912.62	47,821.29	1.0	50,614.78
HMEO/PWL	930.96	48,782.30	1.0	52,712.84
HMEO/PWL	930.96	48,782.30	1.0	51,262.84
HMEO/PWL	930.96	48,782.30	1.0	52,762.84
HMEO/PWL	930.96	48,782.30	1.0	51,987.84
PUBLIC GROUNDS GARDENER	907.49	47,552.48	1.0	49,735.61
PUBLIC GROUNDS MAINTENANCE MAN	907.49	47,552.48	1.0	50,235.61
PUBLIC WORKS LABORER	883.44	46,292.26	1.0	49,401.80
PUBLIC WORKS LABORER (NEW)	953.30	49,952.92	1.0	52,728.59
PUBLIC WORKS LABORER (NEW)	953.30	49,952.92	1.0	52,728.59

# DPW: School Custodians

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	1,764,999	1,874,915	2,159,245	15.2%
Ordinary Maintenance	905,662	950,000	978,500	3.0%
General Fund Expenditures	2,670,661	2,824,915	3,137,745	11.1%

## CHANGES BETWEEN FY19 & FY20:

- The FY20 budget includes the addition of a full-time Junior Custodian position to maintain the Edgerly School building.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## BUDGET:

DPW: SCHOOL CUSTODIANS	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	1,600,834	1,721,401	1,434,459	1,987,474	
511002 SALARIES - MONTHLY	7,500	-	-	-	
513000 OVERTIME	71,149	70,000	63,564	77,350	
514006 LONGEVITY	19,275	20,375	10,750	24,875	
514008 OUT OF GRADE	757	4,000	6,215	4,400	
514015 OTHER DIFFERENTIALS	4,473	4,474	5,201	5,254	
515004 HOLIDAYS	17,290	215	215	1,692	
515011 HOLIDAYS - S.M.E.A.	520	-	-	-	
515012 PERFECT ATTENDANCE	5,000	-	7,050	-	
519004 UNIFORM ALLOWANCE	700	700	700	700	
519013 OTHER LUMP SUM PAYMENTS	37,500	38,750	111,038	42,500	
519014 LUMP SUM SETTLEMENT	-	-	1,127	-	
519104 SALARY STIPEND	-	15,000	15,000	15,000	
<b>DPW-SCHL CUSTDN PERSONAL SVC</b>	<b>1,764,999</b>	<b>1,874,915</b>	<b>1,655,319</b>	<b>2,159,245</b>	<b>15.2%</b>
530000 PROF & TECHNICAL SVC	905,662	950,000	710,320	978,500	
<b>DPW-SCHL CUSTDN ORDINARY MAINT</b>	<b>905,662</b>	<b>950,000</b>	<b>710,320</b>	<b>978,500</b>	<b>3.0%</b>
<b>DPW-SCHL CUSTDN TOTAL</b>	<b>2,670,661</b>	<b>2,824,915</b>	<b>2,365,639</b>	<b>3,137,745</b>	<b>11.1%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
FACILITIES SUPERVISOR	1,507.78	79,007.67	1.0	104,049.10
ASST SUPER OF NIGHT CUSTODIANS	1,092.93	57,269.53	1.0	61,377.25
SR CUSTODIAN 1 + 10%	1,184.65	62,075.66	1.0	64,412.59
SR CUSTODIAN 2 + 10%	1,115.98	58,477.35	1.0	60,227.35
SR CUSTODIAN 1 + 10%	1,172.91	61,460.48	1.0	63,310.48
SR CUSTODIAN 1 + 10%	1,184.65	62,075.66	1.0	64,812.59

# DPW: School Custodians

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
SR CUSTODIAN 1 + 10%	1,184.65	62,075.66	1.0	64,725.66
SR CUSTODIAN 1 + 10%	1,057.16	55,395.18	1.0	57,495.18
JR BLDG CUSTODIAN + 10%	1,057.16	55,395.18	1.0	58,256.62
JR BLDG CUSTODIAN	942.11	49,366.56	1.0	50,616.56
JR BLDG CUSTODIAN + 10%	1,057.16	55,395.18	1.0	57,495.18
JR BLDG CUSTODIAN + 10%	1,057.16	55,395.18	1.0	56,895.18
JR BLDG CUSTODIAN + 10%	1,036.32	54,303.17	1.0	55,553.17
JR BLDG CUSTODIAN + 10%	1,036.32	54,303.17	1.0	55,553.17
JR BLDG CUSTODIAN	951.53	49,860.17	1.0	52,550.48
JR BLDG CUSTODIAN + 10%	1,046.68	54,846.03	1.0	56,305.37
JR BLDG CUSTODIAN + 10%	1,015.91	53,233.68	1.0	54,686.87
JR BLDG CUSTODIAN + 10%	1,046.68	54,846.03	1.0	56,096.03
JR BLDG CUSTODIAN	961.05	50,359.02	1.0	52,651.23
JR BLDG CUSTODIAN	942.11	49,366.56	1.0	51,116.56
JR BLDG CUSTODIAN + 10%	1,057.16	55,395.18	1.0	57,295.18
JR BLDG CUSTODIAN	961.05	50,359.02	1.0	52,209.02
JR BLDG CUSTODIAN + 10%	1,057.16	55,395.18	1.0	57,495.18
JR BLDG CUSTODIAN	961.05	50,359.02	1.0	52,584.02
JR BLDG CUSTODIAN	961.05	50,359.02	1.0	52,259.02
JR BLDG CUSTODIAN	961.05	50,359.02	1.0	52,859.02
JR BLDG CUSTODIAN + 10%	1,046.68	54,846.03	1.0	56,096.03
JR BLDG CUSTODIAN + 10%	1,036.32	54,303.17	1.0	56,053.17
JR BLDG CUSTODIAN + 10%	1,057.16	55,395.18	1.0	57,895.18
JR BLDG CUSTODIAN + 10%	1,057.16	55,395.18	1.0	57,106.62
JR BLDG CUSTODIAN + 10%	1,036.32	54,303.17	1.0	55,553.17
JR BLDG CUSTODIAN + 10%	1,057.16	55,395.18	1.0	57,895.18
JR BLDG CUSTODIAN + 10%	1,089.18	57,073.03	1.0	58,323.03
JR BLDG CUSTODIAN	961.05	50,359.02	1.0	52,659.02
JR BLDG CUSTODIAN + 10%	1,036.32	54,303.17	1.0	55,803.17
JR BLDG CUSTODIAN (NEW)	942.11	49,366.56	1.0	50,616.56

# DPW: Solid Waste

## MISSION STATEMENT:

The Solid Waste Division plays an important role in maintaining a clean, healthy city through weekly curbside pickup of solid waste and recycling from residential areas, public buildings, and schools. This service is provided on a contract basis. Solid Waste also collects bulky waste items from citizens who schedule collection and pay a service fee for each item removed. As part of this program, chlorofluorocarbons (CFCs) from certain appliances are removed, and metals and electronics are recycled. These programs support the City's rodent control, cleanliness, and environmental management efforts.

## BUDGET:

DPW: SANITATION		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
529003	RUBBISH REMOVAL	1,259,856	1,350,000	851,633	1,350,000	
529006	RECYCLING	193,498	650,000	358,500	675,000	
529013	COMPOSTING	4,498	-	18,687	101,250	
530000	PROF & TECHNICAL SVC	3,178,822	3,390,000	2,412,973	3,335,548	
534003	POSTAGE	-	6,500	-	6,500	
542001	PRINTING & STATIONERY	17,150	8,000	-	8,000	
553008	RECYCLING CARTS	17,501	20,000	51,153	55,000	
558008	BENCHES & BARRELS	-	25,000	-	55,000	
558014	PHOTOGRAPHIC SUPPLIES	596	-	-	-	
<b>DPW-SANITATION ORDINARY MAINT</b>		<b>4,671,920</b>	<b>5,449,500</b>	<b>3,692,945</b>	<b>5,586,298</b>	<b>2.5%</b>
<b>DPW-SANITATION TOTAL</b>		<b>4,671,920</b>	<b>5,449,500</b>	<b>3,692,945</b>	<b>5,586,298</b>	<b>2.5%</b>

## MISSION STATEMENT:

To enhance the quality of life for our diverse community. The Highway Department is dedicated to serving the city’s residents through its wide range of operations, including sidewalk repairs, tree trims, pothole repairs, snow operations, electronic waste pick-ups, and many other daily services. The Highway Department also keeps our squares and streets clean and free of debris. Twenty-four hours a day, seven days a week, Highway personnel is available to address immediate safety concerns.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 ACCEPTED	% CHANGE
Personal Services	2,516,378	2,651,708	2,999,221	13.1%
Ordinary Maintenance	902,799	1,266,050	1,397,584	10.4%
General Fund Expenditures	3,419,177	3,917,758	4,396,805	12.2%

## CHANGES BETWEEN FY19 & FY20:

- This budget includes an additional \$40,000 in the Care of Trees line to increase the capacity for reactive pruning and tree maintenance for street trees.
- This budget includes an additional \$75,000 in the Paving line for contracted services in order to repair an increased number of handicap accessible curb ramps.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Completed all 311 Sidewalk Repair requests received, in 2018 in addition to many other sidewalk reconstruction projects around the City.
- Utilized an average of 30-50 tons of asphalt per week, filling 2,000 (and counting) potholes citywide.
- Worked to improve the safety of hydrants and pedestrians by installing FlexPost and yellow impact barrels near crosswalks.
- Continued supporting the Textile Recycling ‘pink bag’ program with the Office of Sustainability.
- Completed the second year of the odd/even parking switch with minimal disruption to city residents and the business community during snow emergencies.
- Improved traffic management and cleanliness during public events by utilizing a new portable trailer filled with roadway assets.
- Continued anti-ash borer treatment throughout the city to prevent the spread of the emerald ash borer to healthy ash trees.
- Completed phase two of the LED streetlight implementation, saving the city electricity and maintenance costs over time by updating city squares and buildings with the most efficient and high-tech lighting available.
- The City of Somerville was recently recognized and awarded The Arbor Day Foundation – Tree City USA Program 24 consecutive years straight.

## GOALS REVIEW:

### 1. Develop and upgrade division policies and procedures.

1	Complete and continue monthly inspections of sidewalks and brick walkways in squares to eliminate trip hazards and be proactive with sidewalk maintenance and repair.	Ongoing
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# DPW: Highway

2	Provide cross-training for Highway Department crew to allow operation of all Highway vehicles and equipment.	Ongoing
3	Upgrade equipment to better clean the entire city including bike lanes (debris and snow removal) and cycle tracks. Recent upgrades will allow for safer and better paths for bicyclists.	Complete & Ongoing
4	Work with members of the Transportation & Infrastructure team and the bicycle committee to develop clear operating procedures for snow storms or bad weather situations, and prioritize which bicycle routes should be made available during heavy rain, snow, or other difficult conditions.	Ongoing
5	Train in-house crew on the installation of Flexi-Pave around trees in order to maintain ADA compliance on streets and in parks while protecting City trees.	New for FY20

## 2. Maintain, preserve, and protect the City's green canopy.

1	Re-evaluate trees to be treated to prevent the infestation and spread of emerald ash borer pests. Continue with planned removals as needed.	Complete & Ongoing
2	Work with the OSPCD to plant 33 bare-rooted trees in conjunction with the Mystic River Watershed organization	Complete

## 3. Manage ADA compliance and training.

1	Working with the Architectural Access Barrier Board, provide on-site training on the installation of ADA compliant sidewalk ramps and tactile pads. Train and educate the concrete crew to comply with new ADA standards when replacing sidewalk panels.	Ongoing
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## PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 PROJECTED	FY20 PROPOSED
Number of Highway work orders closed	5,013	6,027	6,372	7,162	7,500
Number of potholes repaired	1,833	2,433	3,037	3,444	4,000
Incidents of graffiti removed	556	582	273	191	250
Tree limbs cleared from roads and sidewalks	370	558	496	554	575
Work orders completed within service level agreement	69%	68%	60%	62%	70%
Constituent pothole requests completed within 5 days	68%	75%	60%	58%	60%
Constituent reported graffiti sightings cleaned within 3 days	46%	59%	36%	35%	40%



## BUDGET:

DPW: HIGHWAY	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	207,081	214,365	173,140	221,727	
511300 WAGES - HOURLY PERMANENT	1,719,636	1,856,717	1,434,317	2,121,578	
513002 OVERTIME - LABOR	483,333	465,000	347,021	509,000	
514009 LONGEVITY-LABOR	21,950	26,600	13,825	29,950	
514010 OUT OF GRADE-LABOR	5,704	15,000	7,768	16,575	
514015 OTHER DIFFERENTIALS	58,658	61,426	68,459	84,991	
515006 HOLIDAYS NON-UNION	792	-	-	-	
515011 HOLIDAYS - S.M.E.A.	6,724	-	-	-	
515012 PERFECT ATTENDANCE	1,300	-	1,000	-	
519004 UNIFORM ALLOWANCE	11,200	12,600	11,900	15,400	
519013 OTHER LUMP SUM PAYMENTS	-	-	225,231	-	
<b>DPW HIGHWAY PERSONAL SERVCs</b>	<b>2,516,378</b>	<b>2,651,708</b>	<b>2,282,661</b>	<b>2,999,221</b>	<b>13.1%</b>
524013 R&M - TOOLS & EQUIPMENT	4,936	2,500	6,855	7,000	
524014 R&M - PAVING	-	15,000	-	90,000	
524018 R&M - FENCE	6,917	15,000	12,988	15,000	
524029 R&M - HIGHWAYS	-	5,000	-	5,000	
527015 RENTALS EQUIPMENT	-	15,000	12,773	15,000	
527016 RENTALS - VEHICLE	4,750	5,000	37,033	42,034	
529003 RUBBISH REMOVAL	202,407	200,000	120,751	200,000	
529005 CARE OF TREES	170,101	175,000	56,869	240,000	
530000 PROF & TECHNICAL SVC	338,972	495,000	235,359	450,000	
530008 EMPLOYEE TRAINING	-	5,000	-	5,000	
530011 ADVERTISING	1,305	1,000	162	1,000	
530028 SOFTWARE SERVICES	1,500	2,500	-	-	
542000 OFFICE SUPPLIES	-	1,850	913	1,850	
542001 PRINTING & STATIONERY	4,570	5,000	-	5,000	
542012 OTH EQUIPMENT NOT CAP	2,355	-	-	-	
543003 TOOLS	7,799	9,500	3,287	9,500	
543007 PAINT	2,153	5,000	360	5,000	
543011 HARDWARE & SMALL TOOLS	10,152	10,000	1,981	10,000	
553000 PUBLIC WORKS SUPPLIES	1,414	1,200	794	1,200	
553002 BITUMINOUS SUPPLIES	40,791	95,000	48,290	95,000	
553003 READY MIX CONCRETE	92,494	175,000	118,296	175,000	
553004 LUMBER & WOOD PRODUCTS	-	5,000	-	5,000	
553006 MASONRY SUPPLIES	-	5,000	-	5,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	-	2,500	-	-	
558006 UNIFORMS	10,183	15,000	17,956	15,000	

# DPW: Highway

DPW: HIGHWAY	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
DPW HIGHWAY ORDINARY MAINT	902,799	1,266,050	674,668	1,397,584	10.4%
<b>DPW HIGHWAY TOTAL</b>	<b>3,419,177</b>	<b>3,917,758</b>	<b>2,957,329</b>	<b>4,396,805</b>	<b>12.2%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
HIGHWAY SUPERINTENDENT	2,165.70	113,482.68	1.0	113,482.68
HIGH'Y YARD FOREMAN	1,429.36	36,305.74	1.0	80,294.34
	1,433.21	38,696.67		
WASTE COLL INSP	1,413.01	74,041.72	1.0	79,296.00
SANITATION WKFM	1,463.31	76,677.61	1.0	82,033.50
WASTE COLL INSP	1,413.01	74,041.72	1.0	78,946.00
WKFM1\SHMEO\PWL	1,041.30	54,564.12	1.0	58,567.55
WKFM3\SHMEOCURBSETTER\PWL	1,170.29	61,323.20	1.0	65,737.18
WKFM3\SHMEO\CEMENTFINISHER\PWL	1,170.29	61,323.20	1.0	65,737.18
WKFM1\SHMEO\TREE CLIMBER	1,170.29	61,323.20	1.0	64,637.18
SHMEO\CEMENTFINISHER\PWL	1,040.38	54,515.91	1.0	57,567.48
SHMEO\CEMENTFINISHER\PWL	1,040.38	54,515.91	1.0	57,717.48
SHMEO\CEMENTFINISHER\PWL	1,040.38	54,515.91	1.0	57,567.48
SHMEO\CEMENTFINISHER\PWL	1,040.38	54,515.91	1.0	57,217.48
SHMEO\CEMENTFINISHER\PWL	1,040.38	54,515.91	1.0	57,567.48
SHMEO\CURBSETTER\PWL	1,040.38	54,515.91	1.0	57,467.48
SHMEO\CURBSETTER\PWL	1,040.38	54,515.91	1.0	58,667.48
SHMEO\CURBSETTER\PWL	1,040.38	54,515.91	1.0	57,467.48
SHMEO\CURBSETTER\PWL	1,040.38	54,515.91	1.0	58,867.48
SHMEO\TREE CLIMBER\PWL	1,040.38	54,515.91	1.0	57,467.48
SHMEO\TREE CLIMBER\PWL	1,040.38	54,515.91	1.0	56,967.48
SHMEO\PWL+10%	1,048.63	54,948.21	1.0	58,416.44
SHMEO\PWL +10%	1,048.63	54,948.21	1.0	58,016.44
SHMEO\PWL+10%	1,007.72	52,804.53	1.0	55,190.12
SHMEO\PWL	953.30	49,952.92	1.0	52,228.59
SHMEO\PWL	934.52	48,968.85	1.0	51,206.58
SHMEO\PWL	953.30	49,952.92	1.0	52,828.59
SHMEO\PWL	925.27	48,484.15	1.0	50,703.19
HMEO\PWL	930.96	48,782.30	1.0	51,612.84
TEMP LABORER	883.44	46,292.26	1.0	49,151.80

# DPW: Highway

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
WATCHMAN	866.03	45,379.97	1.0	48,129.35
DPWFM	1,190.3	62,375.51	1.0	65,130.06
SUPERINTENDENT OF FLEET MANAGEMENT	2,081.60	108,243.20	1.0	108,243.20
MOTOREQUIPRPMNFOREMAN	1,388.82	22,221.12	1.0	77,627.50
	1,392.67	50,693.19		
WKFM MTREQUIPRPMN	1,190.37	62,375.39	1.0	65,129.94
MOTOREQUIPRPMN	1,089.41	57,085.08	1.0	60,485.69
MOTOREQUIPRPMN	1,089.41	57,085.08	1.0	60,610.69
MOTOREQUIPRPMN	1,089.41	57,085.08	1.0	61,185.69
MOTOREQUIPRPMN	1,089.41	57,085.08	1.0	59,635.69
MOTOREQUIPRPMN	1,089.41	57,085.08	1.0	60,185.69

# DPW: Lights & Lines

## MISSION STATEMENT:

To ensure electrical systems under the Department’s purview, including fire alarm pull boxes, traffic signals, street lighting, publicly displayed information systems (i.e. blue lights, traffic speed message boards, etc.), and the City’s radio system are well maintained, safe, in compliance with all relevant regulations. The Department also responds to constituent requests and concerns including wire safety issues and Dig Safe compliance in a timely, courteous, and safe manner.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Personal Services	359,977	343,070	393,999	14.8%
Ordinary Maintenance	100,292	263,500	281,500	6.8%
General Fund Expenditures	460,269	606,570	675,499	11.4%

## CHANGES BETWEEN FY19 & FY20:

- This budget includes the creation of a Working Foreman position upgrade with no backfill as part of the SMEA B collective bargaining agreement.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Responded to more than 3,000 311 requests.
- Conducted 1,200 box cut outs and 1,200 reconnects.
- Installed brand new Vision Equipment for Fire Headquarters to improve responses for calls received to Fire. The Vision system gives a more accurate scenario before personnel approach any hazardous situation. With 105 master boxes, the system enhances information received as to the nature of the call such as a sprinkler system malfunction, fire alarm box failure or failure smoke detectors.
- Completed more than 2,500 Dig Safe mark-outs.

## GOALS REVIEW:

### 1. Provide a safe environment for pedestrians, bicyclists, and motorists.

- |   |  |         |
|---|--|---------|
| 1 | Work with Neighborways Programs and Safe Way to Schools, as well as other cross-departmental groups to ensure the safety of all modes of travel. | Ongoing |
| 2 | Repair and replace inferior quality pedestrian buttons, countdown timers and emergency call boxes.   | Ongoing |

### 2. Identify energy efficient and cost effective lighting opportunities.

- |   |   |         |
|---|---|---------|
| 1 | Work towards installing citywide solar-powered fire boxes.                            | Ongoing |
| 2 | Install electric vehicle charging stations at selected locations throughout the City. | Ongoing |

### 3. Provide a safe working environment for emergency personnel.

- |   |  |              |
|---|--|--------------|
| 1 | Work towards installing citywide solar-powered fire boxes.   | Ongoing      |
| 2 | Upgrade the City’s blue light emergency notification system. | New for FY20 |

# DPW: Lights & Lines

## BUDGET:

DPW: ELECTRICAL	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
511300 WAGES - HOURLY PERMANENT	212,772	223,120	159,008	259,955	
513002 OVERTIME - LABOR	131,181	100,000	105,146	110,000	
514009 LONGEVITY-LABOR	3,150	3,150	1,575	3,825	
514010 OUT OF GRADE-LABOR	2,764	8,000	2,102	8,800	
514015 OTHER DIFFERENTIALS	7,309	7,400	7,240	10,019	
515011 HOLIDAYS - S.M.E.A.	850	-	-	-	
515012 PERFECT ATTENDANCE	900	-	900	-	
519004 UNIFORM ALLOWANCE	1,050	1,400	1,400	1,400	
519013 OTHER LUMP SUM PAYMENTS	-	-	17,061	-	
<b>DPW-ELEC PERSONAL SERVICES</b>	<b>359,977</b>	<b>343,070</b>	<b>294,432</b>	<b>393,999</b>	<b>14.8%</b>
524004 R&M - TRAFFIC CONTROL	21,845	40,000	39,339	60,000	
524006 R&M - COMMUN. EQUIP.	5,872	20,000	2,651	20,000	
524021 R&M - FIRE ALARM	29,933	40,000	3,866	40,000	
524032 R&M - LIGHTING	25,813	65,000	30,040	65,000	
530000 PROF & TECHNICAL SVC	-	75,000	34,053	75,000	
542008 BOOKS & BOOKBINDING	-	2,000	-	-	
543006 ELECTRICAL SUPPLIES	13,276	10,000	-	10,000	
543007 PAINT	-	1,500	254	1,500	
543011 HARDWARE & SMALL TOOLS	3,553	10,000	536	10,000	
<b>DPW-ELEC ORDINARY MAINT</b>	<b>100,292</b>	<b>263,500</b>	<b>110,739</b>	<b>281,500</b>	<b>6.8%</b>
<b>DPW-ELECTRICAL TOTAL</b>	<b>460,269</b>	<b>606,570</b>	<b>405,171</b>	<b>675,499</b>	<b>11.4%</b>

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
PV FOREMAN	1,471.88	54,753.94	1.0	82,758.23
	1,475.73	22,431.10	1.0	
ELECTRICAN	1,158.50	60,705.40	1.0	63,395.57
WKFM ELECTRICAN	1,170.97	61,358.83	1.0	65,049.19
ELECTRICAN	1,158.50	60,705.40	1.0	63,995.57

# DPW: Fleet Management

## MISSION STATEMENT:

The Fleet Management Division is a centralized division responsible for strategic planning, acquisition, and maintenance of vehicles and large equipment to support city-wide functions. Fleet Management is responsible for the acquisition, assignment, and maintenance of approximately 400 vehicles and heavy equipment. Fleet Management maintains vehicles for 22 departments, including all emergency operations and safety vehicles, snow removal equipment, police and fire vehicles, and other departmental vehicles.

ACCOUNT	FY2018 ACTUAL	FY2019 BUDGETED	FY2020 PROPOSED	% CHANGE
Ordinary Maintenance	348,254	468,500	601,000	28.3%
General Fund Expenditures	348,254	468,500	601,000	28.3%

## CHANGES BETWEEN FY19 & FY20:

- The FY20 budget includes the creation of a Working Foreman position with no backfill as part of the SMEA B collective bargaining agreement. This position is budgeted within the Highway Division, consistent with other Personal Services budgets for Fleet Management.
- This budget includes \$100,000 in the Professional & Technical Services budget in order to begin City vehicle GPS installation.
- The Fleet Management budget was created in FY18 and is used as the cost center for the Division's Ordinary Maintenance expenditures. Personal Services are allocated within the DPW: Highway budget.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

## FY19 ACCOMPLISHMENTS:

- Increased worker training on hybrid technologies in anticipation of additions to our hybrid fleet.
- Worked with the Office of Sustainability and Environment to double the number of electric cars in the fleet.
- Maximized the utilization of environmentally friendly products, as well as requiring vendors to minimize shipping waste and reuse or recycle products whenever possible.
- Recycled used motor oil to fuel our waste oil heater, reducing the use of natural gas and the impact of petroleum product waste.
- Worked with SPD to guide and strategically plan the changeover of Police vehicles to hybrid technology to reduce our carbon footprint by 250,000 lbs in the coming year, while also improving officer health and safety.
- Worked with SFD to guide and strategically plan the changeover of non-emergency vehicles to electric as funding allows.
- Worked with Water, Sewer, DPW, and SPS to order vehicles that improve our Vision Zero goals and further reduce our carbon footprint.

## GOALS REVIEW:

### 1. Support and maintain the City's fleet of vehicles.

1	Implement a scanning system to track vehicle inventory, track repairs made on vehicles, and automate the fleet management data collection.	Ongoing
2	Increase long term strategic planning of vehicle and equipment purchases with more departments to help them meet the city's carbon reduction goals.	Ongoing

# DPW: Fleet Management

3	Work with SomerStat and Mayors office of Sustainability to implement GPS tracking and guide utilization of mobile assets, improving fuel usage and reducing excessive idle time.	New for FY20
4	Examine the utilization of vehicles and equipment to improve operation and training in order to increase the safety of our workers and citizens in line with Vision Zero goals.	New for FY20
5	With the Mayor's Office of Sustainability and Environment, request a grant rebate of \$37,500 for hybrid vehicles and charging stations for electric vehicles.	New for FY20

## BUDGET:

DPW: FLEET MANAGEMENT	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
524003 R&M - VEHICLES	87,195	126,000	55,717	150,000	
524013 R&M - TOOLS & EQUIPMENT	1,700	5,000	1,429	5,000	
530000 PROF & TECHNICAL SVC	-	-	-	100,000	
530021 TOWING	3,123	10,000	5,350	10,000	
530028 SOFTWARE SERVICES	5,500	31,000	8,199	31,000	
542007 COMPUTER EQUIP NOT CAP	3,605	-	-	7,000	
543008 GLASS	3,561	10,000	3,638	8,000	
543011 HARDWARE & SMALL TOOLS	4,432	10,000	1,797	10,000	
548004 TIRES AND TUBES	12,470	35,000	9,517	30,000	
548006 MOTOR PARTS & ACCESSORIES	222,497	241,500	152,806	250,000	
553001 SIGNS AND CONES	4,172	-	-	-	
<b>DPW FLEET ORDINARY MAINTENANCE</b>	<b>348,254</b>	<b>468,500</b>	<b>238,453</b>	<b>601,000</b>	<b>28.3%</b>
<b>DPW FLEET TOTAL</b>	<b>348,254</b>	<b>468,500</b>	<b>238,453</b>	<b>601,000</b>	<b>28.3%</b>

\*Fleet Management Personnel are budgeted within the Highway Division.

# Snow Removal

## BUDGET:

<b>SNOW REMOVAL</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
529002 SNOW REMOVAL	2,926,272	1,262,500	1,577,458	1,306,688	
530018 POLICE DETAIL	103,518	38,192	8,034	39,338	
<b>DPW-SNOW REMVL ORDINARY MAINT</b>	<b>3,029,789</b>	<b>1,300,692</b>	<b>1,585,492</b>	<b>1,346,026</b>	<b>3.5%</b>
<b>DPW-SNOW REMVL TOTAL</b>	<b>3,029,789</b>	<b>1,300,692</b>	<b>1,585,492</b>	<b>1,346,026</b>	<b>3.5%</b>



This allotment is to finance the debt service on all City bonds with the exception of Water, Sewer, and Ice Rink Enterprise debt issues. Funds to cover Enterprise debt service are included in the respective Enterprise Fund Budgets. Funds budgeted in the cost codes below cover debt on a wide variety of projects, including Schools, equipment, street improvements, renovations to public buildings, and improvements to the City's many recreational facilities.

In March 2014, Standard & Poor's conducted a credit review and upgraded the City's rating two notches to AA+, the highest rating in City history and one notch shy of AAA. The City rating from Moody's, which was last reviewed in September 2017, also received an upgrade to Aa1, one notch shy of AAA. Both rating agencies cite the City's "strong budget performance", "strong reserves" and "ongoing redevelopment efforts."

## PRINCIPAL ON LONG TERM DEBT

This allotment covers the cost of principal payments on the City's existing bonded debt with the exception of Enterprise debt service, which is included in their respective budgets.

## PRINCIPAL ON NOTES

This allotment covers the cost of interest-only payments on the City's new Bond Anticipation Notes (BANs) with the exception of Enterprise fund BAN interest.

## INTEREST

The interest the City pays on Bond Anticipation Notes and bond issues is determined primarily by market conditions, the City's credit rating, the maturity schedule of the issue, and the supply of bonds at the time of the issue. The overall market interest rates have remained near historic lows for some time and coupled with the City's strong credit rating have benefited the City with very favorable rates.

## BUDGET:

DEBT SERVICE		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
591000	PRINCIPAL ON LNG TRM DEBT	7,111,623	6,404,823	4,569,823	7,415,624	15.8%
591500	INTEREST ON LTD	3,276,223	3,222,241	2,773,629	3,750,445	16.4%
592500	INTEREST ON NOTES-BAN	792,198	2,009,194	-	1,335,071	-33.6%
593000	INTEREST ON TAX ABATEMENT	31	10,000	34	10,000	0.0%
<b>DEBT SERVICE TOTAL</b>		<b>11,180,074</b>	<b>11,646,258</b>	<b>7,343,485</b>	<b>12,511,140</b>	<b>7.4%</b>

# State Assessments

The Cherry Sheet is a form showing all state and county charges assessed against the City, as certified by the State Director of Accounts. The figures shown here are based on the latest version of the FY20 Cherry Sheet.

## **RETIRED EMPLOYEE HEALTH INSURANCE**

This item is intended to reimburse the state for the costs of providing a health insurance plan for governmental retirees who were pensioned prior to the implementation of Chapter 32B by their local governmental unit. Chapter 32B enabled municipalities to establish a mechanism for group insurance for retirees. Each participating municipality is assessed for the governmental share of health insurance premiums paid on behalf of its retirees by the state. The state pays 90 percent of the total premium; the retiree's co-payment is 10 percent of the total premium as well as full payment for catastrophic illness coverage. A proportionate share of administrative expenses is also assessed to each municipality.

## **AIR POLLUTION CONTROL**

The Department of Environmental Protection supervises six districts statewide. The Metropolitan Boston Control District, of which Somerville is a member, has a staff of 35 pollution inspectors. The Commission is empowered through the Office of the Governor and has a mandate to control air pollution through the enforcement of the Metropolitan Boston Air Pollution Control Acts.

## **METROPOLITAN AREA PLANNING COUNCIL**

Assessments are made to municipalities to finance the Metropolitan Area Planning Council (MAPC), which serves 101 communities. The MAPC promotes urban planning, regional collaboration and responds to common urban problems of member communities.

## **MBTA**

The Massachusetts Bay Transportation Authority (MBTA) provides bus/minibus, trackless trolley and underground subway transportation across the city. The MBTA is composed of 175 communities: the 14 original member communities of the Metropolitan Transit Authority and 161 additional communities that are receiving MBTA service. The MBTA is required to assess each community's share of the overall assessment. All communities associated with the Authority must contribute to the MBTA State and Local Assistance Fund an amount not less than \$136,026,868. Beginning in FY07, this amount is adjusted each July 1 by the rate of inflation unless the total assessment exceeds 102.5 percent of the previous year's assessment. An individual community's assessment is determined based on the following formula: each community's assessment shall equal its weighted share of the total population of the 175 communities in the MBTA. Chapter 161A of the Acts of 2000, which increased the number of communities in the MBTA from 78 to 175, also determined the share for each community in conjunction with the 2000 U.S. Census. A portion of the total MBTA assessment supports the Boston District Commission (the District), which is responsible for bonds issued by the Transportation Authority prior to the creation of the Metropolitan Transit Authority in 1947. This assessment pays for administrative costs incurred by the District and is charged to the 14 cities and towns of the Boston Metropolitan District in proportion to their share of the District's total equalized valuation. The MBTA covers the District's debt service costs.

## **REGISTRY OF MOTOR VEHICLES-HOLD PROGRAM**

Since February 1985, the Parking Violations Bureau has implemented a provision of Massachusetts General Laws, Chapter 90, which enables the City to request that the state Registry of Motor Vehicles not renew the license and registration of an operator/owner of a motor vehicle who has two or more outstanding parking tickets. This provision is imposed after the motorist has failed to pay the parking tickets and had an opportunity for a hearing. This program has resulted in a significant decrease in the number of delinquent

payments.

## EDUCATION

The primary component of this allocation is the Charter School Sending Tuition assessment which is the amount charged for Somerville students who attend charter schools. The amount is based on the number of students multiplied by the tuition rate of the charter school as calculated by the state. The other assessments contained in this allotment are for grandfathered costs for special education services (Chapter 766 of the Acts of 1972) provided by other districts for students who are state wards who reside in Somerville and school choice tuition charges (Chapter 71 of the Acts of 1993), which are for Somerville residents attending another school district under school choice.

## BUDGET:

STATE ASSESSMENTS	FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
563100 SPECIAL EDUCATION C/SHT	-	11,094	-	11,837	
564000 AIR POLLUTION CONTL DIST	25,774	26,503	22,090	28,220	
564100 MAPC	40,754	41,845	34,880	43,009	
564600 RMV NON-RENEWAL SURCH	73,260	73,260	61,050	193,080	
565002 SCHOOL CHOICE ASSESSMENT	49,059	50,200	49,930	60,432	
565003 CHARTER SCH SENDING TUIT	8,288,377	8,656,144	6,528,163	8,824,174	
566100 MBTA ASSESSMENTS	5,156,283	5,309,973	4,424,980	5,457,694	
566200 BOSTON METRO TRANSIT	1,041	1,041	870	1,039	
<b>STATE ASSESSMENTS TOTAL</b>	<b>13,634,548</b>	<b>14,170,060</b>	<b>11,121,963</b>	<b>14,619,485</b>	<b>3.2%</b>

# Health Insurance, Life Insurance & Medicare Payroll

This budget organization provides a centralized cost center for several employee and retiree benefits.

## HEALTH INSURANCE

The City participates in the Commonwealth of Massachusetts Group Insurance Commission (GIC). The GIC offers a number of health maintenance organization (HMO), preferred provider (PPO), and indemnity health plan options to employees and retirees delivered through Tufts Health Plan, Harvard Pilgrim, and Unicare. Beginning in FY16, the City funds 80% of the premium costs for HMO and PPO plans and 75% of the premium costs for indemnity plans; the subscribers contribute 20% and 25% respectively. The budgetary item is the City's share of health insurance costs and does not represent the full cost of health insurance. The full cost of health insurance is financed through a combination of city appropriations, employee and retiree contributions, and grant reimbursements. In FY2019, the City will use all of these sources to meet its obligation to fund health insurance.

## MEDICARE PAYROLL TAX

Pursuant to federal law, all employees hired after April 1, 1986 are subject to a 1.45% payroll tax to pay for future Medicare coverage. The City is obligated to match this 1.45% payment.

## LIFE INSURANCE

Employees can elect to enroll in a \$5,000 life insurance policy offered through **Boston Mutual Life Insurance** where the City contributes half the cost of the premium. Additional life insurance can be purchased at the employees' expense.

### BUDGET:

HEALTH INSURANCE		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
517003	HEALTH INSURANCE	22,399,270	22,540,499	18,461,785	22,903,409	
517050	GIC HEALTH OPT OUT	210,832	280,000	174,331	280,000	
<b>HEALTH &amp; LIFE INS PERSONAL SVC</b>		<b>22,610,101</b>	<b>22,820,499</b>	<b>18,636,116</b>	<b>23,183,409</b>	<b>1.6%</b>
530000	PROF & TECHNICAL SVC	11,755	42,000	7,100	42,000	
578032	MEDICARE PENALTIES	223,793	257,000	173,847	257,000	
<b>HEALTH &amp; LIFE INS ORDINARY MAI</b>		<b>235,548</b>	<b>299,000</b>	<b>180,947</b>	<b>299,000</b>	<b>0.0%</b>
<b>HEALTH &amp; LIFE INS TOTAL</b>		<b>22,845,649</b>	<b>23,119,499</b>	<b>18,817,064</b>	<b>23,482,409</b>	<b>1.6%</b>

LIFE INSURANCE		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
517005	FLEX SPEND BENEFIT	11,859	20,000	8,886	20,000	
51760*	LIFE INSURANCE	79,340	79,918	65,801	84,264	
<b>LIFE INS &amp; FLEX SPEND PS</b>		<b>91,199</b>	<b>99,918</b>	<b>74,687</b>	<b>104,264</b>	<b>4.3%</b>

MEDICARE		FY18 ACTUAL	FY19 BUDGET	FY19 THRU 4/30	FY20 PROPOSED	% CHANGE
517900	MEDICARE INSURANCE	1,776,366	1,739,155	1,601,743	1,878,287	8.0%
<b>MEDICARE &amp; SSI PS</b>		<b>1,776,366</b>	<b>1,739,155</b>	<b>1,601,743</b>	<b>1,878,287</b>	<b>8.0%</b>

# Worker's Compensation

The Workers' Compensation Division is located within the Personnel/Human Resources Department. Workers' Compensation administers benefits for all City of Somerville and Somerville Public School employees excluding public safety officials. The goal of the Workers' Compensation Division is to ensure that eligible, injured employees receive quality and timely medical services, receive timely benefits, and return to work as soon as they are capable.

## BUDGET:

<b>WORKER'S COMPENSATION</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
511000 SALARIES	78,030	81,183	65,570	83,444	
512100 WORKERSCOMP REEMPLOY	-	20,000	-	20,650	
515006 HOLIDAYS NON-UNION	300	-	-	-	
517001 WORKER'S COMPENSATION	392,405	390,000	256,479	429,000	<b>10.0%</b>
<b>WORKERS COMP PERSONAL SVC</b>	<b>470,735</b>	<b>491,183</b>	<b>322,049</b>	<b>533,094</b>	
530000 PROF & TECHNICAL SVC	8,184	20,000	7,503	20,000	
530001 MEDICAL & DENTAL SERVICES	208,927	130,000	126,114	200,000	
530008 EMPLOYEE TRAINING	-	25,000	-	25,000	
530010 LEGAL SERVICES	23,095	30,000	938	30,000	
538012 WELLNESS PROGRAM	8,350	-	-	-	
542006 OFFICE FURNITURE NOT CAP	9,413	10,000	8,729	10,000	
550000 MEDICAL & DENTAL SUPPLIES	3,943	1,600	3,125	1,600	
558003 PUBLIC SAFETY SUPPLIES	10,489	25,000	196	25,000	
571000 IN STATE TRAVEL	648	1,100	140	1,100	
576000 JUDGEMENTS/SETTLEMENT	62,281	110,000	104,907	110,000	
<b>WORKERS COMP ORDINARY MAINT</b>	<b>335,330</b>	<b>352,700</b>	<b>251,650</b>	<b>422,700</b>	<b>19.8%</b>
<b>WORKERS COMP TOTAL</b>	<b>806,066</b>	<b>843,883</b>	<b>573,700</b>	<b>955,794</b>	<b>13.3%</b>

## PERSONNEL LIST:

<b>POSITION</b>	<b>CURRENT BASE</b>	<b>FISCAL YEAR BASE</b>	<b>FTE</b>	<b>TOTAL</b>
MGR EMPLOYMENT SAFETY & TRAIN	1,592.42	83,443.03	1.0	83,443.03

# Unemployment Compensation

In Chapter 720 of the Acts of 1977, the Massachusetts Legislature extended unemployment compensation to eligible state and local government employees. The City provides a reimbursement method of payment to the Department of Labor and Workforce Development. This allotment also provides funds for disability insurance for non-union employees who suffer long-term, disabling injuries or illnesses as well as certain other contractually required coverage.

## BUDGET:

<b>UNEMPLOYMENT COMPENSATION</b>	<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
517002 UNEMPLOYMENT INSURANCE	16,362	132,613	41,462	136,591	
<b>UNEMPLOYMENT COM</b>	<b>16,362</b>	<b>132,613</b>	<b>41,462</b>	<b>136,591</b>	<b>3.0%</b>

The Somerville Retirement System is one of 105 contributory retirement systems for public employees in Massachusetts. A Retirement Board governs each system, and all boards, although operating independently, are bound together under one Retirement Law, Chapter 32 of the Massachusetts General Laws. Chapter 32 establishes benefits, contribution requirements, and an accounting and funds structure for all systems. The Somerville Retirement Board is the Administrator of the Somerville Retirement System. The Public Employee Retirement Administration Commission (PERAC) is the state regulatory authority that oversees all retirement systems in the Commonwealth.

PERAC is required by Chapter 32 to oversee an actuarial valuation of each retirement system every three years. Actuarial funding determines the annual cost to fund a retirement system's cost of benefits that accrue during the current year (normal cost) as well as the costs associated with any past service liability (unfunded actuarial accrued liability). The funding schedule derived from the actuarial valuation determines the series of payments to pay the annual normal cost as well as to amortize the unfunded accrued liability over a period of years. In accordance with Chapter 32, each retirement system's unfunded accrued liability must be fully paid off by 2040. The City is required to pay into the Retirement System the actuarially determined contribution. The budgeted appropriation is the actuarially determined contribution for FY19.

The Non-Contributory Pension Appropriation funds the pension costs for city retirees predating the adoption of Chapter 32 and for special situations requiring home-rule exemption from Chapter 32.

## BUDGET:

<b>PENSION - NON CONTRIBUTORY</b>		<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
578020	PENSIONS/NON-CONTRIB	134,096	123,597	91,564	99,706	
<b>PENSION/NON-CONTRIB ORD MAINT</b>		<b>134,096</b>	<b>123,597</b>	<b>91,564</b>	<b>99,706</b>	<b>-19.3%</b>

<b>PENSION ACCUMULATION FUND</b>		<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
517004	RETIREMENT FUND	13,808,937	14,364,292	14,364,292	14,273,369	
<b>PENSION ACCUM FUND PERSONL SVC</b>		<b>13,808,937</b>	<b>14,364,292</b>	<b>14,364,292</b>	<b>14,273,369</b>	<b>-0.6%</b>

# Salary Contingency

The Salary Contingency funds collective bargaining agreement settlements, salary adjustments not budgeted in departmental accounts, cost-of-living allowances, staffing for temporary vacancies, and benefits for both union and non-union employees. Some of the most common benefits are sick-leave buybacks, vacation payouts, and perfect attendance allowances. The City also maintains a Wage and Salary Stabilization Fund for similar purposes.

## BUDGET:

CONTINGENCY	FY18 ACTUAL	FY19 BUDGET	BALANCE OF ACCT ON 4/30	FY20 PROPOSED	% CHANGE
511000 SALARIES	86,363	4,000,000		2,464,955	-38.4%
515012 PERFECT ATTENDANCE	-	80,000		82,000	2.5%
519005 SICK LEAVE BUYBACK	17,240	51,500		53,045	3.0%
<b>CONTINGENCY ACCOUNT</b>	<b>103,603</b>	<b>4,131,500</b>	<b>1,266,467</b>	<b>2,600,000</b>	<b>-37.1%</b>



# Damages & Building Insurance

The City appropriates money to a “Damages to Persons and Property” account to fund any potential unforeseen litigation settlements. The City’s Law Department represents the City in all pending and newly filed litigation matters. The Department has successfully minimized the amount of judgments and settlements in negligence cases and contract actions. The City holds an insurance policy on its buildings as well.

## BUDGET:

<b>DAMAGES TO PERSONS &amp; PROPERTY</b>		<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
576000	JUDGEMENT/SETTL OF CLAIMS	49,789	175,000	5,410,883	175,000	
<b>DAMAGE TO PERSON &amp; PROPERTY</b>		<b>49,789</b>	<b>175,000</b>	<b>5,410,883</b>	<b>175,000</b>	<b>0.0%</b>

<b>BUILDING INSURANCE</b>		<b>FY18 ACTUAL</b>	<b>FY19 BUDGET</b>	<b>FY19 THRU 4/30</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
574001	BUILDING INSURANCE	380,275	446,770	414,350	488,000	
<b>BUILDING INSUR ORDINARY MAINT</b>		<b>380,275</b>	<b>446,770</b>	<b>414,350</b>	<b>488,000</b>	<b>9.2%</b>

# Revolving Funds

A departmental revolving fund is a place to set aside revenue received, through fees and charges, for providing a specific service or program. The revenue pool is, in turn, a source of funds available to use by a department without further appropriation to support the particular service or program. Most frequently, cities and towns create general departmental revolving funds under M.G.L. Ch. 44 Sec. 53E½. The fund is created with an initial Board of Aldermen authorization that identifies which department's receipts are to be credited to the revolving fund and specifies the program or purposes for which money may be spent. It designates the department, board or official with authority to expend the funds and places a limit on the total amount of the annual expenditure. To continue the revolving fund in subsequent years, annual approval of a similar article is necessary. Managers are also required, each year, to report on the fund and program activities.

Under Sec. 53E½, any expenditure from a revolving fund is restricted to the then current fund balance or to the authorized spending limit. If a revolving fund balance remains after total spending has reached the authorized limit, the balance carries over to the next fiscal year. Interest that accrues on a revolving fund balance under Sec. 53E½ reverts to the general fund. However, if the revolving fund is not reauthorized, any remaining balance closes to free cash, unless it is transferred by the legislative body to another revolving fund.

<b>REVOLVING FUND EXPENDITURE CAPS</b>		
	<b>FY19</b>	<b>FY20</b>
Planning & Zoning	\$50,000	\$75,000
Council on Aging	\$130,000	\$160,000
Dedication Sign Account	\$2,500	\$2,500
SomerTime Revolving	\$65,000	\$65,000
Mobile Farmer's Market	\$45,000	\$45,000
Special Events	\$20,000	\$20,000
Community Gardens	\$1,000	\$1,000

# Cable Television PEG Access Fund

**FUNDING SOURCE:** The Cable Television PEG Access Fund (Formerly Cable/Telco Revolving) is funded by cable franchise fees provided to the City of Somerville as provided by the Cable Franchise Agreements with RCN and Comcast as stipulated by the federal Cable Communications Policy Act.

**ESTABLISHED PURPOSE:** Payment of salaries, professional and technical services, and equipment for the following purposes: Produce content, program, and administer the City's two municipal cable television channels and related media (YouTube and LiveStreaming); regulate the license agreements with COMCAST and RCN.

**RECEIPTS CREDITED:** Cable Franchise Fees

**AUTHORIZED OFFICER:** Director of Communications

**BUDGET:**

<b>PEG ACCESS</b>	<b>FY19 BUDGET</b>	<b>FY20 PROPOSED</b>	<b>% CHANGE</b>
511000 SALARIES	215,958	214,191	
512000 SALARIES & WAGES TEMPORARY	-	45,360	
513000 OVERTIME	10,296	9,750	
515000 FRINGE BENEFITS	38,348	38,349	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>264,602</b>	<b>307,650</b>	<b>16.3%</b>
524000 REPAIRS AND MAINTENANCE	24,950	24,950	
527015 RENTALS A/V	495	-	
527019 WATER	120	120	
530000 PROF & TECH SERVICES	55,575	12,355	
530008 EMPLOYEE TRAINING COURSES	2,560	2,560	
530010 LEGAL SERVICES	10,000	10,000	
530011 ADVERTISING	600	600	
534003 POSTAGE	150	150	
534006 EXPRESS/FREIGHT	300	300	
534011 LICENSING FEES	4,500	4,000	
542000 OFFICE SUPPLIES	1,200	900	
542001 PRINTING & STATIONERY	870	1,620	
551010 AUDIO VISUAL SUPPLIES	11,000	9,800	
571000 IN STATE TRAVEL	300	300	
573000 DUES AND MEMBERSHIPS	400	400	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>113,020</b>	<b>68,055</b>	<b>-39.8%</b>
<b>PEG ACCESS TOTAL</b>	<b>377,622</b>	<b>375,705</b>	<b>-0.5%</b>

# Cable Television PEG Access Fund

## PERSONNEL LIST:

POSITION	CURRENT BASE	FISCAL YEAR BASE	FTE	TOTAL
PROGRAMMER	1,380.10	72,317.29	1.0	72,317.29
SENIOR PROGRAM DIRECTOR	1,176.92	61,670.77	1.0	61,670.77
DIR OF CITY CABLE OPERATIONS	1,530.59	80,202.84	1.0	80,202.84

# Special Revenue: Community Preservation Act

The Community Preservation Act (CPA) Fund was established after the voters of Somerville overwhelmingly adopted the CPA (M.G.L. Ch. 44b) in November 2012. The CPA creates a dedicated funding source for the City to invest in affordable housing, historic preservation, and open space and recreational land projects. Since 2015, over \$23.8 million has been awarded to 70 projects. Key annual revenue sources for the Fund include a 1.5% surcharge on net property taxes, optional discretionary appropriations into the Fund by the City, and matching funds from the state. State matching funds are distributed in November of each year and match total local funding (surcharge revenue and City appropriation) for the previous fiscal year. Somerville will receive its sixth distribution in FY20, which will match FY19 local revenue. The estimated state match of FY19 revenue is \$276,621 which will bring the total state funds received to date to \$2.96 million. This will be the first year that CPA funds will go towards debt service for the \$6 million bond issued for the 100 Homes project.

The Community Preservation Committee is responsible for implementing the CPA in Somerville, by working with the community to establish priorities for how CPA funding should be spent and making recommendations to the City Council for specific projects to receive funding. The Committee also submits an annual budget to the City Council which is determined in part by the enabling state CPA legislation. The legislation allows communities to devote up to 5% of estimated annual CPA revenue to the administrative and operating expenses of the Committee and requires communities to devote a minimum of 10% of estimated annual CPA revenue to each funding category: affordable housing, historic resources, and open space and recreational land. The Community Preservation Committee is recommending these minimums be increased to 50% for affordable housing, 15% for historic resources, and 20% for open space/recreational land.

## **FY19 ACCOMPLISHMENTS:**

- Received approval from the state to begin the local approval process for the conservation restriction on the 5 Palmer parcel acquired with CPA funds in FY18. This will be the first conservation restriction recorded in Somerville.
- Acquired the second open space parcel with CPA funds- 35 Richardson. This land, purchased by the Somerville Community Corporation will be transferred to the City for use as a public park following the creation of a new affordable housing unit on the 31 Richardson side of the property, which received CPA affordable housing funds.
- Celebrated ribbon cuttings at the Winter Hill Schoolyard and Community Growing Center as well as groundbreaking at Prospect Hill Park and West Branch Library.
- Began design processes for the Healey Schoolyard and Dilboy Auxiliary Fields. Completed design processes for Allen Street Open Space and Henry Hansen Park.
- Marked the acquisition of the 51st fully deed restricted unit under the 100 Homes project, which has acquired 13 properties. The program has preserved 28 tenancies, including five that were in danger of losing their Section 8 vouchers. Five units are designated for homeless households. To date, CPA funds are supporting the creation of 91 new units of affordable housing.
- Funded roof repairs on the historic buildings occupied by the Elizabeth Peabody House Association and the Somerville Hispanic Association for Community Development, allowing these organizations to continue to provide vital social services to the community.
- Leveraged FY2018 City appropriation into the CPA Fund to receive \$432,342 in state matching funds.
- Awarded \$747,175 to five historic resources projects; \$74,888 to three open space/recreation projects, with \$1,000,000 for ArtFarm still under review by the City Council; and \$2,005,296 to five affordable housing projects, through a competitive application process.
- Engaged the community in awarding CPA funds by holding two public meetings and accepting written comments, ultimately hearing from 136 residents. Engaged 331 Somerville residents during SomerStreets and other public events.

# Special Revenue: Community Preservation Act

## FY20 BUDGET:

COMMUNITY PRESERVATION ACT FUND		FY20 BUDGET	
<b>ESTIMATED NEW FY20 REVENUE</b>			
SURCHARGE REVENUE	1,944,167		
STATE MATCH OF PREVIOUS YEAR'S LOCAL REVENUE	276,621		
<b>TOTAL</b>	<b>2,220,788</b>		
<b>NEW APPROPRIATIONS &amp; RESERVES</b>			
ADMIN AND OPERATING EXPENSES OF COMMITTEE (5% OF ESTIMATED REVENUE)	111,039	<b>FY20 DEBT SERVICE</b>	<b>TOTAL AVAILABLE FOR FY20 PROJECTS</b>
OPEN SPACE AND RECREATION RESERVE (20% OF ESTIMATED REVENUE)	444,158	-	444,158
HISTORIC RESOURCES RESERVE (15% OF ESTIMATED REVENUE)	333,118	-	333,118
COMMUNITY HOUSING RESERVE (50% OF ESTIMATED REVENUE)	1,110,394	312,153	798,241
BUDGETED RESERVE (10% OF ESTIMATED REVENUE)	222,079	-	222,079
FY19 CITY APPROPRIATION	-	-	-
<b>TOTAL</b>	<b>2,220,788</b>	<b>312,153</b>	<b>1,797,595</b>

## TOTAL CPA FUNDING:

CPA FUND	FY18 ACTUAL	FY19 THRU 4/30	FY20 (EST)
<b>TOTAL FUNDING AVAILABLE</b>	<b>4,053,077</b>	<b>2,390,845</b>	<b>2,220,788</b>
<b>CURRENT FISCAL YEAR REVENUE</b>	<b>2,669,272</b>	<b>2,390,845</b>	<b>2,220,788</b>
SURCHARGE REVENUE	1,794,507	1,944,167	1,944,167
CITY APPROPRIATION*	500,000	-	-
STATE MATCH OF PY LOCAL REVENUE	370,465	432,342	276,621
INTEREST	4,300	14,336	-
<b>ROLLOVER FROM PREVIOUS FISCAL YEAR</b>	<b>1,383,805</b>	<b>-</b>	<b>-</b>
<b>APPROPRIATIONS &amp; ENCUMBRANCES</b>	<b>3,645,578</b>	<b>2,300,501</b>	<b>TBD</b>
COMMITTEE ADMIN EXP (UP TO 5% ANNUAL REV)	84,068	81,452	111,039
OPEN SPACE & RECREATION PROJECTS	2,203,008	74,888	TBD
OPEN SPACE & RECREATION DEBT SERVICE	-	-	-
HISTORIC RESOURCES PROJECTS	158,100	747,175	TBD
HISTORIC RESOURCES DEBT SERVICE	-	-	-
COMMUNITY HOUSING PROJECTS	1,200,402	1,396,986	TBD
COMMUNITY HOUSING DEBT SERVICE	-	-	312,153

\* FY20 City Appropriation will be determined at end of FY20

# Special Revenue: Community Preservation Act

**PERSONNEL LIST:**

<b>POSITION</b>	<b>CURRENT BASE</b>	<b>FISCAL YEAR BASE</b>	<b>FTE</b>	<b>TOTAL</b>
CPA MANAGER	1,732.56	90,786.01	0.8	72,628.81