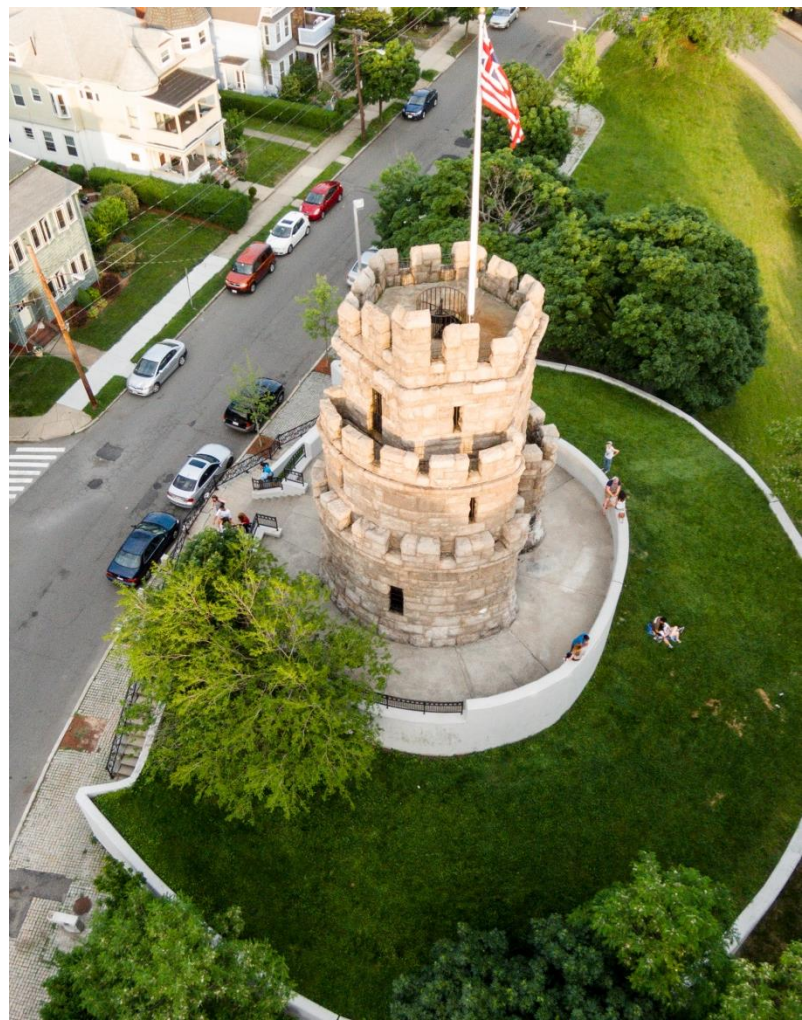


# City of Somerville FY2016 Municipal Budget {Proposed}



**Mayor Joseph A. Curtatone**



# City Government

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**Joseph A. Curtatone, Mayor**

Edward Bean, Finance Director

Michael Mastrobuoni, Budget Manager

## Board of Aldermen

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William A. White Jr., President, At-large

Katjana Ballantyne, Vice President, Ward 7

John M. Connolly, At-large

Mary Jo Rossetti, At-large

Dennis M. Sullivan, At-large

Matthew C. McLaughlin, Ward 1

Maryann M. Heuston, Ward 2

Robert J. McWatters, Ward 3

Tony G. Lafuente, Ward 4

Mark Niedergang, Ward 5

Rebekah L. Gewirtz, Ward 6



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Somerville  
Massachusetts**

For the Fiscal Year Beginning

**July 1, 2014**

A handwritten signature in cursive script, reading "Jeffrey R. Egan".

Executive Director



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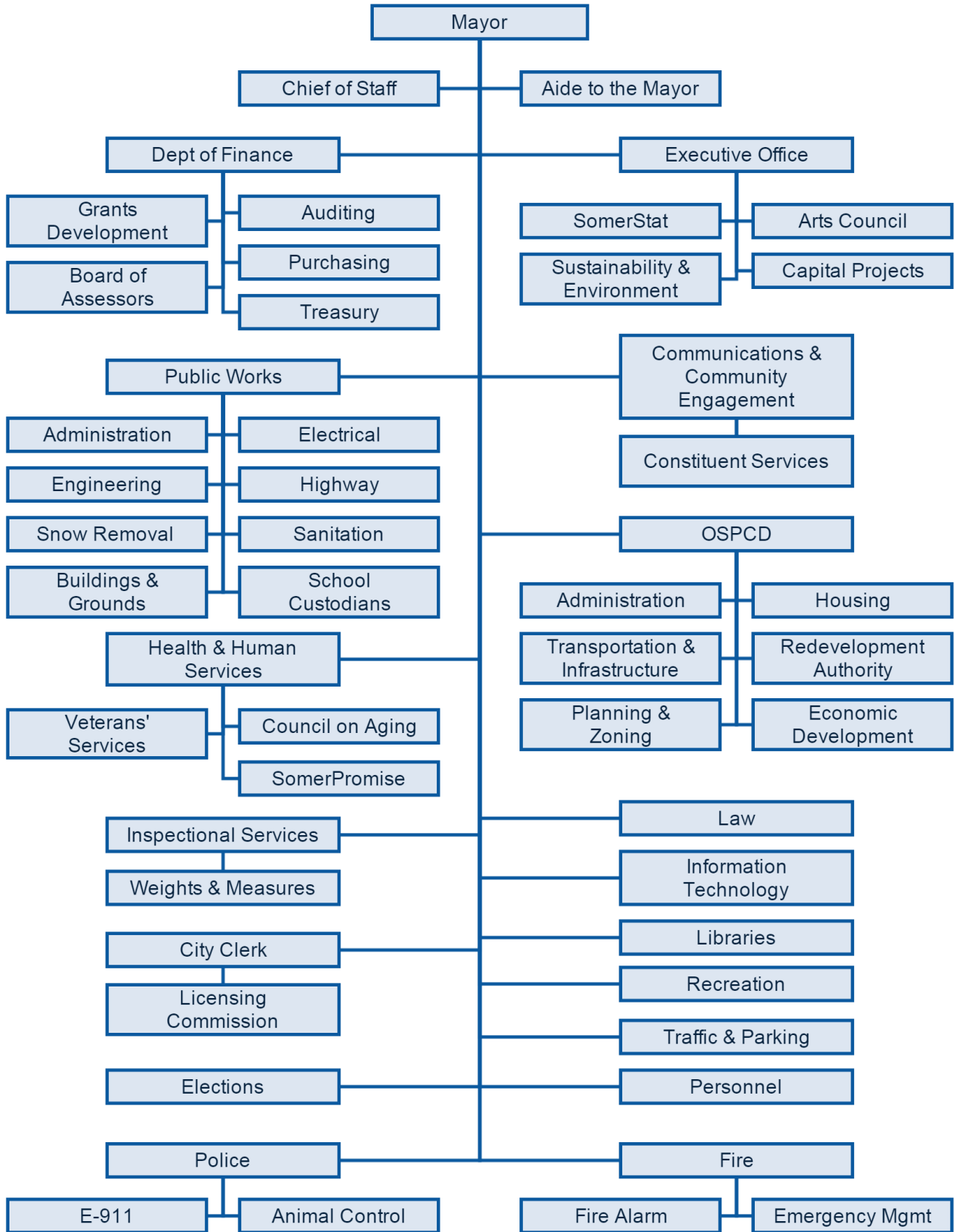
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# Somerville Organizational Chart

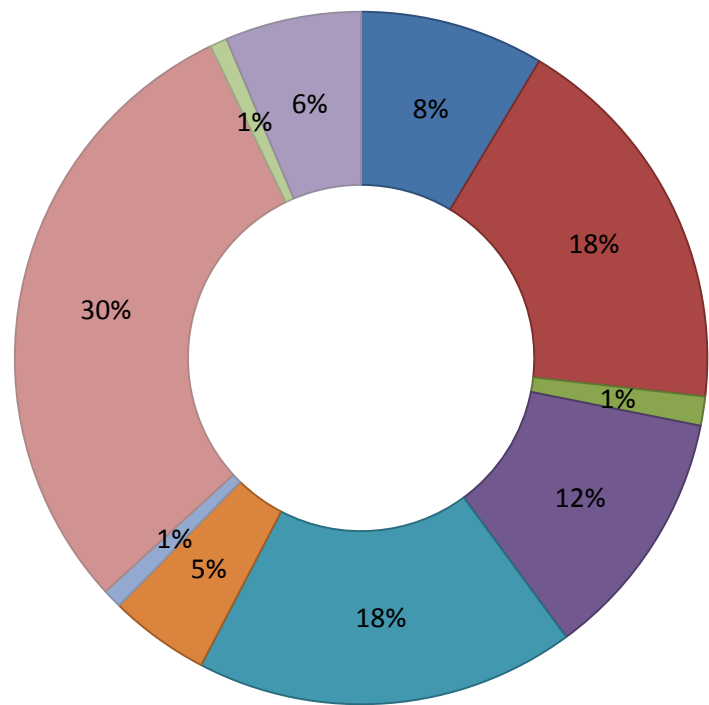


# Summary: FY2016 Operating Budget

PROGRAM EXPENDITURES	FY14 BUDGETED	FY15 BUDGETED	FY16 PROPOSED
General Government	\$15,048,934	\$16,697,372	\$18,157,987
Public Safety	\$36,928,975	\$37,991,487	\$38,357,011
Culture & Recreation	\$2,705,423	\$2,756,291	\$2,873,064
Public Works	\$22,782,276	\$22,910,804	\$24,848,326
Pension & Fringe	\$35,913,552	\$35,669,248	\$37,429,659
Debt Service	\$9,672,724	\$10,665,954	\$9,874,161
Other	\$1,395,789	\$1,292,500	\$1,906,851
School Department	\$56,590,504	\$60,317,201	\$62,512,658
Overlay Reserve	\$1,600,000	\$1,700,000	\$1,700,000
State Assessments	\$12,406,821	\$13,467,279	\$13,411,387
<b>Total</b>	<b>\$195,042,998</b>	<b>\$203,458,136</b>	<b>\$211,071,104</b>

FINANCING SOURCES	FY2016 BUDGET
Taxes	138,336,827
Penalties & Interest on Taxes & Excise	855,630
State Aid	48,032,158
Fines & Forfeits	5,810,229
Licenses & Permits	9,059,823
Fees	1,261,796
Miscellaneous Recurring	1,545,445
Other Revenue Sources	6,169,196
<b>Total</b>	<b>211,071,104</b>

**FY2016 Proposed Budget**



- General Government
- Public Safety
- Culture & Recreation
- Public Works
- Pension & Fringe
- Debt Service
- Other
- School Department



# Mayor's Message



## City of Somerville, Massachusetts

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

To the Honorable Board of Aldermen, Somerville Residents and Business Owners:

These are the days we planned for. Over the course of a decade-plus, we invested in our quality of life, our kids' education, and the health and safety of our community, all while grappling with economic downturns, declining state aid and ever-rising fixed costs. As we invested, we also saved. We created new reserve accounts and began building up our savings, but never abandoned our goals to improve our core services and create a model of efficient, effective government. Even in the wake of the Great Recession, we kept putting money into our stabilization fund, bringing our reserve levels to more than \$21 million. Despite historic state aid declines that, when adjusted for inflation, equates to more than \$42 million lost since 2000, our financial position remains strong and our community is thriving.

That prudent planning and conservative budgeting has paid off time and time again, but especially so this year. These are the days we planned for, when a historic, unforeseen event out of our control threatens to upend our finances. We endured the snowiest winter on record. More than 110 inches of snow fell, and most of it fell in an extraordinary three-week period. Our snow hauling and removal operations from every street in the city, unparalleled in any other community, ensured that our public safety apparatus could respond in case of an emergency. Those operations did more than clear our routes to work and school. They reduced a very real risk to life. They also overran our snow budget tenfold. Most communities face higher than normal snow budget deficits, but because of our prudent planning and conservative budgeting over the past decade-plus, unlike those communities, we do not have to make cuts to services or to most planned service improvements to fill the gap. The rainy day funds we have steadily saved up will allow us to backfill most of the snow deficit without sacrificing important investments. We will not undertake every initiative we want, but this \$211,071,104 budget will continue the targeted improvement to our services, our quality of life, and follow the proven, successful path of efficient and effective government.

# Mayor's Message

That begins in our schools. For the past two years, Somerville Public Schools has been the best performing urban school district in the Commonwealth for student growth—and is now the only urban district in the top 15 percent of all Massachusetts districts for student growth. These great achievements are possible because of the hard work of our educators, and because we kept making strategic investments in our schools that focused on educating the whole child. Our schools are not factories turning out students prepped to beat tests. They are the beating hearts of our neighborhoods. They are where our families come together and grow, our children learn critical thinking skills, and our community provides support for our children inside the classroom and out.

We will not go backward. This year's budget includes a \$2.2 million increase for our schools that meets our contractual obligations and funds positions and programs that were previously supported by grants, while strategically investing more in the health and well-being of each student. The six new full-time positions include an assistant to the Director of Student Services, a psychologist and a board certified behavior analyst. Each of these new staff members directly supports our children's well-being in school and outside school, so that they can reach their full potential. The classroom is addressed, too, with



the addition of a full-time English Language Learner Department Chair, an elementary teacher and an adaptive technology specialist, and positions that were previously grant funded, including a pre-kindergarten teacher and two full-time paraprofessionals, absorbed and paid for through the regular budget.

Along with education, public safety remains our foremost duty. Our Police Department is a model for addressing the underlying causes that lead people to enter the criminal justice system, including mental health issues and drug addiction. The department has worked tirelessly in collaboration with our Office of Prevention and the Trauma Response Network in addressing the nationwide opioid epidemic. As part of that, this budget includes full funding for the previously grant-funded Jail Diversion Program's Clinical Coordinator, helping redirect individuals with mental health and substance abuse issues from the criminal justice system to treatment and support.

One of the greatest challenges we face is the regional and national housing affordability crisis. We will further bolster our efforts to combat this crisis through this budget with funding for a universal waitlist for affordable housing opportunities, making it easier for our families and residents to benefit from those opportunities. We will also create a temporary two-year position for a Sustainable Neighborhoods Initiative coordinator, so that the ongoing work of our Sustainable Neighborhoods Working Group to broaden and deepen our affordability efforts is coordinated with City Hall, Beacon Hill and D.C.

# Mayor's Message

We also face the challenge of climate change, and we must address it on two fronts. It is our duty to do our part at the local level to reduce our contribution to the problem. We must also shore up our resiliency by addressing our aging infrastructure so that we can better weather potential damage from climate change-driven storms. Complementing the work already done by City staff, an additional \$150,000 for the Office of Sustainability and Environment will fund a roster of consultants that will help us assess our vulnerability, provide in-depth technical analysis and long-term strategic planning for high priority areas in the city, support community engagement and our climate change task force. We will also offer grants through our new GreenTech Program that will allow us to be first in line for emerging green technologies. And in the Water and Sewer Division, we will add a new engineer and a primary operator, helping us to more quickly repair and replace that infrastructure and reduce the threat of flooding in our neighborhoods and homes.

Under its new director, our Recreation Department is reinvigorating the programs and services important to the development of our kids and the health of our community. We will continue to build out that program by adding a new program coordinator to the department, and reassigning a program coordinator who currently splits time between the Recreation Department and ice rinks to the Recreation Department full-time.

We have been successful in obtaining grants that have funded positions and programs, but we still face dwindling outside support, including grants that are ending or no longer available. To ensure these needed services continue, this budget moves their funding onto our general operating budget. That includes funding our Shape Up Somerville nutrition coordinator, arts and culture grants through the Somerville Arts Council, and \$35,000 to obtain and match a grant from the National Historical Publications and Records Commission to fund a part-time digital archivist, which will allow us to preserve City board and commission meeting minutes online for the public, putting us at the forefront of municipal archives and transparency nationwide. Meanwhile we continue to pursue beneficial collaborations, and this budget will allow us to work with the nonprofit Roca to provide at-risk youth with a hands-on opportunity to transform their lives and gain valuable career skills by working with a dedicated foreman and our Building and Grounds Division while assisting with playground, park and facilities maintenance.



Smart, effective and efficient government where departments collaborate and maximize our efforts is possible when we strategically align our resources. We hope to promote even more efficiency through a new administrative code, and this budget includes its first steps. The Council on Aging, Veterans' Services Department and SomerPromise program would each be moved under the Health and Human Services Department, further improving the referral networking that began last year with the establishment of the Human Services Division and ensuring all residents who need assistance get the support they need. Our Inspectional Services Division that has become a model for efficient management of quality of life issues

City of Somerville, MA – FY2016 Municipal Budget

# Mayor's Message

would become a standalone department, and the Weights and Measures Division would be moved under ISD, putting all our inspection services into one unit. Finally, our award-winning 311 Constituent Services Center is one of the main lines of communication between residents and the City, so it will be moved into the Communications and Community Engagement Department, again strategically aligning our services. These are the first steps of an overhauled administrative code, and we hope in the coming year to move our Engineering Division to the Capital Projects Department, establish the Water and Sewer Division as a standalone department, and began discussing how we can lay the groundwork for a Parks and Recreation Department.

Many other communities will stand still this coming year, or even face cuts in services and initiatives, as they struggle to fill the gap caused by this winter's historic storms. Not us. Years of patience are paying off for our community this year and will do so in the years ahead. After a historic winter that has stalled out communities across the Commonwealth, we find ourselves still able to invest in better services, better government and a better quality of life for our residents. A decade of accolades later, we still believe we can do more, and better. And with this budget, we continue to strive for that ideal.

Sincerely,



Joseph A. Curtatone  
Mayor

# Budget Table

FY16 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
<b>GENERAL GOVERNMENT</b>					
BOARD OF ALDERMEN	284,922	40,660			325,582
CLERK OF COMMITTEES	56,244	1,000			57,244
EXECUTIVE ADMINISTRATION	445,642	62,900	166,500		675,042
EXEC-SOMERSTAT	363,291	23,800			387,091
EXEC-CAPITAL PROJECTS	417,423	27,495		150,000	594,918
SOMERPROMISE	77,944	120,170			198,114
COUNCIL ON AGING	372,733	99,227			471,960
EXEC-CONSTITUENT SERVICES	651,894	45,250			697,144
EXEC-ARTS COUNCIL	243,857	154,125			397,982
OFFICE OF SUSTAIN & ENVIRON	161,774	171,325			333,099
COMMUNICATIONS	331,464	21,565			353,029
PERSONNEL	737,958	307,700	61,010		1,106,668
INFORMATION TECHNOLOGY	718,870	1,339,080			2,057,950
ELECTIONS	381,516	189,650			571,166
VETERANS' SERVICES	116,281	634,035			750,316
FINANCE DEPT-TREASURER/COLL	655,717	286,690			942,407
FINANCE DEPT-AUDITING	757,617	106,995			864,612
FINANCE DEPT-PURCHASING	387,381	32,900			420,281
FINANCE DEPT-ASSESSING	532,605	129,390			661,995
FINANCE DEPT-GRANTS	129,880	5,776			135,656
CITY CLERK	423,774	140,410	35,000		599,184
LICENSING COMMISSION	10,800				10,800
LAW	704,235	175,275			879,510
OSPCD ADMINISTRATION	252,552	21,550			274,102
OSPCD TRANSPORTATION	232,282	309,130			541,412
OSPCD PLANNING	607,496	285,558			893,054
OSPCD HOUSING	289,779	37,750			327,529
REDEVELOPMENT AUTHORITY	18,000				18,000
OSPCD ECONOMIC DEVELOPMENT	249,956	262,917			512,873
INSPECTIONAL SERVICES	1,804,836	294,431			2,099,267
<b>TOTAL GENERAL GOVERNMENT</b>	<b>12,418,723</b>	<b>5,326,754</b>	<b>262,510</b>	<b>150,000</b>	<b>18,157,987</b>
<b>PUBLIC SAFETY</b>					
EMERGENCY MANAGEMENT	20,826	5,700			26,526
FIRE	14,985,834	429,950			15,415,784
FIRE ALARM	972,165				972,165
POLICE-911	833,640				833,640
POLICE-ANIMAL CONTROL	104,750	16,050			120,800



# Budget Table

POLICE	14,162,279	556,483	51,314	14,770,076
TRAFFIC AND PARKING	2,545,188	1,408,276		3,953,464
HEALTH & HUMAN SERVICES	1,975,726	288,830		2,264,556
<b>TOTAL PUBLIC SAFETY</b>	<b>35,600,408</b>	<b>2,705,289</b>	<b>51,314</b>	<b>38,357,011</b>
<b>CULTURE &amp; RECREATION</b>				
LIBRARIES	1,703,241	330,986		2,034,227
RECREATION	615,987	222,850		838,837
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>2,319,228</b>	<b>553,836</b>		<b>2,873,064</b>
<b>PUBLIC WORKS</b>				
DPW-ADMINISTRATION	594,017	822,450		1,416,467
DPW-ELECTRICAL	311,916	197,000		508,916
DPW-ENGINEERING	163,876	137,100		300,976
DPW-HIGHWAY	2,326,769	1,183,845		3,510,614
DPW-SNOW REMOVAL		1,286,000		1,286,000
DPW-SANITATION		5,162,426		5,162,426
DPW-BUILDINGS AND GROUNDS	2,156,420	7,662,250		9,818,670
DPW-SCHOOL CUSTODIANS	1,847,962	871,080		2,719,042
WEIGHTS AND MEASURES	122,425	2,790		125,215
<b>TOTAL PUBLIC WORKS</b>	<b>7,523,385</b>	<b>17,324,941</b>		<b>24,848,326</b>
<b>PENSION &amp; FRINGE</b>				
HEALTH INSURANCE	21,338,520	269,559		21,608,079
LIFE INSURANCE & FLEX SPENDING	99,500			99,500
MEDICARE PAYROLL TAXES	1,400,000			1,400,000
WORKER'S COMPENSATION	448,594	318,350		766,944
UNEMPLOYMENT COMPENSATION	125,000			125,000
PENSION ACCUMULATION FUND	13,304,274			13,304,274
NON CONTRIB PENSION		125,862		125,862
<b>TOTAL PENSION &amp; FRINGE</b>	<b>36,715,888</b>	<b>713,771</b>		<b>37,429,659</b>
<b>DEBT SERVICE</b>				
DEBT SERVICE		9,874,161		9,874,161
<b>TOTAL DEBT SERVICE</b>		<b>9,874,161</b>		<b>9,874,161</b>
<b>OTHER</b>				
DAMAGE TO PERSONS AND PROPERTY		175,000		175,000
SALARY CONTINGENCY	1,143,701			1,143,701
BUILDING INSURANCE		438,150		438,150
SUBSIDY TO ICE RINK ENTERPRISE			150,000	150,000

# Budget Table

<b>TOTAL OTHER</b>	<b>1,143,701</b>	<b>613,150</b>	<b>150,000</b>		<b>1,906,851</b>
<b>SCHOOL DEPARTMENT</b>	<b>49,894,989</b>	<b>12,617,669</b>			<b>62,512,658</b>
<b>TOTAL MUNICIPAL APPROPRIATIONS</b>	<b>95,721,333</b>	<b>37,111,902</b>	<b>463,824</b>	<b>150,000</b>	<b>195,959,717</b>
<b>OVERLAY RESERVE</b>			<b>1,700,000</b>		<b>1,700,000</b>
<b>STATE ASSESSMENTS</b>					
AIR POLLUTION DISTRICTS			23,970		23,970
METRO AREA PLANNING COUNCIL			38,990		38,990
RMV NON RENEWAL SURCHARGE			193,680		193,680
MBTA			5,062,633		5,062,633
BOSTON METRO TRANSIT DISTRICT			1,102		1,102
SPECIAL EDUCATION			13,672		13,672
SCHOOL CHOICE SENDING TUITION			13,400		13,400
CHARTER SCHOOL TUITION			8,063,940		8,063,940
<b>TOTAL STATE ASSESSMENTS</b>			<b>13,411,387</b>		<b>13,411,387</b>
<b>GRAND TOTAL</b>	<b>95,721,333</b>	<b>37,111,902</b>	<b>15,575,211</b>	<b>150,000</b>	<b>211,071,104</b>

# Revenue Table

GENERAL FUND REVENUE	FY14 ACTUAL	2015 BUDGET	2016 PROJECTED	% CHANGE
(411000) PROPERTY TAXES	113,841,400	122,165,461	129,012,860	5.6%
(414200) TAX TITLE REDEEMED	847,582	-	-	-
(414500) TAX FORECLOSURE REDEMPTN	-	-	-	-
<b>PROPERTY TAXES</b>	<b>114,688,982</b>	<b>122,165,461</b>	<b>129,012,860</b>	<b>5.6%</b>
(415000) MOTOR VEHICLE EXCISE TAX	5,612,457	5,730,479	5,800,000	1.2%
(466002) URBAN EXCISE DEVELOPMENT	132,504	125,000	125,000	0.0%
(468001) LOCAL MEALS EXCISE	1,247,327	1,437,448	1,602,237	11.5%
(468002) LOCAL OPTION ROOM EXCISE	766,752	800,000	977,158	22.1%
<b>EXCISE TAXES</b>	<b>7,759,040</b>	<b>8,092,927</b>	<b>8,504,395</b>	<b>5.1%</b>
(417001) INTEREST - PERSONAL PRO	6,235	5,000	5,000	0.0%
(417002) INTEREST - REAL ESTATE	204,577	200,000	200,000	0.0%
(417003) INTEREST - EXCISE TAX	20,147	16,000	16,000	0.0%
(417004) INTEREST - TAX TITLE	435,305	175,000	175,000	0.0%
(417006) PENALTIES TAX TITLE	9,412	-	-	-
(417007) DEMAND & PENALTIES TAX/EXC	369,482	350,000	350,000	0.0%
(417009) PENALTIES NON CRIMINAL DEM	29,520	44,485	44,485	0.0%
(417010) PENALTIES NON CRIMINAL LIE	46,826	65,145	65,145	0.0%
<b>PENALTIES AND INTEREST ON TAXES</b>	<b>1,121,504</b>	<b>855,630</b>	<b>855,630</b>	<b>0.0%</b>
(418000) PAYMENTS IN LIEU OF TAXES	285,596	280,000	819,572	192.7%
<b>PILOT PAYMENTS</b>	<b>285,596</b>	<b>280,000</b>	<b>819,572</b>	<b>192.7%</b>
(432017) RESIDENTIAL TRASH FE	52,908	30,000	7,000	-76.7%
(432019) ROYALTY FEES VENDOR	23,073	-	-	-
(432020) SANITATION FEES	79,581	76,925	-	-
<b>CHARGES - TRASH</b>	<b>155,562</b>	<b>106,925</b>	<b>7,000</b>	<b>-93.5%</b>
(432001) ADVERTISING FEES	225	12,000	600	-95.0%
(432002) BUS CERTIFICATE	31,931	30,000	30,000	0.0%
(432003) CERT OF LIENS	130,620	160,000	145,000	-9.4%
(432004) CONDO APPL FEE	53,500	53,500	90,000	68.2%
(432005) CONSTABLE FEES	683	1,500	1,500	0.0%
(432006) COPIES OF RECORDS	94,236	90,300	90,300	0.0%
(432008) POLICE DETAIL SURCHARGE	148,466	175,000	176,000	0.6%
(432008) FIRE DETAIL SURCHARGE	51,518	50,000	50,000	0.0%
(432008) CUSTODIAL DETAIL SURCHARGE	9,725	8,000	8,000	0.0%
(432009) FALSE ALARM FEE	70,200	45,000	50,000	11.1%
(432010) FINGERPRINTING FEES	2,345	2,000	2,000	0.0%
(432011) FIRE ALARM REIMB	141,788	125,000	155,000	24.0%

# Revenue Table

GENERAL FUND REVENUE	FY14 ACTUAL	2015 BUDGET	2016 PROJECTED	% CHANGE
(432013) NEWSPAPER MACHINE FEES	100	625	1,000	60.0%
(432012) MISC FEES	47,953	32,625	32,625	0.0%
(432014) NOTARIZATION	269	400	200	-50.0%
(432015) PARKING FINE CC FEE	145	145	23,796	16311%
(432016) POLICE CRUISER FEES	8,780	18,000	28,000	55.6%
(432018) RETURNED CHECK FEE	3,245	3,000	3,500	16.7%
(432021) SMOKE DETECTOR INSP	59,875	50,000	50,000	0.0%
(432022) SPGA FEES	1,065	1,125	1,125	0.0%
(432023) WITNESS FEES	90	100	100	0.0%
(432028) CURB CUT FEE	21,400	21,200	35,000	65.1%
(432029) TEMPORARY NO PARKING SIGN	82,563	45,625	52,000	14.0%
(432033) TAXICAB REINSPECTION FEE	-	150	150	0.0%
(432035) POOL FEES	7,500	7,500	7,500	0.0%
(432037) PARK LIGHTS	-	-	15,000	-
(432038) HEARING FEE	-	-	4,000	-
(437002) BUS ROUTES REVENUE	550	-	-	-
(437003) BUS SHELTER ADVERTISING RE	26,395	20,000	20,000	0.0%
(437006) E-RATE REIMBURSEMENT	3,701	-	-	-
(437016) BIKE PROFIT SHARE FEE	13,983	-	-	-
(437017) BIKE ADVERTISING FEE	13,200	108,758	45,000	-58.6%
(445013) SEALING FEES	15,149	14,000	20,000	42.9%
(445018) FIELD USAGE PERMIT	-	-	40,000	-
<b>FEES</b>	<b>1,041,200</b>	<b>1,075,553</b>	<b>1,177,396</b>	<b>9.5%</b>
(436000) RENTAL INCOME	170,103	18,400	20,400	10.9%
(436100) BUILDING USE REVENUE	52,250	57,000	57,000	0.0%
<b>RENTALS</b>	<b>222,353</b>	<b>75,400</b>	<b>77,400</b>	<b>2.7%</b>
(437001) PLANNING AND ZONING/BOA RE	135,517	140,000	120,000	-14.3%
(437004) COMMISSION ON MACHINES	554	500	500	0.0%
<b>OTHER DEPARTMENT REVENUE</b>	<b>136,071</b>	<b>140,500</b>	<b>120,500</b>	<b>-14.2%</b>
(441001) CLUB RESTR LIC-7 DAY	21,200	20,800	26,000	25.0%
(441002) COMMON VICTUALLERS	59,600	55,000	60,000	9.1%
(441003) INNHOLDER LICENSE	2,500	1,500	2,500	66.7%
(441004) MALT & WINES EDC INT	3,400	3,200	3,500	9.4%
(441005) MALT BEV & WINE STOR	27,200	22,500	22,500	0.0%
(441006) MALT BEV/WINE RESTRN	31,000	32,000	32,000	0.0%
(441007) PACKAGE STORE LIC	54,800	64,000	70,000	9.4%
(441008) RESTAURANT LIC-LIQR	243,300	250,000	272,000	8.8%
(441009) SPEC ALCOHOL LICENSE	8,700	2,500	10,200	308.0%
(441010) FARMER POURER	-	-	6,000	-
(442002) AUTO AMUSM'T DEVICE	-	-	-	-

# Revenue Table

GENERAL FUND REVENUE	FY14 ACTUAL	2015 BUDGET	2016 PROJECTED	% CHANGE
(442003) BILL/POOL/BOWL/ LIC	1,500	1,500	1,100	-26.7%
(442004) BUILDERS LICENSE	500	350	200	-42.9%
(442005) CLOSE OUT SALE	-	-	-	-
(442006) CONSTABLES LICENSE	5,100	3,750	4,125	10.0%
(442008) DOG KENNEL LICENSE	-	-	-	-
(442009) DOG LICENSE	38,367	42,000	46,200	10.0%
(442010) DRAINLAYER LICENSE	13,500	10,000	11,000	10.0%
(442011) ENTERTAINMENT LIC	35,650	32,800	43,500	32.6%
(442012) FUNERAL DIRECT LICS	380	380	380	0.0%
(442013) HAWKER/PEDDLER LICN	250	1,800	990	-45.0%
(442014) JUNK DEALER LICENSE	3,000	3,750	4,125	10.0%
(442015) LIVERY/ LIMOUSINE	150	300	330	10.0%
(442016) LODGING LICENSE	21,450	22,000	24,200	10.0%
(442018) MILK LICENSE	4,965	7,500	7,500	0.0%
(442019) MOVING VANS & PODS	58,840	50,000	70,005	40.0%
(442020) OUTDOOR PARKING SPAC	14,580	14,000	17,500	25.0%
(442021) OUTDOOR SEATING	6,750	5,100	6,600	29.4%
(442022) PHYSICAL THER LICNSE	10,100	9,800	10,000	2.0%
(442023) PHYSICIANS/ OSTEOPHTH	-	60	-	-100.0%
(442024) SIGNS AND AWNING	6,250	5,000	2,200	-56.0%
(442026) SWIM POOL LICENSE	1,800	1,440	2,620	81.9%
(442027) TAXI STAND LIC	3,900	4,500	4,950	10.0%
(442028) TAXICAB MEDALLION	40,125	30,250	34,900	15.4%
(442029) USED CAR DEALER LIC	35,100	30,250	33,275	10.0%
(442031) FORTUNE TELLER	1,000	500	550	10.0%
(442032) URBAN AGRICULTURE LICENSE	575	200	300	50.0%
(442033) BOA MOBILE FOOD VENDOR	600	600	660	10.0%
(445001) BURIAL PERMITS	4,345	3,100	3,100	0.0%
(445002) DUMPSTER CONTRACTORS	2,970	5,280	5,000	-5.3%
(445003) EXPLOSIVE STOR FLAMB	10,570	13,000	13,000	0.0%
(445004) EXTENDED RETAIL HOUR	11,000	8,250	9,075	10.0%
(445005) FLAMMABLE PERMIT	22,550	24,750	27,225	10.0%
(445006) GARAGE PERMITS	59,400	60,500	66,550	10.0%
(445007) MARRIAGE PERMIT	28,475	27,500	27,500	0.0%
(445008) POLICE REVOLVER PERM	10,050	6,500	6,500	0.0%
(445009) RAFFLE/BAZAAR PERMIT	200	250	300	20.0%
(445011) RESIDENT PARK PERMIT	1,644,255	1,596,000	2,182,793	36.8%
(445012) RETAIL&FOOD PERMIT	161,790	190,000	190,000	0.0%
(445014) SWORN WEIGHER	-	-	-	-
(445015) UNDERGROUND TANK REMOVAL	-	2,300	-	-100.0%
(445016) BUSINESS PARKING PERMIT	-	150	-	-
(448002) BUILDING PERMIT	2,821,096	4,280,204	4,541,000	6.1%
(448004) DUMPSTER PERMIT	76,068	48,000	60,440	25.9%



# Revenue Table

GENERAL FUND REVENUE	FY14 ACTUAL	2015 BUDGET	2016 PROJECTED	% CHANGE
(448005) ELECTRICAL PERMIT	276,766	210,000	500,000	138.1%
(448006) GAS PERMIT	72,031	63,000	100,000	58.7%
(448007) GRANT OF LOCATION	22,624	11,000	12,100	10.0%
(448008) HOUSING CERTIFICATE	440	330	330	0.0%
(448009) INSPECTION	55,612	55,000	75,000	36.4%
(448010) OCCUPANCY PERMIT	56,153	31,500	40,000	27.0%
(448011) PLUMBING PERMIT	142,255	120,000	225,000	87.5%
(448012) SIDEWALK OPENING	122,350	100,000	143,000	43.0%
(477007) OPEN AIR VENDOR	150	-	-	-
<b>LICENSES AND PERMITS</b>	<b>6,357,282</b>	<b>7,585,944</b>	<b>9,059,823</b>	<b>19.4%</b>
(468003) COURT FINES	8,505	5,000	6,500	30.0%
(468006) MASS COURT MOVING VIOLATN	366,578	370,000	325,000	-12.2%
(477001) PARKING FINES	5,226,487	5,187,507	4,900,000	-5.5%
(477002) PARKING FINE SURCHAG	54,670	26,000	24,600	-5.4%
(477003) LIBRARY FINES	16,526	10,000	10,000	0.0%
(477005) LANDCOURT/RECORDING	23,311	10,000	2,988	-70.1%
(477006) ORDINANCE VIOLATIONS	214,095	243,660	225,000	-7.7%
(477009) RESTITUTION	63	500	1,000	100.0%
(477010) RMV NON RENEWAL SURCH	56,243	66,000	24,641	-62.7%
(477011) TOBACCO FINES	700	1,200	500	-58.3%
(477013) DELINQUENT PARKING TICKET	-	-	45,000	-
(477014) EXPIRED REG & SAFETY INSPE	168,895	170,000	200,000	17.6%
(484005) TOWING CHARGES	58,000	45,000	45,000	0.0%
<b>FINES AND FORFEITS</b>	<b>6,194,072</b>	<b>6,134,867</b>	<b>5,810,229</b>	<b>-5.3%</b>
(482000) INVESTMENT INCOME	195,726	200,000	200,000	0.0%
<b>INVESTMENT INCOME</b>	<b>195,726</b>	<b>200,000</b>	<b>200,000</b>	<b>0.0%</b>
(437005) DPW RECYCLING REVENUE	-	-	-	-
(454001) MEDICARE REIMBURSEMNT RDS	420,205	347,812	347,812	0.0%
(468007) MEDICAID REIMBURSEMNT DMA	625,990	600,000	692,000	15.3%
(468008) C OF M MISC	-	-	-	-
(468009) C OF M REIMB C-O-L-A	3,870	3,869	3,869	0.0%
(468010) C OF M REIMBURSEMENT	-	-	-	-
(468011) REIMBURSEMENT - MISC.	115,739	23,264	23,264	0.0%
(494002) SALE OF SURPLUS EQUIPMENT	5,850	-	-	-
(494003) SALE OF VEHICLES	3,537	8,000	3,500	-56.3%
(484000) MISCELLANEOUS REVENUE	269,175	15,275	25,000	63.7%
(484001) PRIOR YEAR REIMBURSEMENTS	468,392	184,538	150,000	-18.7%
(484003) INSURANCE REIMBURSEMENT	-	31	-	-100.0%
(484012) BANK REVENUE SHARE	76,589	100,000	100,000	0.0%
<b>MISC RECURRING</b>	<b>1,989,347</b>	<b>1,282,789</b>	<b>1,345,445</b>	<b>4.9%</b>

# Revenue Table

GENERAL FUND REVENUE	FY14 ACTUAL	2015 BUDGET	2016 PROJECTED	% CHANGE
(461002) STATE REIM ABATE SURV SP/ELD	304,988	298,796	290,698	-2.7%
(462001) SCHOOL AID CHAPTER 70	18,766,193	19,582,488	19,717,388	0.7%
(462004) CONSTRUCTION OF SCHL PROJ	4,230,955	4,230,955	3,547,977	-16.1%
(462005) CHARTER SCHOOL REIMBURSMT	1,469,006	1,888,387	869,335	-54.0%
(466000) UNRESTRICTED GEN GOVT AID	21,815,292	22,420,271	23,227,401	3.6%
(466003) VETERANS AND BENEFITS	317,223	298,065	379,359	27.3%
(468014) STATE QUALIFIED BONDS	682,519	-	-	-
<b>STATE REVENUE</b>	<b>47,586,176</b>	<b>48,718,962</b>	<b>48,032,158</b>	<b>-1.4%</b>
(493000) PREMIUM FROM SALE OF BOND	600,000	-	-	-
(497002) TRANSFERS FROM PARKING	2,367,434	1,607,096	1,323,832	-17.6%
(497003) TRANSFERS FROM STAB	836,227	-	-	-
(497005) TRANSFERS FROM ENTERPRISE	1,105,382	1,105,382	1,224,864	10.8%
FREE CASH	3,500,000	3,500,000	3,500,000	0.0%
<b>OTHER FINANCING SOURCES</b>	<b>8,409,043</b>	<b>6,212,478</b>	<b>6,048,696</b>	<b>-2.6%</b>
<b>GRAND TOTAL</b>	<b>196,141,954</b>	<b>202,927,436</b>	<b>211,071,104</b>	<b>4.0%</b>

# Budget Overview

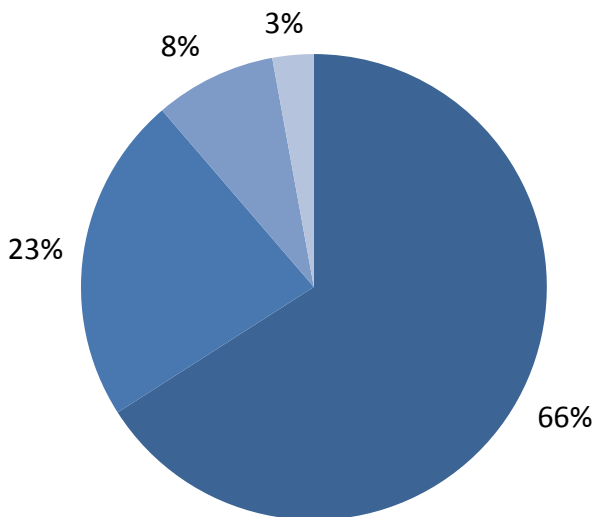
The FY2016 General Fund Municipal Appropriation for the Operating Budget is \$195,959,717 and was submitted to the Board of Aldermen for approval on June 4, 2015. Below are explanations and details concerning the FY2016 revenue collection assumptions and spending appropriations. Following the appropriations overview, each department's detailed budget is presented along with performance highlights and goals.

## REVENUE INTRODUCTION

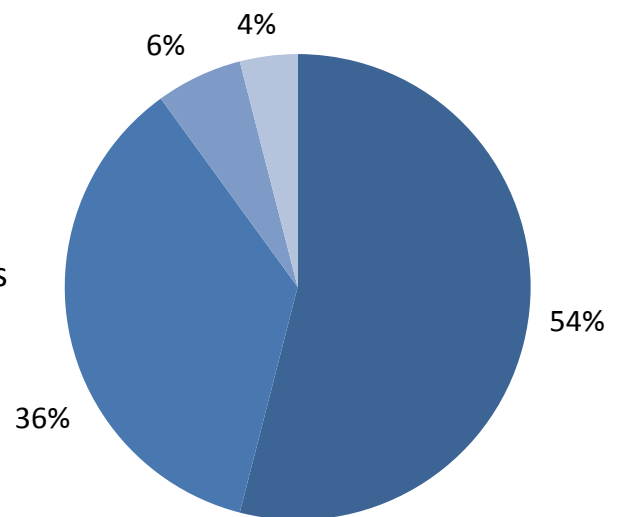
The following is a summary of major revenue sources to the City budget, including highlights of significant changes. The operating budget is financed with funds generated from property taxes, local motor vehicle excise taxes, local option meals tax, local option hotel/motel excise tax, state aid, transfers from other local sources, investment earnings, and other local fees and charges. Taxes account for approximately 66% of the City's revenue base, State Aid approximately 23%, local receipts 8%, and other funding sources 3%.

The amount of State Aid allocated to Somerville has declined precipitously over the last several years. This has forced the City to raise more revenue through local receipts—fines, permits, fees, etc. Additionally, it has forced the City to rely very heavily on the property tax to fund city services. Below is a graphic showing Somerville's FY2016 revenue composition as compared to the revenue composition twelve years earlier.

### Fiscal Year 2016



### Fiscal Year 2004



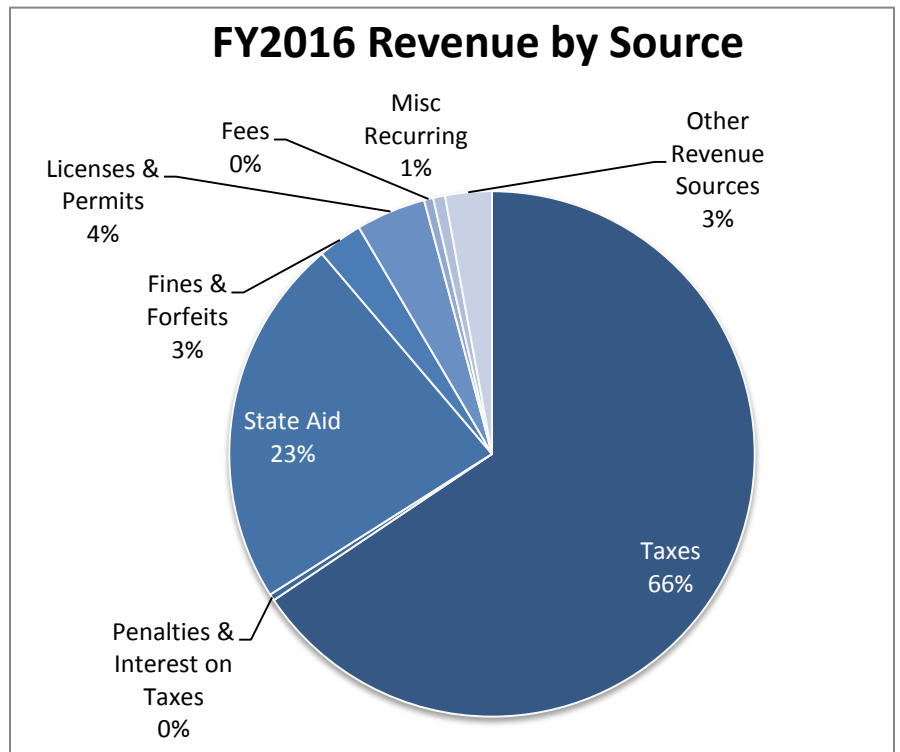
# Revenue Overview

## REVENUE ASSUMPTIONS AND PROJECTIONS

The City's policy is to budget revenues conservatively. Revenue projections for FY2016 are based on FY2013 and FY2014 actual collections, FY2015 projected collections, other historical trends, and anticipated changes that impact the particular revenue source.

### 1. TAXES

FY2016 tax revenues are projected to be \$138,336,827. The components of this revenue category are Property Taxes (real estate and personal property), Motor Vehicle Excise, Local Option Room and Meals, Urban Excise Tax Agreements, and Payments In Lieu of Taxes. As noted earlier, 66% 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 \$129,012,860 and represent 61.1% 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 FY2014. Ordinarily, the State requires a tri-annual revaluation but requested the last revaluation be conducted over a four year period. 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. In FY2015, a total of \$4.0 million dollars was generated in new growth, the highest

# Revenue Overview

in over a decade, much of this from the Assembly Square Project. The projected value of new growth for FY2016 is \$2.9 million. 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. For FY2016, the Chief Assessor predicts that the DIF will generate an additional \$1,316,642 in tax dollars net of debt service for infrastructure improvements. These additional tax dollars are built into the real estate taxes projection for FY2016.

## **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 uncollectibles is estimated based on historical trends and specific account analysis. With the rebound in car markets and the accompanying increase in the sale of new cars, the estimated Motor Vehicle Excise increased by \$50,000.

## **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. Hotel/Motel tax revenues of \$977,158 are included in the FY2016 Budget, which is an increase of 38.8%. The projection is based on the last four quarters of actual revenues received at the time of the preparation of this budget—from April 2014 to April 2015.

## **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 Local Option Meal Excise is expected to increase to \$1,602,237, an increase of 11.5%. A significant amount of new restaurants have opened in Assembly Square over the past year and are enjoying great success. The restaurant sector base continues to grow and we expect this revenue source to show strong growth for the city now and into the foreseeable future. The budget is based on the most recent four quarters of actual collections from April 2014 to April 2015 and projected revenue sales from the new restaurants.

## **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. The new building has broken ground and the City will receive the first PILOT payment from Partners this year at a prorated amount. Tufts University remains a large contributor at \$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 remaining \$80,000 is generally made up of payments from private non-profit social service agencies. The total FY2015 budgeted PILOT amount is \$819,572, a 192% increase from FY2014.

## **2. PENALTIES AND DELINQUENT INTEREST**

The City receives interest and penalties on overdue taxes and excise taxes. This revenue is budgeted at \$855,630 in FY2016 based on projected FY2015 revenues and reflects no increase. The City will continue to emphasize collection of outstanding real estate, personal property and excise taxes. These revenues are budgeted conservatively since there is great volatility from year to year in these revenues, based on the number of outstanding accounts.



# Revenue Overview

## 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.

Estimated FY2016 License and Permit revenue totals \$9,059,823. The largest revenue source in this category is building permits, which is budgeted at \$4,541,000 in FY2016. This is \$702,340 more than the amount budgeted in FY2015 and is based on the planned development at Assembly Square and other areas of the city. Residential Parking Permits are budgeted at \$2,182,793, which is \$586,793 more than in FY2015 due mainly to changes in the costs associated with residential parking permits.

## 4. FINES AND FORFEITS

Budgeted FY2016 revenue from Fines and Forfeits totals \$5,810,229 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 \$4,900,000, a decrease of \$287,507 (5.5%) from FY2015 budgeted revenues. The cause of the decrease in parking fine revenues is two-fold. First, with increased enforcement there has been greater compliance with parking regulations. Second, the City recently installed new parking meter kiosks that accept credit card payments and the ParkMobile app. As methods of payment become more convenient the number of violations issued is decreasing.

## 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 \$1,261,796, or less than 1% of all operating revenues. With the closure of the waste transfer station two years ago, the city has been missing \$250,000 in royalty fees that it previously collected as well as \$240,000 in rental income.

## 6. STATE AID

The Estimated FY2016 State Aid amount totals \$48,032,158 broken down as follows: \$44,484,181 from the State Cherry Sheet and \$3,547,977 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.

# Revenue Overview

The City anticipates \$3,547,977 in School Building Authority funds as reimbursement for the construction of the Kennedy, Healey, West Somerville Neighborhood, and Capuano Schools.

Net State Aid is the difference between Cherry Sheet revenue and State Assessments charged against the City. Since FY2002, the City's net State Aid has been cut almost in half from \$57 million in FY2002 to \$31.1 million in FY2015.

## **7. MISCELLANEOUS RECURRING AND OTHER REVENUE SOURCES**

These categories include reimbursements from vendors, Medicaid, and Medicare Part D Drug Reimbursement; recycling, rental income, settlement of claims, indirect cost reimbursements from Enterprise Funds, interest earnings, and reserves appropriated to balance the budget. Miscellaneous and Other Revenue categories total \$7,714,641 for FY2016.

### **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. This revenue source has been subject to considerable volatility in the past several years. Interest on investments of \$200,000 has been included in the FY2016 Budget, which is the same as last year.

# Appropriation Overview

## INTRODUCTION

This section contains the FY2016 Somerville Operating Budget detailing how the City plans to allocate its resources in the form of a detailed description of each department’s budget. The departmental presentations are broken down into the following components:

- *Mission Statement*
- *Financial Summary Table*
- *Budgetary Changes from FY2015 to FY2016*
- *Organizational Charts*
- *Performance Review:*
  - *FY2015 Accomplishments*
  - *Goal Review*
  - *Performance Metrics*
  - *FY2016 Goals & Objectives*
- *Appropriation Breakdown by Line Item*
- *Personnel Listing*

FY15 budget including  
any supplemental  
appropriations in FY15

Proposed budget  
for FY16



### SAMPLE BUDGET TABLE:

DEPARTMENT NAME	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
LINE ITEM PERSONAL SERVICES	100	100	70	100	
<b>PRIME PERSONAL SERVICES ACCT</b>	<b>100</b>	<b>100</b>	<b>70</b>	<b>100</b>	<b>0.0%</b>
LINE ITEM ORDINARY	-	10	3	10	
LINE ITEM ORDINARY	10	10	5	10	
LINE ITEM ORDINARY	200	200	200	200	
LINE ITEM ORDINARY	-	50	-	50	
<b>PRIME ORDINARY MAINT. ACCT</b>	<b>210</b>	<b>270</b>	<b>208</b>	<b>270</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>310</b>	<b>370</b>	<b>278</b>	<b>370</b>	<b>0.0%</b>

↑  
Total spent  
in FY14

↑  
Total spent or  
encumbered as  
of 4/30/15

↑  
% difference from FY15  
budget (column 3) to  
FY16 proposed budget

# Appropriation Overview

## THE ROLE OF CITY OFFICIALS

As required by Massachusetts General Law, Chapter 44, Section 32, the Mayor must submit to the Board of Aldermen within 170 days after the annual organization of the city government an annual budget which shall be a statement of the amounts recommended for proposed expenditures of the city for the next fiscal year. The annual budget shall be classified and designated so as to show separately with respect to each officer, department or undertaking for which an appropriation is recommended:—

- (a) salaries and wages of officers, officials and employees other than laborers or persons performing the duties of laborers; and
- (b) ordinary maintenance not included under and which shall also include debt and interest charges matured and maturing during the next fiscal year,
- (c) proposed expenditures for other than ordinary maintenance, which includes special items and departmental capital.

The Board of Aldermen votes an appropriation for each Prime Account (Personal Service, Ordinary Maintenance, Special Items, and Capital Outlay) in each City Department. The Board of Aldermen may by majority vote reduce or reject any amount recommended in the annual budget.

The School Committee votes an annual budget and submits the budget to the Mayor and the Board of Aldermen. The School Budget is included in the overall annual budget submission to the Board of Aldermen. The Mayor and the Board of Aldermen may reduce the bottom-line School Department budget but have no authority to reduce individual line items.

State Assessments and Overlay Reserve are not appropriated. The legal appropriation order does not include these items. The budget presentation includes these items to provide a complete picture of all sources and expenditures of the General Fund.

# Board of Aldermen

The Board of Aldermen is the city's legislative branch. Members are elected every two years (on the odd-numbered years). Four members serve at large. Seven members represent individual wards. The Board passes ordinances on a broad 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	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	284,922	284,922	284,922	0.0%
Ordinary Maintenance	38,725	40,660	40,660	0.0%
General Fund Expenditures	323,646	325,582	325,582	0.0%

## BUDGET:

BOARD OF ALDERMEN		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511002	SALARIES - MONTHLY	284,922	284,922	237,435	284,922	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>284,922</b>	<b>284,922</b>	<b>237,435</b>	<b>284,922</b>	<b>0.0%</b>
524034	MAINT CONTRACT-OFFC EQUIP	-	500	-	-	
530011	ADVERTISING	680	1,400	54	800	
534003	POSTAGE	-	100	-	-	
542000	OFFICE SUPPLIES	877	1,400	-	900	
542001	PRINTING & STATIONERY	-	800	-	250	
542005	OFFICE EQUIPMENT	-	400	-	-	
542008	BOOKS & BOOKBINDING	-	960	-	-	
549000	FOOD SUPPLIES & REFRESHMT	2,137	600	266	3,160	
558011	FLOWERS & FLAGS	50	-	50	300	
571001	IN STATE CONFERENCES	481	-	368	750	
578021	DIRECT EXPENSE-BOA	34,500	34,500	28,750	34,500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>38,725</b>	<b>40,660</b>	<b>29,488</b>	<b>40,660</b>	<b>0.0%</b>
<b>TOTAL BOARD OF ALDERMEN</b>		<b>323,646</b>	<b>325,582</b>	<b>266,923</b>	<b>325,582</b>	<b>0.0%</b>

# Board of Aldermen

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ALDERMAN AT LARGE	CONNOLLY, JOHN M.	2,083.33	24,999.96	24,999.96
ALDERMAN AT LARGE	ROSSETTI, MARY JO	2,083.33	24,999.96	24,999.96
ALDERMAN AT LARGE	SULLIVAN, DENNIS M.	2,083.33	24,999.96	24,999.96
ALDERMAN AT LARGE	WHITE, JR., WILLIAM A.	2,083.33	24,999.96	24,999.96
ALDERMAN WARD I	MCLAUGHLIN, MATTHEW C.	2,083.33	24,999.96	24,999.96
ALDERMAN WARD II	HEUSTON, MARYANN M.	2,083.33	24,999.96	24,999.96
ALDERMAN WARD III	MCWATTERS, ROBERT J.	2,083.33	24,999.96	24,999.96
ALDERMAN WARD IV	LAFUENTE, TONY G.	2,083.33	24,999.96	24,999.96
ALDERMAN WARD V	NIEDERGANG, MARK	2,083.33	24,999.96	24,999.96
ALDERMAN WARD VI	GEWIRTZ, REBEKAH L.	2,083.33	24,999.96	24,999.96
ALDERMAN WARD VII	BALLANTYNE, KATJANA	2,083.33	24,999.96	24,999.96
CLERK	LONG, JOHN	826.83	9,921.96	9,921.96



# Clerk of Committees

ACCOUNT	FY14 ACTUAL	FY15 BUDGETED	FY16 PROPOSED	% CHANGE
Personal Services	51,856	56,244	56,244	0.0%
Ordinary Maintenance	849	1,000	1,000	0.0%
General Fund Expenditures	52,705	57,244	57,244	0.0%

## BUDGET:

CLERK OF COMMITTEES	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY15 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	51,856	56,244	48,041	56,244	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>51,856</b>	<b>56,244</b>	<b>48,041</b>	<b>56,244</b>	<b>0.0%</b>
542001 PRINTING & STATIONERY	-	250	-	250	
549000 FOOD SUPPLIES &	849	750	-	750	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>849</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>0.0%</b>
<b>CLERK OF COMMITTEES TOTAL</b>	<b>52,705</b>	<b>57,244</b>	<b>48,041</b>	<b>57,244</b>	<b>0.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CLERK OF COMMITTEES	DURHAM, ROSITHA	1,973.53	23,682.36	23,682.36
ASST. CLERK OF COMMITTEES	SILLARI, CHARLES	1,380.10	16,561.20	16,561.20
ASST. CLERK OF COMMITTEES	FORCELLESE, PETER	27.60/hr	16,000.00	16,000.00

# Executive Administration

## MISSION STATEMENT:

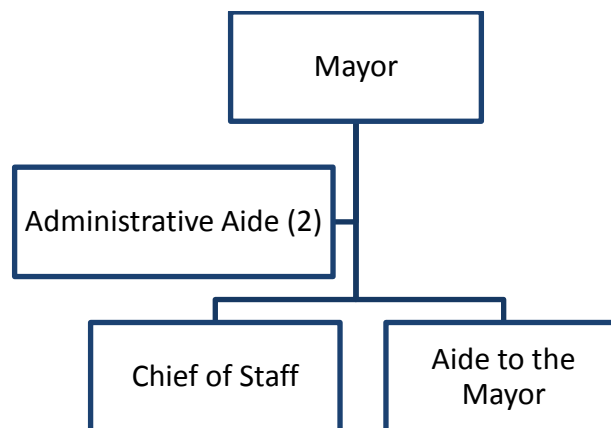
The City of Somerville strives to provide exceptionally responsive, fiscally responsible, and efficient public services in support of a safe, healthy, thriving community. We embrace innovation, practice data-based and systems-informed decision-making, foster maximum citizen participation in government,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

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	427,003	433,611	445,642	2.8%
Ordinary Maintenance	57,240	62,900	62,900	0.0%
Special Items	151,833	166,500	166,500	0.0%
General Fund Expenditures	636,076	663,011	675,042	1.8%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



# Executive Administration

## GOALS REVIEW:

**Goal 1: [Education]** Provide High-Quality Educational Opportunities to Achieve the Best Possible Life Outcomes for our Students and our Community

**Goal 2: [Quality of Life]** Provide the Excellent Public Services that make Somerville an Exceptional Place to Live, Work, Play, and Raise a Family

**Goal 3: [Safe Neighborhoods]** Protect and Support Residents and Visitors

**Goal 4: [Fiscally Sound Management]** Provide Maximize Return on Taxpayer Dollars

**Goal 5: [Economic Development & Community Vision]** Promote Economic Development Consistent with the Community Values Expressed in Our Comprehensive Master Plan and SomerVision

**Goal 6: [Accountability & Performance]** Improve City Performance by Demonstrating Accountability and Transparency

**Goal 7: [Customer Service]** Offer Professional and Courteous Service, Prompt and Accurate Responses to Constituent Requests, and Reliable Access to Government Services

**Goal 8: [Innovation & Technology]** Utilize New Technologies and Employ Innovative Ideas to Better Coordinate, Support, and Deliver City Services

**Goal 9: [Environment]** Promote a Healthy Environment and a Sustainable and Resilient Community through Strategic Environmental and Energy Policies

**Goal 10: [Innovative and Responsive Workforce]** Promote an Innovative and Responsive Workplace that Solves Problems, Achieves Goals, and Delivers Quality Services to Citizens

## BUDGET:

EXECUTIVE ADMINISTRATION		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	427,003	433,611	347,221	443,947	
515006	HOLIDAYS NON-UNION	-	-	-	1,695	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>427,003</b>	<b>433,611</b>	<b>347,221</b>	<b>445,642</b>	<b>2.8%</b>
524034	MAINT CONTRACT-OFFC	-	4,000	-	4,000	
530000	PROFESSIONL & TECHNCL SVC	1,051	3,000	635	3,000	
534003	POSTAGE	1,477	100	-	100	
538005	PHOTOGRAPHY	659	750	-	750	
542000	OFFICE SUPPLIES	3,900	3,000	58	3,000	
542001	PRINTING & STATIONERY	1,445	3,000	-	3,000	

# Executive Administration

EXECUTIVE ADMINISTRATION		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
542002	PHOTOCOPYING	-	300	-	300	
549000	FOOD SUPPLIES & REFRESHMT	12,318	13,000	4,057	13,000	
558000	OTHER SUPPLIES	-	-	845	-	
558004	MAGAZINES	-	500	-	500	
558011	FLOWERS & FLAGS	1,524	500	429	500	
558012	BADGES	1,228	2,250	-	-	
571001	IN STATE CONFERENCES	23	500	-	500	
572000	OUT OF STATE TRAVEL	-	-	1,157	2,250	
573000	DUES AND MEMBERSHIPS	33,616	32,000	28,695	32,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>57,240</b>	<b>62,900</b>	<b>35,876</b>	<b>62,900</b>	<b>0.0%</b>
512002	SUMMER YOUTH	133,633	166,500	116,358	166,500	
530000	PROFESSIONAL & TECHNICAL	18,200	-	8,500	-	
<b>SPECIAL ITEMS TOTAL</b>		<b>151,833</b>	<b>166,500</b>	<b>124,858</b>	<b>166,500</b>	<b>0.0%</b>
<b>EXEC ADMIN TOTAL</b>		<b>636,076</b>	<b>663,011</b>	<b>507,954</b>	<b>675,042</b>	<b>1.8%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>MAYOR</b>	JOSEPH A. CURTATONE	2,788.47	146,115.83	146,673.52
<b>CHIEF OF STAFF</b>	DANIEL HADLEY	1,938.59	101,582.12	101,969.83
<b>AIDE TO THE MAYOR</b>	OMAR BOUKILI	1,648.00	86,355.20	86,684.80
<b>ADMINISTRATIVE AIDE</b>	NANCY AYLWARD	1,126.24	59,014.98	59,240.22
<b>ADMINISTRATIVE AIDE</b>	VERONICA GEE	970.96	50,878.30	51,072.50

# SomerStat: Mayor's Office of Innovation & Analytics

## MISSION STATEMENT:

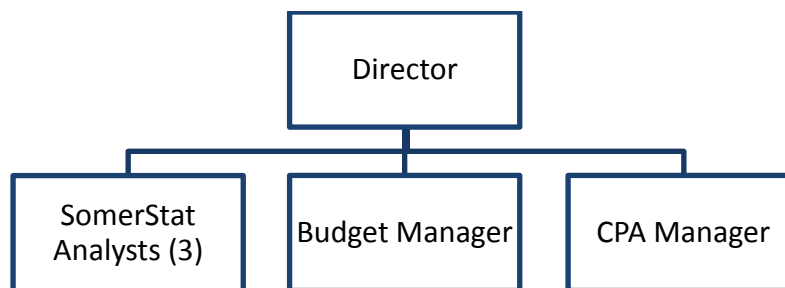
To gain evidence-based insight into the issues important to our community, to improve City performance, and to help drive local innovation using data-driven methods. The office's flagship performance management program, SomerStat regularly collaborates with departments to analyze and enhance overall performance, identify efficiencies and cost savings, and craft policies that improve our city. In tandem, our Performance Budgeting program works with departments across local government to develop and manage the City's budgetary processes. Moreover, SomerStat continually works to spur community innovation with programs and projects focusing on areas like resident wellbeing, adaptive leadership, data transparency, and systems change, to name a few.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	323,296	343,312	363,291	5.8%
Ordinary Maintenance	2,634	16,800	23,800	41.7%
General Fund Expenditures	325,930	360,112	387,091	7.5%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Performed critical data analysis on energy usage, code enforcement, property values, solid waste, parking demand, collective bargaining, heroin abuse, building permits, and capital assets, to name a few.

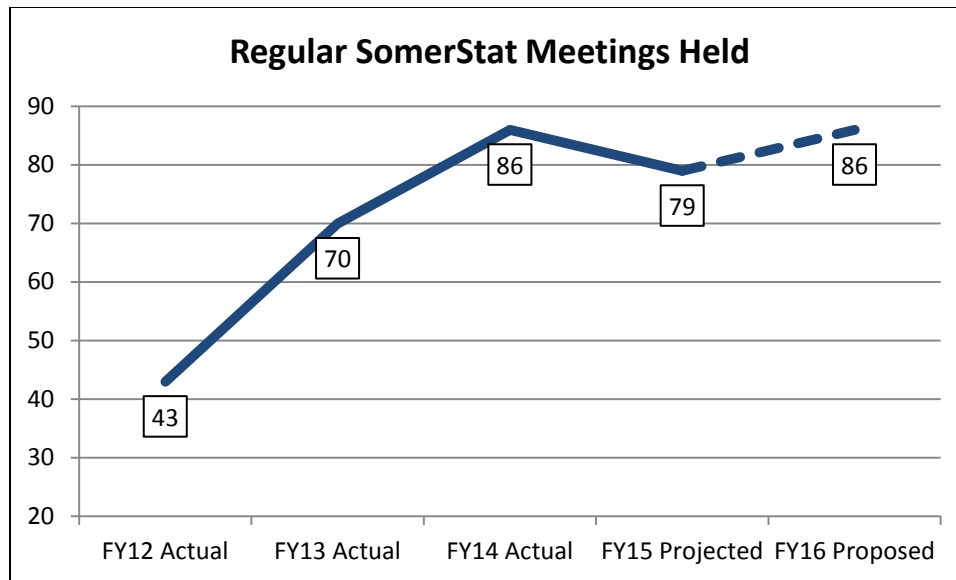
# SomerStat: Mayor's Office of Innovation & Analytics

- Provided analytical and research capacity for the development of various policies, including but not limited to, the residential trash and recycling program, snow shoveling requirements, a proposed plastic bag ban, the administrative code, and open data standards.
- Developed in coordination with the Elections and Communications Departments a real-time Elections Results Tracker for the 2014 gubernatorial election.
- Continued to take the lead in advancing the citywide LED streetlight conversion; successfully managed the streetlight audit process and data reconciliation.
- Spearheaded a variety of inter-departmental initiatives to ensure effective communication and coordination on complex community challenges, including the opioid crisis, snow operations and deployment, homelessness, and capital investments.
- Conducted a third happiness and neighborhood satisfaction survey and employee satisfaction survey.
- Continued to save the City **\$25,000** per year by programming a data-rich website with key indicators instead of contracting with a software developer.
- Managed skilled volunteers, who performed approximately **\$50,000** worth of in-kind work.
- Developed program evaluation tools for city departments to more effectively track output and measure success.
- Skillfully completed the City's FY15 Operating Budget, CAFR, and long-range forecast in a timely manner and incorporated a budget visualization tool into the Somerville Systems Dashboard.
- Participated in various public, private, and academic partnerships to encourage municipal innovation, including the Social Progress Imperative, Code for America, Harvard, Tufts, MIT, and Brandeis.

## PERFORMANCE METRICS:

Measure	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<b>SomerStat meetings held</b>	70	86	79	86
<b>New analytic methods used</b>	2 (GIS spatial analysis, SWOT analysis)	3 (Systems mapping, Random forest, Knapsack)	3 (Trailing 365 comparisons, Bayesian structural time series modeling, 311 and web analytics automation)	3
<b>Skilled volunteer hours overseen</b>	800	900	2,000+	900
<b>Innovative programs launched</b>	2 (SAIL, MIMBY)	5 (Happathon, NEXUS, Community Budgeting, System Indicators Dashboard, PreventionStat)	2 (Social Progress Index, revamped Open Data Portal)	2

# SomerStat: Mayor's Office of Innovation & Analytics



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Collaborate with other departments to streamline service delivery, identify cost savings, and enhance overall performance.		
	Spearhead an effort to switch streetlights to LED technology.	Audit Complete
	Encourage and monitor other efforts to make the City's assets more energy efficient.	Ongoing coordination with OSE and CPPM
	Provide financial analysis and consulting for key policy decisions, such as labor agreements, vendor contracts, capital planning, and project proposals.	Ongoing
	Work with department heads to monitor overtime, sick time, and other variable spending.	Ongoing
	Identify cost-saving ideas from other governments and the private sector.	Ongoing
	Simplify processes for capital requests and current contracts for departments, the Mayor, and the Board of Aldermen.	Ongoing
	Find redundant program offerings and consolidate them, where possible.	Ongoing
	Work with IT and Finance to offer more services online or in a convenient, streamlined format.	Ongoing
	Prioritize capital requests using an advanced algorithmic approach.	Ongoing
	Help departments make optimal decisions regarding the purchase, maintenance, and use of city vehicles.	Ongoing coordination with the Fleet Manager
	Make a detailed review of renewable energy options, such as solar panels affixed to street lights.	Ongoing coordination with OSE
	Continue to pursue consolidation strategies that would allow the City to save on its building maintenance costs.	In progress, coordination with CPPM
	Work with internal and external stakeholders to plan and implement key cross-functional City projects.	Ongoing
Increase government transparency by sharing more data and analysis.		



# SomerStat: Mayor's Office of Innovation & Analytics

GOAL	STRATEGIC OBJECTIVE	STATUS
	Update the system indicators website ( <a href="http://www.somervillema.gov/dashboard">http://www.somervillema.gov/dashboard</a> ) with new data.	Ongoing
	Improve the existing Socrata data portal based on the federal "Data.gov" model with datasets that are interesting to residents ( <a href="https://data.somervillema.gov/">https://data.somervillema.gov/</a> ).	In Progress
	Develop citywide data standards and guidelines for all departments.	New for FY16
	Coordinate with IT and various data managers to automate the cleaning and publishing of city data on the data portal.	New for FY16
	Publish relevant reports to the public on a more frequent basis.	Ongoing
<b>Manage the City's budgetary processes</b>		
	Develop annual operating budget.	Complete
	Develop capital budget and long-range forecast.	In progress
	Work with Communications and other City offices to manage Community Budgeting processes.	Ongoing
	Develop a budget visualization tool.	In progress
<b>Use innovative analytic methods to better understand our community and improve resident satisfaction.</b>		
	Measure satisfaction and happiness for residents using a scientific survey.	2015 survey analysis in progress
	Correlate data to other metrics and use modeling tools to predict what policies will increase satisfaction.	In Progress
	Share the survey results and analysis with city departments, nonprofits, and elected officials.	In Progress
	Work with the police and fire analysts to continually monitor public safety hazards.	Ongoing
	Automate analysis for key health data (e.g. rat sightings, crime/blight reports, emergency response time, etc.).	Complete
	Collaborate with community partners via the NEXUS initiative to model Somerville's family development system and identify key drivers of family satisfaction locally ( <a href="http://www.somervillema.gov/nexus">http://www.somervillema.gov/nexus</a> ).	Ongoing
	Develop targeted policies to enhance levels of family satisfaction across our community.	Ongoing
	Develop a local Somerville Social Progress Index in coordination with the Social Progress Imperative.	New for FY16

## BUDGET:

SOMERSTAT	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000 SALARIES	323,296	343,312	265,509	361,909	
512000 SALARIES & WAGES	-	-	-	-	
515006 HOLIDAYS NON-UNION	-	-	-	1,382	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>323,296</b>	<b>343,312</b>	<b>265,509</b>	<b>363,291</b>	<b>5.8%</b>
530000 PROFESSIONL & TECHNCL SVC	90	15,000	3,910	20,000	

# SomerStat: Mayor's Office of Innovation & Analytics

SOMERSTAT	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
542000 OFFICE SUPPLIES	1,216	800	81	800	
542004 COMPUTER SUPPLIES	-	-	-	2,000	
542005 OFFICE EQUIPMENT	-	500	-	500	
542006 OFFICE FURNITURE NOT	1,138	-	-	-	
549000 FOOD SUPPLIES &	190	500	-	-	
571001 IN STATE CONFERENCES	-	-	-	500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>2,634</b>	<b>16,800</b>	<b>3,991</b>	<b>23,800</b>	<b>41.7%</b>
<b>SOMERSTAT TOTAL</b>	<b>325,930</b>	<b>360,112</b>	<b>269,500</b>	<b>387,091</b>	<b>7.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SOMERSTAT DIRECTOR	STEWART, SKYE	1,632.51	85,543.52	85,870.03
BUDGET MANAGER	MASTROBUONI, MICHAEL	1,271.88	66,646.51	66,900.89
SOMERSTAT SENIOR ANALYST	HARDING, JOHN	1,322.26	69,286.42	69,550.88
SOMERSTAT ANALYST	BARLOW, LEANNA	1,188.47	62,275.83	62,513.52
SOMERSTAT ANALYST	VACANT	1,188.47	62,275.83	62,513.52
COMMUNITY PRESERVATION ACT MANAGER	MONEA, EMILY	1,515.29	79,401.20	15,940.85

# Capital Projects Management

## MISSION STATEMENT:

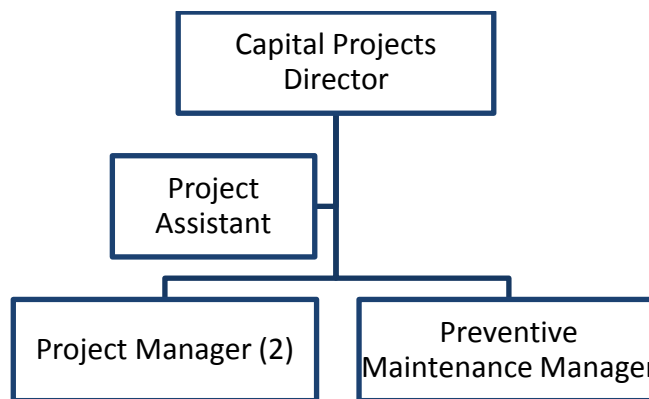
To oversee the renovation, new construction, and preventive maintenance of city-owned buildings, currently consisting of 32 structures and 1.9 million square feet. In all of its work, the Capital Projects Department strives to be efficient and responsive to community needs, to enhance sustainable design and energy efficiency, and to improve safety and accessibility.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	281,667	349,184	417,423	19.5%
Ordinary Maintenance	93,618	27,495	27,495	0.0%
Capital	103,949	150,000	150,000	0.0%
General Fund Expenditures	479,234	526,679	594,918	13.0%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Managed construction/replacement of Engine 7 structure.
- Designed and bid (construction pending) for Engine 7 roof.
- Managed construction of Engine 6 apparatus floor.
- Managed construction of Room 143 at the Somerville High School.
- Managed the renovation of the Somerville High School Auditorium (hurricane damage).

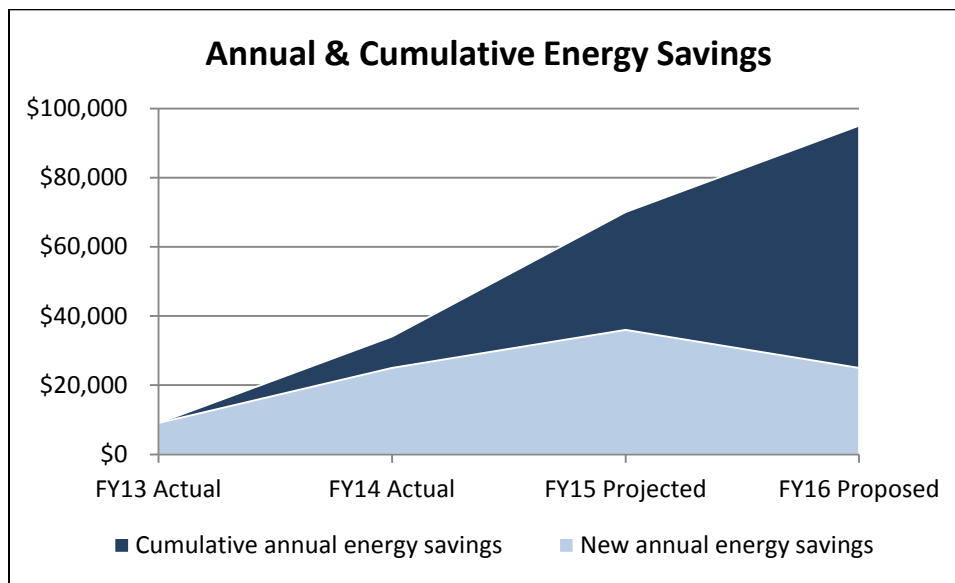
# Capital Projects Management

- Managed selection of an Owner’s Project Manager for the Somerville High School feasibility study.
- Anticipate selection of a Design team for the Somerville High School feasibility study prior to end of FY15.
- Energy efficiency upgrades planned for the Winter Hill School with a savings of **\$26,000** per year (anticipate completion prior to end of FY15). Phase 2 of this project planned for FY16 (pending approval of funds).
- Design of Prospect Hill Tower complete. Construction anticipated this spring.
- Obtained CPA funding for two projects: Construction of Prospect Hill Tower and Design of City Hall Renovations.
- Managed emergency response associated with reconstruction of the roof at the Brown School.
- Prepared RFQ with plans to:
  - Assess all City buildings to obtain baseline of current condition and capital needs.
  - Update past consolidation studies with a focus on creating capacity and properly utilizing buildings with excess space.
  - Create Preventive Maintenance Plans for each City building to provide clear direction on work that should be done on a regular basis.
- Rewrote Capital Projects on-call House Doctor RFP with a focus on providing comprehensive architectural services. Improving cost estimates of projects is a priority.

## PERFORMANCE METRICS:

Measure	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Renovation/construction projects in process or completed	2	6	6	7
Studies and designs overseen	0	9	2	6
New annual energy savings	\$9,075	\$25,000	\$36,000	\$25,000
Cumulative annual energy savings	\$9,075	\$34,075	\$70,075	\$95,075

# Capital Projects Management



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Standardize and increase efficiency of capital projects operations.		
	Develop a standard RFQ and contract for designer services.	Complete
	Develop standard general conditions, bid form, and front end for Chapter 149 contracts.	Ongoing
	Develop standard RFQ and contract for owner's project manager for projects larger than \$1.5 million.	Complete
	Create a construction close-out list to ensure extra materials; as-builts, warranties/guarantees, etc. are in accordance with contract.	Ongoing
	Catalog components, uses, existing condition, and history of all City-owned buildings.	Ongoing
Oversee completion of renovation/construction projects that are fully funded and lay groundwork for unfunded projects.		
	Renovate special education room at SHS.	Complete
	Renovate SHS auditorium.	Complete
	Coordinate effort to move forward MSBA grant proposal for high school.	Complete: OPM Selected
	Renovate East and West Branch Library annexes.	Ongoing
	Renovate Engine #6 apparatus floor.	Complete
	Renovate Engine #7 brickwork and roof.	Complete
	Replace Engine #3 residential trailer.	Ongoing
	Repair North Wall at SHS.	Ongoing
	Renovate Prospect Hill Tower.	Construction Pending
	Renovate City Hall.	Ongoing; Funding Obtained, Selecting Designer
	Address drainage concerns at School Administration Building.	Ongoing
	Conduct feasibility study for new public safety building.	Ongoing
Utilize preventive maintenance to reduce costs and improve safety and quality of buildings.		

# Capital Projects Management

GOAL	STRATEGIC OBJECTIVE	STATUS
	Establish basic preventive maintenance plan for all City buildings in FY15, collaborating with Buildings and Grounds Division to identify preventive maintenance work that is currently underway.	Ongoing
	Gradually establish comprehensive preventive maintenance plan for all City buildings starting with newest buildings to protect warranties and guarantees.	Ongoing
	Research and implement preventive maintenance tracking software systems, collaborating with Constituent Services ongoing selection of a new CRM.	Ongoing
<b>Enhance the sustainability and energy efficiency of City-owned buildings.</b>		
	Develop a set of sustainability standards for new construction and renovation.	Ongoing
	Work with energy contractors to identify energy-saving projects, pursue funding for them, and implement them, prioritizing those with the shortest payback period.	Complete
	Collaborate with Communications to inform the public about energy-efficiency projects and associated savings.	Ongoing

## BUDGET:

CAPITAL PROJECTS		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	281,667	349,184	237,450	415,161	
515006	HOLIDAYS NON-UNION	-	-	-	1,585	
519013	OTHER LUMP SUM PAYMENTS	-	-	-	677	
<b>SUBTOTAL PERSONAL SERVICES</b>		281,667	349,184	237,450	417,423	19.5%
530000	PROFESSIONL & TECHNCL SVC	7,146	20,000	12,103	20,000	
530006	ENGINEER'G/ARCHITCT'L SVC	80,700	-	-	-	
534003	POSTAGE	-	-	75	-	
534015	FEE	100	100	-	100	
538008	MOVING SERVICES	1,344	-	1,226	-	
542000	OFFICE SUPPLIES	846	1,500	371	1,500	
542001	PRINTING & STATIONERY	3,078	2,400	-	2,400	
542005	OFFICE EQUIPMENT	-	-	1,715	-	
558006	UNIFORMS	-	500	378	500	
571001	IN STATE CONFERENCES	-	1,500	-	1,500	
573000	DUES AND MEMBERSHIPS	405	1,495	884	1,495	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		93,618	27,495	16,750	27,495	0.0%
530000	PROFESSIONAL & TECHNICAL SVC	74,992	75,000	-	75,000	
530006	ENGINEER'G/ARCHITCT'L SVC	28,958	75,000	28,300	75,000	

# Capital Projects Management

CAPITAL PROJECTS	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
<b>CAPITAL OUTLAY TOTAL</b>	103,949	150,000	28,300	150,000	0.0%
<b>CAPITAL PROJECTS TOTAL</b>	479,234	526,679	282,500	594,918	13.0%

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>CAPITAL PROJECTS DIRECTOR</b>	KING, ROBERT	1,987.50	104,145.00	104,542.50
<b>PROJECT MANAGER</b>	NUZZO, ED	1,780.14	93,279.34	93,635.36
<b>PROJECT MANAGER</b>	VITELLO, STEPHEN	1,581.03	82,845.97	83,162.18
<b>PREVENTIVE MAINTENANCE MANAGER</b>	RAIS, CHRIS	1,538.46	80,615.30	80,923.00
<b>PROJECT ASSISTANT</b>	MITRANO, DEB	1,035.79	54,275.40	54,482.55



# Arts Council

## MISSION STATEMENT:

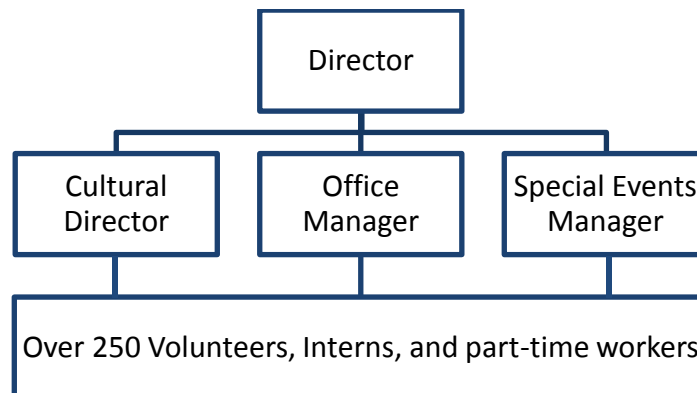
To cultivate and celebrate the creative expressions of the Somerville community. Through innovative collaborations and quality programming we work to make the arts an integral part of life reflective of our diverse city. In addition, the Arts Council is active in supporting local artists, cultural organizations, 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	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	224,103	235,528	243,857	3.5%
Ordinary Maintenance	98,156	138,000	154,125	11.7%
General Fund Expenditures	322,259	373,528	397,982	6.5%

## CHANGES BETWEEN FY2015 & FY2016:

- Increased Local Cultural Council Grant support by \$25,000 to in response to significant cuts in State funding for the Local Cultural Grant funds. Local Cultural Grant funding was \$31k last year down from a high of \$70k in 2003. In a typical year the program receives \$100k in requests, and can only fund 45% of requests. Examples of programming include the Nave Gallery, and the Somerville Strings Program.

## DEPARTMENT ORGANIZATION:



## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
ArtPlace grant for transformation of Waste Transfer site, i.e. ARTFarm	ArtPlace America	\$415,000

# Arts Council

GRANT NAME	GRANTING AGENCY	AMOUNT
Cultural Facility Fund grant	Mass Cultural Council/Mass Development	\$460,000
ArtWork grant for Dance Series	National Endowment for the Arts	\$18,000
Mystic mural and Art in a Garden program support	Eastern Bank Charitable Foundation	\$10,000
Mystic mural program support	Somerville Housing Authority	\$3,000
Operational support	Mass Cultural Council	\$5,800
ArtsUnion: support for cultural economic development in Union Square	Mass Cultural Council	\$19,175
LCC grant: re-grant funds to community	Mass Cultural Council	\$31,670
Arts advocacy project	MassCreative	\$2,500
Business sponsorship for ArtBeat and ArtsUnion	Various local and regional businesses	\$17,000 (Through 2/15)
Earned income from product development; books, dog tags, tours, t-shirts, program tuition; vendor fees	Council derived income	\$51,000 (Through 2/14)

## FY2015 ACCOMPLISHMENTS:

- Received \$875,000 from two foundations to support the redevelopment of the former waste transfer site into a creative common—ARTFarm.
- Successfully started programming using our MUSCRAT art bus. Launched an artist space needs analysis project using web technology.
- Successfully launched a Nibble Entrepreneur Program to support ethnic entrepreneur around food and culture working with OSPCD and numerous outside organizations.
- Worked collaboratively with OSPCD and the arts community to support a robust zoning revision to serve the creative community.
- Successfully expanded the Dance program to include professional development for that community.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Public programs and events	27	30	32	32
Business, foundation, and individual supporters	52	53	54	55
# of youth served through programs/events	2,200	2,400	2,500	2,700
Amount of outside financial support	N/A	\$ 131,000	\$1,000,000	\$250,000

# Arts Council

## GOALS REVIEW:

GOALS	STRATEGIC OBJECTIVES	STATUS
Expand physical space infrastructure, increasing traditional (work & live/work) and non-traditional spaces (public spaces), thereby providing the creative community opportunities to expand their personal work, economic vitality, and engagement with the broader community.		
	Work with existing artist groups to identify artists willing to work together to purchase or lease additional commercial space.	Ongoing
	Create a web-based tool to track space needs within the arts community. Work with OSPCD to track commercial space available and to develop models to match artists' space needs with available space in the community.	Ongoing; we have developed a brokerage/needs program with OSPCD whereby data is continuously updated.
	Continue the expansion of the City's ArtBus to reach underserved neighborhoods with art programming.	Ongoing
	To start the physical redevelopment of the Waste Transfer site, using foundation funding	New for FY16
To increase the City's social capital through civic and art programming with resident participation thereby providing a breadth of social engagement.		
	Continue to partner with other nonprofits and artist groups to expand our services and events.	Ongoing; working with East Somerville Main Streets for two year place making initiative.
	Leverage our OM budget to raise more money through grants and earned income to expand services.	Ongoing; see grants and revenue above; expanding to gain support for Waste Transfer site redevelopment
	Maintain foundation and business support of our arts and cultural events and programs, thereby minimizing costs to City tax base.	Ongoing
	To develop and implement a new summer youth day camp focused on theater and musical arts; to be held in the Armory for three weeks.	New for FY16
To 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.		
	Continue to guide Union Square cultural economic development (ArtsUnion) toward a self-sustaining model.	Ongoing
	Continue our partnership with East Somerville Main Streets on their two year NEA place making project—"This is East..."	Ongoing
	Represent the City and Arts community via the Union Square Advisory Committee and the MBTA's GLX "integrated art" program.	Ongoing
To expand support of the City's diverse community, including individuals and local businesses, creating models by which their traditions can be supported, while showcasing their assets to a broader community.		
	Continue to expand our Nibble, supporting culinary entrepreneurs of diverse backgrounds, including cooking	Ongoing

# Arts Council

GOALS	STRATEGIC OBJECTIVES	STATUS
	classes in partnership with Kitchen, Inc., and a culinary entrepreneurship program.	
	Continue our Intercambio language and culture exchange, which now partners with the Welcome Project, 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		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	224,103	235,528	173,194	242,929	
515006	HOLIDAYS NON-UNION	-	-	-	928	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>224,103</b>	<b>235,528</b>	<b>173,194</b>	<b>243,857</b>	<b>3.5%</b>
530000	PROFESSIONL & TECHNCL SVC	97,182	125,000	70,874	153,125	
530018	POLICE DETAIL	-	12,000	2,723	-	
542000	OFFICE SUPPLIES	974	1,000	664	1,000	
585001	VEHICLES	-	-	-	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>98,156</b>	<b>138,000</b>	<b>74,261</b>	<b>154,125</b>	<b>11.7%</b>
<b>ARTS COUNCIL TOTAL</b>		<b>322,259</b>	<b>373,528</b>	<b>247,455</b>	<b>397,982</b>	<b>6.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>DIRECTOR</b>	JENKINS, GREGORY	1,421.17	74,469.31	74,753.54
<b>CULTURAL DIRECTOR</b>	STRUTT, RACHEL	1,158.79	60,720.60	60,952.35
<b>SPECIAL EVENTS MANAGER</b>	EICHNER, NINA	1,153.85	60,461.74	60,692.51
<b>OFFICE MANAGER</b>	BALCHUNAS, HEATHER	902.24	47,277.38	47,457.82

# Office of Sustainability & Environment

## MISSION STATEMENT:

To develop and implement strategies that continually improve the environmental performance of Somerville city government and the community. OSE works with City departments and the community to make Somerville a leader in reducing energy usage and costs, minimizing environmental impacts and waste, and addressing global climate change, resulting in a sustainably healthy and productive environment for the residents of Somerville.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	153,292	155,867	161,774	3.8%
Ordinary Maintenance	17,000	4,500	171,325	3707.2%
General Fund Expenditures	170,292	160,367	333,099	107.7%

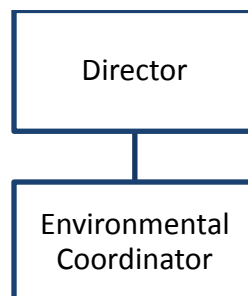
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## CHANGES BETWEEN FY2015 & FY2016:

- This budget includes \$150,000 in the Professional & Technical budget line to provide technical support for the development of a long-term climate change plan for the city. The funding will allow for a robust planning process and expanded technical expertise to develop detailed, technically feasible strategies for climate change mitigation and adaptation. Cost includes \$75k for climate change vulnerability assessment, \$40k for stakeholder and community engagement, \$50k for technical analysis and strategic planning.
- This budget includes \$15,000 for the Somerville GreenTech Program. This program will respond to the results of the Somerville Green Tech request for information conducted in FY15 which called for engaging with early-stage technology companies. This funding will support two of the top needs identified in the RFI: Events for tech companies to meet local partners and customers, and small competitive grants to realize pilot testing of technologies which can be useful for both the City and the companies.

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## DEPARTMENT ORGANIZATION:



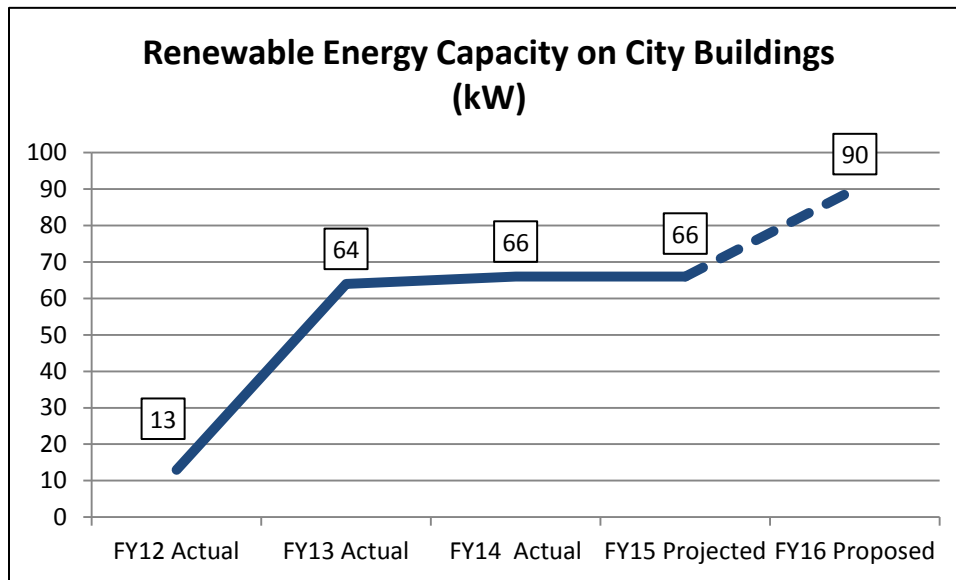
# Office of Sustainability & Environment

## FY2015 ACCOMPLISHMENTS:

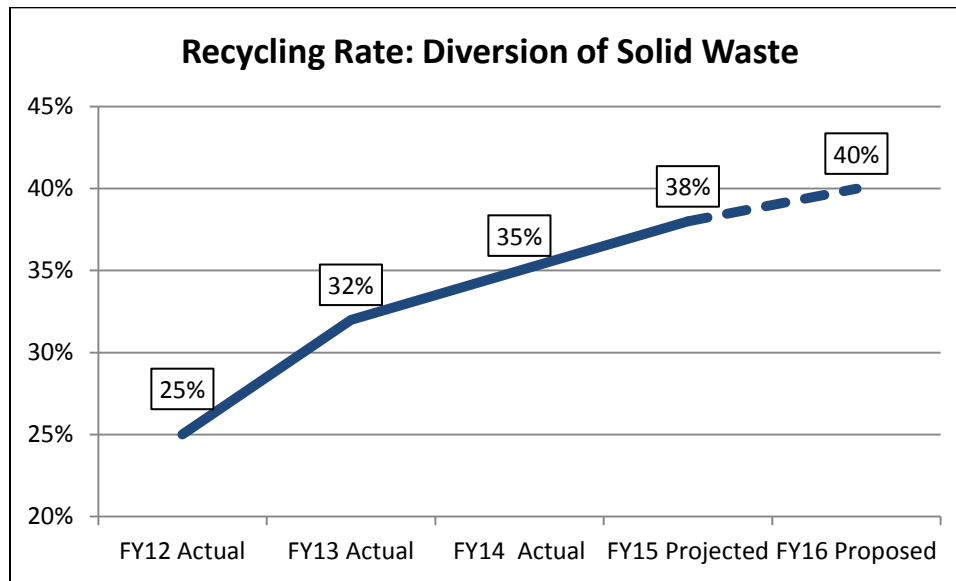
- Launched Somerville Green Tech program garnering responses both locally and globally.
- Implemented energy use reduction projects: LED streetlight audit and design, High School direct digital controls, electric vehicle charging stations, Winter Hill School indoor light replacement.
- Established municipal energy use inventory and began greenhouse gas inventory.
- Designed and planned food waste compost curbside pickup pilot project.
- Launched SustainaVille, the City’s overarching initiative on climate change action and planning.
- Launched Carbon Neutral Somerville international contest.

## PERFORMANCE METRICS:

MEASURE	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<b>Municipal energy Usage (MMBTU)</b>	n/a	n/a	230,000	240,000	226,000
<b>Recycling Rate (diversion of solid waste)</b>	25%	32%	35%	38%	40%
<b>Organic food waste collected (tons)</b>	0	0	0	0	100
<b>Renewable energy capacity on City buildings (kW)</b>	13	64	66	66	90



# Office of Sustainability & Environment



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Find new resources to support city programs.		
	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.	Ongoing
	Actively seek new grant opportunities to support environmental and clean energy programs.	Complete/Ongoing
Increase solid waste diversion rate.		
	Reduce amount of hard-to-handle waste (e-waste, white goods, etc.).	Ongoing
	Implement a Solid Waste Reduction program to limit the amount of trash per unit.	Ongoing
	Increase opportunities for residents and businesses to recycle hard-to-handle wastes.	Complete
	Complete roll out of citywide solid waste program, which will ensure a new trash bin for each household in the City of a certain size.	Complete
	Implement curbside composting pilot.	Ongoing
Reduce the City of Somerville’s carbon footprint in line with the City’s goal to be Net Zero by 2050.		
	Support contract to upgrade all City streetlights to LED or other energy saving technology.	Complete/Ongoing
	Partner with OSPCD to expand residential energy efficiency outreach and weatherization improvements by residents.	Ongoing
	Increase the City’s use of renewable energy technologies on City property.	Ongoing
	Engage city and community leaders on long range planning for climate change.	Ongoing
Work toward achieving a Net Zero Emissions target by 2050.		
	Complete greenhouse gas inventory of City and community emissions	Ongoing



# Office of Sustainability & Environment

GOAL	STRATEGIC OBJECTIVE	STATUS
	Develop and maintain climate change-related communication and engagement with community, technical/industry experts, and partner cities.	Ongoing
	Establish working group to develop strategy.	Ongoing
	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.	Ongoing
	Partner with OSPCD and community to design a residential solar energy program for Somerville residents.	Ongoing
	Begin climate change plan working with technical experts and stakeholders to conduct our reach and to develop strategies and an action plan for resilience and carbon neutrality.	New for FY16
	Conduct climate change vulnerability assessment.	New for FY16

## BUDGET:

SUSTAINABILITY & ENVIRONMENT		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	153,292	155,867	124,813	161,158	
515006	HOLIDAYS NON-UNION	-	-	-	616	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>153,292</b>	<b>155,867</b>	<b>124,813</b>	<b>161,774</b>	<b>3.8%</b>
521001	ELECTRICITY	-	3,000	-	3,000	
530000	PROFESSIONL & TECHNCL SVC	17,000	-	-	165,000	
534003	POSTAGE	-	50	-	50	
542000	OFFICE SUPPLIES	-	1,000	428	1,000	
542001	PRINTING & STATIONERY	-	200	65	200	
542005	OFFICE EQUIPMENT	-	250	-	250	
549000	FOOD SUPPLIES & REFRESHMT	-	-	-	-	
571001	IN STATE CONFERENCES	-	-	-	250	
573000	DUES AND MEMBERSHIPS	-	-	-	1,575	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>17,000</b>	<b>4,500</b>	<b>493</b>	<b>171,325</b>	<b>3707.2%</b>
<b>OSE TOTAL</b>		<b>170,292</b>	<b>160,367</b>	<b>125,306</b>	<b>333,099</b>	<b>107.7%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>DIRECTOR</b>	SELLERS-GARCIA, OLIVER	1,632.51	85,543.52	85,870.03
<b>ENVIRONMENTAL COORDINATOR</b>	DESHPANDE, VITHAL	1,443.01	75,613.72	75,902.33

# Communications & Community Engagement

## MISSION STATEMENT:

The Communications and Community Engagement (CCE) Department strives to use a broad and innovative range of communications channels and outreach initiatives to provide the greatest possible number of community members with information on emergencies, services, programs, public meetings, initiatives and events. An essential function is the department's round-the-clock customer service center 311, which is operated by the Constituent Service Division. CCE also facilitates and encourages resident participation in all aspects of City government and community activities. While balancing traditional outreach via print and local media, the department provides constituents expanded access to government information and services via a range of options from public meetings to eGovernment technologies including innovative web-based services, social media, and video streaming. 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 seven core program areas and one subdivision:

- Public Information/Emergency Communications/Media Relations
- Intergovernmental Relations and Event Management
- Constituent Services Division: 311 Customer Service Center
- City Cable TV: Government and Education programming
- Immigrant Outreach: SomerViva Language Liaison Program
- Civic Engagement/ResiStat
- Youth and Senior Arts and Culture Programming and Support
- City Website and Departmental Online Communications

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	224,514	322,339	331,464	2.8%
Ordinary Maintenance	22,917	24,825	21,565	-13.1%
General Fund Expenditures	247,431	347,164	353,029	1.7%

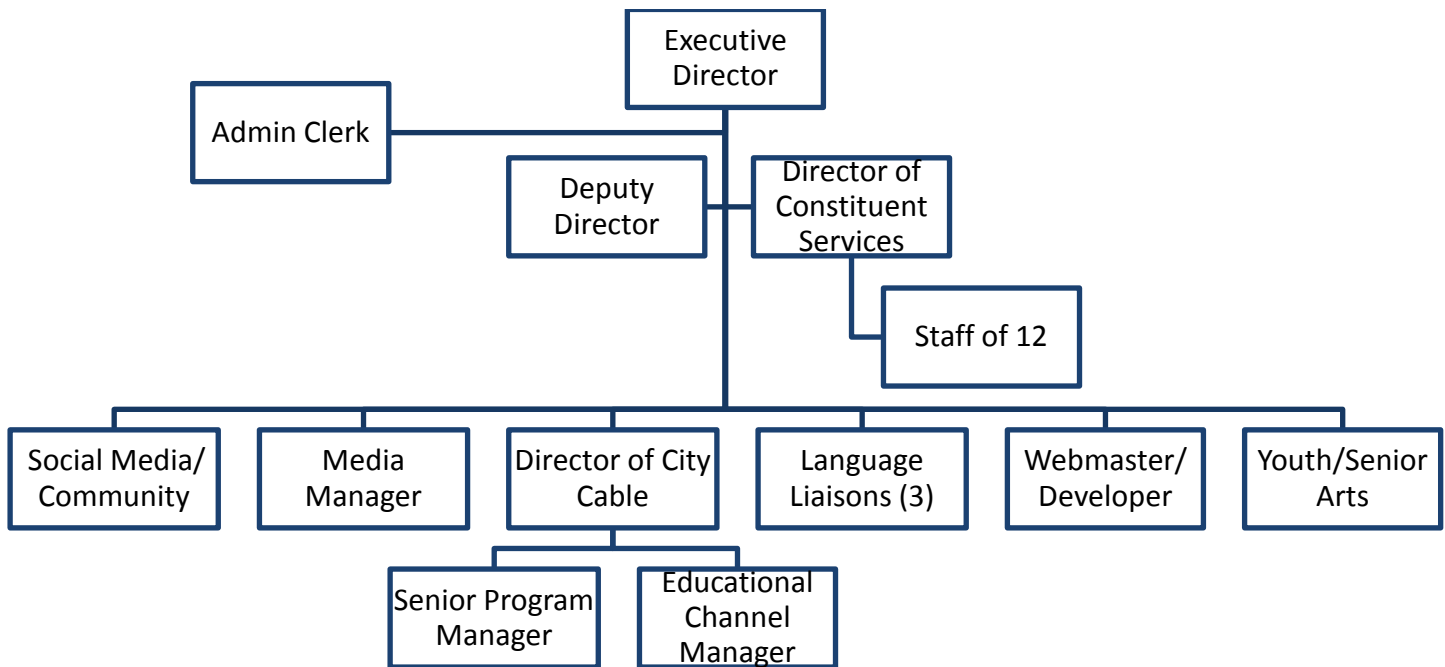
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## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
- Please note, the department's funding is split between three budgets: the Communications budget below, the Cable Telecommunications Revolving Fund detailed on page 255, and the Constituent Services division budget, which follows this section.

# Communications & Community Engagement

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Provided round-the-clock, multi-lingual and comprehensive emergency and community communications during the historic blizzards of winter 2015 including:
  - Provided up to 17-hours daily of social media support to constituents with unprecedented usage of feeds (163,001 unique users of City Facebook feed in February).
  - Delivered 24/7 website updates on snow emergency and safety information (108,893 unique users between January 24<sup>th</sup> and March 10<sup>th</sup>).
  - Developed and coordinated rolling parking ban lift with DPW, SomerStat, and Fire with continuous updates via six communications channels in four languages (online map, CTY calls, social media, City Cable, website snow page and alerts, and 311 Service Center).
  - Issued record number of reverse 911 (CTY) calls as ban was lifted street-by-street.
  - Seamlessly updated our City Cable TV “cable wheel” announcements in four languages with all storm-related alerts and updates, many times remotely during city hall closures.
- Continued to expand number of residents served:
  - Introduced multi-lingual reverse 911 (CTY) calls. Calls/emails/texts are now available in four languages: English, Spanish, Portuguese, and Haitian Creole with more than 2,500 new non-English-language subscribers to date.
  - Increased sign-ups to the Blackboard Connect alert system (11% from 42,676 to 47,264 to date).

# Communications & Community Engagement

- Increased subscribed followers of City main social media feeds (Facebook: 25%, Twitter: 17% to date).
- Increased subscriptions to City/ResiStat e-newsletter (24% from 4,998 to 6,218 to date).
- Increased unique visitors to City website (19% from 32,639 to 38,914 average per month).
- Increased hours of programming on City Cable TV (6% increase equal to roughly 3,650 hours for year).
- Began full revamp of new user-centered, mobile-friendly City website:
  - Issued RFP and retained three quality vendors.
  - Achieving estimated **\$350,000 to \$400,000** in project cost-savings via collaboration with Code for America.
  - Established SWIFT resident advisory team (Somerville Website Inspiration and Feedback Team) garnering valuable volunteer consulting from local web experts.
  - Created user-friendly site designs with our local vendor and SWIFT.
  - Retained ADA experts from the Institute for Human-Centered Design to review all accessibility requirements.
  - Conducted cutting-edge Voice of Citizenry user survey; running ongoing user-experience testing.
- Continued expansion of multilingual outreach and constituent support via the SomerViva immigrant outreach program including (but not limited to):
  - Serving more than 300 walk-ins to date (often complicated cases requiring multiple hours of support over longer time periods);
  - Translating materials for more than 150 City events and programs;
  - Collaboration with 15 departments on outreach, communications and programs;
  - Intensive support of the Union Square Somerville by Design process, e.g., Multi-Lingual Visioning session in five languages;
  - Organizing first annual Haiti & Brazil Hit the Ville Festival in coordination with Arts Council;
  - Engaged and worked with more than 30 community stakeholder groups and individuals on joint projects and collaborative discussions.
- Progressed with Phase I of modernization of City Cable facilities to current HDTV standards:
  - Completed upgrade of City Cable TV studio control room,
  - Completed upgrade of new portable studio,
  - Began signal aggregation upgrades for SHS, City Hall, and Dilboy,
  - Began review for BOA Chambers upgrade.
- Collaborated with multiple departments to support outreach, education and communications around key initiatives and core services, including (but not limited to):
  - Expanded property assessment communications in collaboration with Assessing and Treasury and produced new annual Property Tax Update mailing.
  - Produced uniform trash bin roll out educational materials, and continued revamp of Environmental Service Guide with OSE.
  - Established new, real-time Elections reporting website [VoteSomerville.org](http://VoteSomerville.org) with Elections Department and SomerStat, and with tech support from IT.

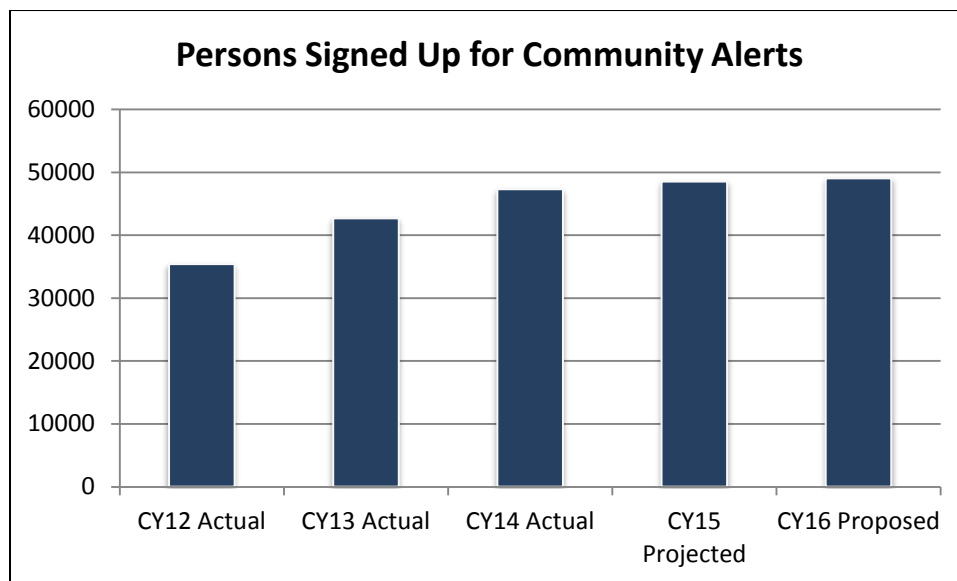
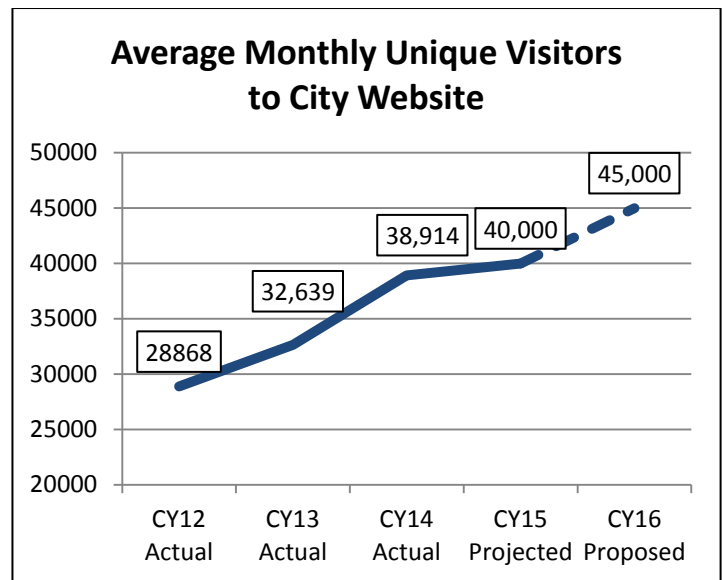
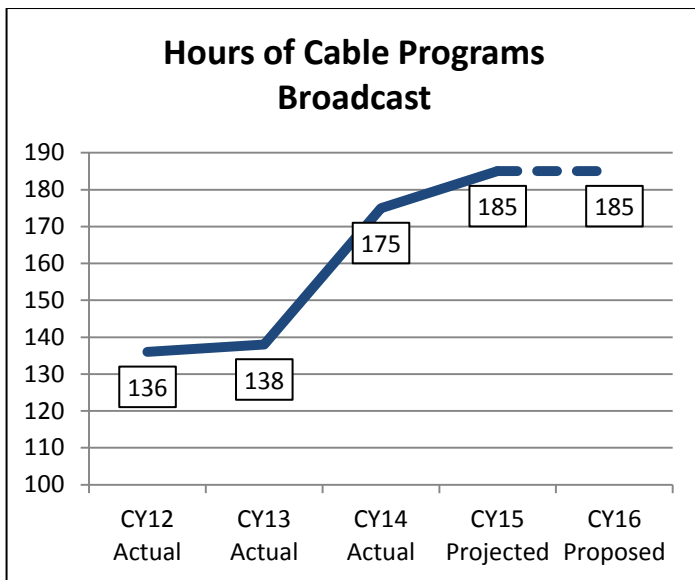
# Communications & Community Engagement

- Created new resident welcome brochure with Mayor’s Office and collaborated with T&P on distribution. More than 4,000 distributed to date with new parking permits and at City sites.
- Helped increase Census response in collaboration with SomerStat and Elections via form translations and multi-lingual outreach efforts including multiple multi-lingual video PSAs and an English-language PSA that won 2nd place in the Alliance for Community Media – Northeast PSA category.
- Produced multi-lingual Styrofoam Ban educational materials and outreach efforts in collaboration with OSE and Economic Development.
- Produced multiple micro-websites for programs and initiatives: SustainaVille, Zoning Overhaul, etc.
- Increased both senior and youth arts programming offerings as well as performance and participation numbers, e.g., writing, songwriting, and piano for both seniors and youths, improv theater and rock performance programs for youth, as well as additional senior choir concerts and a new annual Caroling with the Mayor program for nursing homes.
- Promoted the goal of better communication via digital tools:
  - Successfully applied for Code for America Fellowship program on City’s behalf, raised **\$240,000** in outside funding to support the Fellowship’s development of the Somerville Public Schools Integrated Data System, and continue to provide ongoing program management.
  - Established collaborative relationship with Code for Boston Brigade, facilitated Brigade support for other departments, provide ongoing liaison to Brigade.

## PERFORMANCE METRICS:

MEASURE	CY13 ACTUAL	CY14 ACTUAL	CY15 PROJECTED	CY16 PROPOSED
Number of Community Alert (reverse 911) sign-ups	42,676	47,264	48,500	49,000
Average monthly unique views of City Facebook	78,137	49,844	77,051	40k-60k
Average monthly unique visitors to City website	32,639	38,914	40,000	45,000
Hours of cable programs broadcast	138	175	185	185
Newsletter subscribers	4,998	6,218	7,000	8,000

# Communications & Community Engagement



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Complete full redesign of City website.		
	Reorganize/update to improve ease of navigation and access to information and online services.	Ongoing
	Modernize site to include mobile-friendly loading, integration of social media, improved calendar, etc.	Ongoing
	Collaborate with Institute for Human-Centered Design to meet/exceed ADA standards.	New for FY16
	Continue to introduce high-quality web microsites for special projects, e.g., GreenTech RFI project, Vote Somerville, Zoning Overhaul.	New for FY16
Modernize and enhance City Cable services.		
	Upgrade studio to current high-definition (HDTV) standards.	Complete

# Communications & Community Engagement

GOAL	STRATEGIC OBJECTIVE	STATUS
	Launch upgrade process for Aldermanic Chambers.	Ongoing
	Add content scrolls to identify programming onscreen for viewers.	Ongoing
	Upgrade portable studio to high-definition TV standards.	Complete
	Upgrade fiber connections at City Hall, Dilboy, SCATV, SHS, Studio to HDTV required specifications.	New for FY16
	Increase production of short “mini-programming” targeted for YouTube/social/cable.	New for FY16
<b>Improve communications to underserved populations.</b>		
	Increase communications via local foreign-language radio.	Complete
	Expand community bulletin board pilot to new locations.	Ongoing
	Increase translation and outreach/engagement support to assist City departments in better serving immigrants.	Complete
	Establish newsletter outreach in SomerViva languages.	New for FY16
	Pilot City-oriented leadership program in Spanish.	New for FY16
	Increase in-language support of Economic Development small business programs.	New for FY16
<b>Enhance the communications capabilities of City government.</b>		
	Represent City goals, initiatives, services, and accomplishments through accurate, informative press releases, community notes, and presentations.	Ongoing
	Add City-originated Spanish, Portuguese, and Haitian Creole CTY services as well as auto-translated services in other languages.	Complete
	Work with the Board of Aldermen and other elected officials to explore new communications channels to enhance information flows between the Aldermen, their constituents, and City Hall.	Ongoing
	Continue to partner with other departments to help enhance constituent communication via outreach material development and strategy development.	New for FY16
	Establish internal/external photo sharing library to increase visual effectiveness and efficiency of City communications by all departments.	New for FY16
<b>Continue to grow robust ResiStat program.</b>		
	Expand reach of blog, newsletter, meetings, and social media.	Ongoing
	Continue to provide highly responsive and timely social media services.	Ongoing
	Introduce Phase II of the Somerville Academy for Innovative Leadership.	Complete
	Continue to provide social media and Internet training to seniors and, in collaboration with Econ. Development, local businesses.	New for FY16
	Establish print version of e-newsletter.	New for FY16
<b>Continue to expand youth and senior arts opportunities.</b>		



# Communications & Community Engagement

GOAL	STRATEGIC OBJECTIVE	STATUS
	Collaborate with Rec. Dept. to identify needs and promote programs.	New for FY16
	Introduce new programs for youths including recording studio classes.	New for FY16
	Collaborate with the Council on Aging to identify needs and introduce new senior program offerings.	New for FY16

## BUDGET:

COMMUNICATIONS		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	156,186	320,664	243,727	328,459	
512000	SALARIES & WAGES TEMPOR'Y	65,490	-	6,514	-	
513000	OVERTIME	1,239	-	-	-	
514006	LONGEVITY	1,250	1,325	625	1,400	
515006	HOLIDAYS NON-UNION	-	-	-	1,072	
515011	HOLIDAYS - S.M.E.A.	-	-	-	183	
519004	UNIFORM ALLOWANCE	350	350	350	350	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>224,514</b>	<b>322,339</b>	<b>251,215</b>	<b>331,464</b>	<b>2.8%</b>
524006	REPAIRS-COMMUN. EQUIP.	-	300	-	300	
524034	MAINT CONTRACT-OFFC	-	400	-	400	
530000	PROFESSIONL & TECHNCL SVC	1,750	2,000	1,330	3,000	
530008	EMPLOYEE TRAINING	2,300	1,500	-	1,500	
530018	POLICE DETAIL	6,692	3,000	-	-	
530020	FIRE DETAIL	722	2,000	-	540	
530029	CUSTODIAL DETAIL	143	-	-	-	
534003	POSTAGE	-	200	-	200	
534006	EXPRESS/FREIGHT	74	300	22	300	
534010	BAPERN LINE RENTAL	1,625	1,625	1,625	1,825	
540000	SUPPLIES	45	250	5	250	
542000	OFFICE SUPPLIES	1,142	750	187	750	
542001	PRINTING & STATIONERY	1,721	3,000	100	3,000	
542006	OFFICE FURNITURE NOT	613	-	-	-	
542007	COMPUTER EQUIPMENT NOT	2,490	-	-	-	
558004	MAGAZINES/SUBSCRIPTS/PUB	40	500	80	500	
573000	DUES AND MEMBERSHIPS	149	500	149	500	
578014	NEIGHBORHOOD IMP.	3,411	8,500	2,483	8,500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>22,917</b>	<b>24,825</b>	<b>5,980</b>	<b>21,565</b>	<b>-13.1%</b>

# Communications & Community Engagement

COMMUNICATIONS	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
<b>COMMUNICATIONS TOTAL</b>	<b>247,431</b>	<b>347,164</b>	<b>257,196</b>	<b>353,029</b>	<b>1.7%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>MEDIA MANAGER</b>	DEMAINA, DANIEL	1,212.24	63,521.38	63,763.82
<b>SOCIAL MEDIA &amp; COMMUNITY ENGAGEMENT SPECIALIST</b>	ACKERMAN, MEGHANN	1,133.00	59,369.20	59,595.80
<b>LANGUAGE LIAISON - PORTUGUESE</b>	FERNANDES, ADRIANA	1,010.19	52,933.96	53,135.99
<b>LANGUAGE LIAISON - SPANISH</b>	FLORES, IRMA	1,010.19	52,933.96	53,135.99
<b>LANGUAGE LIAISON - HAITIAN-CREOLE</b>	SAINT-SURIN, JHENNY	990.57	51,905.87	52,103.98
<b>PRINCIPAL CLERK</b>	SHERWOOD, ANNA	912.10	47,794.04	49,726.46

# Constituent Services

## MISSION STATEMENT:

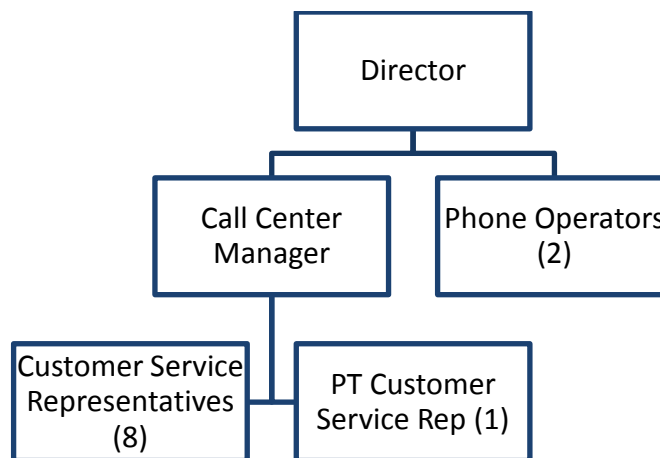
The delivery of accurate, courteous, and easy customer service throughout the City. This goal is achieved through our primary point-of-contact locations: the 311 call center; walk-up kiosks at City Hall and the public safety building; the City’s switchboard operators; and online/electronic services (web, email, social media & mobile devices). To help achieve this goal, the Office of Constituent Services also oversees work orders and workflow management for service requests throughout the city and provides customer service-related trainings to City employees.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	516,388	634,599	651,894	2.7%
Ordinary Maintenance	25,587	45,250	45,250	0.0%
General Fund Expenditures	541,975	679,849	697,144	2.5%

## CHANGES BETWEEN FY2015 & FY2016:

- Beginning in FY16, Constituent Services will move under the broad umbrella of Communications & Community Engagement in order to seamlessly coordinate services and increase overall effectiveness.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



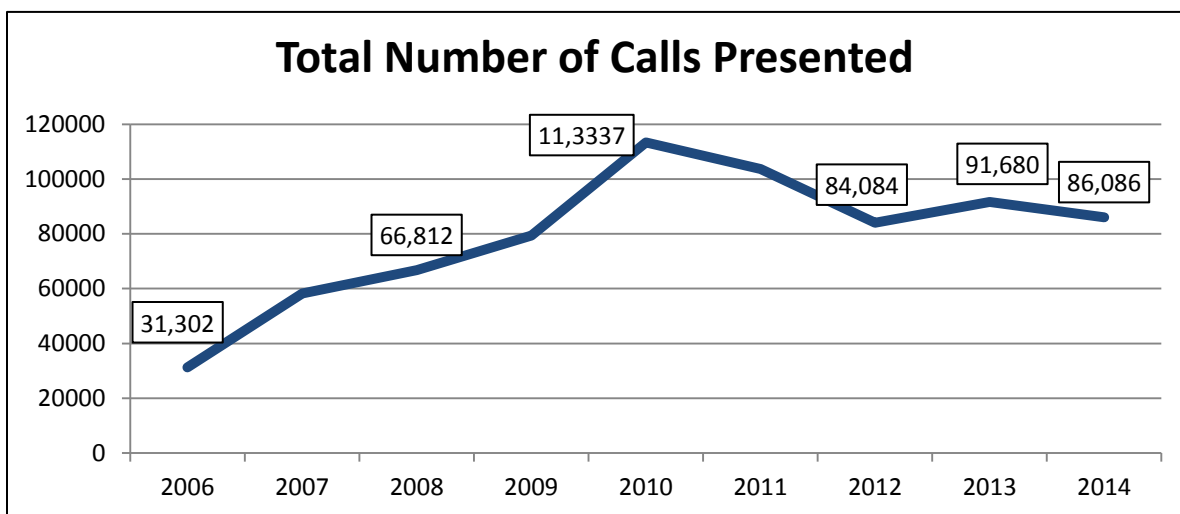
# Constituent Services

## FY2015 ACCOMPLISHMENTS:

- Completed hardware conversion from PCs to laptops, allowing mobility of call taker equipment and reducing downtime for call takers in the event of a power failure or other major event that may cause a potential disruption in service.
- Implemented call monitoring/review software. This highly effective tool allows managers to review call center interactions and provide better coaching and feedback to employees, as well as allow for better tracking of performance once integrated with internal scorecards.
- Implemented use of part-time employee in conjunction with per diem staffing to more efficiently respond to resident calls during high volume periods to meet service goals. This allowed 3-1-1 to have an increased presence at City events and more timely response to requests submitted to other channels beyond the call center.
- Established partnerships with groups from M.I.T. and Harvard University to evaluate the effectiveness of current work order management and the factors that influence constituent interactions with government services.

## PERFORMANCE METRICS:

PERFORMANCE METRICS	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Answer >80% of calls within department Service Level Agreement (SLA)	85.1%	81.5%	72.4%	80%
Average queue time of 20 seconds or less	15	21	34	20
Abandon rate of <3.5% of all calls to 311	3.60%	3.93%	6.82%	3.50%
Maintain an average handle time for all calls to 2 minutes or less	1:33	1:50	2:31	2:00



# Constituent Services

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Increase outreach of 311 services		
	Increase dissemination of time-sensitive information through the automated welcome message and social media in anticipation of high call volume events such as severe weather occurrences	Ongoing
	Replace Customer Relationship Management application with one that has mobile capabilities both for city staff and constituent-generated requests in order to capture real-time work completion data, streamline workflow and eliminate the need for 311 staff to manually re-enter constituent-generated requests.	Vendor Selection Complete; Implementation July 1 2015
Offer consistent, high-level customer service from 311 on a 24/7/365 basis		
	Work with SomerStat and DPW to develop a comprehensive set of standard operating procedures for all work orders to ensure proper intake questions, improve workflow, and capture as much data as possible. This will facilitate faster and more efficient completion of DPW requests.	Ongoing
	Develop and implement a customer service representative scorecard and call-review program that will be used to evaluate and train call-takers on a monthly basis.	Complete
	Launch of the "Secret Resident" program complete with volunteer customer service trainings, quarterly reports and targeted follow-up with departmental managers.	Expected Completion June 2015
Answer constituent requests in a timely manner		
	With data support from SomerStat, develop a standardized policy for diverting calls more quickly to the after-hours call center, particularly during nights and weekends when there are a limited number of reps available.	New for FY16
	Develop a scorecard to evaluate the after-hours answering service using existing call data, and explore other avenues and data sources to ensure that after-hours calls are answered correctly, and work orders are processed properly and in accordance with ACE guidelines.	New for FY16

## BUDGET:

CONSTITUENT SERVICES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	466,510	586,899	446,746	596,151	
512000	SALARIES & WAGES TEMPOR'Y	38,498	35,000	53,086	40,840	
513000	OVERTIME	8,580	10,000	12,937	10,000	
514006	LONGEVITY	2,100	2,000	1,450	2,000	
515006	HOLIDAYS NON-UNION	-	-	-	1,867	
515011	HOLIDAYS - S.M.E.A.	-	-	-	336	

# Constituent Services

CONSTITUENT SERVICES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
515012	PERFECT ATTENDANCE	-	-	300	-	
519004	UNIFORM ALLOWANCE	700	700	700	700	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>516,388</b>	<b>634,599</b>	<b>515,219</b>	<b>651,894</b>	<b>2.7%</b>
530000	PROFESSIONL & TECHNCL SVC	22,617	30,000	13,972	30,000	
530008	EMPLOYEE TRAINING	-	5,000	-	5,000	
534003	POSTAGE	-	1,000	-	1,000	
542000	OFFICE SUPPLIES	2,970	5,000	2,102	5,000	
542001	PRINTING & STATIONERY	-	3,500	100	3,500	
542006	OFFICE FURNITURE	-	750	-	750	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>25,587</b>	<b>45,250</b>	<b>16,173</b>	<b>45,250</b>	<b>0.0%</b>
<b>CONSTITUENT SERVICES TOTAL</b>		<b>541,975</b>	<b>679,849</b>	<b>531,392</b>	<b>697,144</b>	<b>2.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>DIRECTOR</b>	CRAIG, STEVE	1,653.01	86,617.72	86,948.33
<b>CALL CENTER MANAGER</b>	VIVEIROS, ELENA	1,061.13	55,603.21	55,815.44
<b>CUSTOMER SERVICE REP I</b>	COSTA, EILEEN	922.95	48,362.58	48,547.17
<b>CUSTOMER SERVICE REP I</b>	CONNELLY, LINDA	816.41	42,779.88	42,943.17
<b>CUSTOMER SERVICE REP I</b>	COOK, LORI	830.53	43,519.77	43,685.88
<b>CUSTOMER SERVICE REP I</b>	FALAISE, BEATRICE	792.87	41,546.39	41,704.96
<b>CUSTOMER SERVICE REP I</b>	DUCASSE, BELIA	812.41	42,570.28	42,732.77
<b>CUSTOMER SERVICE REP I</b>	CRAVEN, RICHARD	787.02	41,239.85	41,397.25
<b>CUSTOMER SERVICE REP I</b>	MITCHELL, PAM	814.39	42,674.04	42,836.91
<b>CUSTOMER SERVICE REP I</b>	WRIGHT, HEATHER	840.74	44,054.78	44,222.92
<b>OPERATOR, CITY HALL</b>	DOUGLAS, NORMA	845.97	44,328.83	46,248.02
<b>OPERATOR, CITY HALL</b>	FELONI, MARLENE	829.37	43,458.99	44,574.86
<b>CUSTOMER SERVICE REP (PT)</b>	PORTILLO, GABRIELA	370.12	19,394.29	19,394.29

# Personnel

## MISSION STATEMENT:

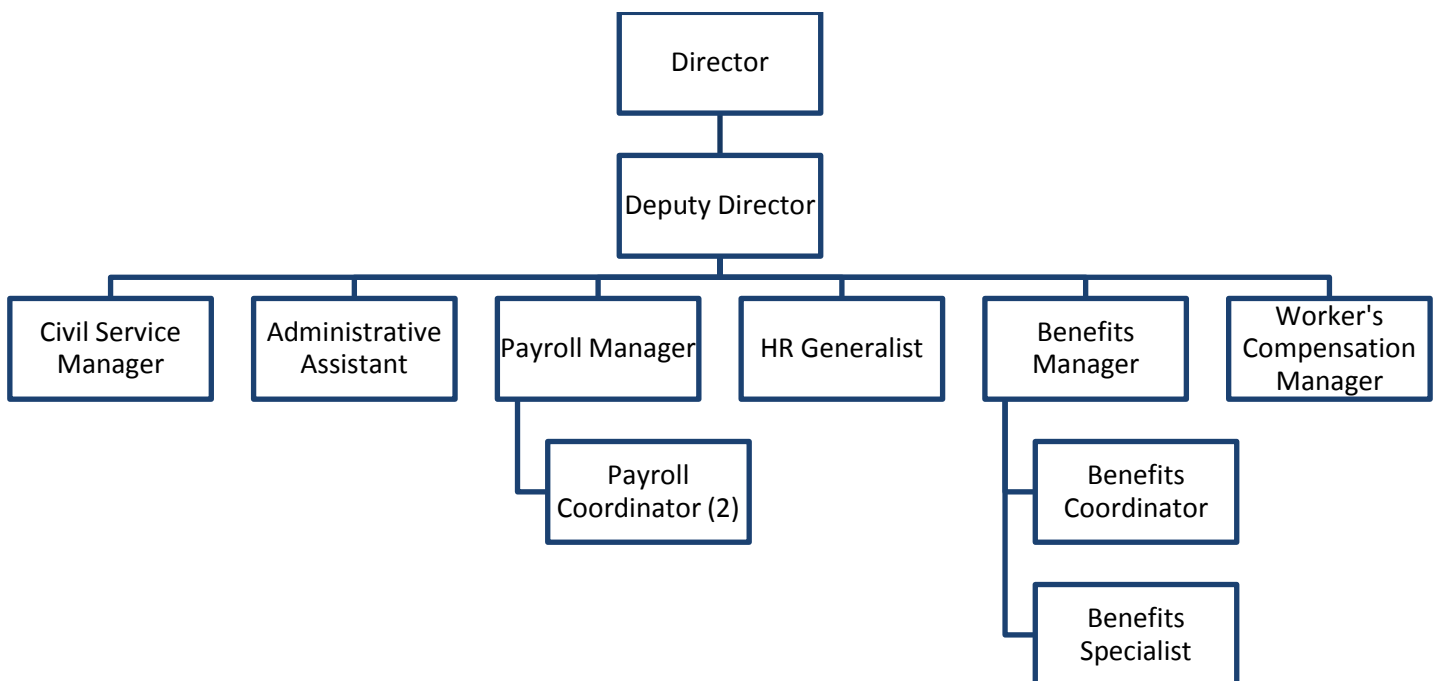
To ensure the successful delivery of city services by recruiting, developing, motivating, and retaining qualified employees to provide the highest possible level of public service. The Department also promotes and supports organizational excellence through effective human resources programming regarding benefits, compensation, training and safety, administered in an environment that embraces diversity, quality customer service and professional development. Personnel also assures that all employees are paid in the approved manner and on time.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	663,302	716,337	737,959	3.0%
Ordinary Maintenance	136,721	277,775	307,700	10.8%
Special Items	43,979	61,010	61,010	0.0%
General Fund Expenditures	844,002	1,055,122	1,106,669	4.9%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



# Personnel

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## **FY2015 ACCOMPLISHMENTS:**

- Processed a total of 222 new employees, which consisted of 85 internal promotions/transfers; and 12 Firefighters and 13 Police Officers through the civil service process.
- Hired a new Police Chief, promoted two Deputy Chiefs, and seven to Superior Officer positions in the Police Department; and promoted six personnel to officer positions in the Fire Department.
- In conjunction with SMEA leadership integrated 30 years of contract changes into one all-encompassing contract for SMEA Unit B.
- Settled contracts with Crossing Guards, E911 Operators, Fire Alarm Operators, and Building Custodians.
- Conducted 2 blood drives by working in conjunction with SHS students from Health Careers and Red Cross.
- Updated and reissued the Non-Union Guidebook.
- Increased the number of vendors participating in the employee annual perks fair.
- Conducted quarterly Retirement Seminars and New Hire Orientations.
- Updated break rooms in DPW, T&P, City Hall Annex, West and Central Libraries, and the Youth Center.
- Scheduled quarterly Wellness seminars for City Employees on topics such as 'How to De-Stress', 'How to Communicate Effectively', and 'Dealing with Challenging Behaviors'.
- Developed Domestic Violence and Parental Leave policies; communicated and administered citywide.
- Conducted Department Head training on best practices for making changes in their department on such topics as Collective Bargaining, FMLA, Hiring Process, and Health Care Reform.
- Provided several Customer Service training programs for employees that interact with the public.
- Conducted several educational sessions at all city locations on all benefit offerings.
- Coordinated the acquisition and recommended use of ergonomic equipment and safety supplies and materials for many City Departments.
- Worked with the Hazardous Waste Collection Team in developing new processes to ensure the safety of both employees and the public during waste collection days.
- Coordinated State mandated Hoisting License Continuing Education Training for all affected DPW employees.
- Purchased additional AEDs (defibrillators) and coordinated associated training to assure all City locations have access to an AED.
- Developed a Team Building Seminar in conjunction with the Commonwealth's Training Office for affected Departments.
- Offered a vision care plan, and Long Term Disability plan to all employees for FY2016.
- Created and administered new teacher benefit packets in coordination with the School Department.
- Conducted full Dependent Audit on the Dental Insurance family plans, and conducted full Beneficiary Audit on Group Life/Voluntary Insurance plans to assure proper coverage for City employees.

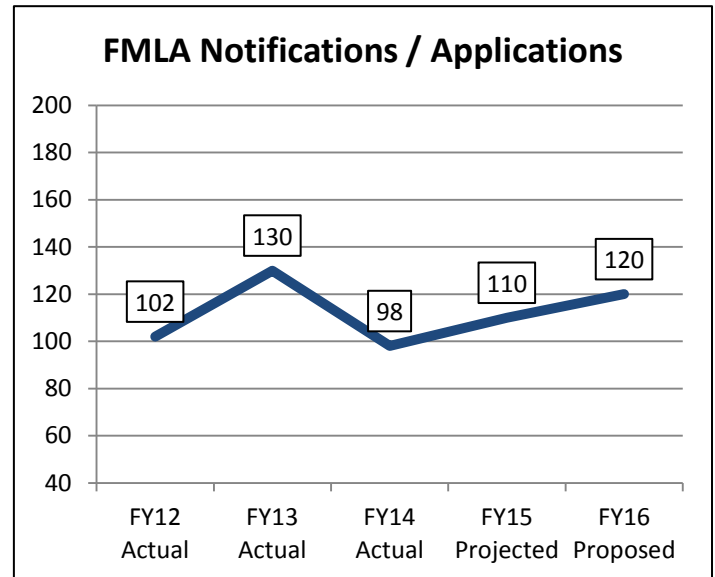
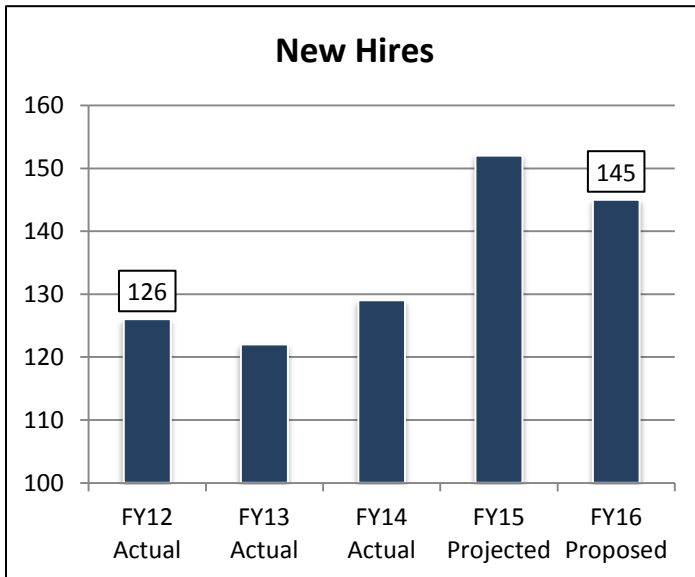
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## **PERFORMANCE METRICS:**



# Personnel

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Number of New Hires	122	129	152	145
Number of Internal Transfers/ Promotions	N/A	N/A	85	90
Percent of Unions Currently in Contract	70%	70%	80%	80%
Flexible Spending and Dependent Care Account Enrollees	225	243	260	280
Opt Out Program Savings	N/A	205,092	190,000	250,000
FMLA Notifications / Applications	130	98	110	120



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Recruit, hire, and maintain talented professionals.		
	Recruit and hire all city employees including public safety.	Ongoing
	Administer comprehensive health and welfare benefits for City and School employees, retirees, and surviving spouses.	Ongoing
	Administer Workers' Compensation in compliance with Ch. 152.	Ongoing
	Reconvene Compensation Review Committee to review status of Collins Study and key Department Head positions.	New for FY16
Continue to train and educate employees.		
	Conduct FMLA Training to educate managers on employee rights and responsibilities.	Complete
	Conduct safety trainings to reduce injuries (injuries reduced from approximately 11.3 per month to 10 per month).	Ongoing
	Collaborate with Retirement to hold quarterly information sessions for retirement planning.	Ongoing
Continue committee facilitation.		
	Absorb duties and role of Wellness Ambassador to increase facilitation of the Wellness Committee.	Complete

# Personnel

GOAL	STRATEGIC OBJECTIVE	STATUS
	Continue joint SMEA management/union safety committee to effectively identify employee safety and training needs.	Ongoing
	Work with SMEA leadership through Joint Labor Management meetings.	Ongoing
<b>Improve Employee and Labor Relations.</b>		
	Maintain positive relationships with non-union and union staff.	Ongoing
	Foster positive relationships and communication with union leadership.	Ongoing
	Begin integration of contract changes for SMEA units A & D.	New for FY16
	In conjunction with Health Services and SPD develop and schedule training for Dealing with Residents/Customer with Mental Illness.	New for FY16
<b>Enhance Employee Benefits.</b>		
	Continue to work with vendor for guidance on health care reform.	Ongoing
	Create partnership with new vendor to offer additional voluntary benefits and conduct employee outreach for enrollment.	Complete & Ongoing
	Review, track and complete detailed reporting for HealthCare Reform.	New for FY16
	Review long term disability plans and select best value(s).	Completed
	In conjunction with the wellness committee, begin to update all employee lounge areas.	Complete / Ongoing
	Review Vision Plans (new benefit), determine if cost effective for employees, and select based on best value(s).	Complete
<b>Streamline Processes.</b>		
	Evaluate combining 111F and WC.	Complete
	Implement MUNIS payroll.	Ongoing
	Select HRIS and determine implementation date / begin implementation.	Ongoing
	Implement MUNIS HRIS.	New for FY16
<b>Comply with State and Federal guidelines.</b>		
	Perform beneficiary audit on Group Life and Voluntary Life Insurance with Boston Mutual.	Complete
	Conduct HIRD audit and mailings.	Complete
	Administer benefits and process payments in accordance with the Healthcare Reform Act.	Complete

## BUDGET:

PERSONNEL	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000 SALARIES	655,269	707,557	566,965	725,932	
512000 SALARIES & WAGES	1,693	2,080	2,054	2,080	
513000 OVERTIME	1,140	3,000	785	3,215	
514006 LONGEVITY	3,350	3,350	1,675	3,350	
515006 HOLIDAYS NON-UNION	-	-	-	2,583	

# Personnel

PERSONNEL	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
515011 HOLIDAYS - S.M.E.A.	-	-	-	449	
515012 PERFECT ATTENDANCE	1,500	-	1,500	-	
519004 UNIFORM ALLOWANCE	350	350	350	350	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>663,302</b>	<b>716,337</b>	<b>573,329</b>	<b>737,959</b>	<b>3.0%</b>
524034 MAINT CONTRACT-OFFC	597	1,440	200	1,440	
530000 PROFESSIONL & TECHNCL SVC	96,577	197,890	67,965	222,615	
530008 EMPLOYEE TRAINING	5,449	15,200	6,087	15,200	
530011 ADVERTISING	10,353	20,000	17,485	25,000	
530017 ARBITRATION SERVICES	3,625	25,000	5,021	25,000	
534003 POSTAGE	33	400	6	400	
542000 OFFICE SUPPLIES	1,797	2,200	1,584	2,200	
542001 PRINTING & STATIONERY	3,849	3,000	305	3,200	
542006 OFFICE FURNITURE NOT	3,660	-	-	-	
549000 FOOD SUPPLIES &	3,745	1,000	111	1,000	
558004 MAGAZINES & PUBLICATIONS	653	1,000	669	1,000	
571000 IN STATE TRAVEL	646	-	231	-	
571001 IN STATE CONFERENCES	545	1,000	820	1,000	
572000 OUT OF STATE TRAVEL	693	-	1,316	-	
572001 OUT OF STATE CONFERENCES	925	-	-	-	
573000 DUES AND MEMBERSHIPS	1,615	1,645	1,764	1,645	
578008 REIMB/ALLOWANCES	1,170	5,000	69	5,000	
578015 AWARDS	788	3,000	-	3,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>136,721</b>	<b>277,775</b>	<b>103,632</b>	<b>307,700</b>	<b>10.8%</b>
519016 ED INCENTIVES SMEA A	1,792	7,500	1,964	7,500	
519017 EDUCATIONAL INCENTIVE - B	34,687	37,010	4,950	37,010	
519018 ED INCENTIVE - FIRE ALARM	-	5,000	-	5,000	
519019 ED INCENTIVE - E911	-	3,500	-	3,500	
519020 SMEA EMPLOY FLUENCY	7,500	8,000	9,500	8,000	
<b>SPECIAL ITEMS TOTAL</b>	<b>43,979</b>	<b>61,010</b>	<b>16,414</b>	<b>61,010</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>844,002</b>	<b>1,055,122</b>	<b>693,375</b>	<b>1,106,669</b>	<b>4.9%</b>

# Personnel

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	ROCHE, BILL	2,139.85	112,128.14	112,556.11
DEPUTY DIRECTOR	COOPER, CANDACE	1,648.00	86,355.20	86,684.80
PAYROLL MANAGER	SHEA, PHYLLIS	1,457.99	76,398.68	76,690.27
PAYROLL COORDINATOR	O'REGAN, MELANIE	978.37	51,266.59	51,462.26
PAYROLL COORDINATOR	GAFFNEY, PAUL	1,010.53	52,951.77	53,153.88
HUMAN RESOURCE COORDINATOR	CONNOLLY, DEBORAH	1,017.50	53,317.00	53,520.50
HR GENERALIST	STEIN, DEBORAH	993.04	52,035.30	52,233.90
ADMINISTRATIVE ASSISTANT	JOY, DONNA	1,071.44	56,143.38	58,107.67
BENEFITS MANAGER	COMEIRO, JENNIFER	1,464.12	76,719.89	77,012.71
BENEFITS SPECIALIST	BROWN, MARIE BARBARA	902.66	47,299.38	47,479.92
BENEFITS COORDINATOR	LALLY, MARY ALICE	1,170.15	61,316.08	63,500.11

# Information Technology

## MISSION STATEMENT:

Establish and maintain a secure, reliable, accessible and flexible network infrastructure 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.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	601,506	682,828	718,870	5.3%
Ordinary Maintenance	1,107,974	1,239,380	1,339,080	8.0%
General Fund Expenditures	1,709,480	1,922,208	2,057,950	7.1%

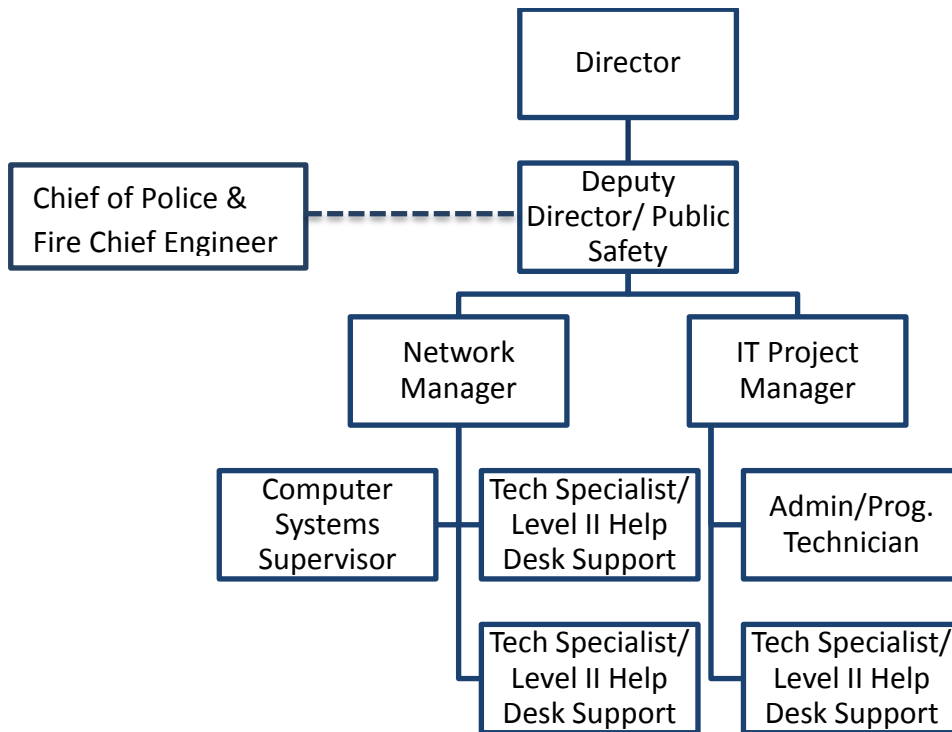
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## CHANGES BETWEEN FY2015 & FY2016:

- Deputy Director assumed full responsibility of managing the day-to-day technology of Police and Fire department servers and network infrastructure in March.
  - The position listed as Administrative/Prog. Tech will now report to the IT Project Manager and be responsible for the administration of IT payroll, accounts payable for IT related bills as well as the procurement, programming, tracking, and maintenance of all mobile devices for all City departments, the analysis of all hardware and software procurements for all city departments, and programming responsibilities for IT projects as directed by the IT Project Manager.
  - The IT Tech Specialist responsible for file backup and restoration will become a direct report to the IT Project Manager.
  - The Computer Systems Supervisor will become a direct report to the Network Manager.
  - Due to these reporting shifts, a 6% salary increase for supervisory roles was added to the Network Manager and the IT Project Manager positions – refer to the organization chart below.
  - Other differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
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# Information Technology

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

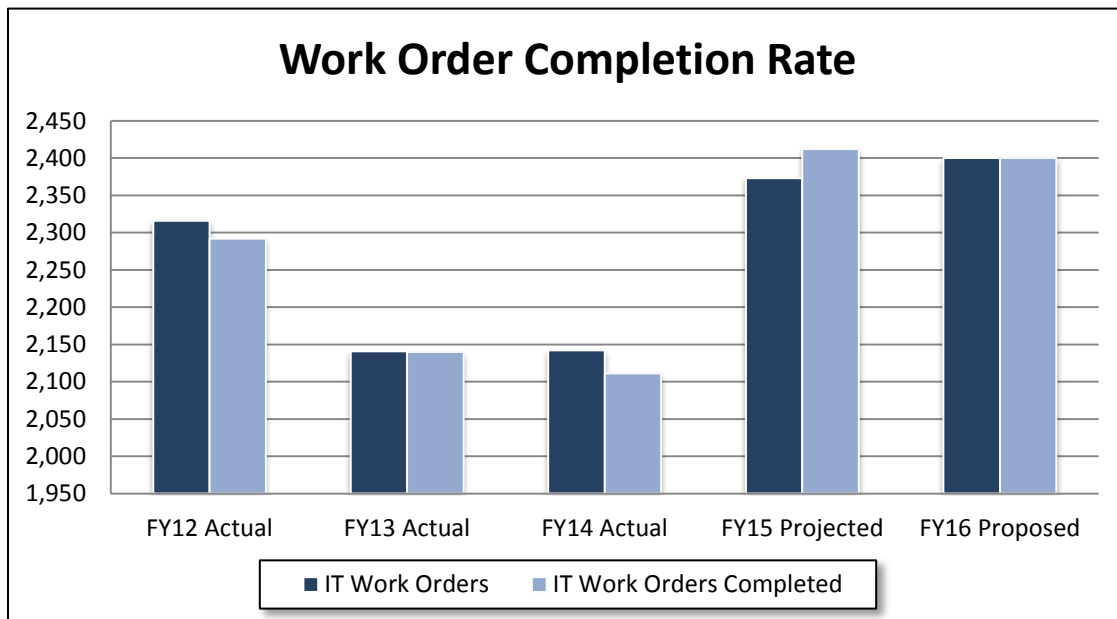
- Completed the installation and implementation of the Shared Public Safety CAD system.
- Assumed full support of the Police Department IT system.
- Completed the initial Virtualization of IT Servers -- 95% Complete.
- Upgraded the VoIP System to version 10 -- 95% Complete.
- Virtualized the VoIP System -- 95% Complete.
- Completed a full inventory and reconciliation of Microsoft licenses in use by the City.
- Initiated the implementation for full redundancy of the IT Network.
- Formalized the definition, processes, policies, and SLA's for:
  - Service Request Management
  - Incident Management
  - Problem Management
  - Moves/Adds/Change Management
- Established formal policies for:
  - Mobile Device Management
  - CoOP -- 75% Complete
  - Acceptable Use
  - Passwords
  - Safe Email Practices
  - Security
- Completed 100% of scheduled hardware rollouts.
- Completed 102% of Help Desk Work Orders.

# Information Technology

- Implemented the full roll out of Citizenserve Non-criminal ticketing and Licensing & permitting modules.
- Completed the testing, training, implementation and integration of Citizenserve with Munis Tax and Receivables.
- Successfully managed the E-Rate filings for FY16.
- Successfully implemented the timely issuance of FY15 Water & Sewer bills and Real Estate Tax bills
- Successfully managed City of Somerville mobile devices.
- Successfully converted, tested, trained and implemented Munis V10.5 Utility Billing module to replace existing Water and Sewer Billing system.
- Successfully converted Munis Cashiering Stations for compatibility with Munis v10.5.

## PERFORMANCE METRICS:

MEASURE	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
IT work orders	2,316	2,141	2,142	2,373	2400
IT work orders completed	2,292	2,140	2,111	2,412	2400
Percent of work orders completed	98.96%	99.95%	98.55%	102%	100%
Major projects	11	12	14	20	14
Smartphones/tablets	21	35	77	325	325



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Upgrade Microsoft Exchange Server.		
	Create an Exchange On-line environment in the Cloud.	New for FY16

# Information Technology

GOAL	STRATEGIC OBJECTIVE	STATUS
	Migrate existing Exchange data to the On-line environment.	New for FY16
Implement MUNIS modules.		
	Convert, test, train and implement Munis v10.5 Utility Billing module to replace existing Water and Sewer Billing system.	Ongoing FY15
	Convert, test, train and implement Munis v10.5 Payroll Module to replace existing Payroll System for City and Schools.	New for FY16
	Begin the process of planning and implementing the automation of Human Resource functions in Munis v10.5 for City and explore the option for Schools.	New for FY16
	Process Q1, Q2 and Q3 Tax Bills in Munis v10.5.	New for FY16
	Convert Munis Cashiering Stations for compatibility with Munis v10.5.	Completed
Increase the usage and capacity of CitizenServe.		
	Complete the transition of Non-Criminal Ticketing/Violation system from IBM to CitizenServe.	Completed
	Complete the testing, training, implementation and integration with Munis for Tax and Receivables.	Completed
	Complete the transition of processing licenses and permits to CitizenServe.	Complete
Continue Decommission of the IBM Legacy System.		
	Continue to support Personnel in relation to Benefit processing and tracking.	Ongoing
	Continue to maintain the current IBM data for all City Departments until a full transition of data has occurred.	Ongoing
	Implement an archival system for the storage and retrieval of all "IBM" historical data.	Ongoing
	Decommission the IBM Legacy System.	Estimated Completion: FY16
Server and Desktop Virtualization.		
	Complete the virtualization of all physical 2003 Windows servers.	New for FY16
	Increase the number of virtualized desktops to 100.	New for FY16
	Plan for and create a virtualized GIS Server.	New for FY16
Develop a data archive system.		
	Implement an on-line document management system for city archives.	New for FY16
Improve Customer Service of IT staff.		
	Conduct internal training classes (beginner, intermediate and advanced levels) for the common software packages and practices in use by city staff.	New for FY16
	Conduct system orientation/training classes for new employees in conjunction with Personnel.	New for FY16
Upgrade the city's computer network infrastructure.		
	Increase the city's Internet Bandwidth to 500Mbps.	New for FY16
	Consolidate/Restructure CoS Active Directory domains.	New for FY16
	Re-establish Active Directory as Cloud-based.	New for FY16
	Repair and upgrade the internal cabling at SHS, Healey Elementary	New for FY16



# Information Technology

GOAL	STRATEGIC OBJECTIVE	STATUS
	School and the West Somerville Neighborhood School.	
	Reconfigure and upgrade the cabling, switches, and security of all SHS Computer Labs.	New for FY16
	Establish a Core presence in the RCN NOC eliminating City Hall as a single point of failure.	New for FY16
	Establish a greater "Fiber" presence citywide.	New for FY16

## BUDGET:

INFORMATION TECHNOLOGY		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	596,604	677,928	499,140	711,265	
513000	OVERTIME	214	-	-	-	
514006	LONGEVITY	4,275	4,550	2,275	4,550	
515006	HOLIDAYS NON-UNION	-	-	-	1,521	
515011	HOLIDAYS - S.M.E.A.	-	-	-	1,184	
515012	PERFECT ATTENDANCE	63	-	1,000	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>601,506</b>	<b>682,828</b>	<b>502,765</b>	<b>718,870</b>	<b>5.3%</b>
524015	REPAIRS COMPUTER	26,733	23,000	8,471	23,000	
524033	MAINT SOFTWARE	379,868	463,100	161,650	516,000	
527006	LEASE - PHOTOCOPIER	26,973	42,750	34,038	55,000	
530000	PROFESSIONL & TECHNCL SVC	6,760	5,000	8,750	35,000	
530008	EMPLOYEE TRAINING	12,620	30,800	375	30,800	
530028	SOFTWARE	92,000	111,100	77	85,000	
534001	PHONE MAINTENANCE	-	500	-	-	
534002	CELLUAR & PAGING SERVICES	88,985	108,600	61,809	130,000	
534003	POSTAGE	-	200	-	200	
534007	PSTN-USAGE	31,324	49,300	5,145	90,000	
534008	WEB SITE COSTS	-	-	1,465	-	
534009	INTERNET MAINTENANCE	-	39,000	21,078	39,000	
542000	OFFICE SUPPLIES	988	1,500	469	1,500	
542004	COMPUTER SUPPLIES	4,998	15,000	4,203	15,000	
542007	COMPUTER EQUIPMENT	308,738	334,950	98,476	300,000	
542010	CELLULAR DEVICES	20,669	3,750	7,145	3,750	
571000	IN STATE TRAVEL	18	-	-	-	
572000	OUT OF STATE TRAVEL	-	-	2,264	-	
573000	DUES AND MEMBERSHIPS	817	830	-	830	

# Information Technology

INFORMATION TECHNOLOGY	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
585019 CABLEING	106,481	10,000	23,720	14,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>1,107,974</b>	<b>1,239,380</b>	<b>439,134</b>	<b>1,339,080</b>	<b>8.0%</b>
<b>INFORMATION TECHNOLOGY TOTAL</b>	<b>1,709,480</b>	<b>1,922,208</b>	<b>941,900</b>	<b>2,057,950</b>	<b>7.1%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	DESMOND, BRUCE	2,032.58	106,507.19	106,913.71
DY. DIRECTOR/PS MANAGER	HINDLE, LARA	1,553.84	81,421.22	81,731.98
NETWORK MANAGER	GOODRIDGE, DAVID	1,506.44	78,937.47	79,238.75
IT SPECIALIST-PUBLIC SAFETY	SANTANA, MIGUEL	1,045.83	54,801.49	55,010.66
IT PROJECT MANAGER	SLONINA, DAVID	1,462.25	76,621.84	76,914.29
SUPV COMPUTER SYS	SANTOS, JOSEPH	1,778.40	86,430.11	94,601.88
		1,782.25	6,416.09	
COMP TECH/ SYS ADMN	DASILVA, EDWARD	1,499.28	10,794.85	83,442.66
		1,503.13	70,947.95	
ADMIN PROG/TECH	VICENTE, TERESA	1,462.23	43,574.39	78,250.20
		1,466.08	33,133.36	
IT SERVER SUPPORT TECH	DESMOND, MATT	1,177.08	61,678.99	62,764.41

# Elections

## MISSION STATEMENT:

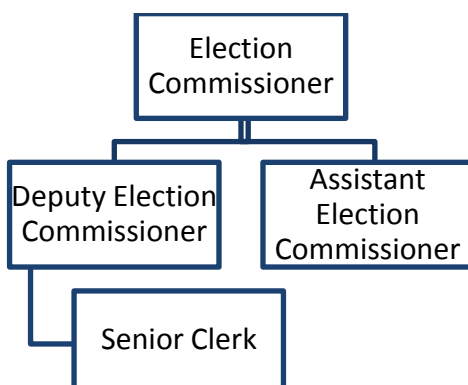
To conduct elections, oversee the collection of census data, and maintain a collection of public records including voter and resident lists, campaign finance records, and election results. The Election Department strives to conduct fair and orderly elections by distributing and administering nomination papers and petitions, certifying signatures, preparing ballots, 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	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	294,467	350,833	381,516	8.7%
Ordinary Maintenance	91,530	98,370	189,650	92.8%
General Fund Expenditures	385,997	449,203	571,166	27.2%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

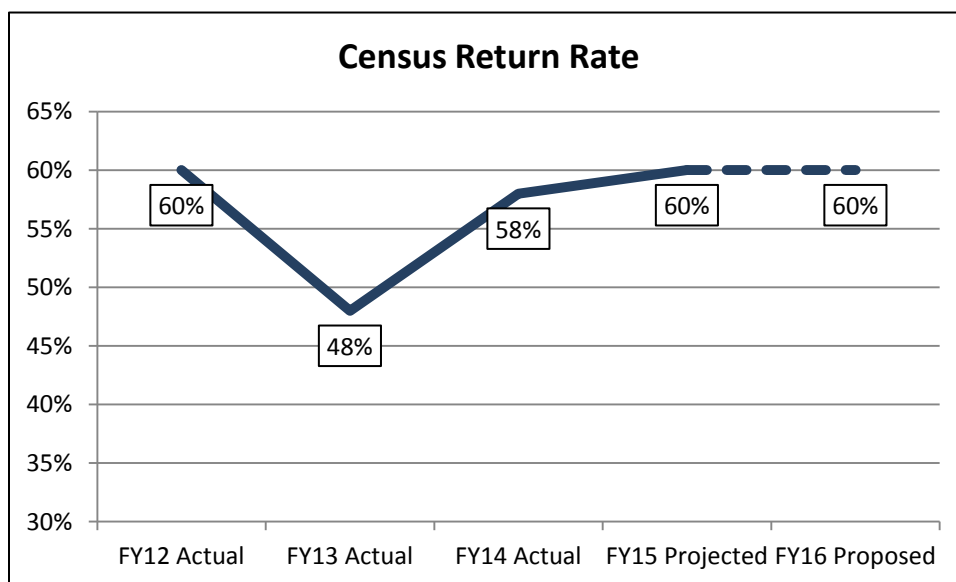
- Conducted two successful elections – September & November State Elections.

# Elections

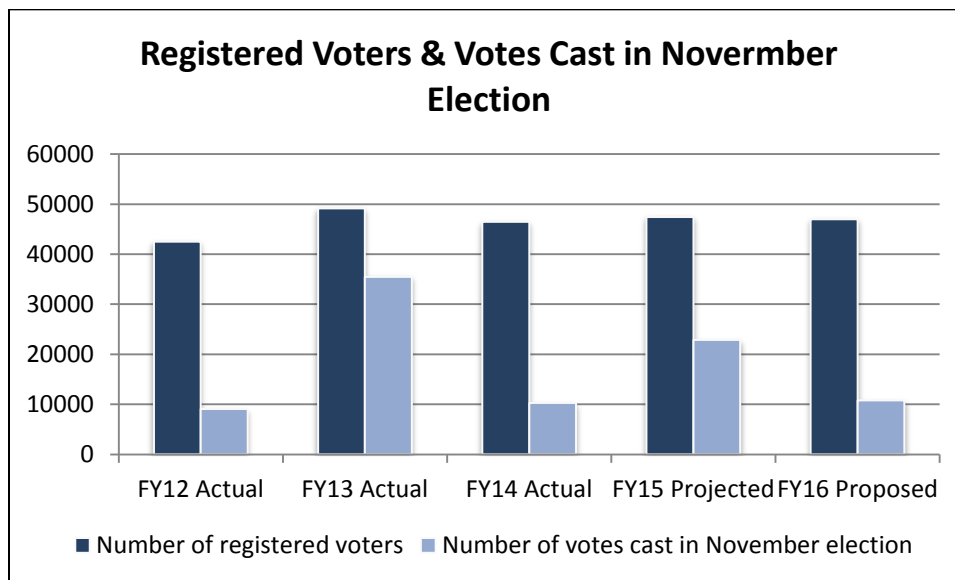
- Completed the design, mailing, and updating of the annual census.
- Successfully consolidated six polling place locations to better serve the community.
- Collected and promptly posted all campaign finance reports to the City website in accordance with the Mayor’s Goal #6: Accountability and Transparency.
- Archived all election results online in accordance with the Mayor’s Goal #6: Accountability and Transparency.
- Worked closely with a team of Harvard Kennedy Students to arrive at mutual goals and understanding of ways in which elections operations could be improved.
- Coordinated with Communications and SomerStat on creation of real-time election reporting site VoteSomerville.org.
- Processed 15,360 voting transactions.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Census return rate	48%	58%	60%	60%
Number of registered voters	49,164	46,451	47,454	47,000
Number of votes cast in November election	35,490	10,241	22,844	10,810



# Elections



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Increase census return rate and voter turnout.		
	Engage citizens with census/voter outreach programs through various citizen groups & activities such as ArtBeat, ResiStat, social media, website, cable, newspaper ads, etc.	Ongoing
Estimate Somerville's population through the city census.		
	Increase the census response rate BY Advertising in three newspapers, social media, ResiStat meetings, website, church bulletins, city cable etc.	Ongoing
	Work with IT to develop an online census database.	Ongoing
	Increase the number of residents listed in the census through collaborations with Traffic & Parking and the School Department Information Center.	Ongoing
Conduct impartial and efficient elections.		
	Investigate replacement of voting machines and implement a plan to train election volunteers in new machines.	Ongoing: Purchasing in process of finalizing an RFP
	Analyze voter turnout in past elections to make predictions about future trends. Use this analysis to consolidate or change polling locations as needed.	Ongoing
Ensure proper maintenance of and access to public records.		
	Keep all census records, voter records, Campaign Finance Reports, and Ethics Forms up to date and available online.	Complete. 100% of records and reports available online w/ the exception of Ethics Forms
	Post final election results on the City's website as they arrive. Update and improve the city's election results page.	Complete

# Elections

## BUDGET:

ELECTIONS		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	240,820	250,233	206,786	246,546	
511002	SALARIES - MONTHLY	10,200	10,800	6,600	10,800	
512000	SALARIES & WAGES	35,135	63,200	57,391	97,880	
513000	OVERTIME	6,612	25,000	12,146	25,000	
514006	LONGEVITY	1,050	1,250	1,250	-	
515006	HOLIDAYS NON-UNION	-	-	-	285	
515011	HOLIDAYS - S.M.E.A.	-	-	-	655	
515012	PERFECT ATTENDANCE	300	-	600	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	
519013	OTHER LUMP SUM	-	-	13,604	-	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>294,467</b>	<b>350,833</b>	<b>298,727</b>	<b>381,516</b>	<b>8.7%</b>
524034	MAINT CONTRACT-OFFC	849	950	329	950	
527001	RENTALS-BUILDINGS	335	470	245	1,000	
530000	PROFESSIONL & TECHNCL SVC	10,860	17,000	6,295	17,000	
530011	ADVERTISING	3,250	10,000	6,905	11,000	
534003	POSTAGE	48,250	43,000	41,220	43,000	
542000	OFFICE SUPPLIES	2,233	2,500	3,180	3,000	
542001	PRINTING & STATIONERY	13,426	10,000	2,570	18,750	
542008	BOOKS & BOOKBINDING	292	500	-	500	
549000	FOOD SUPPLIES &	606	650	400	650	
571000	IN STATE TRAVEL	571	600	-	750	
573000	DUES AND MEMBERSHIPS	90	200	-	200	
578016	CENSUS	10,769	12,500	8,184	15,000	
578017	SPECIAL ELECTION	-	-	-	77,850	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>91,530</b>	<b>98,370</b>	<b>69,328</b>	<b>189,650</b>	<b>92.8%</b>
<b>ELECTIONS TOTAL</b>		<b>385,997</b>	<b>449,203</b>	<b>368,055</b>	<b>571,166</b>	<b>27.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>CHAIRMAN</b>	SALERNO, NICHOLAS	1,425.50	74,696.20	74,981.30
<b>DEPUTY ELECTION COMMISSIONER</b>	PIEROTTI, MARIA	1,294.82	67,848.57	68,107.53
<b>ASSISTANT ELECTION COMMISSIONER</b>	VACANT	1,186.90	62,193.56	62,430.94
<b>SR. CLERK</b>	ARRUDA, MEGAN	790.61	22,453.32	41,807.40
		806.42	19,354.08	

# Treasurer

## MISSION STATEMENT:

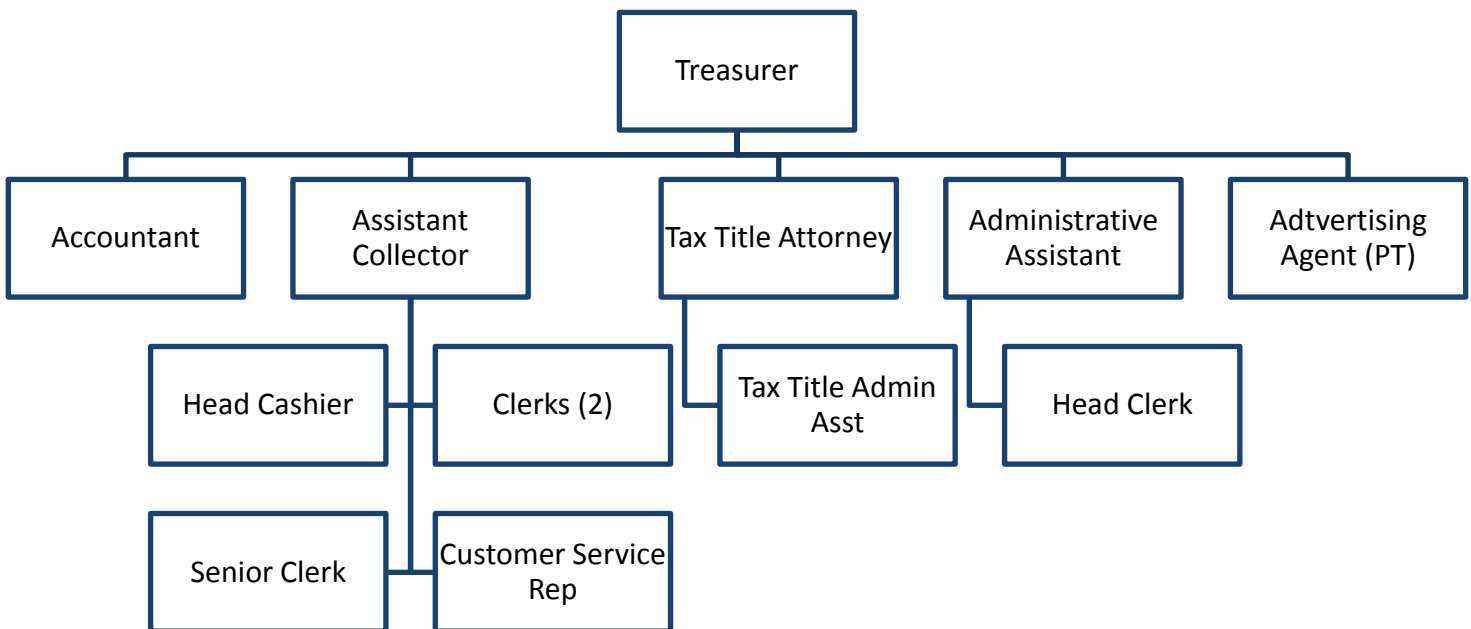
To efficiently manage City assets, including cash and receivables. The Treasurer ensures that all assets are accounted for and all receipts due the City are collected. In accordance with Mass General Laws Ch44 Section 55B, the Treasury is responsible for ensuring the safety and liquidity of the City's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

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	576,097	633,094	655,717	3.6%
Ordinary Maintenance	234,155	286,740	286,690	0.0%
General Fund Expenditures	810,251	919,834	942,407	2.5%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



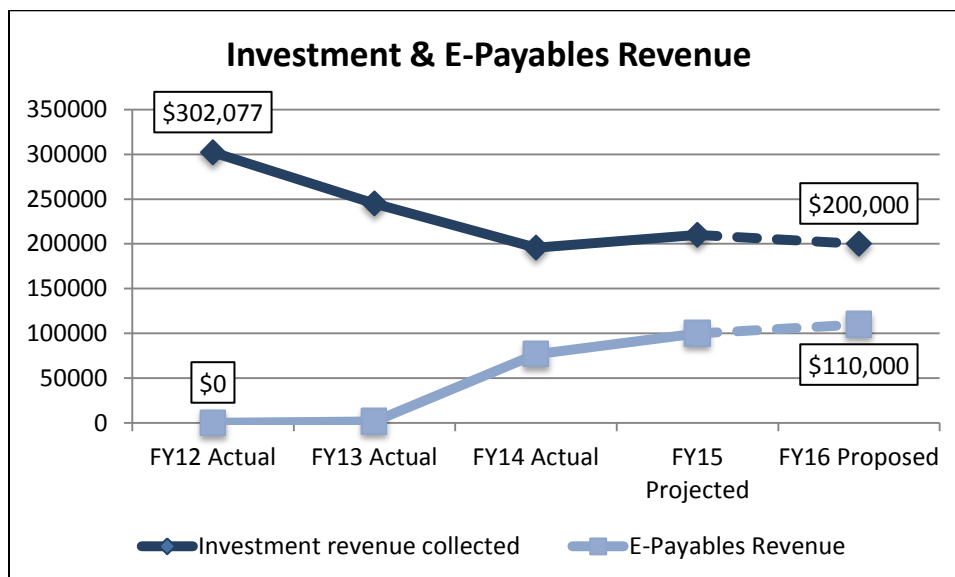
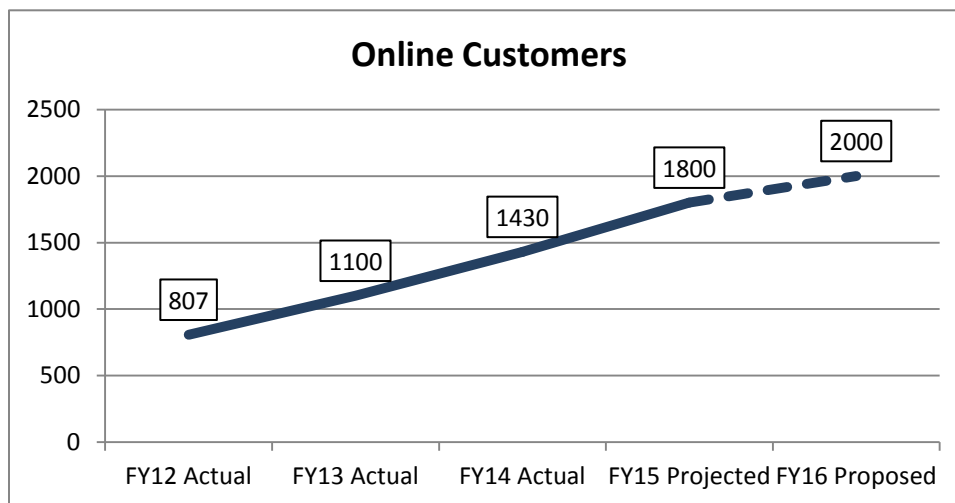
# Treasurer

## FY2015 ACCOMPLISHMENTS:

- Began Advertising Program on City Assets to increase non-tax revenue.
- Continued to increase E-Payables accounts payable service, which is on pace to generate \$100,000 in revenue in FY15.
- Produced Tax Guide with Assessing and Communications to enhance transparency and educate customers.
- Consolidated online vendors and assisted with ISD and City Clerk online services.

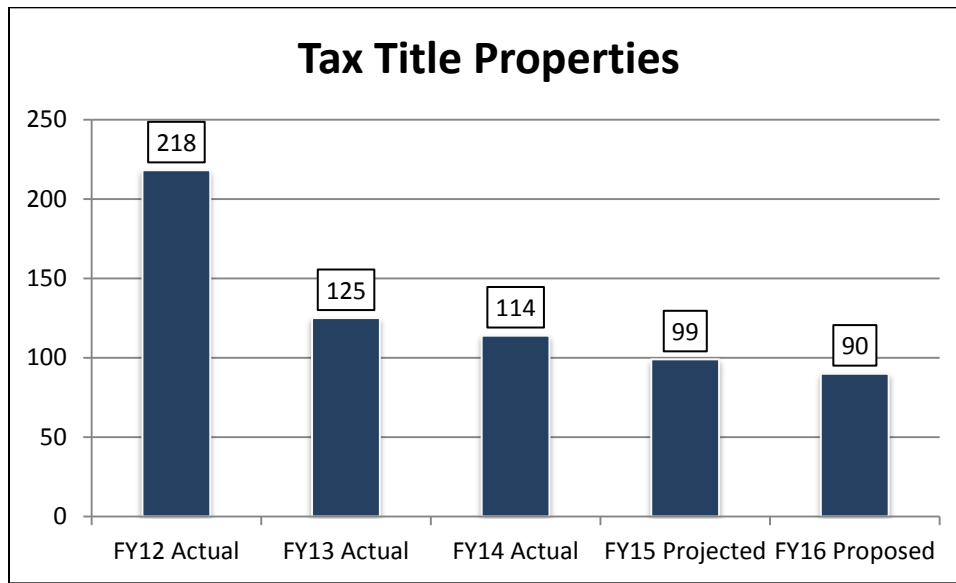
## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Percent of real estate taxes collected	99.65%	99.89%	99.75%	99.75%
Number of tax title properties	125	114	99	90
Number of internet customers	1,100	1,430	1,800	2,000
Investment revenue collected	\$245,105	\$195,726	\$210,000	\$200,000
E-Payables revenue	\$1,447	\$76,589	\$100,000	\$110,000





# Treasurer



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Continuously enhance data availability and make all interactions with the department accurate, courteous, and easy (ACE).		
	Work with revenue-generating departments to implement acceptance of credit cards.	Completed for ISD and City Clerk
	Produced Tax Guide with Assessing and Communications to enhance transparency and educate customers.	Completed guide for Q3 tax bill; education ongoing
	Collaborate with SomerStat to visualize and share interesting data with the public through the City's Key Systems Indicators website.	Ongoing
Expand revenue-generating opportunities.		
	Further penetrate vendor relationships with E-Payables to achieve \$100,000 in annual revenue.	Achieved for FY15
	Fully implement advertising program to maximize additional revenue from City-owned assets.	Implementation complete; sales ongoing
Improve efficiency of Treasury Department operations internally and with other departments.		
	Work to implement HRIS system.	New for FY16
	Enhance cooperation across operating departments for revenue projections, billing, and collection.	Ongoing

## BUDGET:

TREASURER		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	562,803	618,844	468,951	640,259	
512000	SALARIES & WAGES	404	-	-	-	
513000	OVERTIME	4,206	6,400	4,340	6,400	

# Treasurer

TREASURER	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
514006 LONGEVITY	6,025	5,500	2,000	4,500	
514008 OUT OF GRADE	409	600	88	600	
515006 HOLIDAYS NON-UNION	-	-	-	1,034	
515011 HOLIDAYS - S.M.E.A.	-	-	-	1,174	
515012 PERFECT ATTENDANCE	500	-	-	-	
519004 UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>576,097</b>	<b>633,094</b>	<b>477,129</b>	<b>655,717</b>	<b>3.6%</b>
524007 REPAIRS OFFICE EQUIPMENT	210	920	1,070	920	
530000 PROFESSIONL & TECHNCL SVC	10,240	7,000	12,139	17,000	
530008 EMPLOYEE TRAINING	-	1,400	933	1,400	
530011 ADVERTISING	6,235	10,000	8,564	10,000	
530012 DATA PROCESSING/PAYROLL	100,352	108,500	90,130	111,000	
530026 BANK CHARGES	33,599	35,000	21,363	35,000	
534003 POSTAGE	59,792	78,000	50,587	77,000	
542000 OFFICE SUPPLIES	2,791	4,200	1,575	4,200	
542001 PRINTING & STATIONERY	1,871	20,000	90	8,000	
542005 OFFICE EQUIPMENT	-	1,000	-	1,000	
558004 MAGAZINES	870	870	305	870	
571000 IN STATE TRAVEL	-	-	327	-	
571001 IN STATE CONFERENCES	1,081	1,600	599	1,600	
573000 DUES AND MEMBERSHIPS	600	650	1,060	1,100	
574000 INSURANCE PREMIUMS	2,600	2,600	2,600	2,600	
578012 LAND COURT PROCEEDINGS	13,914	15,000	7,596	15,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>234,155</b>	<b>286,740</b>	<b>198,937</b>	<b>286,690</b>	<b>0.0%</b>
<b>TREASURER TOTAL</b>	<b>810,251</b>	<b>919,834</b>	<b>676,066</b>	<b>942,407</b>	<b>2.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
TREASURER/COLLECTOR	FORCELLESE, PETER JR	1,648.00	86,355.20	86,684.80
ASSISTANT COLLECTOR	SHUTE, JOAN	1,209.53	63,379.37	63,621.28
TAX TITLE ATTORNEY (PT)	WESSLING, CAROL	1,075.62	56,362.49	56,577.61
TAX TITLE ADMINISTRATIVE ASSISTANT (PT)	DONOVAN-DE-KLERK, JANNEKE	371.83	19,483.89	19,483.89
TREASURY ACCOUNTANT	LOWENSTEIN, RIE	1,235.22	64,725.53	64,972.57
ADMINISTRATIVE ASSISTANT	TOBIN, FRED	1,592.75	71,992.30	85,056.37
		1,596.60	11,495.52	

# Treasurer

<b>HEAD CLERK</b>	STILLINGS, DEBBIE	916.92	15,404.26	51,015.62
		961.46	34,227.98	
<b>HEAD CASHIER</b>	BARROWS, LUCY	889.43	17,610.71	48,336.66
		894.52	29,698.06	
<b>PRINCIPAL CLERK II</b>	MURPHY, MARY	896.81	46,992.84	48,922.21
<b>PRINCIPAL CLERK II</b>	KELLY, JULIA	829.42	16,422.52	46,128.84
		879.23	29,190.44	
<b>SENIOR CLERK</b>	REED, STEPAHANIE	740.73	16,221.99	41,412.80
		790.61	24,192.67	
<b>CUST. SERVICE REPRESENTATIVE (PT)</b>	DIPASQUALE, JULIE	324.78	17,018.47	17,018.47
<b>ADVERTISING AGENT (PT)</b>	LIDDELL, JOAN	371.83	19,483.89	19,483.89

# Auditing

## MISSION STATEMENT:

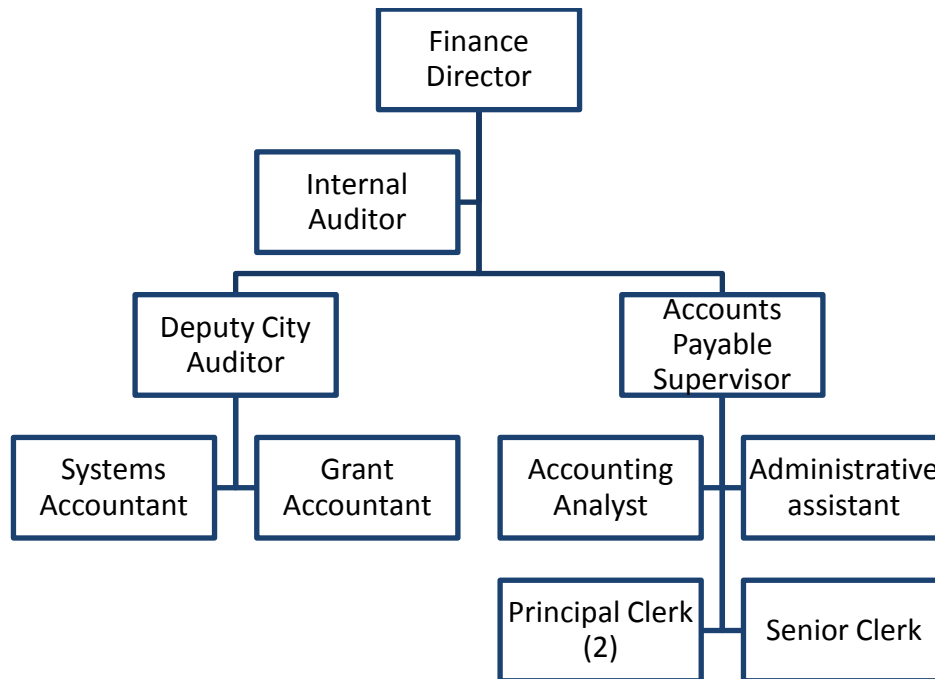
To protect the fiduciary interests of the City by providing independent, timely oversight of the City's finances, and by ensuring that financial transactions are executed legally, efficiently, and effectively. To serve as a barrier to potential fraud or misuse of city resources.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	586,068	726,520	757,617	4.3%
Ordinary Maintenance	87,543	107,095	106,995	-0.1%
General Fund Expenditures	673,612	833,615	864,612	3.7%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



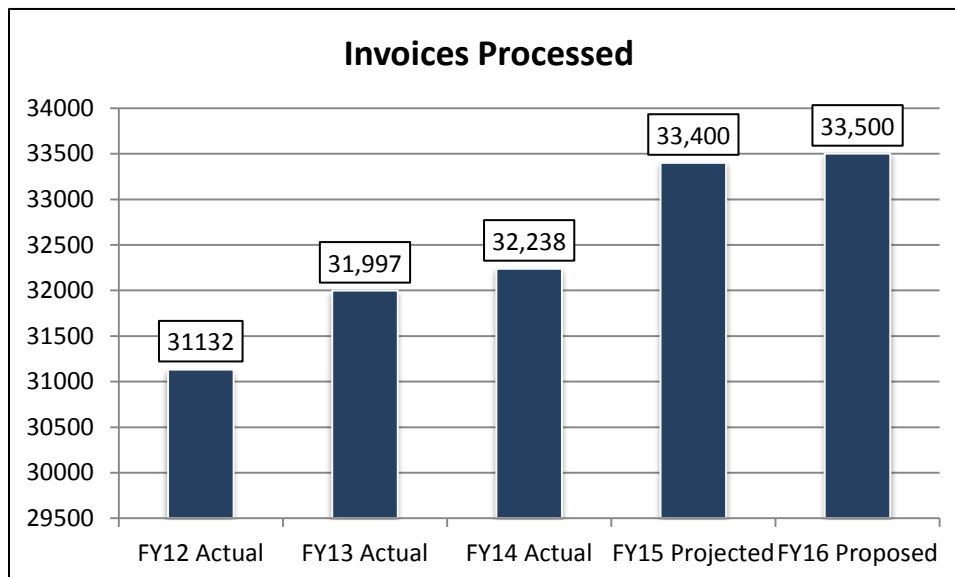
# Auditing

## FY2015 ACCOMPLISHMENTS:

- Completed the FY14 Comprehensive Annual Financial Report (CAFR) and was awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City of Somerville FY2015 Municipal Budget
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City of Somerville FY2014 Municipal Budget
- Maintained an AA+ credit rating.
- Attained \$10,651,386 in “Free Cash” in State Department of Revenue Certification, the highest amount certified in the City’s history.
- Expanded Stabilization Fund Reserves from \$15,495,452 to \$21,495,452 representing the largest one-year increase in the City’s history.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<b>General Fund Equity</b>	\$41,612,751	\$47,066,914	\$46,535,247	TBD
<b>Free Cash</b>	\$7,846,054	\$10,637,719	\$10,651,386	TBD
<b>Revenue—Budget to Actual</b>	101.5%	102.5%	102.0%	100%
<b>Expenditures—Budget to Actual</b>	97.5%	98.0%	98.0%	97.5%
<b>Number of Warrants Processed</b>	117	110	100	100
<b>Number of Invoices Processed</b>	31,997	32,238	33,400	33,500
<b>Number of ACI Payments (Electronic)</b>	178	864	950	975



# Auditing

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Undertake long-term financial planning		
	Work with Retirement Board and consulting actuary to produce a new actuarial valuation for the pension system as of Jan. 1, 2014.	Completed
	Expand Capital Investment Plan to include projects spanning 10 years with debt service projections.	Completed
	Update the 10-year General Fund projection of revenues and expenditures upon passage of the FY2015 Budget	Completed
	Determine asset allocation for the Health Claims Trust Fund	Completed
	Incorporate recommendations for Community Preservation Act spending into long-range capital planning	Completed
	Maintain the City's long-term financial viability by forecasting the City's funding sources; create successful strategies for capital acquisitions; monitor revenue and expenditures for operating, project grant, and capital budgets; identify potential financial problems; research operational issues for resolution or improvement; and share best practices.	Ongoing
	Explore and evaluate alternative funding strategies to implement the proposed projects in the FY2014-2018 Capital investment Plan. Potential alternative sources to include District Increment Financing, public/private partnerships, Business Improvement Districts, the Infrastructure Investment Incentive Program, the Local Infrastructure Development Program, debt exclusion, and sale of assets.	Ongoing
	Work with Assessing and OSPCD to forecast new growth projections emanating from the Green Line Extension. Work with outside consultant to monitor impact of Green Line Extension on property values.	New for FY16
	Create water and sewer debt stabilization funds to facilitate long-range capital infrastructure development	Completed
	Engage a long-range water/sewer rate study	Ongoing
	Issue an RFP to solicit crowdfunding vendors.	Completed
	Collaborate with the Treasurer to fully implement advertising program to maximize additional revenue from City-owned assets.	Completed
	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	Completed
Provide state-of-the art solutions to improve financial processes and monitoring		
	Roll out procurement cards for selective departments	Completed
	Collaborate with the Treasurer to increase the number of vendors participating in the E-Payables Program.	Ongoing
	Collaborate with the Treasurer to expand the number of City programs accepting online and point-of-sale revenue collections via credit card.	Ongoing
	Increase the number of vendors paid through Electronic Funds Transfer (EFT) rather than with a physical check and monitor effectiveness.	Ongoing
	Continue the use of scanning technology to scan documents into a	New for FY16

# Auditing

GOAL	STRATEGIC OBJECTIVE	STATUS
	shared drive for journal entries and budget submissions	
	Establish an internal grant repository for easy access to data and documents	New for FY16
	Actively test and assist in the MUNIS Version 10.5 conversion	New for FY16
	Create new training manuals for MUNIS Version 10.5 conversion	New for FY16
	Audit Police Detail Process and offer constructive system improvements to expedite payment and ensure revenue recognition	New for FY16
	Collaborate with Recreation Department to improve revenue and expenditure tracking	Ongoing
<b>Improve City performance by demonstrating accountability and transparency</b>		
	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, notices on the City's website, and on the City's cable channel.	Ongoing
	Publish the City's FY14 Comprehensive Annual Financial Report.	Completed
	Develop the City's FY15 Comprehensive Annual Financial Report	New for FY16
	Continue to update and display the Open Checkbook and Budget to Actual Reports on the City Website	Ongoing

## BUDGET:

AUDITING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	568,672	710,840	528,822	739,729	
512000	SALARIES & WAGES TEMPOR'Y	705	2,080	927	2,080	
513000	OVERTIME	7,835	6,600	1,654	6,732	
514006	LONGEVITY	5,150	5,600	2,450	5,100	
514008	OUT OF GRADE	307	-	-	-	
515006	HOLIDAYS NON-UNION	-	-	-	1,004	
515011	HOLIDAYS - S.M.E.A.	-	-	-	1,572	
515012	PERFECT ATTENDANCE	2,000	-	1,400	-	
519004	UNIFORM ALLOWANCE	1,400	1,400	1,400	1,400	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>586,068</b>	<b>726,520</b>	<b>536,653</b>	<b>757,617</b>	<b>4.3%</b>
524034	MAINT CONTRACT-OFFC	485	725	349	725	
530008	EMPLOYEE TRAINING	1,248	1,100	1,629	1,100	
530009	ACCOUNTING AND AUDITING	76,923	90,000	72,665	90,000	
530011	ADVERTISING	-	-	340	-	
530028	SOFTWARE SERVICES	-	-	139	-	
534003	POSTAGE	47	50	35	50	

# Auditing

AUDITING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
534015	FEE	550	550	550	550	
542000	OFFICE SUPPLIES	913	3,000	910	3,000	
542001	PRINTING & STATIONERY	221	400	171	300	
542005	OFFICE EQUIPMENT	-	500	-	500	
542008	BOOKS & BOOKBINDING	101	500	35	500	
558004	MAGAZINES	-	300	-	300	
558013	DEPARTMENTAL REPORTS	5,113	7,500	2,865	7,500	
571000	IN STATE TRAVEL	137	200	181	200	
571001	IN STATE CONFERENCES	270	670	670	670	
573000	DUES AND MEMBERSHIPS	1,534	1,600	753	1,600	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>87,543</b>	<b>107,095</b>	<b>81,292</b>	<b>106,995</b>	<b>-0.1%</b>
<b>AUDITING TOTAL</b>		<b>673,612</b>	<b>833,615</b>	<b>617,945</b>	<b>864,612</b>	<b>3.7%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FINANCE DIRECTOR/CITY AUDITOR	BEAN, EDWARD	2,108.99	110,511.08	110,932.87
DEPUTY CITY AUDITOR	TAM, COLLEEN	1,632.51	85,543.52	85,870.03
INTERNAL AUDITOR	HOLAK, CHRIS	1,275.09	66,814.72	67,069.73
ACCOUNTING ANALYST	VACANT	1,230.73	64,490.25	64,736.40
ACCOUNTS PAYABLE SUPERVISOR	LIPMAN, ANITA	1,514.52	66,639.02	80,296.26
		1,518.37	12,754.33	
SYSTEMS ACCOUNTANT	CURTIS, SCOTT	1,342.84	20,142.56	71,145.72
		1,356.54	50,734.60	
GRANT ACCOUNTANT	O'CONNELL, WILLIAM	1,299.81	68,109.86	69,969.82
ADMINISTRATIVE ASSISTANT	LIBERATORE, JO-ANN	1,071.44	56,143.38	58,107.67
PRINCIPAL CLERK I	MACMULLEN, DIANE	912.10	47,794.27	48,826.69
PRINCIPAL CLERK I	LANDRY, KATHRYN	912.10	47,794.27	48,826.69
SENIOR CLERK	CARRON, CORRIE	806.42	42,256.52	43,267.81



# Purchasing

## MISSION STATEMENT:

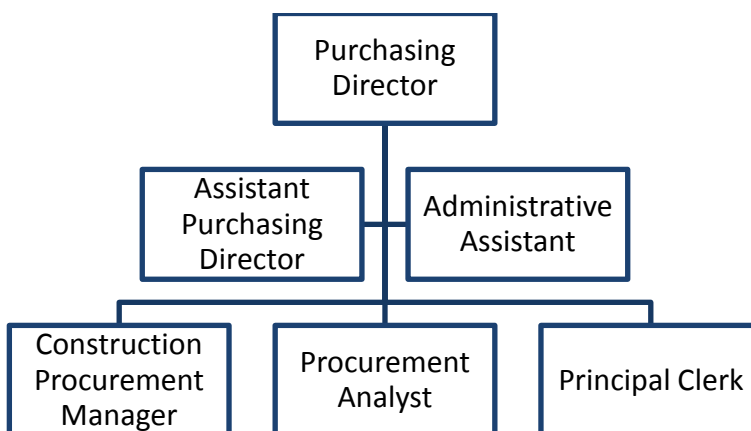
To assist City departments obtain the best possible value of services and supplies in a timely fashion. To ensure compliance with all state statutes and local ordinances as well as to flag areas for potential abuse.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	327,264	372,717	387,381	3.9%
Ordinary Maintenance	29,075	34,570	32,900	-4.8%
General Fund Expenditures	356,339	407,287	420,281	3.2%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Created and implemented a new, online procurement request system. Trained all departments in procurement planning methods.
- Developed and disseminated an extensive suite of online resources for internal customers and vendors. (<http://www.somervillema.gov/departments/finance/purchasing>)
- Completed extensive update of the City's standard contract template suite for supplies and services (ongoing joint project with Law Department).

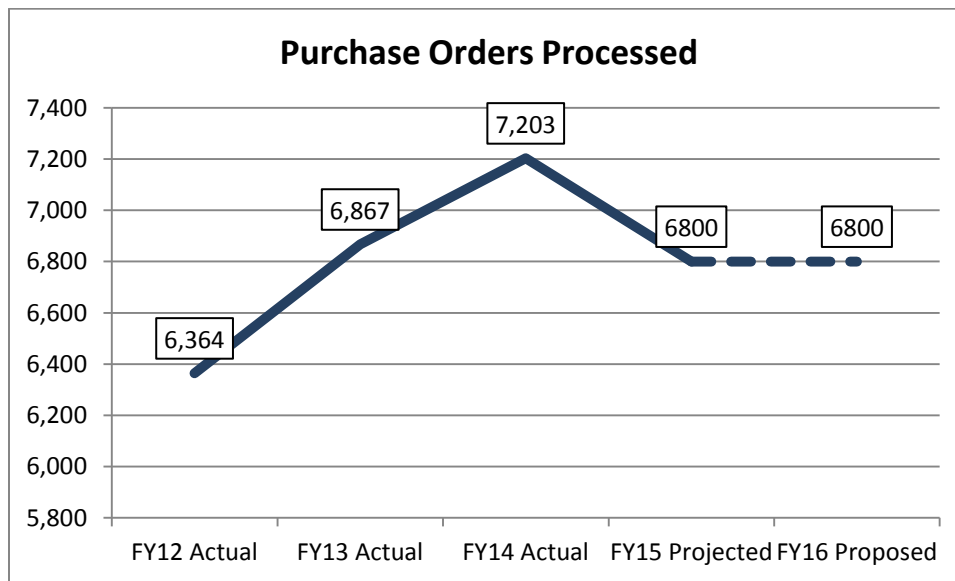
# Purchasing

- Prepared and posted an online “vendor toolkit” with information about working with the City.
- As of April 2015, managed 100 advertised bids. This volume represents a notable increase and consistent trend of increased procurement volume over the past three fiscal years. The total number of advertised bids was 74 in FY12; 87 in FY13; 99 in FY14.
- As of May 2015, prepared and executed approximately 593 contracts, including 495 new contracts and 98 renewals, amendments, or change orders.
- Expanded collaborative purchasing opportunities and consolidated various lists of collaborative contracts into an easily accessed spreadsheet available to all City departments.

## PERFORMANCE METRICS:

MEASURE	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Number of purchase orders processed	6,364	6,867	7,203	6,700 - 6,900	6,700 - 6,900
Number of contracts, change orders, and amendments processed	548	532	536	610	540-570
Number of bids \$35,000 and over	74*	87*	99	108	90-100

\*Prior to FY14, the statutory threshold for publicly-advertised bids was \$25,000.



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Facilitate procurement of sustainable, environmentally friendly supplies and services.		
	Work with Office of Sustainability and Environment on a “sustainable procurement playbook” as a Tier I City with a network of U.S. communities.	New for FY16
	Identify and prioritize sustainable procurement opportunities.	New for FY16

# Purchasing

GOAL	STRATEGIC OBJECTIVE	STATUS
	Prepare and implement sustainable procurement policies.	New for FY16
Ensure City's contracts protect and reflect the City's contemporary needs and interests.		
	Work with Law Department to review and update terms and conditions in existing templates.	Ongoing from FY15
	Train (with Law and Auditing Departments) City staff in best practices in contract administration.	New FY16
Improve the City's access to competitive pricing		
	Develop, implement, and use interactive vendor database.	Ongoing from FY15
	Research and determine appropriate collaborative purchasing opportunities.	Ongoing from FY15
	Develop and implement protocol for using collaborative contracts, including new statewide contracts, Massachusetts Higher Education Collaborative, other collaborative options (including regional, multi-state, and federal).	Ongoing
	Utilize spending analysis in procurement planning with departments to identify new strategies for attracting more competition.	Ongoing
	Drive down costs on projects by comparing year to year, looking at industry standards, negotiate lower prices on bids, and consult with other municipalities on their processes and prices.	Ongoing
Reduce average timeframe from issuing a bid or procurement process to awarding the contract		
	Determine baseline timeframe.	Ongoing from FY15
	Develop streamlined, easy-to-use procurement request and tracking system and require all relevant parties to use it.	Complete
	Streamline contract preparation, review, and signing process.	Ongoing from FY15
	Reduce documentation required of vendors post award.	Ongoing from FY15
	Streamline renewal contract documentation and process.	Ongoing from FY15
Improve understanding of and compliance with procurement regulations		
	Make it easier to access and understand purchasing requirements for internal and external customers.	New for FY15
	Prepare online tools for procurement planning and train department-level end users in how to use them.	Complete
	Conduct semi-annual training for relevant City personnel in procurement laws, processes, best practices, and contract administration.	Ongoing from FY15
Improve operational efficiency of purchasing functions		
	Research opportunities to minimize administrative burden through the procurement, contract management, and document archival processes.	Ongoing from FY15
	Reduce paper consumption and space required for record retention	Ongoing from FY15

# Purchasing

## BUDGET:

PURCHASING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	326,414	371,517	297,538	384,713	
514006	LONGEVITY	500	500	250	500	
515006	HOLIDAYS NON-UNION	-	-	-	1,082	
515011	HOLIDAYS - S.M.E.A.	-	-	-	386	
519004	UNIFORM ALLOWANCE	350	700	700	700	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>327,264</b>	<b>372,717</b>	<b>298,488</b>	<b>387,381</b>	<b>3.9%</b>
524007	REPAIRS OFFICE EQUIPMENT	255	100	150	100	
527015	RENTALS EQUIPMENT	7,542	9,600	6,039	9,600	
530011	ADVERTISING	5,878	9,000	5,748	7,500	
530024	TUITION	1,550	2,450	990	1,800	
542000	OFFICE SUPPLIES	10,606	12,000	9,640	12,000	
542001	PRINTING & STATIONERY	272	100	-	100	
542006	OFFICE FURNITURE	2,109	300	-	300	
558004	MAGAZINES	129	150	129	150	
571000	IN STATE TRAVEL	24	50	74	150	
571001	IN STATE CONFERENCES	260	120	250	500	
573000	DUES AND MEMBERSHIPS	450	700	700	700	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>29,075</b>	<b>34,570</b>	<b>23,720</b>	<b>32,900</b>	<b>-4.8%</b>
<b>PURCHASING TOTAL</b>		<b>356,339</b>	<b>407,287</b>	<b>322,207</b>	<b>420,281</b>	<b>3.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>PURCHASING DIRECTOR</b>	ALLEN, ANGELA	1,632.15	85,524.66	85,851.09
<b>ASSISTANT PURCHASING DIRECTOR</b>	NOSNIK, ALEXANDER	1,313.25	68,814.30	69,076.95
<b>CONSTRUCTION PROCUREMENT MGR</b>	DELUCA, ORAZIO	1,255.00	65,762.00	66,013.00
<b>PROCUREMENT ANALYST</b>	RICHARDS, MICHAEL	1,206.35	63,212.74	63,454.01
<b>ADMINISTRATIVE ASSISTANT</b>	TANNER, BONNIE	1,050.73	41,398.76	56,387.37
		1,071.42	13,928.46	
<b>PRINCIPAL CLERK</b>	ROURKE, CLIO	879.23	46,071.65	46,597.50

# Board of Assessors

## MISSION STATEMENT:

To provide taxpayers and the general public with the best professional service and information available. 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.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	497,585	511,594	532,605	4.1%
Ordinary Maintenance	80,992	68,100	129,390	90.0%
General Fund Expenditures	578,577	579,694	661,995	14.2%

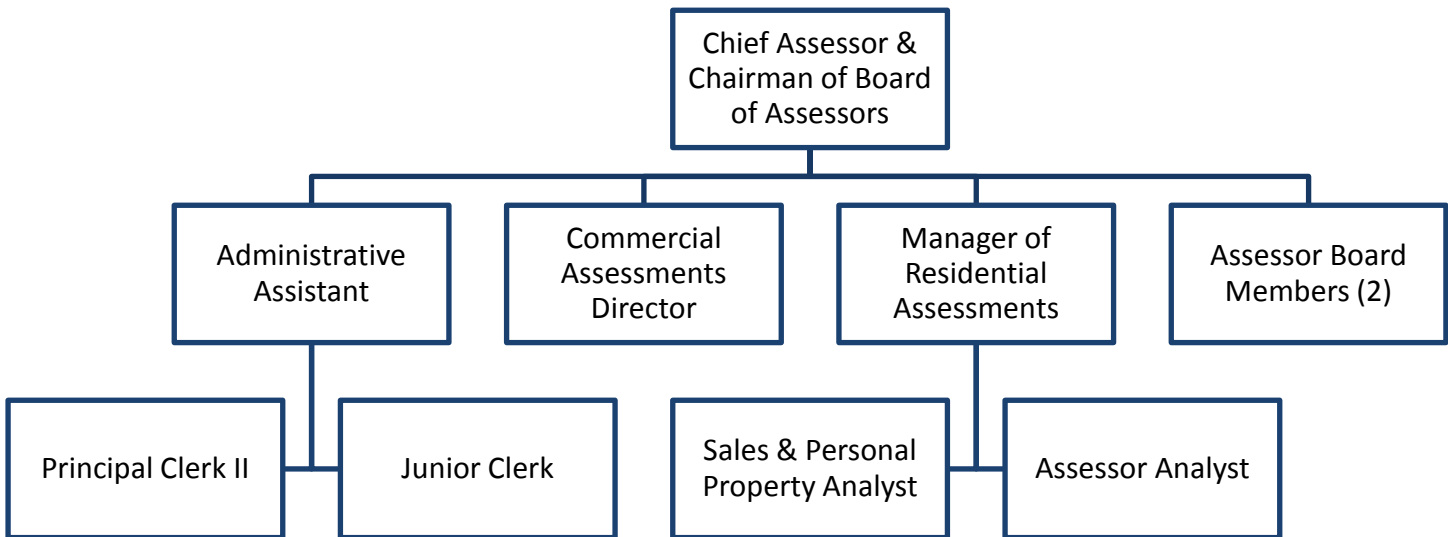
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## CHANGES BETWEEN FY2015 & FY2016:

- The Professional & Technical Services line is proposed to increase by \$26,500. This item includes funds to cover our Personal Property consultant with an expected increase of \$1,500 from last year. The additional \$25,000 is due to the proposed study that will project anticipated valuation changes over the next 5 and 10 year period as a result of the Green Line Extension (GLX).
  - The Property Data Services item covers our real estate appraisal consultant who assists in a revaluation year and their annual software maintenance services and license. Note that half the work on the FY 2017 revaluation is to be completed in FY 2016 and the other half in FY 2017. \$26,000 of the \$26,990 increase in this item will cover about half the total revaluation fee and will be expended in FY 2016.
  - Responsibilities of the Assessor Analyst position will be expanded to include assisting the Chief Assessor with condominium sales verification inspections. In addition, Assessor Analyst will assist with property deed computer entry.
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# Board of Assessors

## DEPARTMENT ORGANIZATION:



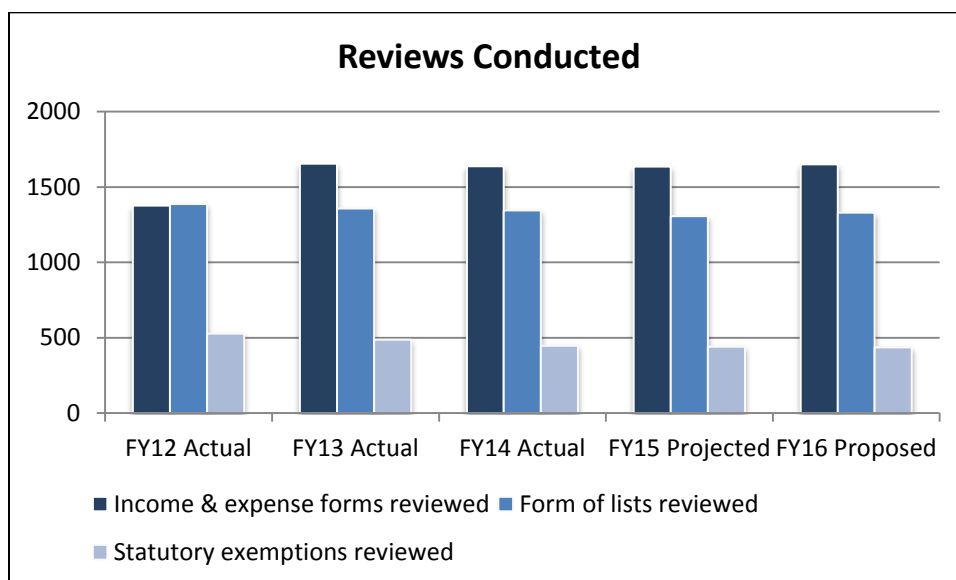
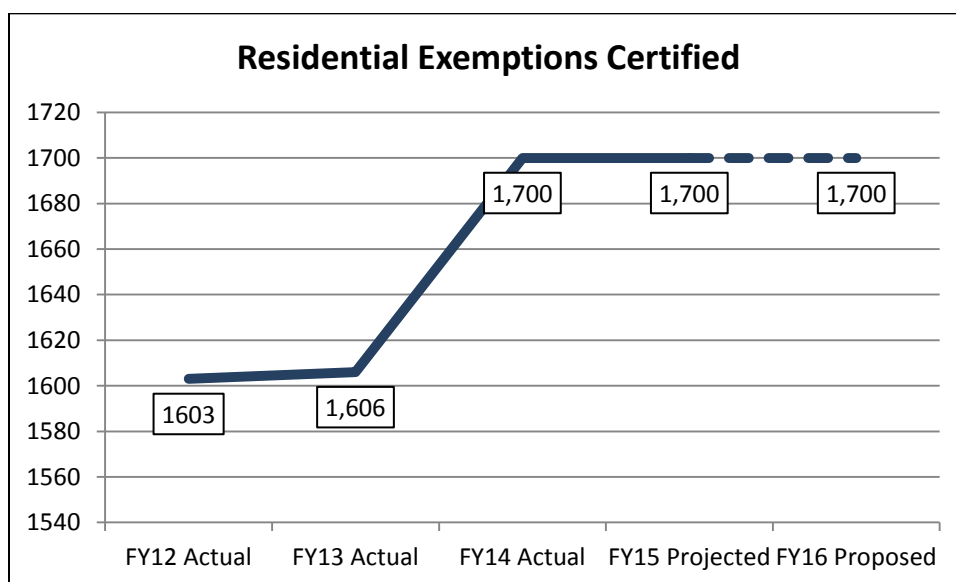
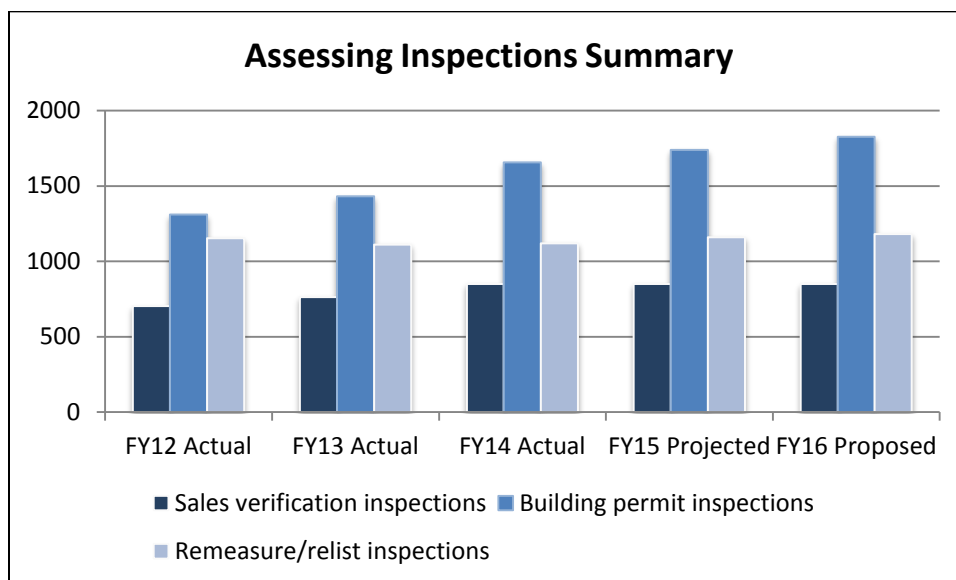
## FY2015 ACCOMPLISHMENTS:

- Successfully completed FY2015 interim year adjustment with DOR approval.
- Provided captured increment for Assembly Square DIF.
- Determined city-wide tax base growth.
- Conducted two city-wide community meetings and one with the Chamber of Commerce to explain FY 2015 assessments. Offered informal early appeal for taxpayers and four nights of extended hours to answer inquiries.
- Redesigned Assessors' web site for ease of use and mailed Assessing newsletter and tax bill insert to all taxpayers.
- Published and mailed newsletter to all taxpayers outlining assessing changes and trends.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Sales verification inspections	763	850	850	850
Building permit inspections	1,432	1,656	1,739	1,826
Remeasure-relist inspections	1,111	1,120	1,160	1,180
Residential exemptions certified	1,606	1,700	1,700	1,700
Potential building permit issues sent to ISD	46	45	51	55
Income & expense forms reviewed	1,654	1,638	1,634	1,650
Form of lists reviewed	1,356	1,345	1,305	1,329
Statutory exemptions reviewed	486	447	440	435

# Board of Assessors



# Board of Assessors

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Comply with all DOR standards of performance.		
	Complete the DOR required interim year adjustment in FY16 by coordinating with the DOR to ensure the timely completion of all tasks and that all standards are met.	New for FY16
	Complete the DOR required interim year adjustment for FY15.	Complete
Determine Assembly Square captured tax increment.		
	Inspect and assess DIF blocks as of 6/30/2015 to calculate construction completion value for FY16.	New for FY16
	Inspect and assess DIF blocks as of 6/30/2014 to calculate construction completion value for FY15.	Complete
Determine city-wide tax base growth.		
	Inspect all properties improved (with building permits) to determine new growth value as of 6/30/2015 for FY16.	New for FY16
	Inspect all properties improved (with building permits) to determine new growth value as of 6/30/2014 for FY15.	Complete
Continuously enhance data availability, improve customer service, and make all interactions with the department accurate, courteous, and easy (ACE).		
	Inform taxpayers of any significant valuation changes through several different communications media, e.g., CTY, city mailing, social media, 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 goes into place; or provide information relative to the appeal process.	Complete in FY15 and ongoing effort in FY 16.
	Collaborate with the Communications Department to disseminate important information through press releases, social media, and other outreach strategies.	Complete for FY15 and ongoing in FY 16.
	Collaborate with SomerStat to visualize and share interesting data with the public through the City's Key Systems Indicators website.	Complete for FY15 and ongoing in FY 16.
Monitor impact of Green Line Extension on property values.		
	Issue RFP for consultant to conduct study.	New for FY16

## BUDGET:

BOARD OF ASSESSORS		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	477,138	490,129	389,229	508,548	
511002	SALARIES - MONTHLY	16,697	18,215	15,179	18,215	
513000	OVERTIME	-	500	556	500	
514006	LONGEVITY	1,700	1,700	850	2,350	
515006	HOLIDAYS NON-UNION	-	-	-	1,399	
515011	HOLIDAYS - S.M.E.A.	-	-	-	543	



# Board of Assessors

BOARD OF ASSESSORS		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
515012	PERFECT ATTENDANCE	1,000	-	1,000	-	
519004	UNIFORM ALLOWANCE	1,050	1,050	1,050	1,050	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>497,585</b>	<b>511,594</b>	<b>407,865</b>	<b>532,605</b>	<b>4.1%</b>
524007	REPAIRS OFFICE EQUIPMENT	125	300	-	500	
524034	MAINT CONTRACT-OFFC	465	500	349	500	
530000	PROFESSIONL & TECHNCL SVC	31,000	36,000	26,000	62,500	
530011	ADVERTISING	165	500	162	500	
530016	PROPERTY DATA SERVICES	38,736	17,000	11,750	43,990	
530024	TUITION	2,054	2,700	1,301	2,700	
534003	POSTAGE		-		6,600	
542000	OFFICE SUPPLIES	2,683	3,000	1,803	3,000	
542001	PRINTING & STATIONERY	1,164	1,500	348	1,500	
542007	COMPUTER EQUIPMENT	479	-	-	1,000	
542008	BOOKS & BOOKBINDING	350	650	350	650	
558002	ONLINE SUBSCRIPTION	909	1,200	638	1,200	
558004	MAGAZINES	879	1,100	909	1,100	
571000	IN STATE TRAVEL	1,533	2,500	130	2,500	
571001	IN STATE CONFERENCES	-	500	239	500	
573000	DUES AND MEMBERSHIPS	450	650	550	650	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>80,992</b>	<b>68,100</b>	<b>44,530</b>	<b>129,390</b>	<b>90.0%</b>
<b>ASSESSING TOTAL</b>		<b>578,577</b>	<b>579,694</b>	<b>452,394</b>	<b>661,995</b>	<b>14.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF ASSESSOR/CHAIRMAN OF BRD.	LEVYE, MARC	1,816.31	95,174.64	95,537.91
BOARD MEMBER/ASSESSOR PART TIME-MONTHLY	FLYNN, MICHAEL	758.95	9,107.40	9,107.40
BOARD MEMBER/ASSESSOR PART TIME-MONTHLY	MULHERN, THOMAS	758.95	9,107.40	9,107.40
DIR. OF COMMERCIAL ASSESSMENTS	SWARTZ, LYNDA	1,546.51	81,037.12	81,346.43
MANAGER OF RESIDENTIAL ASSESSMENTS	MATHEWS, DANIEL	1,287.50	67,465.00	67,722.50
SALES/PERSONAL PROPERTY ANALYST	D'AURIA, RUSSELL	1,188.46	62,275.30	62,513.00
ASSESSOR ANALYST	HOGAN, MICHAEL	1,153.85	60,461.74	60,692.51
ADMINISTRATIVE ASSISTANT	HALEY, CAROL	1,071.43	56,142.93	57,757.22
PRINCIPAL CLERK II	NUNZIATO, TERESA	896.81	46,992.84	48,572.21
JR CLERK	LANDRY, THERESA	744.24	38,998.18	39,747.02

# 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 as needed, 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.

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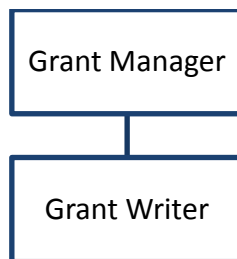
ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	108,933	127,364	129,880	2.0%
Ordinary Maintenance	2,895	5,776	5,776	0.0%
General Fund Expenditures	111,828	133,140	135,656	1.9%

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## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
- 

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Assisted 13 City Departments/Divisions, including Police, Fire, Shape Up Somerville, Archives, Arts Council, Council on Aging, Sustainability and Environment, and Economic Development, with the management, preparation, and submission of approx. 40 grants to secure \$4 million in funding

# Grants Development

(projected). This includes simple submissions with 2-3 components and more complex applications with up to 20 accompanying documents and forms.

- Published process/procedure documents and guidelines to assist City Departments working with the Grants Development office.
- Presented process documents at Department Head meeting and in individual Department/Division Head meeting.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Grant Opportunities Researched and Analyzed	140	120	150	160
Application Documents Developed or Prepared for Submission	125	110	approx. 140	150
Awarded Success Rate	77%	78%	75%-80%	75%-80%
Grant Dollars Received	\$5.4 million	\$3.3 million	\$4 million	\$4.2 million

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Ensure that city departments pursue all appropriate grant funding opportunities.		
	Monitor political and economic developments at local, state, and national levels to help city departments position themselves within the current grant climate.	Ongoing
	Monitor private, local, state, and national websites and other news outlets for grant opportunities that could support department needs and priorities.	Ongoing
	Work with Department Heads and Project Leads to determine if identified opportunities support the mayoral agenda and align with departmental goals and capabilities.	Ongoing
Ensure that city departments of all sizes and resource levels have equal opportunities to develop and submit grant proposals that support the City's vision and their individual departmental goals.		
	Serve as consultants to city departments for project analysis, grant writing, editing, budget development, attachment preparation, and submission assistance.	Ongoing
	Assist city departments in reaching out to other departments, local nonprofits, and community-based organizations to support the development of fundable projects.	Ongoing
	Monitor grant development and submission processes to ensure that all grant components meet funder requirements.	Ongoing
	Develop documents that inform city departments about grants administration resources.	Completed
	Hold small-group trainings to show city departments how to	Ongoing

# Grants Development

GOAL	STRATEGIC OBJECTIVE	STATUS
	utilize grants administration and the published documents as resources to support their work.	
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.		
	Maintain a database that records grant submissions and tracks outcomes for all departments.	Ongoing
	Maintain paper and electronic archives of the City's submitted grants.	Ongoing
	Develop methods of capturing and recording institutional knowledge of the City's relationships with individual funders.	Ongoing

## BUDGET:

GRANTS DEVELOPMENT		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	108,933	127,364	103,308	129,386	
515006	HOLIDAYS NON-UNION	-	-	-	494	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>108,933</b>	<b>127,364</b>	<b>103,308</b>	<b>129,880</b>	<b>2.0%</b>
530000	PROFESSIONL & TECHNCL SVC	-	1,000	-	1,000	
530008	EMPLOYEE TRAINING	464	800	638	800	
530011	ADVERTISING	-	-	-	-	
542000	OFFICE SUPPLIES	686	1,000	373	1,000	
542001	PRINTING & STATIONERY	120	120	75	120	
542004	COMPUTER SUPPLIES	-	440	-	440	
558004	MAGAZINES	1,295	1,700	628	1,700	
572000	OUT OF STATE TRAVEL	-	400	-	400	
573000	DUES AND MEMBERSHIPS	330	316	-	316	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>2,895</b>	<b>5,776</b>	<b>1,714</b>	<b>5,776</b>	<b>0.0%</b>
<b>GRANTS MANAGEMENT TOTAL</b>		<b>111,828</b>	<b>133,140</b>	<b>105,022</b>	<b>135,656</b>	<b>1.9%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
GRANT MANAGER	HARTKE, KATE	1,200.44	62,903.06	63,143.14
GRANT WRITER	HAAS, LAURA	1,291.00	67,648.40	67,906.60

# City Clerk

## MISSION STATEMENT:

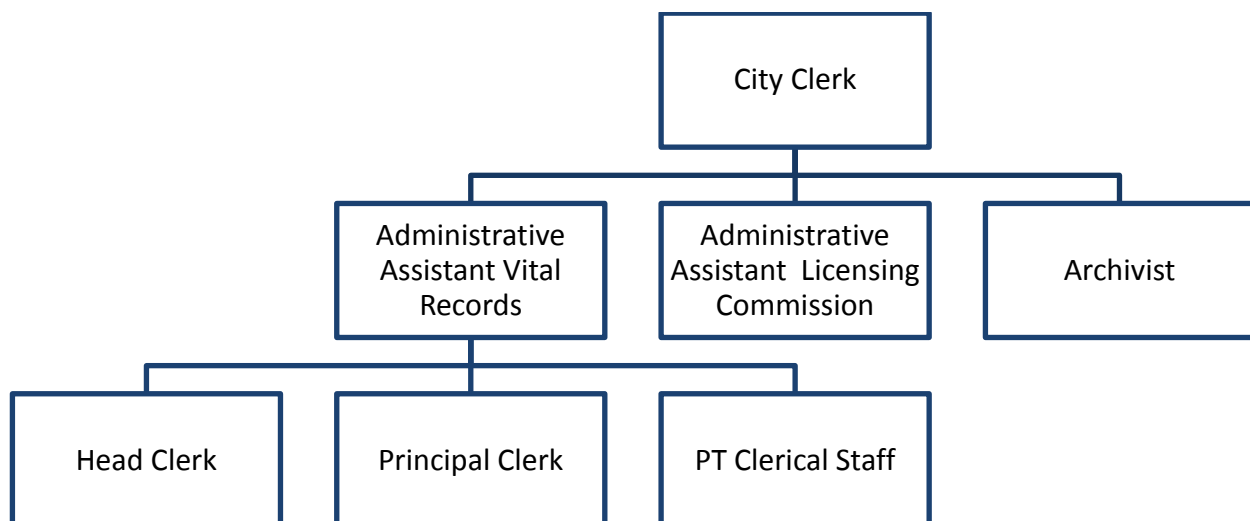
To record, maintain, and certify municipal records, including resident vital statistics, business licenses and permits, and legislative acts. We provide technical assistance to individuals and businesses, and professional support to public officials. We also provide professional and clerical support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

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	408,792	423,855	423,774	0.0%
Ordinary Maintenance	111,562	167,617	140,410	-16.2%
Special Items	-	-	35,000	-
General Fund Expenditures	520,354	591,472	599,184	1.3%

## CHANGES BETWEEN FY2015 & FY2016:

- This budget includes \$35,000 in one-time matching funds required to obtain a grant from the National Historical Publications and Records Commission to gather, process, preserve, and make available to the public all of the minutes of the city’s many boards and commissions. The city will hire a contract digital archivist (estimated to cost \$70,000) to transfer the minutes of the city’s boards and commissions, including the Board of Aldermen and its committees, to a digital repository. This transfer will include the creation of preservation and descriptive metadata. The archivist will then make these records freely available through a public facing version of the hosted repository.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- The City Clerk’s Office implemented the online purchase of vital records through the city’s website. This functionality has been immediately embraced, with more than 100 users in the first 3 months alone.
- The City Clerk’s Office successfully converted its business records to the CitizenServe business licensing module. This gives staff an easier, more intuitive interface, and will make it possible for businesspeople to apply for licenses, or renew existing licenses, online in the near future.
- The Archivist obtained the Office’s first grant in 10 years, for the creation of a preservation plan, which is generally a prerequisite for future grant writing activities. The Archivist also recruited a student interns and a volunteer assistant, leading to the completion of three archival projects in addition to the day to day duties involved in processing the Archives growing collection (16% increase in FY2015).

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Vital Records Requests	4,667	4,690	4,486	4,578
Board of Aldermen Licenses	518	550	511	511
Licensing Commission Licenses	418	427	472	494
Archived Records (Cubic Feet)	2,325	2,847	3,300	3,800

GRANT NAME	GRANTING AGENCY	AMOUNT
Small Cities as Building Blocks: Preserving Somerville's History	National Endowment for the Humanities	\$5,999

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Provide accurate, courteous, and easy customer service with respect to vital records, dog licenses, and other residential services.		
	Allow dog owners to license and re-license their dogs online.	New for FY16
	Allow business owners to apply for and renew their Board of Aldermen-approved business licenses online.	CitizenServe has been identified as the platform to accomplish this goal; we are progressing towards a FY16 implementation.
	Allow restaurant and other alcohol license holders to apply for and renew their Licensing Commission-approved business licenses online.	CitizenServe has been identified as the platform to accomplish this goal; we are progressing towards a FY16

# City Clerk

GOAL	STRATEGIC OBJECTIVE	STATUS
		implementation.
Provide consistent administrative support for municipal government.		
	Continue to stream BOA meetings online and post minutes and video links within 2 business days.	This objective continues to be consistently met.
	Continue using MinuteTraQ to promptly inform departments of relevant BOA actions.	This objective continues to be consistently met.
Maintain City records in the most efficient way possible.		
	Create a preservation plan.	New for FY16
	Process and digitize the City Engineer's engineering plans.	New for FY16

## BUDGET:

CITY CLERK		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	384,193	394,919	296,331	395,734	
512000	SALARIES & WAGES	13,810	18,544	19,089	18,544	
513000	OVERTIME	1,797	2,192	1,293	2,444	
514006	LONGEVITY	6,050	6,450	2,750	3,800	
515006	HOLIDAYS NON-UNION	-	-	-	562	
515011	HOLIDAYS - S.M.E.A.	-	-	-	940	
515012	PERFECT ATTENDANCE	1,191	-	500	-	
519004	UNIFORM ALLOWANCE	1,750	1,750	1,050	1,750	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>408,792</b>	<b>423,855</b>	<b>321,013</b>	<b>423,774</b>	<b>0.0%</b>
524007	REPAIRS OFFICE EQUIPMENT	1,072	800	266	1,600	
524033	R&M - SOFTWARE	3,000	24,040	3,000	18,040	
527006	LEASE - PHOTOCOPIER	-	2,500	-	-	
527013	RENTAL - STORAGE SPACE	6,995	7,984	2,470	7,100	
527018	POSTAGE MACHINE RENTAL	2,909	11,431	6,942	11,431	
530000	PROFESSIONL & TECHNCL SVC	2,138	1,300	2,496	6,300	
530011	ADVERTISING	655	750	544	750	
534003	POSTAGE	73,161	84,102	54,979	59,339	
542000	OFFICE SUPPLIES	6,125	5,500	3,281	6,000	
542001	PRINTING & STATIONERY	1,219	4,000	605	4,000	
542005	OFFICE EQUIPMENT	-	1,900	-	1,800	
542007	COMPUTER EQUIPMENT NOT	-	-	525	-	
542008	BOOKS & BOOKBINDING	9,468	16,710	3,206	14,450	
549000	FOOD SUPPLIES &	-	100	-	-	
558004	MAGAZINES/SUBSCRIPTS/PU	30	100	-	100	

# City Clerk

CITY CLERK	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
558012 BADGES	2,925	-	2,794	3,000	
571001 IN STATE CONFERENCES	177	500	150	600	
573000 DUES AND MEMBERSHIPS	599	600	310	600	
574000 INSURANCE PREMIUMS	100	300	-	300	
578001 CREDIT CARD CONV NCE FEE	989	5,000	987	5,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>111,562</b>	<b>167,617</b>	<b>82,556</b>	<b>140,410</b>	<b>-16.2%</b>
558020 GRANT MATCH	-	-	-	35,000	
<b>SPECIAL ITEMS TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>0.0%</b>
<b>CITY CLERK TOTAL</b>	<b>520,354</b>	<b>591,472</b>	<b>403,569</b>	<b>599,184</b>	<b>1.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CITY CLERK	LONG, JOHN J	1,780.14	93,279.34	93,635.36
ARCHIVIST	DIXSON, NADIA	1,025.05	53,712.62	53,917.63
ADMN ASST	PAGLIARO, JENNEEN	1,071.43	56,142.93	58,107.22
ADMN ASST	BATZEK, LORI	1,050.73	55,058.25	57,018.40
HEAD CLERK	PIWINSKI, PEGGY	916.92	41,261.40	49,409.58
		961.46	7,114.80	
PRINCIPAL CLERK II	RILEY, DAN	829.42	8,128.32	46,599.40
		879.23	37,455.20	
PRINCIPAL CLERK II	VACANT	829.42	41,471.00	44,097.03
		879.23	2,110.15	



# Licensing Commission

## BUDGET:

LICENSING COMMISSION	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	10,800	10,800	9,000	10,800	
<b>LICENSING COMMISSION TOTAL</b>	<b>10,800</b>	<b>10,800</b>	<b>9,000</b>	<b>10,800</b>	<b>0.0%</b>

## COMMISSION LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHAIRMAN	UPTON, ANDREW	300.00	3,600.00	3,600.00
COMMISSIONER	VACCARO, VITO	300.00	3,600.00	3,600.00
COMMISSIONER	MCKENNA, JOHN	300.00	3,600.00	3,600.00

## MISSION STATEMENT:

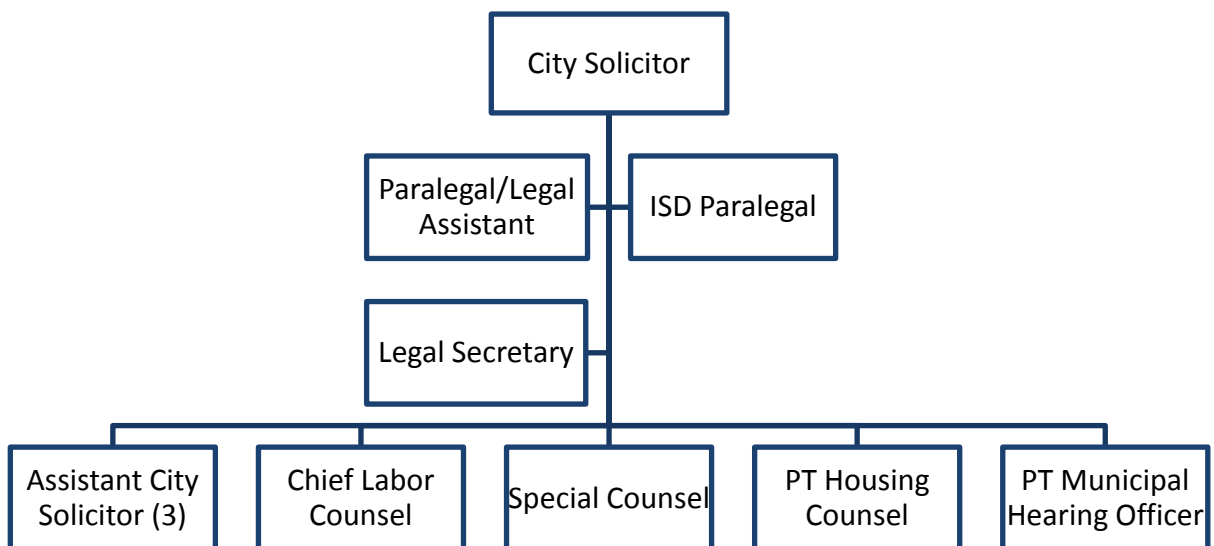
To provide high quality, cost effective legal services to the Mayor, Board of Aldermen, Department Heads, Boards, and Commissions. The Law Department strives to successfully prosecute and defend actions before state and federal courts and administrative agencies, as well as to provide knowledgeable and efficient responses to requests for legal opinions and information, in advocating for the City in matters before the state legislature, and in facilitating the lawful implementation of programs, technologies, and best practices, many of which are innovative - including first of their kind - in the Commonwealth of Massachusetts.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	605,063	671,778	704,235	4.8%
Ordinary Maintenance	158,183	174,475	175,275	0.5%
General Fund Expenditures	763,245	846,253	879,510	3.9%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Supreme Judicial Court upheld City’s adjustment of retiree health insurance contribution rates;
- Neighborhood Impact Team - 24 cases resolved, 8 cases in litigation, monitoring 46 properties;
- Gilman Square GLX (Memorandum of Agreement with MBTA);
- Drafted University Accountability ordinance enacted by the Board of Aldermen;
- Prepared Partners Community Services MOU;
- Counsel to Personnel in 18 hires and 20 promotions of firefighters and police officers;
- Collected over \$2,000,000 in claims on behalf of the City;
- Reviewed over 640 contracts;
- Received over 150 new claims against the City;
- Handled over 65 public records requests.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Contracts reviewed	485	430	510	450

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Continue professional development of all staff.		
	Routinely attend legal seminars and take courses in computer programs.	Ongoing
	Work with IT to upgrade law office software.	FY16
Strive for excellent customer service according to A.C.E and improve client communication.		
	Continue to process claims in a professional manner.	Ongoing
	Educate clients on the importance of including law department in decision-making.	Ongoing
	Efficiently and effectively communicate opinions to BOA members.	Ongoing
	Vet items internally before submitting to BOA, dept. heads, etc.	Ongoing
Advance/complete the Green Line Extension project.		
	Work with MBTA as to easements and takings.	Ongoing
	Continue to work with MBTA re: construction of Union Square spur.	Ongoing
	Collaborate with the MBTA on development of Union Square, Gilman Square and Lowell Street stations.	Ongoing
	Assist MassDOT and OSPCD in extension of Community Path.	Ongoing
Increase the efficiency and cost effectiveness of city-wide contract and procurement process and legal strategies.		
	Continue to develop improved boilerplates for Purchasing and to establish a clear understanding of who is responsible for which sections	Ongoing

# Law

GOAL	STRATEGIC OBJECTIVE	STATUS
	of contracts, bids, RFP's, and prevailing wage requirements.	
	Continue to retain litigation against the City in-house to avoid incurring outside counsel fees.	Ongoing
Assist in the ongoing redevelopment of Assembly Square and Union Square.		
	Implement the Union Sq Master Land Disposition Agreement.	Ongoing
	Address relocation of Partners Healthcare to Assembly Square.	Ongoing
Continue collaboration with ISD on code enforcement matters.		
	Assist Neighborhood Impact Team. Provide advice and legal representation for efficient and effective code enforcement options.	Ongoing
	Pursue receivership matters related to problem properties.	Ongoing
Assist with labor related matters.		
	Assist the Personnel Director and other department heads and managers on a variety of matters including appointments, promotions, collective bargaining agreement interpretation and disciplinary matters.	Ongoing

## BUDGET:

LAW		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	592,772	659,262	515,505.17	689,312	
511002	SALARIES - MONTHLY	11,041	11,041	9,200.60	11,041	
514006	LONGEVITY	1,250	1,475	625.00	1,250	
515006	HOLIDAYS NON-UNION	-	-	-	2,326	
515011	HOLIDAYS - S.M.E.A.	-	-	-	306	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>605,063</b>	<b>671,778</b>	<b>525,331</b>	<b>704,235</b>	<b>4.8%</b>
524007	REPAIRS OFFICE EQUIPMENT	-	-	-	800	
530000	PROFESSIONL & TECHNCL SVC	16,815	14,800	9,251	14,800	
530010	LEGAL SERVICES	125,588	125,000	63,105	125,000	
530024	TUITION	969	3,000	1,144	3,000	
534003	POSTAGE	40	400	39	400	
542000	OFFICE SUPPLIES	843	2,300	669	2,300	
542001	PRINTING & STATIONERY	400	400	-	400	
542002	PHOTOCOPYING	37	200	4	200	
542005	OFFICE EQUIPMENT	-	2,000	662	2,000	
542008	BOOKS & BOOKBINDING	8,375	19,375	6,389	19,375	
558004	MAGAZINES	663	500	284	500	
571000	IN STATE TRAVEL	635	1,000	453	1,000	

# Law

LAW		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
573000	DUES AND MEMBERSHIPS	3,166	4,000	1,740	4,000	
578010	RECORDINGS	651	1,500	1,472	1,500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>158,183</b>	<b>174,475</b>	<b>85,210</b>	<b>175,275</b>	<b>0.5%</b>
<b>LAW TOTAL</b>		<b>763,245</b>	<b>846,253</b>	<b>610,541</b>	<b>879,510</b>	<b>3.9%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CITY SOLICITOR	FRANCIS X. WRIGHT, JR.	2,139.85	112,128.14	112,556.11
ASSISTANT CITY SOLICITOR	MATTHEW J. BUCKLEY	1,740.63	91,209.01	91,557.14
ASSISTANT CITY SOLICITOR	ROBERT V. COLLINS	1,749.13	91,654.41	92,004.24
ASSISTANT CITY SOLICITOR	DAVID P. SHAPIRO	1,802.01	94,425.32	94,785.73
ASSISTANT CITY SOLICITOR	JASON GROSSFIELD	1,648.00	86,355.20	86,684.80
LEGAL COUNSEL	EILEEN MCGETTIGAN	1,648.00	86,355.20	21,671.20
PARALEGAL/LEGAL ASSISTANT	SUSAN M. TKACZUK	844.68	44,261.23	44,430.17
LEGAL ASSISTANT	PAULA GARTLAND	1,525.90	63,172.26	81,554.69
		1,529.75	16,827.25	
ISD PARALEGAL	MATTHEW ZAINO	1,007.93	52,815.53	53,017.12
PROGRAM MANAGER / HOUSING	KELLY DONATO	1,419.34	74,373.42	14,086.28
MUNICIPAL HEARING OFFICER	KENNETH JOYCE	920.06	11,040.72	11,040.72

# OSP CD: Administration

## MISSION STATEMENT:

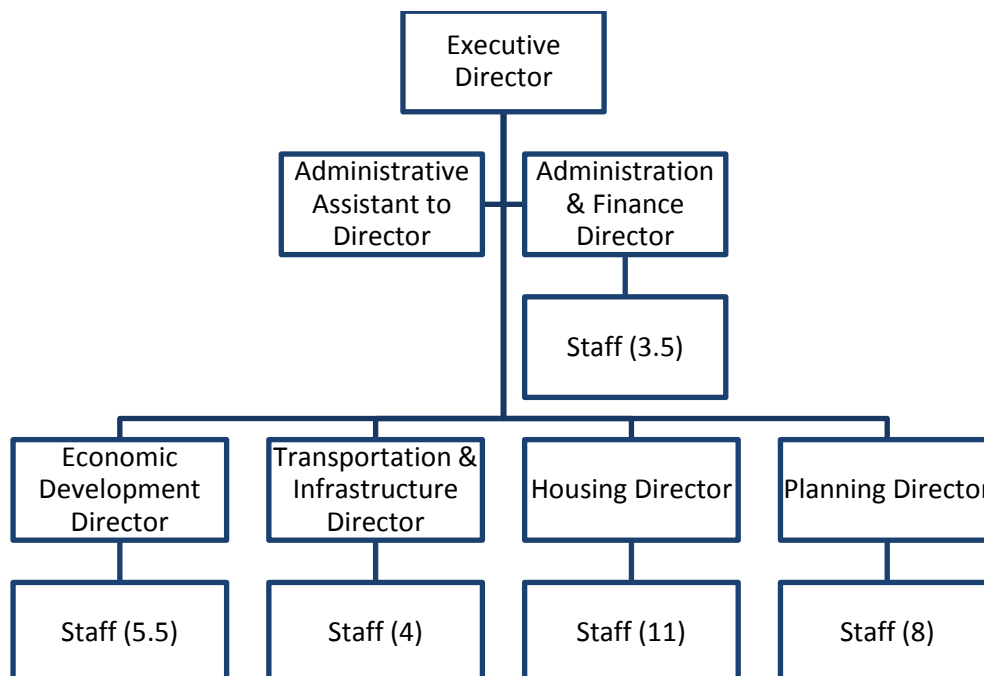
To make Somerville an even more exceptional place to live, work, play and raise a family by implementing the goals, policies, and actions of the SomerVision comprehensive plan. The Mayor's Office of Strategic Planning and Community Development (OSP CD) seeks to enhance low and moderate income areas of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

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	235,359	246,407	252,552	2.5%
Ordinary Maintenance	105,795	21,550	21,550	0.0%
General Fund Expenditures	341,154	267,957	274,102	2.3%

## CHANGES BETWEEN FY2015 & FY2016:

- Beginning in FY16, the Inspectional Services Division will become a stand-alone department.

## DEPARTMENT ORGANIZATION:



# OSP CD: Administration

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Total community meetings held	98	156	160	160
Total jobs created	13	1,285	970	1,350
Total new accessible open space (acres)	1.5	0.29	.16	3.23
Total new affordable housing rental units	35	72	52	37
Total new affordable homeownership units	6	1	3	9
Percentage increase in walking	50%	25%	15%	15%
Percentage increase in biking	50%	25%	15%	15%
Total new public project starts	12	5	10	5
Total new residential development (sf)	754,900	630,000	448,180	970,000
Total new commercial development (sf)	592,000	836,791	1,085,937	1,588,380

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Community Development Block Grant (CDBG)	U.S. Department of Housing and Urban Development (HUD)	\$2,260,177
Emergency Solutions Grant	HUD	\$211,564

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Ensure that OSP CD revenues and expenditures are within annual budget parameters		
	Submit City budget proposal in a timely manner	Ongoing
Administer HUD-based grant programs		
	Hold annual RFP process to select Public Service Grant recipients	Ongoing
	Actively monitor performance of sub-grantees	Ongoing
	Administer CDBG program, in compliance with grant guidelines	Ongoing
	Submit HUD Annual Action Plan	Complete & Ongoing
	Submit annual CAPER	Ongoing (Complete for FY15)
	Administer grant funds	Ongoing
Provide financial and administrative support to all OSP CD divisions and the Community Preservation Act (CPA) Program		
	Support the implementation of CPA planning and development	Ongoing

# OSPCD: Administration

## BUDGET:

OSPCD: ADMINISTRATION		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	235,359	246,407	186,808	251,591	
515006	HOLIDAYS NON-UNION	-	-	-	961	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>235,359</b>	<b>246,407</b>	<b>186,808</b>	<b>252,552</b>	<b>2.5%</b>
524034	MAINT CONTRACT-OFFC	-	500		500	
530000	PROFESSIONL & TECHNCL SVC	98,480	18,550	-	18,550	
530010	LEGAL SERVICES	500	-	-	-	
530011	ADVERTISING	-	1,250	-	1,250	
530018	POLICE DETAIL	172	-	-	-	
534003	POSTAGE	-	500	-	500	
538010	ADMINISTRATION COSTS	300	-	31	-	
542000	OFFICE SUPPLIES	-	500	-	500	
542001	PRINTING & STATIONERY	1,275	-	-	-	
542007	COMPUTER EQUIPMENT	4,725	-	-	-	
549000	FOOD SUPPLIES &	134	-	-	-	
558004	MAGAZINES	-	250	53	-	
573000	DUES AND MEMBERSHIPS	209	-	-	250	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>105,795</b>	<b>21,550</b>	<b>84</b>	<b>21,550</b>	<b>0.0%</b>
<b>OSPCD ADMIN TOTAL</b>		<b>341,154</b>	<b>267,957</b>	<b>186,892</b>	<b>274,102</b>	<b>2.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	GLAVIN, MICHAEL	2,460.04	128,906.10	103,518.48
DIRECTOR OF FINANCE & ADMIN	INACIO, ALAN	1,578.55	82,716.02	22,418.57
LEGAL COUNSEL	MCGETTIGAN, EILEEN	1,648.00	86,355.20	52,010.88
SENIOR ACCOUNTANT	MENGESTU, ZEWDITU	1,277.24	66,927.38	13,436.56
SENIOR ACCOUNTANT	VACANT	1,188.46	62,275.30	12,502.60
PROGRAM COMPLIANCE OFFICER	VACANT	990.39	51,896.44	15,628.35
ADMIN ASST TO DIRECTOR	LYNCH, NANCY	966.23	50,630.45	33,035.40



# OSP CD: Planning & Zoning

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	511,399	601,928	607,496	0.9%
Ordinary Maintenance	172,115	285,558	285,558	0.0%
General Fund Expenditures	683,514	887,486	893,054	0.6%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## FY2015 ACCOMPLISHMENTS:

- Completed review drafts of plans for Innerbelt, Brickbottom and completed charrette work in Winter Hill and Union Square.
- Completed zoning overhaul and submitted it for public hearing in the fall 2014.
- Completed review of over 120 cases before Planning Board, Zoning Board of Appeals (ZBA), and Historic Preservation Commission

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Manage ongoing monitoring, reporting, and implementation responsibilities related to SomerVision, Somerville's Comprehensive Plan.	Maintain SomerVision monitoring and reporting mechanism.	Ongoing
Ensure that the Somerville Zoning Ordinance reflects the vision and goals of the Comprehensive Plan, and clearly establishes the City's expectations for development.	Complete the review and hearing process for the Somerville Zoning Ordinance overhaul.	Ongoing & Zoning submitted Fall 2014
	Implement the Zoning Ordinance Overhaul.	To be completed Fall 2015
	Establish additional zoning amendments to implement neighborhood plans as they are completed.	Union Square zoning forthcoming in 2016 if necessary
Maintain and enhance the City's transparent, streamlined, fair, efficient and effective permit review process.	Continue to serve the Planning Board, ZBA and Historic Preservation Commission with an orderly system that allows projects to be schedule and advertised and allows 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

# OSPDCD: Planning & Zoning

GOAL	STRATEGIC OBJECTIVE	STATUS
	Continue to refine and improve reviews between the staff, the Historical Commission, DRC and Planning Board and ZBA to ensure that applicants are receiving consistent design advice.	Ongoing
	Collaborate with ISD in the implementation of electronic permitting for development projects.	Ongoing
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.		
	Complete the station area plans for Gilman Square and Lowell Street/Magoun Square, and implement those plans through the proposed new zoning.	Complete
	Complete the neighborhood plans for Davis Square and East Somerville, Union Square and Winter Hill and implement regulatory recommendations in the plans.	Ongoing
	Complete "public life studies" for neighborhood plans to measure the use of neighborhood public space.	Ongoing
Promote and protect the historic elements of Somerville.		
	Provide support to the Somerville Historic Preservation Commission.	Ongoing
	Administer historic events, including Patriots' Day and walking tours.	Ongoing

## BUDGET:

PLANNING & ZONING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	440,374	530,817	415,121	534,345	
511002	SALARIES - MONTHLY	71,025	71,111	57,390	71,111	
515006	HOLIDAYS NON-UNION	-	-	-	2,040	
519015	AUTO ALLOWANCE	-	-	787	-	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>511,399</b>	<b>601,928</b>	<b>473,298</b>	<b>607,496</b>	<b>0.9%</b>
524007	R&M - OFFICE EQUIPMENT	386	-	-	-	
527001	RENTAL - BUILDINGS	3,000	-	270	-	
530000	PROFESSIONL & TECHNCL SVC	124,867	275,500	127,382	275,500	
530011	ADVERTISING	668	2,210	3,779	2,210	
530028	SOFTWARE	25,650	1,000	3,858	1,000	
534003	POSTAGE	1,536	400	-	400	
534005	PRINTING	990	-	-	-	
538010	ADMINISTRATION COSTS	-	-	250	-	
542000	OFFICE SUPPLIES	3,681	1,250	1,902	1,250	
542001	PRINTING & STATIONERY	562	2,200	2,125	2,200	
542004	COMPUTER SUPPLIES	110	-	-	-	

# OSPCD: Planning & Zoning

PLANNING & ZONING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
542006	OFFICE FURNITURE NOT	-	-	2,360	-	
542007	COMPUTER EQUIPMENT	980	-	1,550	-	
542008	BOOKS & BOOKBINDING	442	500	-	500	
549000	FOOD SUPPLIES &	95	-	998	-	
553001	SIGNS AND CONES	120	-	-	-	
558002	ONLINE SUBSCRIPTION	3,467	1,500	-	1,500	
558004	MAGAZINES & PUBLICATIONS	-	28	-	28	
558011	FLOWERS & FLAGS	400	-	-	-	
571000	IN STATE TRAVEL	130	-	163	-	
571001	IN STATE CONFERENCES	660	100	285	100	
572000	OUT OF STATE TRAVEL	3,466	-	2,531	-	
572001	OUT OF STATE CONFERENCES	-	-	1,733	-	
573000	DUES AND MEMBERSHIPS	905	870	855	870	
578010	RECORDINGS	-	-	225	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>172,115</b>	<b>285,558</b>	<b>150,265</b>	<b>285,558</b>	<b>0.0%</b>
<b>OSPCD PLANNING TOTAL</b>		<b>683,514</b>	<b>887,486</b>	<b>623,563</b>	<b>893,054</b>	<b>0.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF PLANNING & ZONING	PROAKIS, GEORGE	1,697.81	88,965.24	89,304.81
SENIOR PLANNER	MASSA, LORI	1,112.40	58,289.76	58,512.24
PLANNER	VACANT	990.38	51,896.15	52,094.23
ADMINISTRATIVE ASSISTANT	PEREIRA, DAWN	843.11	44,178.96	44,347.59
SENIOR PLANNER - STATION AREA	MELISSA WOODS	1,188.47	62,275.83	62,513.52
SENIOR PLANNER - ZONING	BARTMAN, DANIEL	1,236.00	64,766.40	65,013.60
PLANNER - PLANNING & HISTORIC PRESERVATION	VACANT	990.39	51,896.44	52,094.51
DIRECTOR OF HISTORIC PRESERVATION (PT)	WILSON, BRANDON	1,074.49	56,303.28	56,518.17
PLANNER HISTORIC PRESERVATION	CHASE, KRISTI	1,064.36	55,772.46	55,985.34
BOARD MEMBER PLANNING	PRIOR, KEVIN	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	KELLY GAY, DOROTHY	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	COOPER, REBECCA LYNN	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	FAVALORO, JAMES	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	CAPUANO, MICHAEL	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	AMARAL, GERARD	233.65	2,803.80	2,803.80
BOARD MEMBER PLANNING MPO REP	BENT, THOMAS	552.04	6,624.48	6,624.48
BOARD MEMBER ZBA	ROSSETTI, RICHARD	467.29	5,607.48	5,607.48

# OSPDCD: Planning & Zoning

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
BOARD MEMBER ZBA	HERBERT, FOSTER J.	467.29	5,607.48	5,607.48
BOARD MEMBER ZBA	SEVERINO, ELAINE	467.29	5,607.48	5,607.48
BOARD MEMBER ZBA	FILLIS, DANIELLE	467.29	5,607.48	5,607.48
BOARD MEMBER ZBA	FONTANO, ORSOLA	467.29	5,607.48	5,607.48
ASSOC BOARD MEMBER ZBA	SAFDIE, JOSH	233.65	2,803.80	2,803.80
ASSOC BOARD MEMBER ZBA	VACANT	233.65	2,803.80	2,803.80

# OSP CD: Housing

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	215,056	220,398	289,779	31.5%
Ordinary Maintenance	1,664	2,000	37,750	1787.5%
General Fund Expenditures	216,720	222,398	327,529	47.3%

## CHANGES BETWEEN FY2015 & FY2016:

- This budget includes a new Sustainable Neighborhoods Initiative Coordinator. This temporary (18-24 month) position will ensure adequate staffing of the Mayor’s Sustainable Neighborhoods Initiative (SNI) and related efforts. Along with facilitating progress on SNI efforts, establishing such a position will help ensure senior Housing staff can attend to existing program needs that continue to require close attention and oversight. The finite time period for the position is intended to reflect the City’s resource constraints, while also recognizing the time-sensitive nature of Somerville’s work to accelerate affordable housing creation and preservation at this critical time in its history.
- This budget includes \$35,000 in the Professional & Technical Services line to hire a consultant to create a Universal Housing Waitlist for the city.
- In order to formalize the existing supervisory/organizational structure to reflect informal practices, this budget adds a 6% supervisory salary increase to the Director of Special Projects and Housing Counsel and retitles the position Assistant Director of Housing and Housing Counsel.

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
HUD Lead Hazard Reduction Demonstration Grant	U.S. Department of Housing and Urban Development (HUD)	\$2,007,703 (FY16 final year of 3-year grant)
HOME Program	HUD	\$422,110
Improving the Health of Near Highway Communities	Kresge Foundation via Tufts University	\$45,000 per year for 3 years (FY16 final grant year)
Continuum of Care	HUD	\$2,125,646 (Awarded in January 2015)
Unaccompanied Youth Count	Massachusetts Department of Housing and Urban Development	\$5,000

## FY2015 ACCOMPLISHMENTS:

- Full lease up of 31 new affordable rental units at St. Polycarp Phase III consisting of seven (7) 1-bedroom, seventeen (17) 2-bedroom, and seven (7) 3-bedroom units. Phase III completes the creation of 84 affordable rental units on the St Polycarp Church campus.

# OSPDCD: Housing

- Full funding for the 35-unit new rental housing development at 181 Washington Street was achieved, with the award of \$9 million in federal and state Low Income Housing Tax Credits. A closing on construction financing is targeted for April 2015, with demolition and construction expected to follow in June. The project will create nine (9) 1-bedroom, twenty two (22), 2- bedroom, and four (4) 3-bedroom units, plus commercial space on ground floor.
- Full lease up of 56 affordable rental units at Avalon Bay in Assembly Row. The six (6) studios, twenty-two (22) 1-bedroom, twenty-seven (27) 2-bedroom and one (1) 3-bedroom units were created under the City's Inclusionary Zoning Ordinance (IZO).
- Under the Kresge Foundation referenced above, the grant project team issued "Improving the Health of Near-Highway Communities", a report summarizing design strategies for mitigating health impact of living near highways. Housing staff took a lead role in organizing and planning a release event at which Mayor Curtatone, other elected officials, and numerous community stakeholders spoke.
- Other Inclusionary Zoning activity, encompassing new and re-sale homeownership opportunities and new and turnover rental opportunities, meant 63 affordable housing units were filled in FY15, including:
  - 5 new homeownership opportunities – one (1) 1-bedroom (113 Heath #1); three (3) 2-bedrooms (65 School #1, 145 Cedar #2, 40 Cameron #1); one (1) 3-bedroom (123 Heath).
  - 4 re-sale homeownership opportunities – two (2) studios (80 Webster 2J and 88 Wheatland #1); one (1) one-bedroom (88 Wheatland #2) and one (1) two-bedroom (65 Beacon #204).
  - 52 new rental opportunities – 45 at Avalon Bay; 5 at 625 McGrath; and one each at 2 & 4 Broadway.
  - 2 turnover rental opportunities – two (2) two-bedrooms (175 Beacon Street and 67 Florence Street).
- Full funding of an 11 unit mixed-income homeownership project at 163 Glen Street was achieved with the awarding of \$1,000,000 from the City's "Preparing for Transit Land Bank" established to develop affordable housing along the Green Line Extension, \$240,000 from the Somerville Affordable Housing Trust and \$400,000 from Community Preservation Act funds. Loan closing is anticipated in the fall of 2015.
- Somerville Affordable Housing Trust was designated by the Community Preservation Committee (CPC) to serve as the vehicle for awarding housing-designated Community Preservation Act funds. Housing Division staff worked with Trust members and the CPC to design and implement application and award procedures, cash management protocols, and make inaugural funding awards.
- To date this year, ten (10) households at risk of homelessness have been stabilized through Tenant Based Rental Assistance provided by Housing Division to the Somerville Homeless Coalition's Prevention and Stabilization Services program.
- Provided 5 Closing Cost Assistance loans.
- Formation of Mayor's Sustainable Neighborhoods Working Group was initiated, completed, and the work of the committee launched in February 2015.
- City was awarded technical assistance grant by Metropolitan Area Planning Council valued at \$10,000, to facilitate and support the Sustainable Neighborhood Working Committee's efforts.

# OSPCD: Housing

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Increase affordable housing opportunities for rental, homeownership and special needs residents		
	Expand opportunities for new family-sized housing development	Ongoing: Pursuing funding opportunities as well as zoning changes to encourage new family development
	Launch Middle-Income Housing Program	Ongoing: Proposed zoning overhaul includes new tier for middle-income households.
	Fund 1 new family housing development	Complete 163 Glen funded in FY15
	Begin construction of additional 60 units of affordable rental housing	Ongoing: closing for 181 Washington by end of FY15, construction FY16 and funding for MWRA Water Works project by FY16, construction to finish in FY17
Improve quality of housing stock in Somerville		
	Implement relationship with Energy Management Partner to offer energy-efficiency retrofits to owners of 1-4 family homes	Ongoing: (MOU expected to be launched by Spring, 2015)
	Rehabilitate 25 units and replace 5 heating systems for low or moderate income owners and tenants	Ongoing
	Perform lead abatement on 36 units	Complete
	Launch Solar Partnership to increase solar installations on Somerville homes	Ongoing
Manage and enhance the Inclusionary Housing Program		
	Complete marketing of first 56 units of inclusionary housing units at Assembly Row	Complete
	Implement changes to inclusionary zoning as determined by the zoning work being conducted by the Planning Division	Ongoing
	Update ordinance in conjunction with zoning overhaul work	Ongoing
	Implement universal waitlist for affordable opportunities	Ongoing

## BUDGET:

OSPCD: HOUSING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	202,456	202,398	137,794	270,942	
511002	SALARIES - MONTHLY	12,600	18,000	10,800	18,000	
515006	HOLIDAYS NON-UNION	-	-	-	837	

# OSPCD: Housing

OSPCD: HOUSING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>215,056</b>	<b>220,398</b>	<b>148,594</b>	<b>289,779</b>	<b>31.5%</b>
530000	PROFESSIONL & TECHNCL SVC	455	200	-	35,300	
530011	ADVERTISING	-	100	-	250	
530023	STAFF DEVELOPMENT	-	-	-	500	
534003	POSTAGE	-	100	-	100	
542000	OFFICE SUPPLIES	44	500	192	500	
542001	PRINTING & STATIONERY	30	-	130	-	
549000	FOOD SUPPLIES &	325	200	-	200	
571000	IN STATE TRAVEL	-	-	63	-	
573000	DUES AND MEMBERSHIPS	810	900	300	900	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>1,664</b>	<b>2,000</b>	<b>685</b>	<b>37,750</b>	<b>1,787%</b>
<b>OSPCD HOUSING TOTAL</b>		<b>216,720</b>	<b>222,398</b>	<b>149,279</b>	<b>327,529</b>	<b>47.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>DIRECTOR OF HOUSING</b>	FELONEY, MICHAEL	1,612.70	84,505.48	67,862.42
<b>ASSISTANT DIRECTOR OF HOUSING &amp; HOUSING COUNSEL</b>	DONATO, KELLY	1,419.34	74,373.42	26,876.62
<b>HOUSING GRANTS MANAGER</b>	PERSOFF, EVELYN	1,328.68	69,622.83	27,955.43
<b>PROGRAM SPECIALIST</b>	WAIRI, VICKI	1,061.67	55,631.51	22,337.54
<b>HOUSING PROGRAM SPECIALIST</b>	KOTY, RUSSELL	1,000.36	52,418.86	52,618.94
<b>HOUSING COORDINATOR</b>	BEAUZILE, MARIO	1,056.56	55,363.74	22,230.02
<b>SUSTAINABLE NEIGHBORHOODS INITIATIVE COORDINATOR</b>	VACANT/NEW	990.39	51,896.44	51,896.44
<b>BOARD MEMBER</b>	CONNORS, JARROD	300.00	3,600.00	3,600.00
<b>BOARD MEMBER</b>	MEDEIROS, WILLIAM	300.00	3,600.00	3,600.00
<b>BOARD MEMBER</b>	VACANT	300.00	3,600.00	3,600.00
<b>BOARD MEMBER</b>	SMITHERS, MARLENE	300.00	3,600.00	3,600.00
<b>BOARD MEMBER</b>	VACANT	300.00	3,600.00	3,600.00



# OSPDCD: Economic Development

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	205,429	244,394	249,956	2.3%
Ordinary Maintenance	66,862	90,417	262,917	190.8%
General Fund Expenditures	272,290	334,811	512,873	53.2%

## CHANGES BETWEEN FY2015 & FY2016:

- This budget includes \$150,000 for the expansion of the City Storefront Improvement Program to all parts of the City. Currently this program is limited to certain qualified low-income neighborhoods of Somerville through a Community Development Block Grant. City funds would be used to expand this program to the whole city and would provide all local small businesses access to funds to improve dilapidated commercial space, stimulate economic activity, and increase foot traffic. Grants are awarded between \$7,500 and \$42,500 – the funding would make 10-20 storefronts eligible for the program.

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Brownfields Assessments	US Environmental Protection Agency	\$400,000

## FY2015 ACCOMPLISHMENTS:

- Continued coordination of Assembly Row development implementation with Federal Realty Investment Trust (FRIT), including successful negotiation of a Community Services Agreement with Partners Health Care
- Worked with Master Developer partner Union Square Station Associates and Union Square Civic Advisory committee toward timely implementation of revitalization plan
- Completed soils remediation project for Kiley Barrel site
- Completed substantial demolition and site clearance of D-2 block for MBTA Green Line Station
- Identified potential sites for acquisition and relocation of Police and Fire Departments
- Served as continuing liaison and staff to the Somerville Redevelopment Authority
- Represented Somerville in the Life Sciences Corridor Initiative, working with other municipalities along the MBTA Red Line
- Assisted in locating a first quality food retailer in long vacant Social Security Building in Davis Square
- Continued to assist Brickbottom residents on interim re-use plans for the former Waste Transfer facility

# OSPDCD: Economic Development

- Worked with FRIT to secure employment opportunities for local residents, achieving a local hiring rate in excess of 40%, high above goals set nationally
- Coordinated with other City Departments (ISD, Fire, Health) for expedited permitting and inspections for timely new business openings
- Offered continued financial, programmatic and technical assistance to the City's two Main Streets programs
- Provided technical assistance through outside consultants in areas of emphasis such as east Somerville, Winter Hill and Magoun Square
- Utilized Commercial Property Improvement Program to provide financial assistance leading to aesthetic, design and accessibility updates to local businesses
- Provided support to other OSPDCD divisions on initiatives such as Somerville By Design, Business Improvement Districts and Powderhouse School disposition
- Acted as liaison to the City's Licensing Commission for the issuance of city-owned liquor licenses (wine and malt, and all other forms)

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Promote commercial development to enhance Somerville's commercial tax base, and advance the SomerVison goal of adding 30,000 new jobs by 2030		
	Advance revitalization of Union Square area in conjunction with the City's Master Developer partner, leading to an initial groundbreaking on the D2/D3 block during the current fiscal	New for FY16
	Conclude a Master Community Benefits Agreement with Union Square Station Associates	New for FY16
	Transform surplus municipal facilities into sources of economic growth and public revenue	Ongoing
	Acquire sites for relocation of Police and Fire Departments	New for FY16
	Undertake a major planning efforts to examine highest and best uses for balance of the Assembly Square Urban Renewal Area	Ongoing
Provide assistance to local businesses		
	Expand the Commercial Property Improvement Program to incentivize re-investment by current businesses and attract new development to other income eligible areas of the City	Ongoing
	Make additional I-Fund loans to assist the creative economy and maker movement in locating here in Somerville	Ongoing
	Continue business support programs, with opportunities to provide capital to small businesses	Ongoing
Invest in the talents, skills, and education of people to support growth and provide opportunities to residents of all social and economic levels		
	Assist in promoting Assembly Row hiring efforts locally	Ongoing
	Work with local and regional partners to promote workforce development efforts in Somerville	Ongoing
	Work with partner organizations to implement "Pocket Change" initiative	Ongoing

# OSPDCD: Economic Development

GOAL	STRATEGIC OBJECTIVE	STATUS
	funded through the Federal Reserve's Working Cities Challenge Program	
Manage the remediation and redevelopment of brownfield properties		
	Utilize \$400,000 EPA grant to undertake environmental assessments of selected brownfields site	New for FY16
	Continue to work with Brickbottom residents to achieve creative uses on an interim basis for the former Waste Transfer Facility	Ongoing

## BUDGET:

OSPDCD: ECONOMIC DEVELOPMENT		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	205,429	244,394	183,199	249,040	
515006	HOLIDAYS NON-UNION	-	-	-	916	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>205,429</b>	<b>244,394</b>	<b>183,199</b>	<b>249,956</b>	<b>2.3%</b>
530000	PROFESSIONL & TECHNCL SVC	57,417	87,500	35,286	260,000	
530011	ADVERTISING	-	-	162	-	
534003	POSTAGE	-	500	-	500	
542000	OFFICE SUPPLIES	58	392	-	392	
542001	PRINTING & STATIONERY	3,180	300	800	300	
542006	OFFICE FURNITURE NOT	2,398	-	-	-	
549000	FOOD SUPPLIES &	30	-	-	-	
571001	IN STATE CONFERENCES	196	600	-	600	
572000	OUT OF STATE TRAVEL	3,067	-	-	-	
572001	OUT OF STATE CONFERENCES	-	-	-	-	
573000	DUES AND MEMBERSHIPS	515	1,125	300	1,125	
578010	RECORDINGS	-	-	200	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>66,862</b>	<b>90,417</b>	<b>36,748</b>	<b>262,917</b>	<b>190.8%</b>
<b>OSPDCD ECONOMIC DEVELOPMENT</b>		<b>272,290</b>	<b>334,811</b>	<b>219,948</b>	<b>512,873</b>	<b>53.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>DIRECTOR ECONOMIC DEVELOPMENT</b>	O'DONNELL, EDWARD	1,616.31	84,694.64	68,014.32
<b>ECONOMIC DEVELOPMENT SPECIALIST</b>	MAHER, AMANDA	1,281.31	67,140.64	40,438.14
<b>URBAN REVITALIZATION SPECIALIST</b>	MacCARTHY, MAXWELL	1,188.47	62,275.83	37,508.11
<b>SENIOR PLANNER</b>	THOMAS, SUNAYANA	1,188.47	62,275.83	37,508.11
<b>ECONOMIC DEVELOPMENT ASSISTANT</b>	VACANT	990.60	51,907.24	31,263.21

# OSPDCD: Economic Development

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ECONOMIC DEVELOPMENT ASSISTANT	VACANT	990.60	51,907.24	26,052.68
ECONOMIC DEVELOPMENT ADVISOR	OFFIT, ANDREW	175.00	9,170.00	9,170.00

# OSP CD: Redevelopment Authority

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	18,000	18,000	18,000	0.0%
General Fund Expenditures	18,000	18,000	18,000	0.0%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## BUDGET:

REDEVELOPMENT AUTHORITY	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511002 SALARIES – MONTHLY	18,000	18,000	12,000	18,000	0.0%
<b>RED. AUTHORITY TOTAL</b>	<b>18,000</b>	<b>18,000</b>	<b>12,000</b>	<b>18,000</b>	<b>0.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
BOARD MEMBER	BUSNACH, ANN NANCY	300.00	3,600.00	3,600.00
BOARD MEMBER	BONNEY, IWONA	300.00	3,600.00	3,600.00
BOARD MEMBER	GAGE, WILLIAM	300.00	3,600.00	3,600.00
BOARD MEMBER	FICHTER, KATHERINE	300.00	3,600.00	3,600.00
BOARD MEMBER	VACANT	300.00	3,600.00	3,600.00

# OSP CD: Transportation & Infrastructure

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	221,834	231,272	232,282	0.4%
Ordinary Maintenance	174,433	197,080	309,130	56.9%
General Fund Expenditures	396,266	428,352	541,412	26.4%

## CHANGES BETWEEN FY2015 & FY2016:

- This budget includes \$60,000 in Professional & Technical Services for a full-time contract Arborist to work with city departments on preserving, protecting, and enhancing the City's tree canopy.

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Otis Park PARC Grant	Ex. Office of Energy and Environmental Affairs	\$400,000

## FY2015 ACCOMPLISHMENTS:

- Continued working toward the City goal of becoming the most walkable, bikeable, transit accessible city in the United States.
  - Managed implementation of over \$2.2B in transportation investment currently under construction or contract, including:
    - Continued oversight of MBTA Green Line Extension (GLX) – over \$429M in 2016 (federal fiscal years) to be spent in the upcoming fiscal year. The project also received \$996M in federal new starts funding.
    - Beacon Street design and construction – \$8.9M in state and federal investment.
    - Construction of interim improvements in the McGrath corridor – \$1M in surface investment.
    - Community Path Extension Opening (scheduled for spring) – \$2.2M in state and federal investment.
    - Significant Transportation and Infrastructure planning in Union Square, including an interim transportation plan to increase pedestrian and bicycle safety in the area during GLX construction.
    - Complete streetscape design of Davis Square and plan to advertise the project for bids in the fall.
    - Sited 4 new Hubway stations (16 total) for installation in the spring/summer and are currently negotiating a more favorable contract for Hubway operations.
    - Completed 25% designs on Central Broadway.
    - Codified the Commonwealth's first Complete Streets Ordinance.
    - Won a "Golden Shoe" award from WalkBoston.

# OSP CD: Transportation & Infrastructure

- Attended and presented at National Association of City Transportation Officials (NACTO) conference.
- Initiated the process for doing a city-wide comprehensive Mobility Plan.
- Continued to evaluate the transportation effects of an Eastern Massachusetts casino in Everett.
- Continued working toward the SomerVison goals of adding 125 new acres of open space in Somerville, as well as the improvement and greater utilization of existing open spaces.
  - Broke ground on 3 parks/playground renovations representing approximately \$1.9M in total capital investment (Marshal St Playground, Otis Street Park, Symphony Park) and design of a several parks and playgrounds at (Lincoln Park, Kennedy School, Healey School).
  - Planted of over 630 new street trees and maintained our status as a Tree City USA and Arbor Day community.
  - Started the design process for Lincoln Park.

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Work toward City goal of becoming the most walkable, bikeable, transit accessible city in the United States		
	Implement ADA upgrades	Ongoing
	Implement the Mayor’s Neighborhood Street Reconstruction Program goals	Ongoing
	Strategically implement the recommendations of safe-START 2.0	Ongoing
	Implement Complete Streets Ordinance	Ongoing
	Completion of the Community Path Extension	Ongoing (Spring)
	Secure financing of the Community Path Extension 2 (to Cambridge/Boston)	Completed
	Continue expansion of the Hubway system	Ongoing (4 new stations)
	Break ground on Davis Square Streetscape improvements	Ongoing (fall)
	Complete 25% design and engineering for Union Square Streetscape and Utilities project	Complete
	Break ground on phases 2 and 2A of the Green Line Extension (Brickbottom and Union Square Stations)	Complete
	Open a new Orange Line Station at Assembly Square	Complete
	Start construction on Beacon Street reconstruction	Ongoing (spring)
	Design streetscape improvements for Central Broadway	Ongoing
	Continued membership of the Boston Region MPO	Ongoing
Work toward SomerVison goal of adding 125 new acres of open space in Somerville		
	Open a new park at Symphony Park	Complete
	Use the information gathered at Green Spaces   Community Places to identify areas for new open space	Ongoing (spring 2016)
	Create a plan to acquire and create additional open space	Ongoing
Improve and foster utilization of existing open spaces		
	Move forward with recommendations from both the parks and fields inventory and investment plan(s)	Ongoing
	Hold a Green Spaces   Community Places Somerville by Design process	Complete

# OSPCD: Transportation & Infrastructure

GOAL	STRATEGIC OBJECTIVE	STATUS
	Improve the open space identified in Green Spaces   Community Places	Ongoing
	Plant over 700 trees	Complete for FY15 / Ongoing
	Seek out investment opportunities for urban agriculture	Ongoing
	Create a tree committee to help preserve and increase private tree planting	Ongoing
	Break ground on the Marshall Street playground renovation	Complete
	Break ground on the Waste Transfer Facility interim use	Ongoing
	Apply for PARC grant for Otis Playground	Complete
	Initiate design of renovations and infrastructure improvements at Nunziato Field	Ongoing

## BUDGET:

TRANSPORTATION & INFRASTRUCTURE		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	221,834	231,272	159,771	231,398	
515006	HOLIDAYS NON-UNION	-	-	-	884	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>221,834</b>	<b>231,272</b>	<b>159,771</b>	<b>232,282</b>	<b>0.4%</b>
530000	PROFESSIONL & TECHNCL SVC	110,862	187,600	113,195	300,000	
530011	ADVERTISING	-	400	-	400	
530018	POLICE DETAIL	-	-	1,720	-	
530028	SOFTWARE SERVICES	1,000	2,000	1,000	2,000	
534003	POSTAGE	39	-	-	-	
542000	OFFICE SUPPLIES	-	100	110	100	
542001	PRINTING & STATIONERY	200	-	-	-	
542002	PHOTOCOPYING	-	30	-	30	
542012	OTH EQUIPMENT NOT	58,090	-	-	-	
571000	IN STATE TRAVEL	-	300	-	300	
571001	IN STATE CONFERENCES	100	300	-	300	
573000	DUES AND MEMBERSHIPS	4,141	6,350	4,233	6,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>174,433</b>	<b>197,080</b>	<b>120,258</b>	<b>309,130</b>	<b>56.9%</b>
<b>OSPCD T&amp;I TOTAL</b>		<b>396,266</b>	<b>428,352</b>	<b>280,029</b>	<b>541,412</b>	<b>26.4%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>DIRECTOR TRANS &amp; INFRASTRUCTURE</b>	RAWSON, BRAD	1,584.96	83,051.90	66,695.12
<b>DIRECTOR OF PARKS &amp; OPEN SPACE</b>	FRANZEN, ARN	1,383.68	72,504.83	21,834.47



# OSP CD: Transportation & Infrastructure

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SENIOR PLANNER LANDSCAPE	OLIVEIRA, LUISA	1,236.00	64,766.40	19,504.08
SENIOR PLANNER TRANSPORTATION	VACANT	1,200.00	62,880.00	50,496.00
PLANNER TRANSPORTATION	MOLINA, JENNIFER	1,000.51	52,426.72	42,101.46
PLANNER GREEN INFRASTRUCTURE	KELLY, RACHEL	1,002.83	52,548.29	31,649.32

# 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	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	1,325,600	1,635,046	1,804,836	10.4%
Ordinary Maintenance	226,188	316,093	294,431	-6.9%
General Fund Expenditures	1,551,788	1,951,139	2,099,267	7.6%

## CHANGES BETWEEN FY2015 & FY2016:

- A New Building Inspector has been included in the FY16 budget. This position will increase flexibility for ISD during an anticipated period of sustained growth and residential desirability. It will also shore-up internal capacity to ensure prompt and effective service.
- Inspectional Services will become a standalone department beginning in FY16. Due to an increase in the workload and significant growth in the city, ISD now manages critical revenue sources and a larger staff. Additionally, the divergence from the core mission of OSPCD into an oversight and compliance role necessitates a direct report to the Mayor's office to plan for a sustainable Somerville. Finally, this change will result in a consolidation of services with the incorporation of Weights & Measures into the purview of ISD. This consolidation of services will make the ISD department more effective and efficient and improve customer service.

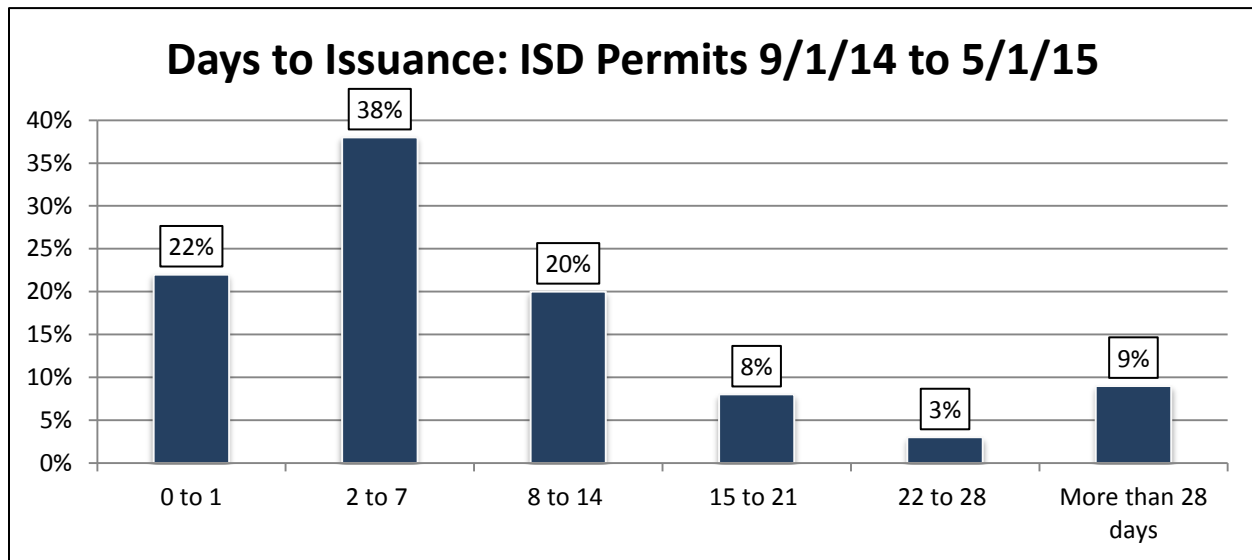
## FY2015 ACCOMPLISHMENTS:

- Electronic permitting and code enforcement system (CitizenServe):
  - All construction permits, health licenses, complaints and code enforcement activities are now recorded and updated in an electronic file by property address.
  - Continue to modify and improve this integrated online system.
  - Greater office efficiencies, accountability and sophisticated data reporting
- Customer service/ISD office improvements:
  - Customers can now apply for construction permits and renew health licenses from home.
  - Credit card and electronic fund transfer (EFT) payment now available 24/7.
- Health Division improvements:
  - Added full-time food inspector to meet increased demand for services.
- Building Division improvements:
  - Added full-time plumbing & gas inspector to meet increased demand for services.
  - Added zoning review planner to create more efficient workflow for permitting.
- NIT Team:
  - Law Department paralegal working with ISD to streamline and standardize court cases (civil and criminal) for properties with unresolved code violations.

# Inspectional Services

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ESTIMATED	FY16 PROPOSED
Building Permits	1800	1846	1880	1880
Temporary Food Permits	145	313	228	275
Food Inspections (routine)	450	558	475	1000



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Ensure public health and safety through proactive Building and Health Division enforcement programs		
	Expand city housing inspection program (C of I) per 780 CMR 110.7, and improve compliance rate with all applicable code violations.	Ongoing
	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
	Enforce and expand the City's new 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>Rodent Population Specification Design (SenesTech)</li> </ul>	Complete & Ongoing
Streamline and improve ISD permits, licenses, inspection, and code enforcement processes		
	Implement electronic permitting and code enforcement system	Complete
	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

# Inspectional Services

GOAL	STRATEGIC OBJECTIVE	STATUS
	Increase compliance for issued code violations by collaborating with the Law Department on more efficient and effective court strategies.	Complete & Ongoing
Provide excellent customer service and communication with constituents		
	Accept credit card and electronic check payments for online transactions	Complete
	Standardize policies and procedures for permit issuance, and work with Communications Department to inform public of online permit application procedure	Complete & Ongoing
	Update City website and printed materials to provide clear, accurate and easily understood information.	Ongoing
	Provide customer service training for all ISD employees	Complete & Ongoing

## BUDGET:

INSPECTIONAL SERVICES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	1,207,697	1,521,969	1,140,348	1,674,038	
513000	OVERTIME	50,268	33,500	68,150	40,000	
514006	LONGEVITY	14,950	15,125	8,700	14,475	
514008	OUT OF GRADE	4,879	3,750	11,700	4,000	
514015	OTHER DIFFERENTIALS	28,025	35,552	32,270	40,508	
515006	HOLIDAYS NON-UNION	-	-	-	847	
515011	HOLIDAYS - S.M.E.A.	-	-	-	5,518	
515012	PERFECT ATTENDANCE	1,000	-	1,200	-	
519004	UNIFORM ALLOWANCE	5,150	7,600	7,000	7,900	
519013	OTHER LUMP SUM	5,794	7,000	7,000	7,000	
519015	AUTO ALLOWANCE	7,837	10,550	5,970	10,550	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>1,325,600</b>	<b>1,635,046</b>	<b>1,282,338</b>	<b>1,804,836</b>	<b>10.4%</b>
524007	REPAIRS OFFICE EQUIPMENT		-		-	
524034	MAINT CONTRACT-OFFC	325	400	325	400	
529011	DEMOLITION SERVICES	-	2,500	-	2,500	
530000	PROFESSIONL & TECHNCL SVC	179,642	142,963	26,562	102,250	
530011	ADVERTISING	145	-	-	-	
530023	STAFF DEVELOPMENT	5,699	11,500	3,802	11,500	
530028	SOFTWARE SERVICES	-	3,000	-	-	
534003	POSTAGE	-	-	-	6,131	
538004	EXTERMINATION	17,449	130,000	9,348	147,500	
542000	OFFICE SUPPLIES	6,132	4,000	3,523	4,000	

# Inspectional Services

INSPECTIONAL SERVICES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
542001	PRINTING & STATIONERY	1,320	5,000	250	5,000	
542005	OFFICE EQUIPMENT	-	700	-	700	
542006	OFFICE FURNITURE	-	3,830	-	2,500	
542007	COMPUTER EQUIPMENT NOT	2,369	-	3,752	-	
542008	BOOKS & BOOKBINDING	2,797	3,500	62	3,750	
558006	UNIFORMS & FOUL WEATH	7,740	1,500	958	500	
558010	INSPECTION SVC SUPPLIES	1,419	1,000	737	1,500	
573000	DUES AND MEMBERSHIPS	972	1,500	1,009	1,500	
578007	REIMB OF LICENSES	178	700	250	700	
578010	RECORDINGS	-	4,000	370	4,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>226,188</b>	<b>316,093</b>	<b>50,947</b>	<b>294,431</b>	<b>-6.9%</b>
<b>INSPECTIONAL SERVICES TOTAL</b>		<b>1,551,788</b>	<b>1,951,139</b>	<b>1,333,285</b>	<b>2,099,267</b>	<b>7.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ISD SUPERVISOR	SMILJIC, GORAN	1,881.73	98,602.65	98,979.00
ISD OPERATIONS MANAGER	COLLINS, ELLEN	1,339.00	70,163.60	70,431.40
ZONING REVIEW PLANNER	JENSEN, HANS	1,011.80	53,018.32	53,220.68
SENIOR BUILDING INSPECTOR	NONNI, PAUL	1,635.64	85,707.54	91,430.68
LOCAL BUILDING INSPECTOR	BARGOOT, ALBERT	1,219.14	63,882.94	68,148.03
LOCAL BUILDING INSPECTOR	AURILIO, JAMES	1,219.14	63,882.94	68,298.03
LOCAL BUILDING INSPECTOR	DRISCOLL, JOHN	1,219.14	63,882.94	67,698.03
LOCAL BUILDING INSPECTOR	WALDRON, LUIS	1,219.14	63,882.94	67,598.03
LOCAL BUILDING INSPECTOR	RICHARDSON, FLOYD	1,195.93	49,750.69	66,087.46
		1,219.14	13,166.71	
LOCAL BUILDING INSPECTOR	VACANT	1,092.32	57,237.57	60,206.63
LOCAL BUILDING INSPECTOR	VACANT/NEW	1,092.32	57,237.57	60,206.63
CHIEF PLUMBING & GAS INSPECTOR	SILLARI, ANTHONY	1,195.24	62,630.58	67,249.30
PLUMBING & GAS INSPECTOR	KLEIN, KEVIN	978.18	9,586.16	58,598.77
		1,081.80	46,084.68	
CHIEF WIRE & ELECTRICAL INSPECTOR	POWER, JOHN	1,219.14	63,882.94	68,473.03
WIRE INSPECTOR	CAHILL, WILLIAM	1,219.14	63,882.94	67,098.03
CHIEF CODE ENFORCEMENT INSPECTOR	SELFRIDGE, GUY	1,248.50	65,421.40	70,143.49
SR CODE ENFORCEMENT INSPECTOR	BOWLER, MICHELLE	1,219.15	63,883.46	68,348.57
SR CODE ENFORCEMENT INSPECTOR	HAMEL, JOSEPH	1,195.93	62,666.73	66,436.80
SR CODE ENFORCEMENT INSPECTOR	LIPHAM, BENJAMIN	1,195.93	62,666.73	65,836.80
SR CODE ENFORCEMENT INSPECTOR	COLLINS, ELISE KELLY	1,092.32	36,265.02	62,195.94
		1,195.93	22,961.86	
SR CODE ENFORCEMENT INSPECTOR	ROSS, STEVEN	916.63	48,031.41	50,659.67

# Inspectional Services

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CODE ENFORCEMENT INSPECTOR	ROCHE, CHRISTOPHER	916.63	48,031.41	50,909.63
CODE ENFORCEMENT INSPECTOR (NIGHT)	VACANT	887.17	46,487.71	49,058.78
ADMINISTRATIVE ASSISTANT	PICKETT, DONNA	1,071.44	56,143.46	58,107.74
ADMINISTRATIVE ASSISTANT	COMO, KELLY	1,071.44	56,143.46	57,557.74
INSPECTIONAL COORDINATOR II	MOOS, JESSE	864.36	45,292.46	46,315.34
JR CLERK	ANDREA CASSIAS	701.90	36,779.56	37,269.94
JR CLERK	SOUSA, JENNIFER	729.65	36,779.56	37,269.94

# Weights & Measures

## MISSION STATEMENT:

To protect consumers in Somerville with a variety of measures, including the sealing of cab meters, oil truck meters, marketplace scales, gas station pumps, cash registers, truck scales, apothecary scales, and automatic scanners in different businesses. All these devices serve as the front line in fairness for buyers and sellers of commodities. The City Sealer is the watchdog for state laws regarding these devices.

ACCOUNT	FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
Personal Services	77,043	119,554	122,425	2.4%
Ordinary Maintenance	675	2,790	2,790	0.0%
General Fund Expenditures	77,718	122,344	125,215	2.3%

## CHANGES BETWEEN FY2015 AND FY2016:

- Beginning in FY16, Weights & Measures will move under the umbrella of Inspectional Services in order to coordinate services and increase overall effectiveness.

## BUDGET:

WEIGHTS AND MEASURES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	70,843	110,495	74,956	112,830	
513000	OVERTIME	1,616	5,100	-	5,100	
514006	LONGEVITY	1,500	1,250	625	1,250	
514015	OTHER DIFFERENTIALS	-	2,359	167	2,596	
515011	HOLIDAYS - S.M.E.A.	2,734	-	2,486	299	
515012	PERFECT ATTENDANCE	-	-	400	-	
519004	UNIFORM ALLOWANCE	350	350	-	350	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>77,043</b>	<b>119,554</b>	<b>78,634</b>	<b>122,425</b>	<b>2.4%</b>
524007	R&M - OFFICE EQUIPMENT	-	-	182	-	
524013	REPAIRS-TOOLS & EQUIPMENT	-	1,000	-	1,000	
530024	TUITION	50	250	-	250	
543011	HARDWARE & SMALL TOOLS	292	1,000	507	1,000	
571000	IN STATE TRAVEL	128	200	-	200	
571001	IN STATE CONFERENCES	75	100	85	100	
573000	DUES AND MEMBERSHIPS	130	150	55	150	
578007	REIMB OF LICENSES	-	90	-	90	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>675</b>	<b>2,790</b>	<b>829</b>	<b>2,790</b>	<b>0.0%</b>

# Weights & Measures

WEIGHTS AND MEASURES	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
<b>WEIGHTS &amp; MEASURES TOTAL</b>	<b>77,718</b>	<b>122,344</b>	<b>79,463</b>	<b>125,215</b>	<b>2.3%</b>

**PERSONNEL LIST:**

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>SEALER OF WEIGHTS &amp; MEASURES</b>	HALLORAN, JAMES	1,491.73	38,188.29	82,763.78
		1,495.58	40,081.54	
<b>960 - 16 HOURS/WEEK</b>	STEPHEN BURGESS	\$36.00	34,560.00	34,560.00



# Fire

## 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 wellbeing 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.”

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	14,433,862	15,105,523	14,985,834	-0.8%
Ordinary Maintenance	343,782	405,600	429,950	6.0%
Special Items	6,010	-	-	-
General Fund Expenditures	14,783,653	15,511,123	15,415,784	-0.6%

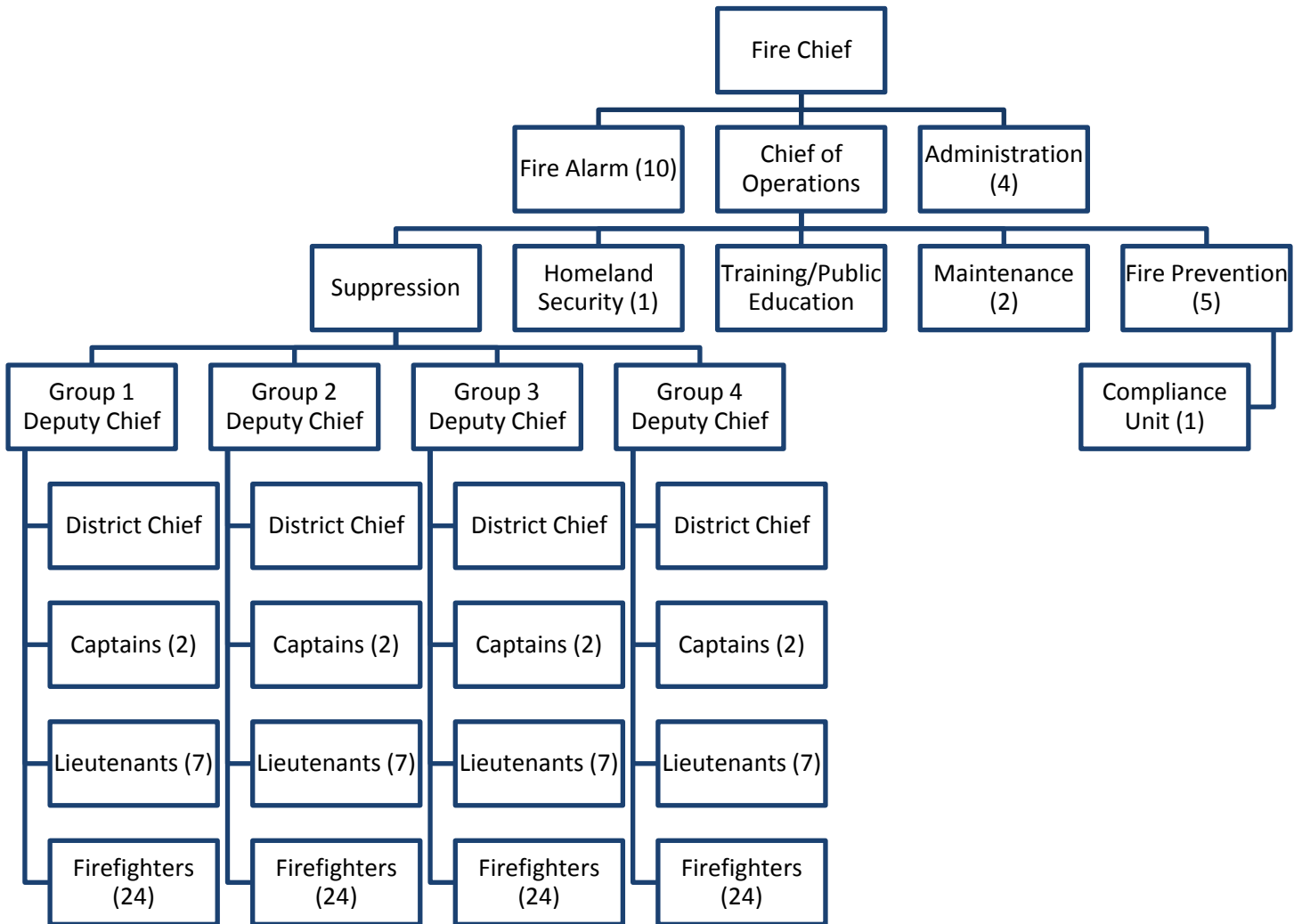
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## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
-

# Fire

## DEPARTMENT ORGANIZATION:



## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
SAFE program	MA Department of Fire Services	\$3,395
School education program	MA Department of Fire Services	\$7,423
Fire Department staffing	MA Office of Public Safety and Security	\$64,423

## FY2015 ACCOMPLISHMENTS:

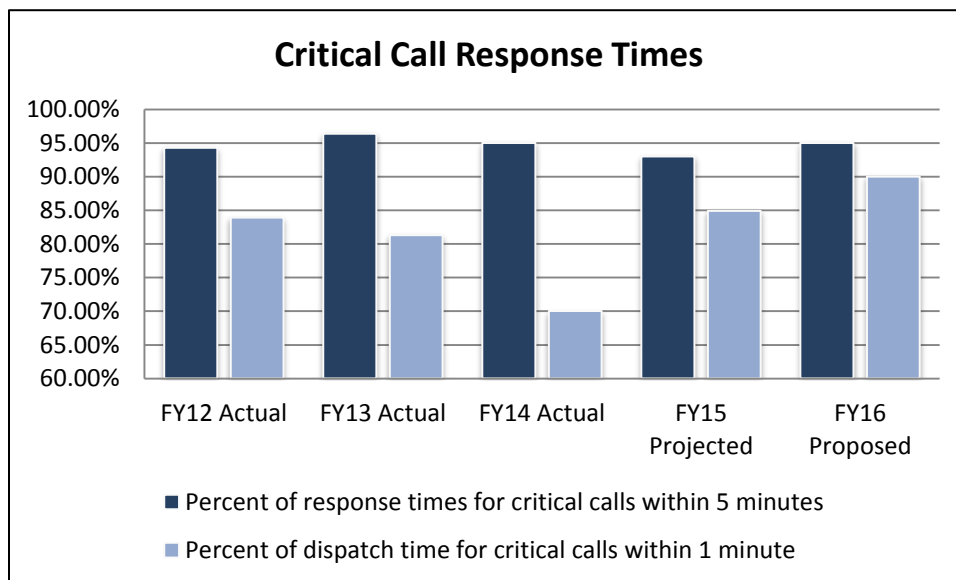
- Hired seven new firefighters

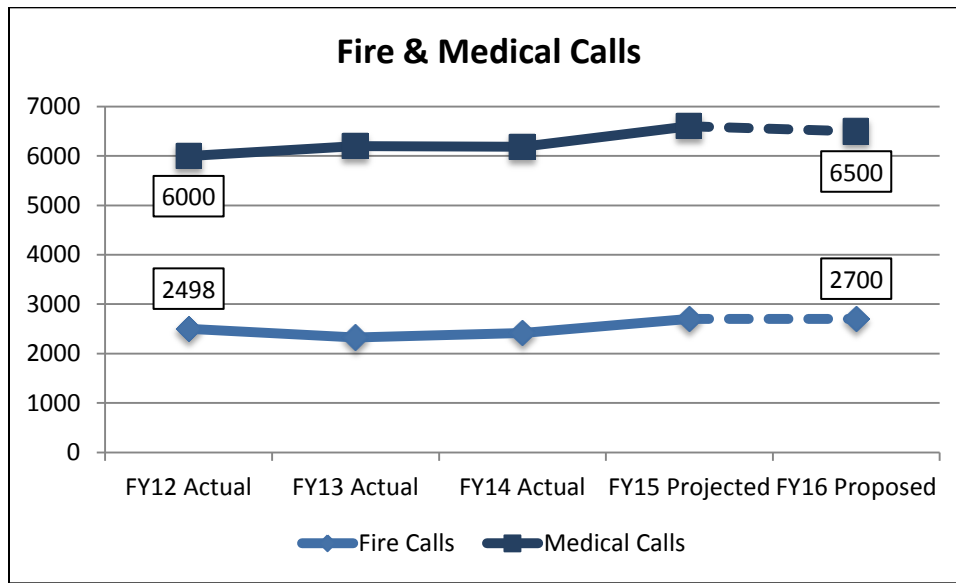
# Fire

- Completed purchase of two new pumpers and one new ladder truck
- Purchased a gator vehicle through grant funding to support Fire Department operations at public events
- Offered specialized training in confined space, trench, and rope rescue for rescue and other interested members.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Percent of response times for critical calls within 5 minutes	96.4%	95%	93%	95%
Percent of dispatch time for critical calls within 1 minute	81.3%	70%	84.9%	90%
Percent of personnel EMT-certified	65.8%	66.5%	67.8%	70%
Percent of personnel with 2 or less 24-hour short-term sick missed shifts	86.2%	92.1%	91%	80%
Percent of personnel with 2 or less 24-hour injured missed shifts	88.2%	96.7%	96%	95%
Number of fire calls (percent of all calls) (percent of critical calls)	2,328 (21%) (24%)	2,416 (21%) (24%)	2,700 (22%) (25%)	2,700 (22%) (24%)
Number of medical aid calls (percent of all calls) (percent of critical calls)	6,197 (55%) (63%)	6,185 (54%) (62%)	6,600 (52%) (62%)	6,500 (53%) (62%)
Total number of calls	11,378	11,405	12,700	12,250
Overtime	\$906,648	\$871,049	\$1,250,000	\$950,000





## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
<b>Protect Somerville residents from threats to their health, safety, and property from fire.</b>		
	Continue to send members to MFA classes to keep members current on firefighting tactics and strategies.	Ongoing
	Completion of all modules of Emergency Vehicle Operator training for all operators.	Complete
	Commence and complete pump operator training phase #2.	Ongoing
	Incorporate pre-incident planning of specific buildings as part of the upgraded training program.	Ongoing
	Review department protocol at monthly Chiefs' meetings.	Ongoing
	Review department protocol at bi-monthly Captains' meetings.	Ongoing
	Implement the recommendations of the fire management study in a timely manner based upon priority.	Ongoing
	Train firefighters using the flashover simulation provided by Mass. Fire Academy.	New for FY16
	Sufficiently train department personnel in all aspects of firefighting.	Ongoing
	Create an Assistant Chief's position, as recommended in the fire management study.	Incomplete
	Begin training all members of Tower 1 as a part of the Metro Boston Technical Rescue Group.	New for FY16
<b>Protect Somerville residents from threats to their health, safety, and property from natural and man-made disasters.</b>		
	Increase specialized training for the members assigned to the rescue company and incorporate specialized training for other fire companies.	Ongoing
	Continue participation in the Local Emergency Planning Committee (LEPC) and the Regional Emergency Planning Committee (REPC),	Ongoing

# Fire

GOAL	STRATEGIC OBJECTIVE	STATUS
	Mystic Region.	
	Continue participation in the Urban Area Security Initiative (UASI) to secure training and equipment to address natural and man-made disasters.	Ongoing
	Provide specialized training with Man vs. Machine in rescue techniques in common emergencies.	Complete
	Train all firefighters not tech-rescue certified up to the awareness level in all tech rescue disciplines.	Complete
	Commence ice rescue and water rescue training due to the proposed increase of water activities along the Mystic waterfront.	New for FY16
	<b>Improve apparatus maintenance.</b>	
	Utilize factory service facilities for routine small vehicle maintenance.	Ongoing
	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
	Hire Support Services Technician to assist mechanic and other Fire Department needs.	Ongoing
	<b>Improve Fire Department facilities.</b>	
	Replace existing trailer at Public Safety Building with modular building.	Ongoing: Included in FY14-FY18 Capital Investment Plan
	Review options for fire station at Assembly Square as project develops.	Ongoing
	Completion of a long range plan on FD facilities.	Ongoing
	Review existing facilities for needed improvements.	Complete & Ongoing
	<b>Improve operational efficiency of Fire Department.</b>	
	Increase use of electronic reporting systems.	Ongoing
	Acquire and install vehicle locator system.	Incomplete
	Train personnel to use vehicle locator system.	Incomplete
	Assist in the regionalization of emergency response (E-911) services.	Ongoing: Report forthcoming
	Improve department performance with a more efficient utilization of department data.	Ongoing

## BUDGET:

FIRE		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	12,355,126	12,775,737	10,031,455	12,672,574	
512000	SALARIES & WAGES	-	21,000	-	-	
513000	OVERTIME	810,434	925,000	1,015,708	925,000	
513001	TRAINING-OVERTIME	85,185	76,500	85,714	76,500	
514006	LONGEVITY	1,250	1,325	625	1,400	

# Fire

FIRE		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
514008	OUT OF GRADE	69,296	83,232	50,073	83,232	
515004	HOLIDAYS	810,705	839,679	353,596	833,078	
515012	PERFECT ATTENDANCE	48,000	-	44,050	-	
519002	EDUCATIONAL INCENTIVE	27,000	25,000	25,500	25,000	
519003	IN SERVICE TRAINING	34,924	35,000	2,790	45,000	
519004	UNIFORM ALLOWANCE	350	1,050	1,050	1,050	
519010	HAZARDOUS DUTY STIPEND	153,250	152,500	149,750	153,500	
519011	REIMBURSEMENT FOR	37,641	155,000	42,084	155,000	
519012	PHYSICAL EXAMINATION	-	14,500	3,704	14,500	
519013	OTHER LUMP SUM	700	-	-	-	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>14,433,862</b>	<b>15,105,523</b>	<b>11,806,099</b>	<b>14,985,834</b>	<b>-0.8%</b>
524003	REPAIRS-VEHICLES	154,897	175,000	140,524	185,000	
524007	REPAIRS OFFICE EQUIPMENT	-	100	-	100	
524013	REPAIRS-TOOLS &	39,714	45,000	19,005	49,750	
524030	REPAIRS-RADIO ALARM	8,536	10,000	2,127	10,000	
524034	MAINT CONTRACT-OFFC	848	6,500	299	6,500	
530000	PROFESSIONAL & TECHNICAL	3,570	-	1,785	-	
530011	ADVERTISING	-	200	-	200	
530021	TOWING	335	3,000	860	3,000	
530025	IN SERVICE TRAINING OM	2,192	2,100	208	2,100	
534000	COMMUNICATIONS	1,500	1,500	1,000	1,500	
534003	POSTAGE	294	300	294	300	
534006	EXPRESS/FREIGHT	119	150	44	150	
538005	PHOTOGRAPHY	-	100	-	100	
542000	OFFICE SUPPLIES	6,013	7,000	3,099	7,000	
542001	PRINTING & STATIONERY	235	800	493	800	
542004	COMPUTER SUPPLIES	3,634	3,400	1,451	3,400	
542005	OFFICE EQUIPMENT	804	2,500	-	2,500	
542006	OFFICE FURNITURE NOT	4,254	2,500	170	2,500	
542007	COMPUTER EQUIPMENT	2,909	9,000	-	9,000	
542008	BOOKS & BOOKBINDING	800	800	723	800	
542012	OTH EQUIPMENT NOT	1,889	2,000	822	2,000	
543011	HARDWARE & SMALL TOOLS	4,528	12,000	4,654	12,000	
548001	MOTOR GAS AND OIL	3,296	2,000	-	2,000	
548002	ANTI-FREEZE	-	500	-	500	
548003	BATTERIES	-	2,000	-	2,000	

# Fire

FIRE	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
548004 TIRES AND TUBES	5,066	15,000	18,670	20,000	
548007 VEHICLES NOT CAPITALIZED	-	-	-	-	
549000 FOOD SUPPLIES &	-	200	-	200	
550000 MEDICAL/DENTAL SUPPLIES	24,503	30,000	9,887	30,000	
558001 FIRE HOSES-REPAIRS/PARTS	6,560	7,000	-	7,000	
558003 PUBLIC SAFETY SUPPLIES	46,235	32,500	9,225	37,100	
558011 FLOWERS & FLAGS	298	-	-	-	
558015 SUPPLIES FOR MEN/WOMEN	14,062	25,500	2,315	25,500	
558016 COLORGUARD	3,250	3,250	3,250	3,250	
571000 IN STATE TRAVEL	113	100	34	100	
573000 DUES AND MEMBERSHIPS	3,329	3,600	2,879	3,600	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>343,782</b>	<b>405,600</b>	<b>223,819</b>	<b>429,950</b>	<b>6.0%</b>
558020 FIRE GRANT MATCH	6,010	-	-	-	
<b>SPECIAL ITEMS TOTAL</b>	<b>6,010</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>FIRE TOTAL</b>	<b>14,783,653</b>	<b>15,511,123</b>	<b>12,029,917</b>	<b>15,415,784</b>	<b>-0.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF ENGINEER	SULLIVAN, PATRICK 3D	2,614.73	136,713.03	153,029.50
DEPUTY CHIEF	HALLINAN, WILLIAM	2,225.96	116,385.91	136,224.80
DEPUTY CHIEF	LUCIA, JAMES	2,225.96	116,385.91	133,783.24
DEPUTY CHIEF	BREEN, CHARLES JR	2,225.96	116,385.91	133,783.24
DEPUTY CHIEF	AVERY, MICHAEL	2,225.96	116,385.91	138,658.17
DEPUTY CHIEF	TIERNEY, SEAN	2,225.96	116,385.91	135,851.12
DEPUTY CHIEF	FORREST, WALLACE	2,157.58	115,067.15	132,386.03
		2,225.96		
DISTRICT CHIEF	LEE, FRANK J	1,969.91	102,998.15	124,382.42
DISTRICT CHIEF	MURPHY, DENNIS	1,969.91	102,998.15	117,057.76
DISTRICT CHIEF	KEANE, JOHN JR	1,969.91	102,998.15	121,932.68
DISTRICT CHIEF	MAJOR, CHRISTOPHER	1,909.40	99,834.77	121,213.11
		1,969.91	102,998.15	
CAPTAIN	DOHENEY, JAMES	1,743.25	91,147.07	106,854.92
CAPTAIN	FITZPATRICK, WILLIAM	1,743.25	91,147.07	111,729.84
CAPTAIN	MCCARTHY, ROBERT	1,743.25	91,147.07	109,358.35
CAPTAIN	WALL, MATTHEW	1,743.25	91,147.07	108,897.17
CAPTAIN	LAMPLEY, VINCENT	1,743.25	91,147.07	108,897.17
CAPTAIN	ANZALONE, MICHAEL	1,743.25	91,147.07	107,373.18
CAPTAIN	GOVER, GIRARD	1,743.25	91,147.07	106,854.92

# Fire

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CAPTAIN	SILVA, KENNETH	1,743.25	91,147.07	105,813.30
CAPTAIN	FRENCH, GREGORY	1,743.25	91,147.07	108,605.26
CAPTAIN	MAURAS, STEVEN	1,743.25	91,147.07	108,790.92
CAPTAIN	MATTHEWS, MARK	1,689.71	88,347.69	107,519.15
		1,743.25	91,147.07	
LIEUTENANT	ALCARAZ, BLANCA	1,542.70	80,661.17	92,851.87
LIEUTENANT	BAKEY, TIMOTHY	1,542.70	80,661.17	94,690.47
LIEUTENANT	BELSKI, STEPHEN	1,542.70	80,661.17	94,869.62
LIEUTENANT	BYRNE, JOHN JR	1,542.70	80,661.17	95,667.10
LIEUTENANT	COLBERT, JOHN	1,542.70	80,661.17	100,435.76
LIEUTENANT	DIPALMA, DANIEL R	1,542.70	80,661.17	95,614.52
LIEUTENANT	DONOVAN, JOHN PAUL	1,542.70	80,661.17	93,725.29
LIEUTENANT	FLYNN, TIMOTHY	1,542.70	80,661.17	90,384.69
LIEUTENANT	FRENCH, PAUL	1,542.70	80,661.17	92,126.84
LIEUTENANT	GORMAN, THOMAS	1,542.70	80,661.17	96,530.39
LIEUTENANT	HOUGHTON, CHARLES	1,542.70	80,661.17	93,225.54
LIEUTENANT	KEANE, PATRICK	1,542.70	80,661.17	92,248.92
LIEUTENANT	KEENAN, JAMES	1,542.70	80,661.17	98,108.65
LIEUTENANT	KERNER, ELLIOT	1,542.70	80,661.17	98,108.65
LIEUTENANT	LIPPENS, KENNETH	1,542.70	80,661.17	92,126.84
LIEUTENANT	LONGO, STEPHEN	1,542.70	80,661.17	93,225.54
LIEUTENANT	MACK, DENNIS	1,542.70	80,661.17	98,108.65
LIEUTENANT	MACLAUGHLAN, ROBERT	1,542.70	80,661.17	95,667.10
LIEUTENANT	MARINO, MICHAEL	1,542.70	80,661.17	94,568.40
LIEUTENANT	NOLAN, DEREK	1,542.70	80,661.17	94,568.40
LIEUTENANT	NOLAN, JAMES	1,542.70	80,661.17	95,667.10
LIEUTENANT	O'DONOVAN, BRIAN	1,542.70	80,661.17	95,614.52
LIEUTENANT	ORTOLANI, STEPHEN	1,542.70	80,661.17	93,225.54
LIEUTANANT	RICHARDSON, CHARLES D.	1,542.70	80,661.17	92,248.92
LIEUTENANT	SICILIANO, CHARLES	1,542.70	80,661.17	93,225.54
LIEUTENANT	STILTNER, DAVID	1,542.70	80,661.17	97,417.43
LIEUTENANT	TEIXEIRA, GARY	1,542.70	80,661.17	93,287.42
LIEUTENANT	TIERNEY, THOMAS	1,542.70	80,661.17	92,851.87
LIEUTENANT	WILKER, ROBERT	1,542.70	80,661.17	95,667.10
LIEUTENANT	KEANE, SEAN	1,495.31	78,183.35	97,363.19
		1,542.70	80,661.17	
LIEUTENANT	SULLIVAN, PAUL M JR	1,495.31	78,183.35	97,094.73
		1,542.70	80,661.17	
LIEUTENANT	VELNEY, JOSUE	1,495.31	78,183.35	93,488.04
		1,542.70	80,661.17	
FIREFIGHTER	ALFANO, DAVID W	1,307.36	68,356.25	82,485.91
FIREFIGHTER	ARDOLINO, MARK	1,307.36	68,356.25	83,686.35
FIREFIGHTER	BARCLAY, RICHARD	1,307.36	68,356.25	82,530.30
FIREFIGHTER	BARRY, JOSEPH	1,307.36	68,356.25	80,096.93



# Fire

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	BARRY, PATRICK	1,307.36	68,356.25	84,003.42
FIREFIGHTER	BECKWITH, JOHN	1,307.36	68,356.25	82,538.49
FIREFIGHTER	BELLINI, THOMAS	1,307.36	68,356.25	83,515.11
FIREFIGHTER	BENNETT, MICHAEL	1,307.36	68,356.25	84,980.04
FIREFIGHTER	BONNER, JUSTIN	1,307.36	68,356.25	78,803.24
FIREFIGHTER	BROWN, THOMAS	1,307.36	68,356.25	82,538.49
FIREFIGHTER	CAHILL, WILLIAM	1,307.36	68,356.25	80,096.93
FIREFIGHTER	CARROLL, CHRISTOPHER	1,307.36	68,356.25	78,803.24
FIREFIGHTER	CASEY, PATRICK	1,307.36	68,356.25	76,552.21
FIREFIGHTER	CHEIMETS, STEVEN	1,307.36	68,356.25	79,697.63
FIREFIGHTER	CICOLINI, ANTONIO	1,307.36	68,356.25	78,803.24
FIREFIGHTER	CLARK, CHRISTOPHER	1,307.36	68,356.25	78,978.39
FIREFIGHTER	CLARK, JAMES	1,307.36	68,356.25	77,256.08
FIREFIGHTER	CONNELLY, ROBERT	1,307.36	68,356.25	82,538.49
FIREFIGHTER	COSTA, DANIEL	1,307.36	68,356.25	78,743.69
FIREFIGHTER	COSTA, WILLIAM	1,307.36	68,356.25	77,256.08
FIREFIGHTER	CURTIS, MICHAEL	1,307.36	68,356.25	76,552.21
FIREFIGHTER	DAVIS, JULIAN	1,307.36	68,356.25	79,120.31
FIREFIGHTER	DOMINIQUE, MELVIN	1,307.36	68,356.25	76,964.16
FIREFIGHTER	DONEGAN, DANIEL	1,307.36	68,356.25	78,743.70
FIREFIGHTER	DONOVAN, TIMOTHY	1,307.36	68,356.25	78,993.76
FIREFIGHTER	DORANT, JASON	1,307.36	68,356.25	78,993.76
FIREFIGHTER	DORANT, PATRICK	1,307.36	68,356.25	82,538.49
FIREFIGHTER	ELLIS, WILLIAM	1,307.36	68,356.25	82,538.49
FIREFIGHTER	EPPS, RYAN	1,307.36	68,356.25	79,697.63
FIREFIGHTER	FARINO, DAVID	1,307.36	68,356.25	81,254.14
FIREFIGHTER	FEHLAN, WILLIAM	1,307.36	68,356.25	80,096.93
FIREFIGHTER	FINNEGAN, MICHAEL	1,307.36	68,356.25	76,613.76
FIREFIGHTER	FITZGERALD, JOHN C.	1,307.36	68,356.25	79,120.31
FIREFIGHTER	GALVIN, ROBERT	1,307.36	68,356.25	78,978.39
FIREFIGHTER	GILLIS, PAUL	1,307.36	68,356.25	80,088.75
FIREFIGHTER	GUELPA, CHRISTINE	1,307.36	68,356.25	81,317.71
FIREFIGHTER	HALLORAN, PATRICK	1,307.36	68,356.25	83,648.99
FIREFIGHTER	HAMILTON, BARRY	1,307.36	68,356.25	79,055.32
FIREFIGHTER	HODNETT, ROBERT	1,307.36	68,356.25	79,120.31
FIREFIGHTER	HOWARD, CHRISTIAN W	1,307.36	68,356.25	77,717.26
FIREFIGHTER	HUGHES, BRENDAN	1,307.36	68,356.25	76,190.44
FIREFIGHTER	JEFFERSON, MICHAEL	1,307.36	68,356.25	76,552.21
FIREFIGHTER	JOHNSON, EARL	1,307.36	68,356.25	79,723.26
FIREFIGHTER	KANE, MATTHEW	1,307.36	68,356.25	83,686.35
FIREFIGHTER	KELLEY, THOMAS F	1,307.36	68,356.25	80,615.19
FIREFIGHTER	KHOURY, MICHAEL	1,307.36	68,356.25	78,993.76
FIREFIGHTER	KIRYLO, MATTHEW	1,307.36	68,356.25	76,556.68
FIREFIGHTER	LAYTON, KENNETH	1,307.36	68,356.25	87,413.41

# Fire

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	LAYTON, STEPHEN	1,307.36	68,356.25	80,096.93
FIREFIGHTER	LEVESQUE, JOHN	1,307.36	68,356.25	84,980.04
FIREFIGHTER	LOPEZ, THOMAS	1,307.36	68,356.25	80,096.93
FIREFIGHTER	LYONS, SHAUN	1,307.36	68,356.25	78,993.76
FIREFIGHTER	MACMULLIN, BRIAN	1,307.36	68,356.25	83,770.61
FIREFIGHTER	MARANO, JOEY	1,307.36	68,356.25	79,120.31
FIREFIGHTER	MATTERA, MICHAEL	1,307.36	68,356.25	81,439.79
FIREFIGHTER	MATTERA, VINCENT	1,307.36	68,356.25	80,096.93
FIREFIGHTER	McINNIS, KEITH	1,307.36	68,356.25	78,978.39
FIREFIGHTER	MCKENZIE, JAY	1,307.36	68,356.25	78,978.39
FIREFIGHTER	MEDEIROS, THOMAS	1,307.36	68,356.25	78,978.39
FIREFIGHTER	MOORE, SYLVESTER	1,307.36	68,356.25	80,044.36
FIREFIGHTER	MOREIRA, PAUL	1,307.36	68,356.25	81,435.32
FIREFIGHTER	NICHOLSON, MARK	1,307.36	68,356.25	80,096.93
FIREFIGHTER	NOONAN, BRENDAN	1,307.36	68,356.25	76,361.69
FIREFIGHTER	O'CONNOR, JOHN	1,307.36	68,356.25	76,190.45
FIREFIGHTER	O'HEARN, DANIELLE	1,307.36	68,356.25	81,281.49
FIREFIGHTER	O'HEARN, TIMOTHY	1,307.36	68,356.25	76,536.84
FIREFIGHTER	OTTING, FRANCIS	1,307.36	68,356.25	80,967.30
FIREFIGHTER	PAINTER, MELISSA	1,307.36	68,356.25	76,674.61
FIREFIGHTER	PANTANELLA, DAVID	1,307.36	68,356.25	83,861.50
FIREFIGHTER	PATRIQUIN, ANDREW	1,307.36	68,356.25	83,686.35
FIREFIGHTER	PEREZ, ROGER	1,307.36	68,356.25	79,697.63
FIREFIGHTER	PIWINSKI, JAMES M	1,307.36	68,356.25	78,173.64
FIREFIGHTER	PIWINSKI, JAMES P.	1,307.36	68,356.25	76,556.67
FIREFIGHTER	POPKEN, FREDERICK	1,307.36	68,356.25	80,096.93
FIREFIGHTER	POPKEN, KARL	1,307.36	68,356.25	80,096.93
FIREFIGHTER	POWERS, MICHAEL	1,307.36	68,356.25	79,697.63
FIREFIGHTER	QUINN, ROBERT	1,307.36	68,356.25	82,538.49
FIREFIGHTER	REVILLA, RODOLFO	1,307.36	68,356.25	78,155.12
FIREFIGHTER	ROSS, THOMAS	1,307.36	68,356.25	82,530.30
FIREFIGHTER	ROSSI, JOSEPH	1,307.36	68,356.25	76,964.16
FIREFIGHTER	RUF, JASON	1,307.36	68,356.25	78,985.80
FIREFIGHTER	SANCHEZ, GERMAN	1,307.36	68,356.25	82,530.30
FIREFIGHTER	SAULNIER, ERIC	1,307.36	68,356.25	78,525.74
FIREFIGHTER	SELIG, RONALD	1,307.36	68,356.25	80,096.93
FIREFIGHTER	SHARPE, FRANCIS	1,307.36	68,356.25	80,096.93
FIREFIGHTER	SULLIVAN, DENNIS	1,307.36	68,356.25	83,580.09
FIREFIGHTER	THEOPHILE, CHRIST	1,307.36	68,356.25	79,055.32
FIREFIGHTER	VELNEY, JOCEYLN	1,307.36	68,356.25	78,998.23
FIREFIGHTER	VIVEIROS, FERNANDO	1,307.36	68,356.25	78,993.76
FIREFIGHTER	WALL, MARK	1,307.36	68,356.25	79,723.26
FIREFIGHTER	WILLIAMS, KEVIN	1,307.36	68,356.25	76,190.44
FIREFIGHTER	HENRY, DOUGLAS	1,089.13	56,945.94	64,539.49

# Fire

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
		1,125.17	58,830.32	
<b>FIREFIGHTER</b>	LAYTON, RYAN	1,089.13	56,945.94	69,117.73
		1,125.17	58,830.32	
<b>FIREFIGHTER</b>	LAYTON, SEAN	1,089.13	56,945.94	71,406.85
		1,125.17	58,830.32	
<b>FIREFIGHTER</b>	LAUDANO, JOSEPH	1,089.13	56,945.94	64,539.49
		1,125.17	58,830.32	
<b>FIREFIGHTER</b>	MASSIAH, HALLAM	1,089.13	56,945.94	64,539.49
		1,125.17	58,830.32	
<b>FIREFIGHTER</b>	SAVAGE, PAUL	1,089.13	56,945.94	64,539.49
		1,125.17	58,830.32	
<b>FIREFIGHTER</b>	WHELAN, ROBERT	1,089.13	56,945.94	64,539.49
		1,125.17	58,830.32	
<b>FIRE ANALYST</b>	VACANT	1,250.00	65,500.00	65,750.00
<b>ADMINISTRATIVE ASSISTANT</b>	CICCARELLO, JANET	1,071.43	56,142.93	58,107.22
<b>FIRE APPARATUS MECHANIC</b>	DICKIE, PAUL	1,455.20	76,252.48	77,393.52
<b>SENIOR CLERK</b>	MARTIN, JOELLE	790.61	41,427.96	41,936.09

# Fire Alarm

ACCOUNT	FY14 ACTUAL	FY15 BUDGETED	FY16 PROPOSED	% CHANGE
Personal Services	889,736	914,540	972,165	6.3%
General Fund Expenditures	889,736	914,540	972,165	6.3%

## BUDGET:

FIRE ALARM	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000 SALARIES	627,615	673,176	488,046	723,627	
513000 OVERTIME	185,814	148,000	138,491	148,000	
514006 LONGEVITY	8,625	8,200	6,100	6,450	
514008 OUT OF GRADE	1,075	5,300	809	5,300	
515004 HOLIDAYS	41,306	54,164	32,660	57,988	
515012 PERFECT ATTENDANCE	700	-	900	-	
519004 UNIFORM ALLOWANCE	10,450	11,000	9,900	11,000	
519013 OTHER LUMP SUM	14,150	14,700	12,200	19,800	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>889,736</b>	<b>914,540</b>	<b>689,107</b>	<b>972,165</b>	<b>6.3%</b>
<b>FIRE ALARM TOTAL</b>	<b>889,736</b>	<b>914,540</b>	<b>689,107</b>	<b>972,165</b>	<b>6.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF FIRE ALARM OPERATOR	DOHERTY, DAVID	1,530.82	80,214.97	91,944.41
SR FIRE ALARM OPERATOR	SWANTON, JAMES	1,366.81	71,620.84	82,661.45
SR FIRE ALARM OPERATOR	BREEN, TODD	1,366.81	71,620.84	80,461.45
SR FIRE ALARM OPERATOR	SLOANE, STEPHEN	1,366.81	71,620.84	79,961.45
SR FIRE ALARM OPERATOR	WALSH, DAVID	1,366.81	71,620.84	79,961.45
FIRE ALARM OPERATOR	BREEN, SCOTT	1,220.36	63,946.86	71,622.38
FIRE ALARM OPERATOR	HERMAN, BRIAN	1,220.36	63,946.86	71,672.38
FIRE ALARM OPERATOR	BRIEN, KYLE	1,220.36	63,946.86	71,672.38
FIRE ALARM OPERATOR	CASTLE, JASON	1,050.24	55,032.58	63,240.64
		1,220.36	63,946.86	
FIRE ALARM OPERATOR	VACANT	1,016.58	53,268.79	59,838.43

# Emergency Management

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	3,576	5,700	5,700	0.0%
General Fund Expenditures	24,313	26,447	26,526	0.3%

## BUDGET:

EMERGENCY MANAGEMENT	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000 SALARIES	20,736	20,747	16,613	20,826	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>20,736</b>	<b>20,747</b>	<b>16,613</b>	<b>20,826</b>	<b>0.4%</b>
549000 FOOD SUPPLIES &	700	700	-	700	
558003 PUBLIC SAFETY SUPPLIES	689	2,400	-	2,400	
558006 UNIFORMS	1,588	2,000	2,248	2,000	
558012 BADGES	-	-	718	-	
558015 SUPPLIES FOR	-	-	200	-	
574000 INSURANCE PREMIUMS	600	600	413	600	
<b>SUBTOTAL ORDINARY</b>	<b>3,576</b>	<b>5,700</b>	<b>3,578</b>	<b>5,700</b>	<b>0.0%</b>
<b>EMERGENCY MANAGEMENT TOTAL</b>	<b>24,313</b>	<b>26,447</b>	<b>20,191</b>	<b>26,526</b>	<b>0.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HOMELAND SECURITY COORDINATOR	GRANEY, THOMAS	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 both proven and innovative crime prevention strategies and problem-solving partnerships with our community and partners in municipal government all striving to make Somerville a safe place to live, work, play, and raise a family.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	14,078,871	14,277,463	14,162,279	-0.8%
Ordinary Maintenance	478,417	593,883	556,483	-6.3%
Special Items	36,000	51,314	51,314	0.0%
General Fund Expenditures	14,593,288	14,922,660	14,770,076	-1.0%

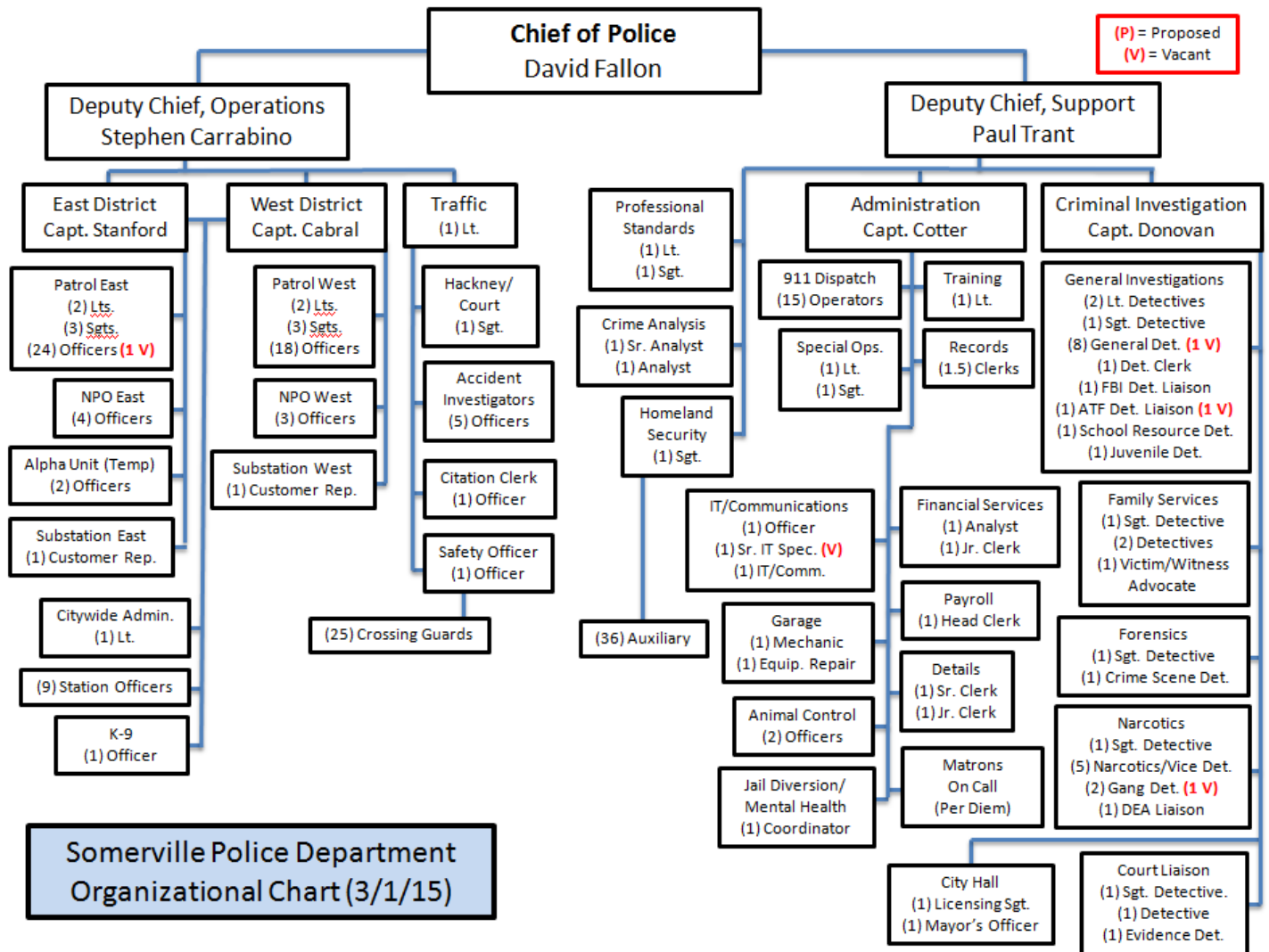
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## CHANGES BETWEEN FY2015 & FY2016:

- This budget includes funding for the Jail Diversion Clinical Coordinator to fund the Clinical Coordinator position going forward. The existing grant funds for this position run out on June 30<sup>th</sup>. This position has played a pivotal role in diverting and accessing services for at least 85 residents.
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# Police

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

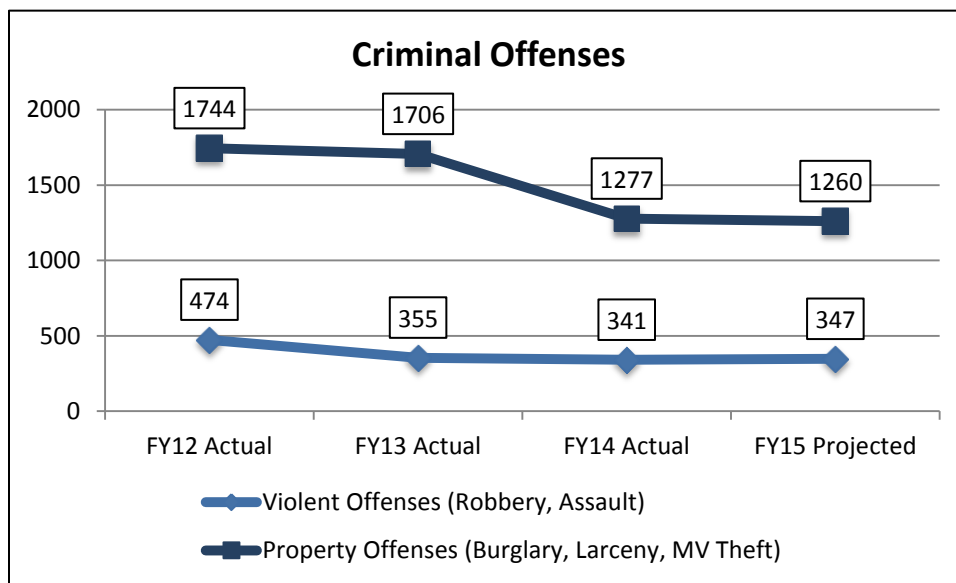
- Continued investment in training to include, discipline and accountability, Search Warrant, Crisis Intervention Training for police and all 911 Operators, Crime View Dashboard Training
- Officers trained as RAD (Rape Aggression Defense) Instructors. Classes held in partnership with Tufts University.
- The department has received a grant by the Department of Mental Health (DMH) and developed a Regional Crisis Intervention Team (CIT). Somerville has partnered with the National Alliance on Mental Illness and the Cambridge Police Department to develop the regional CIT-TACT that is serving Somerville, Cambridge, Everett, Malden, Medford, and Belmont. In total twenty four Somerville officers received 40 hours of specialized training in crisis intervention.
- Smart Policing collaborative with the Bureau of Justice, Everett Police Department and the Cambridge Police Department continued to identify high-risk offenders and offer social services through call ins.
- Developed a working relationship with ROCA, in an effort to ensure that all Somerville youth have an opportunity to reach their full potential.
- Patrol Book (Commanders Briefing Book) developed and in initial implementation phase.

# Police

- S.T.E.P.S (Students Teachers Engage Public Safety) initiative taking form and moving toward implementation phase.
- Shot Spotter acquired through UASI funding, deployed and being monitored.
- Policy Tech acquired and implemented, advancing our efforts toward State Certification.
- In collaboration with the Cambridge Health Alliance, 'Things We Carry' Workshops were offered to all staff. Topics included substance use and abuse, yoga to reduce stress, violence at work and its impact on family life workshop.

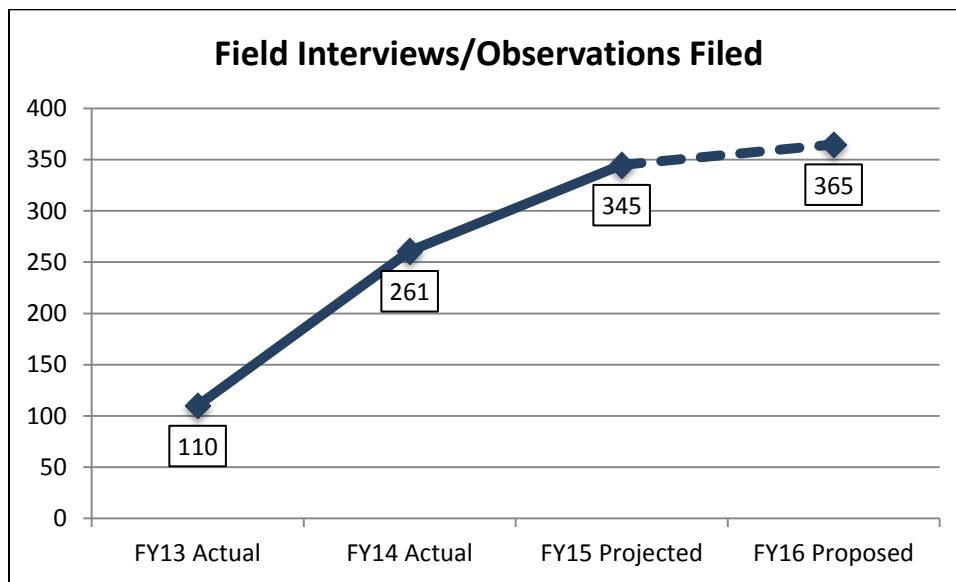
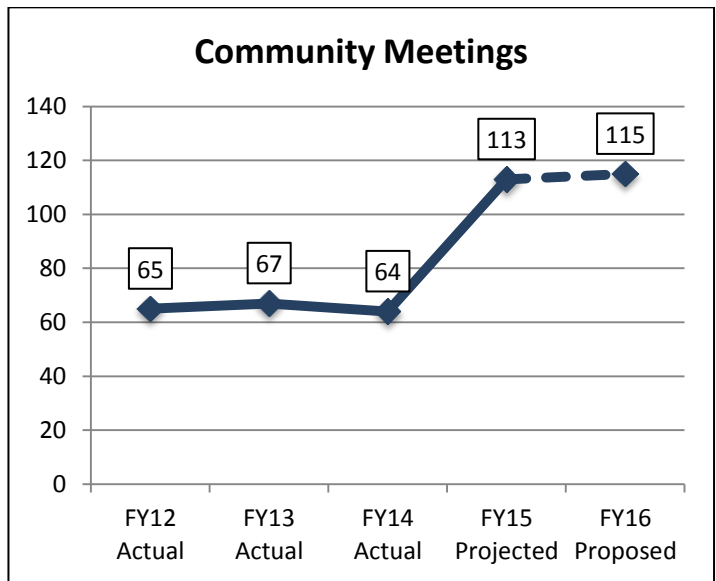
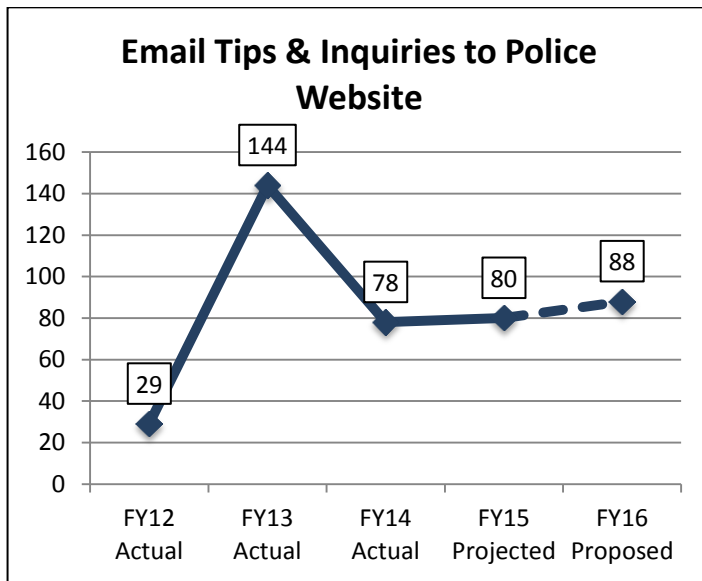
## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<b>Violent Offenses (Robbery, Assault)</b>	355	341	347	N/A
<b>Property Offenses (Burglary, Larceny, MV Theft)</b>	1706	1277	1260	N/A
<b>Community Meetings</b>	67	64	113	115
<b>SARA Projects</b>	N/A	14 (New)	7	7
<b>Email Tips and Inquiries to Police Website</b>	144	78	80	88
<b>Facebook Likes (Followers)</b>	1700 (New)	497 (Net)	479 (Net)	530 (Net)
<b>Twitter Followers</b>	1670 (New)	1723 (Net)	1635 (Net)	1800 (Net)
<b>CrimeStat Meetings</b>	21	22	18	20
<b>Field Interviews/Observations</b>	110 (New)	261	345	365
<b>Overtime</b>	\$898,203	877,095	848,303	850,000
<b>Sick Days</b>	847	935	1083	860
<b>Certification Standards Met</b>	N/A	74 of 159	109 of 159	159 of 159
<b>Accreditation Standards Met</b>	N/A	10 of 98	19 of 98	30 of 98





# Police



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
To provide every neighborhood a sense of security and improve the quality of life.		
	Increase citizen and police engagement through increased/documented citizen and business contacts	New for FY16
	Restructure Neighborhood Policing to a Community Service Unit which is regionally based. (complete through contract negotiations)	Ongoing
	Work collaboratively with the city to ensure the police department is present and available at ResiStat, Immigrant Dialog, Jail Diversion, Crisis Intervention and other community stakeholder meetings	New for FY16
	Increase utilization of SARA problem-solving model to resolve long standing community issues	New for FY16

# Police

GOAL	STRATEGIC OBJECTIVE	STATUS
	Schedule and plan 10 Walking dialogues with Teen Empowerment and community stakeholders.	New for FY16
	Implement S.T.E.P.S program Students and Teachers Engage Public Safety. Increase engagement between students, teachers and public safety officers.	New for FY16
	Increase police/citizen positive interaction with multicultural groups by conducting a series of videos, translated in various languages covering topics including, home security, reporting crimes, motor vehicle accidents.	New for FY16
Achieve state certification and continue internal management best practices to foster a more efficient, collaborative, and responsive police force. Improve police performance by establishing increased accountability and transparency.		
	Develop a written directive system in an effort to achieve state certification and accreditation.	Complete
	Maximize use of available technologies to improve efficiency. (Policy Tech acquired and deployed)	Complete
	Fully implement Commanders Briefing Book with Crime Analysis roll call briefings.	New for FY16
Continue to provide in-service training that meets all criteria for MA Training Council. Provide training in areas that are unique to the needs of the community.		
	Provide career development opportunities for all personnel through specialized training, and executive training sessions.	Ongoing
	Support training programs that train officers in problem solving and de-escalation techniques, measure as percent of officers trained.	New for FY16
	Build a strong community partnership between law enforcement and mental health providers. Provide training to officers to address issues and improve response for individuals and families impacted by mental illness and drug addiction. Measure success through Jail Diversion caseload and ROCA referrals.	New for FY16
Develop an intelligence data bank on impact events, locations, and violators. Establish Field Intelligence Observations (FIO) as measurement for populating the data bank.		
	Train all newly hired officers in FIO program.	Complete
	Increase FIO submissions.	Complete
	Supply all Detectives with iPads to improve data collection and analysis dissemination	New for FY16
Expand the use of social media		
	Provide assistance to criminal investigators through “most wanted” tweets	New for FY16
	Coordinate and track analytics on social media (followers, likes, etc.) to show trends in involvement and answer questions directed to the department.	Complete

# Police

## BUDGET:

POLICE		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	10,640,426	10,756,827	8,256,077	10,702,752	
511003	CROSSING GUARDS	251,058	371,600	228,573	371,600	
512000	SALARIES & WAGES	-	4,680	-	4,000	
513000	OVERTIME	877,095	850,000	621,761	850,000	
513001	TRAINING-OVERTIME	83,699	84,000	26,287	91,219	
514004	SHIFT DIFFERENTIALS	884,252	922,748	701,883	900,893	
514006	LONGEVITY	86,035	68,800	75,550	56,400	
514007	COURT TIME	262,378	290,000	176,847	290,000	
514008	OUT OF GRADE	10,963	10,806	11,481	10,806	
514015	OTHER DIFFERENTIALS	1,631	1,664	1,644	1,717	
515004	HOLIDAYS	659,042	677,711	335,910	659,691	
515006	HOLIDAYS NON-UNION	-	-	-	1,574	
515011	HOLIDAYS - S.M.E.A.	-	-	-	1,244	
515012	PERFECT ATTENDANCE	8,183	-	9,350	-	
519002	EDUCATIONAL INCENTIVE	3,500	4,500	2,000	4,500	
519004	UNIFORM ALLOWANCE	73,000	77,000	70,200	1,750	
519005	SICK LEAVE BUYBACK	34,988	-	131,482	-	
519006	WEAPONS PAY	-	-	-	76,800	
519007	5/2 BUYBACK	76,461	93,127	75,930	73,333	
519013	OTHER LUMP SUM	126,160	64,000	155,158	64,000	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>14,078,871</b>	<b>14,277,463</b>	<b>10,880,134</b>	<b>14,162,279</b>	<b>-0.8%</b>
524003	REPAIRS-VEHICLES	52,722	54,000	28,422	54,000	
524007	REPAIRS OFFICE EQUIPMENT	1,257	7,000	930	7,000	
524017	EQUIP MAINTENANCE	13,259	27,500	9,270	16,500	
524030	REPAIRS-RADIO ALARM	8,741	25,000	6,250	15,000	
524033	MAINT SOFTWARE	34,540	37,480	34,481	45,480	
527015	RENTALS EQUIPMENT	2,387	1,791	1,454	1,791	
530000	PROFESSIONL & TECHNCL	25,203	22,737	22,545	22,737	
530001	MEDICAL & DENTAL	127,419	125,000	64,594	125,000	
530019	DETENTION ATTENDANTS	7,252	15,000	9,752	15,000	
530021	TOWING	198	-	550	-	
530025	IN SERVICE TRAINING OM	26,945	30,000	16,210	50,000	
530028	SOFTWARE SERVICES	3,600	4,000	4,288	4,000	
534003	POSTAGE	3,500	2,500	3,534	2,500	
534007	PSTN-USAGE	18,728	21,900	15,270	21,900	

# Police

POLICE		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
542000	OFFICE SUPPLIES	20,194	17,200	10,952	17,200	
542001	PRINTING & STATIONERY	7,091	5,500	2,455	5,500	
542004	COMPUTER SUPPLIES	828	13,000	726	13,000	
542005	OFFICE EQUIPMENT	-	3,500	-	3,500	
542006	OFFICE FURNITURE	8,796	4,000	4,540	4,000	
542007	COMPUTER EQUIPMENT	234	23,000	20,022	1,000	
549000	FOOD SUPPLIES &	959	600	40	1,200	
558003	PUBLIC SAFETY SUPPLIES	66,227	68,000	52,529	68,000	
558004	MAGAZINES	3,943	2,000	1,913	2,000	
558012	BADGES	3,861	4,000	1,900	4,000	
558014	PHOTOGRAPHIC SUPPLIES	999	1,000	-	1,000	
558015	SUPPLIES FOR MEN/WOMEN	18,344	20,000	11,898	20,000	
558016	COLORGUARD	2,927	1,500	1,500	1,500	
558017	TRAFFIC SUPV SUPPLIES	2,000	31,000	25,911	8,000	
572000	OUT OF STATE TRAVEL	-	-	-	-	
572001	OUT OF STATE	1,245	2,000	-	2,000	
573000	DUES AND MEMBERSHIPS	10,585	14,000	9,090	14,000	
573001	BAPERN MEMBERSHIP	2,651	2,675	2,651	2,675	
578013	CARE OF PRISONERS	1,780	7,000	1,344	7,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>478,417</b>	<b>593,883</b>	<b>365,022</b>	<b>556,483</b>	<b>-6.3%</b>
527001	RENTAL - BUILDINGS	36,000	51,314	33,000	51,314	
<b>SPECIAL ITEMS TOTAL</b>		<b>36,000</b>	<b>51,314</b>	<b>33,000</b>	<b>51,314</b>	<b>0.0%</b>
<b>POLICE TOTAL</b>		<b>14,593,288</b>	<b>14,922,660</b>	<b>11,278,155</b>	<b>14,770,076</b>	<b>-1.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF	FALLON, DAVID	3,557.69	186,422.96	186,422.96
DEPUTY CHIEF	CARRABINO, STEPHEN	3,173.08	166,269.39	166,269.39
DEPUTY CHIEF	TRANT, PAUL R	3,173.08	166,269.39	166,269.39
CAPTAIN	CABRAL, MICHAEL	2,450.36	128,398.86	148,644.99
CAPTAIN	COTTER, BERNARD D	2,450.36	128,398.86	148,644.99
CAPTAIN	DONOVAN, JAMES	2,450.36	128,398.86	148,644.99
CAPTAIN	STANFORD, JAMES	2,450.36	128,398.86	148,644.99
LIEUTENANT	HYDE, DANIEL J	2,085.41	109,275.48	126,669.89

# Police

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIEUTENANT	POLITO, JAMES	2,085.41	109,275.48	126,669.89
LIEUTENANT	VIVOLO, CARMINE C	2,085.41	109,275.48	126,669.89
LIEUTENANT	RYMILL, GERARD J	2,085.41	109,275.48	126,669.89
LIEUTENANT	RYMILL, A WILLIAM	2,001.99	104,904.28	121,624.20
LIEUTENANT	MULCAHY, MICHAEL	2,085.41	109,275.48	126,253.41
LIEUTENANT	SHEEHAN, SEAN	2,085.41	109,275.48	126,669.89
LIEUTENANT	MITSAKIS, TIMOTHY	2,085.41	109,275.48	126,669.89
LIEUTENANT	MCCAIN, JOSEPH	2,085.41	109,275.48	126,221.41
LIEUTENANT	LAVEY, RICHARD	2,085.41	109,275.48	126,617.32
LIEUTENANT	DIGREGORIO, JEFFREY	2,085.41	109,275.48	126,711.45
SERGEANT	WARD, CHRISTOPHER	1,774.82	93,000.57	108,281.46
SERGEANT	DEOLIVEIRA, DIOGO	1,703.82	89,280.17	103,972.21
SERGEANT	TAM, JOHN Q	1,774.82	93,000.57	107,872.11
SERGEANT	FUSCO, SALVATORE	1,419.85	74,400.14	87,942.32
SERGEANT	MACARELLI, JOSEPH	1,703.82	89,280.17	103,620.21
SERGEANT	BRENNAN, NEIL P	1,774.82	93,000.57	107,904.11
SERGEANT	ISIDORO, RICO J	1,774.82	93,000.57	107,968.31
SERGEANT	GOBIEL, JOHN J	1,774.82	93,000.57	107,968.31
SERGEANT	KENNELLY, MICHAEL	1,703.82	89,280.17	104,375.84
SERGEANT	WHALEN, SCOTT	1,774.82	93,000.57	107,968.31
SERGEANT	COSTA, MARTHA F	1,703.82	89,280.17	105,850.29
SERGEANT	KIELY, MICHAEL R	1,774.82	93,000.57	107,968.31
SERGEANT	MONTE, DAVID	1,703.82	89,280.17	105,159.09
SERGEANT	REGO, DANIEL	1,703.82	89,280.17	103,917.81
SERGEANT	CHAILLE, WARREN	1,561.84	81,840.42	95,768.99
SERGEANT	MARINO, JOHN	1,703.82	89,280.17	103,901.49
PATROL04	AMERAL, MICHAEL A	1,437.10	75,303.96	91,468.64
PATROL04	BERROUET, WOLFF E	1,437.10	75,303.96	90,513.44
PATROL04	BRIOSO, DOUGLAS	1,149.68	60,243.28	73,894.75
PATROL04	BROWN, MICHAEL D	1,379.61	72,291.71	85,940.27
PATROL04	CAPASSO JR., MICHAEL R.	1,379.61	72,291.71	87,065.07
PATROL04	CAPOBIANCO, ALESSANDRO	1,379.61	72,291.71	86,485.91
PATROL04	CARR, WILLIAM F	1,264.64	66,267.22	83,262.85
PATROL04	CICERONE, FERNANDO	1,437.10	75,303.96	90,357.80
PATROL04	COLLAZO, ARIEL I	1,149.68	60,243.28	73,576.38
PATROL04	COLLETTE, WALTER , JR.	1,379.61	72,291.71	86,485.91
PATROL04	COLLINS, NEIL F	1,437.10	75,303.96	92,943.44
PATROL04	McDAID, KATHRYN M	1,379.61	72,291.71	85,140.27
PATROL04	DERVISHIAN, GEORGE	1,149.68	60,243.28	81,551.23
PATROL04	DIAZ, HENRY	1,149.68	60,243.28	73,576.38
PATROL04	DIFAVA, MARC	1,379.61	72,291.56	86,640.95
PATROL04	DIFRONZO, DANTE	1,437.10	75,303.96	89,745.44

# Police

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL04	DOTTIN, DERRICK	1,264.64	66,267.22	77,754.81
PATROL04	DOTTIN, SHANNON N	1,149.68	60,243.28	72,769.95
PATROL04	DRISCOLL, ROBERT	1,379.61	72,291.71	88,960.76
PATROL04	DUFFY, PAUL C	1,437.10	75,303.96	91,468.64
PATROL04	ELPIDOFOROS,PATRICIA	1,437.10	75,303.96	88,433.00
PATROL04	FARIA, MICHAEL	1,379.61	72,291.71	84,340.27
PATROL04	GARDNER, THOMAS	1,149.68	60,243.28	73,576.38
PATROL04	GEE, ALBERT	1,379.61	72,291.71	86,517.91
PATROL04	GILBERTI, RICHARD	1,264.64	66,267.22	80,954.81
PATROL04	HICKEY, ROBERT W	1,379.61	72,291.71	87,298.71
PATROL04	HOLLAND, MICHAEL	1,379.61	72,291.56	86,485.75
PATROL04	HOWE, JOHN J	1,379.61	72,291.71	84,340.27
PATROL04	HYDE, JAMES P	1,379.61	72,291.71	85,940.27
PATROL04	ISAACS, RANDY R	1,379.61	72,291.71	86,641.11
PATROL04	JEAN-JACQUES, YVON	1,379.61	72,291.71	86,517.91
PATROL04	JOHNSON, STEVEN	1,149.68	60,243.28	74,869.95
PATROL04	JONES, STEPHEN	1,437.10	75,304.04	89,713.53
PATROL04	LEGROS, GUERDY	1,149.68	60,243.28	73,894.75
PATROL04	LEGUISAMON DEL ROSARIO, KILSARYS	1,379.61	72,291.56	84,340.11
PATROL04	MANFRA, MARYANNE	1,379.61	72,291.71	87,317.91
PATROL04	MANZELLI, ANTHONY	1,379.61	72,291.71	88,117.91
PATROL04	MARTINEZ, OSWALDO	1,264.64	66,267.22	77,754.81
PATROL04	MARTINI, LEO D	1,379.61	72,291.71	88,117.91
PATROL04	MCGRATH, MICHAEL	1,264.64	66,267.14	78,554.72
PATROL04	MCNALLY, JAMES	1,437.10	75,303.96	93,557.80
PATROL04	MELO, CARLOS P	1,149.68	60,243.28	75,396.83
PATROL04	MONACO, ALAN	1,264.64	66,267.22	80,186.05
PATROL04	MONTINA-GARCIA, NATACHA	1,379.61	72,291.71	84,340.27
PATROL04	NADILE, ERNEST J	1,264.64	66,267.22	83,262.85
PATROL04	NARDONE, DOROTHY	1,437.10	75,303.96	90,588.29
PATROL04	OLIVEIRA, JOHN L	1,149.68	60,243.28	71,969.95
PATROL04	OMEARA, ROSS D	1,437.10	75,303.96	90,401.44
PATROL04	PASQUALINO, ROBERT	1,149.68	60,243.28	73,731.58
PATROL04	RADOCHIA, JAMES	1,149.68	60,243.28	74,596.83
PATROL04	RAMIREZ, JOSE	1,149.68	60,243.28	74,472.03
PATROL04	REMIGIO, LOUIS M	1,379.61	72,291.71	87,953.11
PATROL04	SHACKELFORD, KEVIN	1,437.10	75,303.96	89,868.64
PATROL04	SLATTERY, JAMES, JR.	1,149.68	60,243.28	73,894.75
PATROL04	SOARES, EDUARDO	1,379.61	72,291.71	86,485.91
PATROL04	ST HILAIRE, STEVE	1,264.64	66,267.22	80,986.05
PATROL04	SULLIVAN, TIMOTHY F.	1,264.64	66,267.22	80,043.65
PATROL04	SYLVESTER, SEAN	1,264.64	66,267.22	77,754.81
PATROL04	THERMIDOR, JONATHAN	1,437.10	75,303.96	89,868.64
PATROL04	UBEDA, ERICK	1,149.68	60,243.28	73,576.38

# Police

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL04	WYATT, MICHAEL J	1,149.68	60,243.28	77,431.58
PATROL04	VAN NOSTRAND, TIMOTHY	1,149.68	60,243.23	73,608.33
PATROL04	CATATAO, ASHLEY	1,149.68	60,243.23	73,608.33
PATROL04	COLLETTE, CHRISTOPHER	1,149.68	60,243.23	73,608.33
PATROL04	COSTA, JASON	1,149.68	60,243.23	74,451.18
PATROL04	GUILLEN, GRAVIN	1,149.68	60,243.23	73,608.33
PATROL04	McCAREY, MICHAEL	1,149.68	60,243.23	73,731.53
PATROL04	NEVIN, MARK	1,149.68	60,243.23	73,731.53
PATROL04	PERRONE, MICHAEL	1,149.68	60,243.23	73,589.13
PATROL04	SCHNEIDER, DEVIN	1,149.68	60,243.23	73,608.33
PATROL04	TEVES, JOSEPH	1,149.68	60,243.23	73,731.53
PATROL04	KIM, ELI	1,149.68	60,243.23	73,576.33
PATROL04	SOUSA, TYLER	1,149.68	60,243.23	74,596.78
PATROL04	CANTY, PATRICK	1,149.68	60,243.23	73,464.33
PATROL04	RIVERA, JOSEPH	1,149.68	60,243.23	73,607.84
PATROL03	ANDERSON, PAUL	1,116.86	54,279.40	71,769.85
PATROL04		1,149.68	4,368.78	
PATROL03	BECKFORD, PAUL	1,116.86	54,279.40	72,633.50
PATROL04		1,149.68	4,368.78	
PATROL03	DUCASSE-AYALA, JUAN A.	1,116.86	54,279.40	71,178.74
PATROL04		1,149.68	4,368.78	
PATROL03	GONCALVES, CASSANDRA COSTA	1,116.86	54,279.40	72,612.70
PATROL04		1,149.68	4,368.78	
PATROL03	KHOURY, MATTHEW	1,116.86	54,279.40	72,633.50
PATROL04		1,149.68	4,368.78	
PATROL03	MESSAOUDI, SAMIR	1,116.86	54,279.40	72,758.30
PATROL04		1,149.68	4,368.78	
PATROL03	PAVAO, BRIAN	1,116.86	54,279.40	71,769.85
PATROL04		1,149.68	4,368.78	
PATROL03	PULLI, MARK	1,116.86	54,279.40	72,612.70
PATROL04		1,149.68	4,368.78	
PATROL03	STANFORD, SAMUEL	1,116.86	54,279.40	72,633.50
PATROL04		1,149.68	4,368.78	
PATROL02	MOREIRA, JOSEPH A.	964.46	23,147.04	67,896.15
PATROL03		1,116.86	31,718.82	
PATROL02	LORENTI, ALEXANDER	964.46	46,351.95	63,576.30
PATROL03		1,116.86	4,244.07	
PATROL02	CLARK, SHAUN	964.46	46,872.76	63,972.31
PATROL03		1,116.86	4,244.07	
PATROL01	CABRAL, MICHAEL	934.33	8,222.10	62,277.02
PATROL02		964.46	42,050.46	
PATROL01	D'AMELIO, GEORGE	934.33	41,110.52	57,888.52
PATROL02		964.46	8,101.46	
PATROL01	PROPHETE, FRANDIANE	934.33	41,110.52	57,888.52



# Police

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL02		964.46	8,101.46	
PATROL01	JACQUET, ORLANDO	934.33	41,110.52	57,888.52
PATROL02		964.46	8,101.46	
PATROL01	FUSCO, CHRISTOPHER	934.33	41,110.52	57,888.52
PATROL02		964.46	8,101.46	
ACADEMY	LYONS-BORK, CHRISTINE	934.33	41,110.52	57,888.52
PATROL02		964.46	8,101.46	
ACADEMY	GOULART, KEVIN	934.33	41,110.52	57,888.52
PATROL02		964.46	8,101.46	
ACADEMY	O'BRIEN, ERIC	934.33	41,110.52	57,888.52
PATROL02		964.46	8,101.46	
ACADEMY	REECE, COURTNEY	934.33	41,110.52	57,888.52
PATROL02		964.46	8,101.46	
ACADEMY	TORRES, JAMES	934.33	41,110.52	57,888.52
PATROL02		964.46	8,101.46	
SR. IT SPECIALIST	VACANT	1,250.00	65,500.00	65,500.00
IT/COMMUNICATIONS JR. CLERK	CARROLL, MICHAEL	990.60	51,907.44	52,105.56
FINANCIAL ANALYST	CASSESSO, DOROTHY	1,176.93	61,671.13	61,906.52
MECHANIC	HARTSGROVE, FRED	1,312.14	68,756.14	69,018.56
SR. CRIME ANALYST	WENDT, CHRIS	1,300.00	68,120.00	68,380.00
CRIME ANALYST	RICHARDSON, MACKENZIE	961.54	50,384.70	50,577.00
VICTIM WITNESS ADVOCATE	IPUZ-CANTALUPA	786.60	41,217.84	41,375.16
JAIL DIVERSION CLINICAL COORDINATOR	VACANT/NEW HIRE	665.08	34,850.19	34,983.21
RECORDS CLERK	DIPAULO, MAUREEN	673.08	35,269.39	35,404.01
RECORDS CLERK-PART TIME	VITIELLO, THOMAS M	377.20	19,765.28	19,765.28
JR. CLERK-SUBSTATION	ROMANO, PATRICIA	744.24	38,998.18	39,997.02
JR. CLERK-SUBSTATION	RIVERA, BETSY	744.24	38,998.18	39,497.02
MOTOR EQUIPMENT	CAPASSO SR., MICHAEL	986.60	51,697.84	54,461.84
HEAD CLERK	D'ANGELIE, DIANE	961.46	50,380.50	52,322.80
JR. CLERK	CHRISTINE MASIELO	729.65	31,666.81	38,860.90
		744.24	6,698.16	
DETAIL CLERK	ROCHE, ELIZABETH	1,229.43	64,422.13	65,268.02
JR. DETAIL CLERK	CARANFA, JENNIFER	822.40	43,093.76	43,758.24



# Animal Control

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	89,774	101,980	104,750	2.7%
Ordinary Maintenance	10,243	16,395	16,050	-2.1%
General Fund Expenditures	100,017	118,375	120,800	2.0%

## BUDGET:

ANIMAL CONTROL		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	79,352	92,952	73,303	95,175	
513000	OVERTIME	6,466	4,000	3,551	4,000	
514006	LONGEVITY	750	1,000	500	1,050	
514015	OTHER DIFFERENTIALS	2,205	3,028	3,027	3,161	
515004	HOLIDAYS	-	-	-	364	
519004	UNIFORM ALLOWANCE	1,000	1,000	1,000	1,000	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>89,774</b>	<b>101,980</b>	<b>81,381</b>	<b>104,750</b>	<b>2.7%</b>
524003	REPAIRS-VEHICLES	986	1,000	62	1,000	
529010	KENNELS	-	1,000	-	1,000	
530000	PROFESSIONL & TECHNCL SVC	4,295	8,000	2,093	8,000	
530011	ADVERTISING	-	1,300	-	1,300	
530025	IN SERVICE TRAINING OM	-	200	-	200	
534003	POSTAGE	1,000	-	1,000	-	
542000	OFFICE SUPPLIES	994	1,000	590	1,000	
542001	STATIONERY	-	500	-	500	
558003	PUBLIC SAFETY SUPPLIES	2,001	2,000	589	2,000	
558006	UNIFORMS	967	1,345	130	1,000	
558012	BADGES	-	50	-	50	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>10,243</b>	<b>16,395</b>	<b>4,463</b>	<b>16,050</b>	<b>-2.1%</b>
<b>ANIMAL CONTROL TOTAL</b>		<b>100,017</b>	<b>118,375</b>	<b>85,844</b>	<b>120,800</b>	<b>2.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ANIMAL CONTROL OFFICER	APRIL TERRIO	921.68	48,296.03	51,134.09
ANIMAL CONTROL OFFICER	RACHEL TAYLOR	894.62	46,878.09	49,613.65

# E-911

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	527,450	495,500	833,640	
General Fund Expenditures	527,450	495,500	833,640	68.2%

## BUDGET:

E-911		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	373,371	384,774	317,343	707,809	
513000	OVERTIME	105,881	60,000	65,425	60,000	
514004	SHIFT DIFFERENTIALS	14,640	15,296	12,607	20,960	
514006	LONGEVITY	-	-	2,500	2,750	
515004	HOLIDAYS	26,559	28,430	23,205	35,121	
519004	UNIFORM ALLOWANCE	7,000	7,000	7,000	7,000	
519013	OTHER LUMP SUM	-	-	16,814	-	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>527,450</b>	<b>495,500</b>	<b>444,894</b>	<b>833,640</b>	<b>68.2%</b>
<b>POLICE E-911 TOTAL</b>		<b>527,450</b>	<b>495,500</b>	<b>444,894</b>	<b>833,640</b>	<b>68.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
E-911 OPERATOR	CORNELIO, CHRISTINE	997.52	52,270.05	57,110.74
E-911 OPERATOR	DEFRANZO, ROBYN	997.52	52,270.05	57,110.74
E-911 OPERATOR	DESCHENES, JEANNE	973.12	50,991.49	55,768.74
E-911 OPERATOR	DESOUSA, SUSAN	997.52	52,270.05	57,110.74
E-911 OPERATOR	VACANT	889.25	46,596.70	50,905.89
E-911 OPERATOR	HARTSGROVE, ROBERT	889.25	46,596.70	50,905.89
E-911 OPERATOR	KIELY, JULIE	997.52	52,270.05	57,110.74
E-911 OPERATOR	LENNON, SCOTT	997.52	52,270.05	57,110.74
E-911 OPERATOR	LEWON, MAUREEN J.	889.25	46,596.70	51,155.89
E-911 OPERATOR	MCKENNA, JOAN	997.52	52,270.05	57,110.74
E-911 OPERATOR	MEDEIROS, THERESA	997.52	52,270.05	57,110.74
E-911 OPERATOR	MOBILIA, JANEEN	889.25	46,596.70	50,905.89
E-911 OPERATOR	VALLERY, KRISTINE	997.52	52,270.05	57,110.74
E-911 OPERATOR	WARD, KENNETH	997.52	52,270.05	57,110.74

# Traffic & Parking

## MISSION STATEMENT:

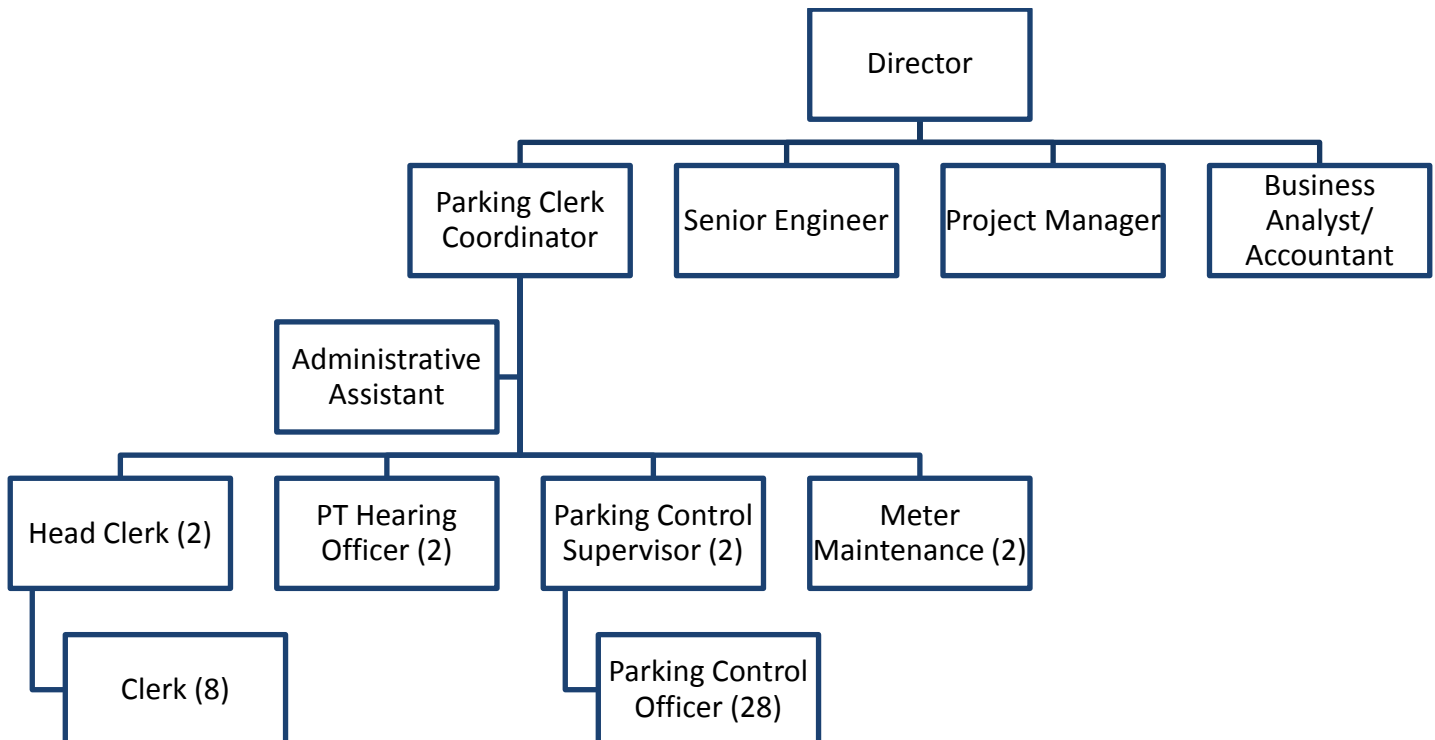
To provide comprehensive supervision and coordination of all parking, transportation, and traffic-related functions in order to support public safety, economic activity, and resident needs. Traffic and Parking enforces and maintains an extensive network of traffic and parking regulations and equipment that ensures the public right-of-way is as safe and accessible as possible, for as many types of users as possible.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	2,293,839	2,497,911	2,545,188	1.9%
Ordinary Maintenance	873,706	1,363,920	1,408,276	3.3%
General Fund Expenditures	3,167,546	3,861,831	3,953,464	2.4%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



# Traffic & Parking

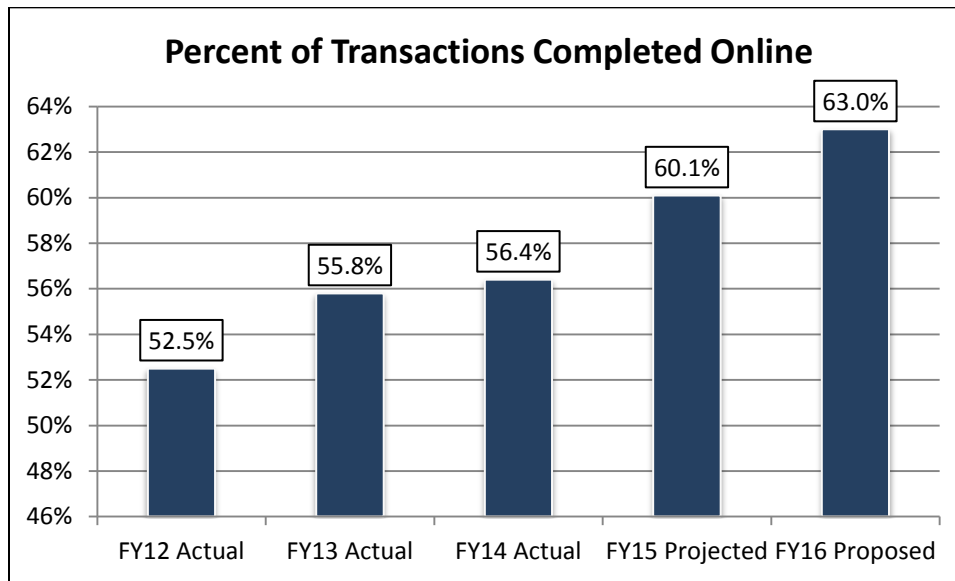
## FY2015 ACCOMPLISHMENTS:

- Incorporated the use of pay by phone technology to enhance the existing meter fleet. Somerville was the first in the Greater Boston Area to provide this convenient payment method.
- Installed meters in the Assembly Square area.
- Implemented a chicane on Lowell Street.
- Increased the number of blinking stop and pedestrian signs to improve public safety.
- Implemented new Temporary Handicap Parking program in conjunction with the City's ADA Coordinator.
- Coordinated with GLX Team to expedite the construction of future stations.
- Implemented Valet Parking program.
- Painted over 4 miles of green bike lanes and repainted bike sharrows, crosswalks and stop lines throughout the City.
- Worked in conjunction with SPD and MassDOT to reduce the speed limits on Lowell Street, Porter Street, Munroe Street and Kidder Ave to 25 MPH.
- Continued to cross-train and evaluate the productivity of staff, resulting in improved customer service and productivity department wide.
- Continued to integrate additional Intelligov work orders associated with the Traffic and Parking Department:
  - Work orders are coordinated within all of the divisions of the department, resulting in less duplication in efforts by staff
  - Increased record keeping, easing the adjudication process
  - Reduced response time to constituents

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Parking meter revenue	\$1,734,220	\$1,594,766	\$1,590,000	\$1,700,000
Parking violation revenue (includes delinquent violations)	\$5,940,105	\$5,226,632	\$5,187,500	\$4,970,000
Parking warnings issued	3,498	4,585	4,600	4,700
Parking violations issued (including warnings and guest pass checks)	314,621	291,612	252,000	290,000
Percent of transactions completed online	55.8%	56.4%	60.1%	63%
Bicycle sharrows repainted	N/A	N/A	400	400
Bike Lanes painted	N/A	N/A	4 miles	8 miles
Crosswalks repainted	N/A	N/A	788	800

# Traffic & Parking



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Leverage new technologies to improve operational efficiency and enhance customer service.		
	Overhaul meter fleet in business districts to smart meters.	Ongoing
	Upgrade Ticket Processing System.	Ongoing
	Incorporate new dashboard for ticket processing for additional transparency in the department.	New for FY16
	Begin collecting and evaluating data in collaboration with SomerStat to assess the potential for demand-based pricing in central business districts.	New for FY16
Improve customer service.		
	Continue to cross-train and implement performance metrics to ensure each staff member's knowledge of permits and procedures is consistent throughout the department.	Ongoing
	Utilize secret shopper and online surveys to ensure professional and courteous service, prompt and accurate responses to constituent requests, and reliable access to government services.	Ongoing
	Improve adjudication process by including online responses to constituents.	New for FY16
Improve accessibility and safety of streets.		
	Paint 400 bicycle sharrows. Paint eight miles of bicycle lanes.	Ongoing
	Repaint 800 crosswalks.	Ongoing
	In coordination with the Bicycle Committee pilot new bike lane paint materials.	New for FY16
	Work in conjunction OSPCD to continue to develop mobility plans that adapt with ongoing City construction. This will ensure traffic flows efficiently throughout the City and enhances pedestrian safety.	New for FY16

# Traffic & Parking

## BUDGET:

TRAFFIC & PARKING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	2,048,055	2,278,700	1,727,983	2,342,155	
511002	SALARIES - MONTHLY	3,300	3,300	2,750	3,300	
512000	SALARIES & WAGES	19,476	20,213	15,876	-	
513000	OVERTIME	111,212	82,000	110,115	82,000	
514006	LONGEVITY	24,725	27,650	13,250	24,900	
514008	OUT OF GRADE	543	800	1,535	800	
514015	OTHER DIFFERENTIALS	45,035	48,648	45,875	49,236	
515006	HOLIDAYS NON-UNION	-	-	-	821	
515011	HOLIDAYS - S.M.E.A.	-	-	-	5,376	
515012	PERFECT ATTENDANCE	3,400	-	3,500	-	
519004	UNIFORM ALLOWANCE	22,500	20,100	21,000	20,100	
519013	OTHER LUMP SUM	15,170	-	12,993	-	
519015	AUTO ALLOWANCE	425	16,500	-	16,500	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>2,293,839</b>	<b>2,497,911</b>	<b>1,954,876</b>	<b>2,545,188</b>	<b>1.9%</b>
524001	R&M - BUILDINGS &	-	5,000	-	2,500	
524003	REPAIRS-VEHICLES	3,981	3,000	611	3,000	
524006	REPAIRS-COMMUN. EQUIP.	-	10,000	255	10,000	
524007	REPAIRS OFFICE EQUIPMENT	-	50	-	-	
524028	REPAIRS-PARKING METERS	11,604	18,320	14,125	23,150	
524029	REPAIRS-HIGHWAYS	144,851	150,000	49,008	150,000	
524034	MAINT CONTRACT-OFFC	1,713	3,127	1,170	3,000	
527000	RENTALS	36,278	72,280	46,250	103,000	
527015	RENTALS EQUIPMENT	3,235	716	-	-	
530000	PROFESSIONL & TECHNCL SVC	321,175	623,000	184,218	623,000	
530008	EMPLOYEE TRAINING	50	250	-	250	
530011	ADVERTISING	4,101	8,529	1,260	8,500	
530018	POLICE DETAIL	172	3,500	516	-	
534003	POSTAGE	2,947	3,000	144	15,576	
542000	OFFICE SUPPLIES	5,721	5,302	1,722	5,300	
542001	PRINTING & STATIONERY	29,477	36,275	23,060	40,000	
542005	OFFICE EQUIPMENT	491	250	-	250	
542006	OFFICE FURNITURE	1,390	-	4,588	-	
542007	COMPUTER EQUIPMENT	850	850	-	850	
542008	BOOKS & BOOKBINDING	-	300	-	-	
543011	HARDWARE & SMALL TOOLS	2,618	3,881	684	3,800	

# Traffic & Parking

TRAFFIC & PARKING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
549000	FOOD SUPPLIES &	-	-	-	-	
553001	SIGNS AND CONES	72,896	71,299	40,607	71,000	
558003	PUBLIC SAFETY SUPPLIES	-	200	-	200	
558006	UNIFORMS	30	2,646	-	2,500	
558012	BADGES	55	500	-	500	
571001	IN STATE CONFERENCES	200	-	255	300	
573000	DUES AND MEMBERSHIPS	645	645	595	600	
578001	CREDIT CARD CONVENIENCE	229,227	341,000	199,053	341,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>873,706</b>	<b>1,363,920</b>	<b>568,120</b>	<b>1,408,276</b>	<b>3.3%</b>
<b>TRAFFIC &amp; PARKING TOTAL</b>		<b>3,167,546</b>	<b>3,861,831</b>	<b>2,522,996</b>	<b>3,953,464</b>	<b>2.4%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>DIRECTOR</b>	RINFRET, SUZANNE	1,919.40	100,576.56	100,960.44
<b>PARKING CLERK COORDINATOR</b>	VACANT	1,250.00	65,500.00	65,500.00
<b>ACCOUNTANT</b>	LESSIN, ALEX	1,188.70	62,287.88	62,525.62
<b>SENIOR ENGINEER</b>	SMITH, TERENCE	1,392.92	72,989.01	77,191.27
<b>PT HEARING OFFICER</b>	VIVOLO, JOSEPH	488.02	25,572.25	25,669.85
<b>PT HEARING OFFICER</b>	SUSI, DELIO	504.21	26,420.60	26,521.45
<b>SPECIAL PROJECTS MANAGER</b>	VACANT	430.00	22,532.00	22,532.00
<b>PT OFFICE STAFF</b>	LESAGE, EVELYN	418.60	21,934.64	21,934.64
<b>ADMINISTRATIVE ASSISTANT</b>	ACCAPUTO, LAURA	1,071.43	56,142.93	58,107.22
<b>HEAD CLERK</b>	SULLIVAN, BARBARA	980.69	51,388.16	52,784.29
<b>HEAD CLERK</b>	AMENTA, DONNA	980.69	51,388.16	53,184.29
<b>PRINCIPAL CLERK</b>	O'CONNOR, MARY JO	896.81	46,992.84	48,372.21
<b>PRINCIPAL CLERK</b>	FORD, KIMBERLY	879.23	27,431.98	47,380.51
		896.81	18,922.69	
<b>JUNIOR CLERK</b>	AUFIERO, KRISTIN	701.90	22,601.18	37,830.49
		729.65	14,738.93	
<b>JUNIOR CLERK</b>	SULLIVAN, MAUREEN	744.24	38,998.18	40,147.02
<b>JUNIOR CLERK</b>	MAHAN PRATT, KATHERINE	744.24	38,998.18	39,997.02
<b>JUNIOR CLERK</b>	DEBONA, JULLIANE	729.65	22,765.08	39,038.90
		744.24	15,777.89	
<b>JUNIOR CLERK</b>	JOSEPH, WIDLINE	701.90	12,634.20	38,724.54
		729.65	25,099.96	
<b>JUNIOR CLERK</b>	PARZIALE, LISA	701.90	11,651.54	38,263.39
		729.65	26,121.47	
<b>PARKING METER REPAIRMAN</b>	COLLETTE, JOSEPH	959.02	50,252.65	53,863.15

# Traffic & Parking

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PARKING METER REPAIRMAN	SMYTH, THOMAS	919.02	48,156.65	51,135.18
SIGN REPAIRMAN	HALLETT, EDWARD	919.02	48,156.65	51,689.55
SIGN REPAIRMAN	ZAMBAKIS, THEOFANIS	919.02	48,156.65	50,752.79
PCO WORKING SUPERVISOR	DOE, TAMMY	966.50	50,644.60	54,969.61
PCO WORKING SUPERVISOR	SMITH, LINDA	1,063.16	55,709.58	60,222.11
PARKING CONTROL OFFICER	ANDERSON, LEE	775.36	40,628.86	43,027.99
PARKING CONTROL OFFICER	HAYNES, ANDREW	852.90	44,691.96	47,226.01
PARKING CONTROL OFFICER	COMO, ANDREW	790.70	24,353.56	44,822.48
		852.90	18,422.64	
PARKING CONTROL OFFICER	LAPIANA, MICHAEL	789.49	41,369.28	44,292.99
PARKING CONTROL OFFICER	BRESCIA, RICHARD	789.49	41,369.28	44,800.89
PARKING CONTROL OFFICER	KILLOREN, MARY	789.49	41,369.28	44,550.89
PARKING CONTROL OFFICER	SAINT CYR, DENIS	790.70	24,353.56	44,822.48
		852.90	18,422.64	
PARKING CONTROL OFFICER	COLLETTE, ANNE	789.49	41,369.28	44,600.89
PARKING CONTROL OFFICER	MORANI, JOHN	789.49	41,369.28	44,550.89
PARKING CONTROL OFFICER	MELLO, JAMES	790.70	948.84	47,043.14
		852.90	43,668.48	
PARKING CONTROL OFFICER	SILVESTRI, ANTHONY	789.49	41,369.28	44,550.89
PARKING CONTROL OFFICER	SOARES, ANA	789.49	41,369.28	44,600.89
PARKING CONTROL OFFICER	GOODE, PAUL	789.49	41,369.28	44,450.89
PARKING CONTROL OFFICER	CAPUANO, DAVID	868.44	45,506.26	48,741.03
PARKING CONTROL OFFICER	SINGH, DALVIR	868.44	45,506.26	49,091.03
PARKING CONTROL OFFICER	RONAN, MARY	868.44	45,506.26	48,841.03
PARKING CONTROL OFFICER	MASCI, JASON	868.44	45,506.26	49,091.03
PARKING CONTROL OFFICER	VACANT	790.70	41,432.68	43,858.50
PARKING CONTROL OFFICER	PAIVA, GREGG	789.49	41,369.28	44,550.89
PARKING CONTROL OFFICER	FILOSI, JOHN	868.44	45,506.26	48,567.34
PARKING CONTROL OFFICER	DODIN, DELINCE	868.44	45,506.26	48,841.03
PARKING CONTROL OFFICER	LAFEE, ROBERT	852.90	44,691.96	47,226.01
PARKING CONTROL OFFICER	MORRIS, PAUL	868.44	45,506.26	48,741.03
PARKING CONTROL OFFICER	FUCILE, SALVATORE	852.90	19,957.86	47,164.93
		868.44	25,184.76	
PARKING CONTROL OFFICER	EDOUARD, FEDLER	789.49	41,369.28	44,292.99
PARKING CONTROL OFFICER	PORTES, JUAN	775.36	6,668.10	43,646.88
		789.49	34,579.66	
PARKING CONTROL OFFICER	CAREY, THOMAS	789.49	41,369.28	43,792.99



# Health & Human Services

## MISSION STATEMENT:

To improve the quality of life for all people in the City by preventing disease and injury, engaging the community, promoting healthy behaviors, improving accessibility, protecting the environment and creating a city that is a healthy place to live, work, play and raise a family.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	1,450,721	1,759,683	1,975,726	12.3%
Ordinary Maintenance	84,891	160,330	288,830	80.1%
General Fund Expenditures	1,535,612	1,920,013	2,264,556	17.9%

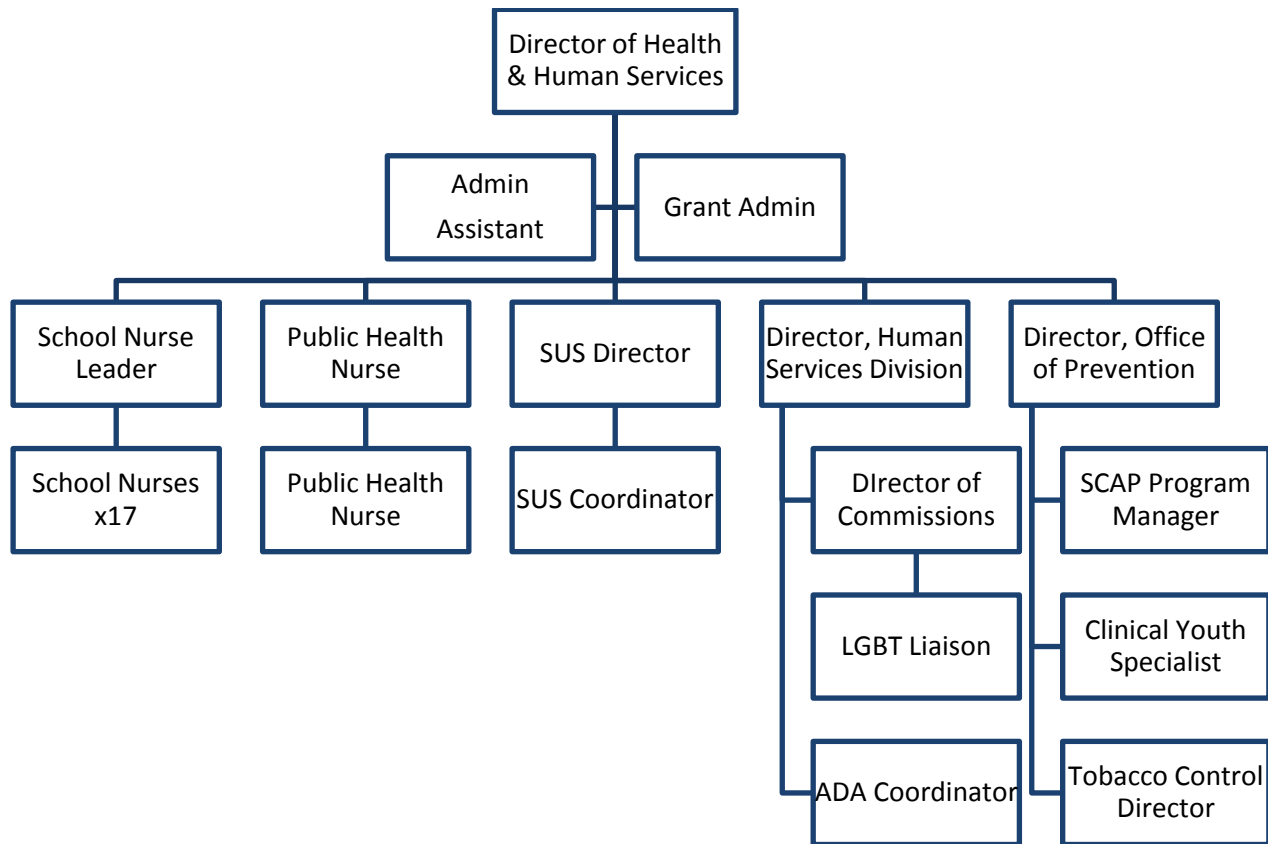
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## CHANGES BETWEEN FY2015 & FY2016:

- Hired a new Director.
  - Undertaking an evaluation and focused definition of the role of Human Services.
  - Expanded the umbrella of Health and Human Services to include the Council on Aging, Veterans' Services, and SomerPromise.
  - Two positions; SCAP Program Director and the Director of Prevention Services, salaries in the Office of Prevention have been transferred from grant funding to the general fund.
  - Additional funds were added to the Professional & Technical Services budget to support training and continuing education for staff.
  - Other differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
-

# Health & Human Services

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Expanded mental health regional training to further the work of jail diversion for the mentally ill.
- Developed a system to track every police encounter and follow-up for the Jail Diversion program and consolidated data providing information to develop specific targeted strategies and identify further grants opportunities.
- Provided two community forums on opioid abuse prevention including resident training in the use of Narcan.
- Expanded flu vaccine clinics to church locations in order to target traditionally un-vaccinated populations.
- Provided vaccination series to 49 unaccompanied minors to allow school entrance.
- Completed the ADA Self-Evaluation which now serves as the State's model, and obtained public feedback.
- Implemented a temporary handicap parking program for residents.
- Provided SPF100 for 20 students.
- Hosted/Co-hosted over 20 community events including 3-5 community events, 3-5 presentations & 2 community forums on timely topics using YRBS data.
- Used Facebook and other social media outlets to connect with the community and provide information about events and activities in Somerville.

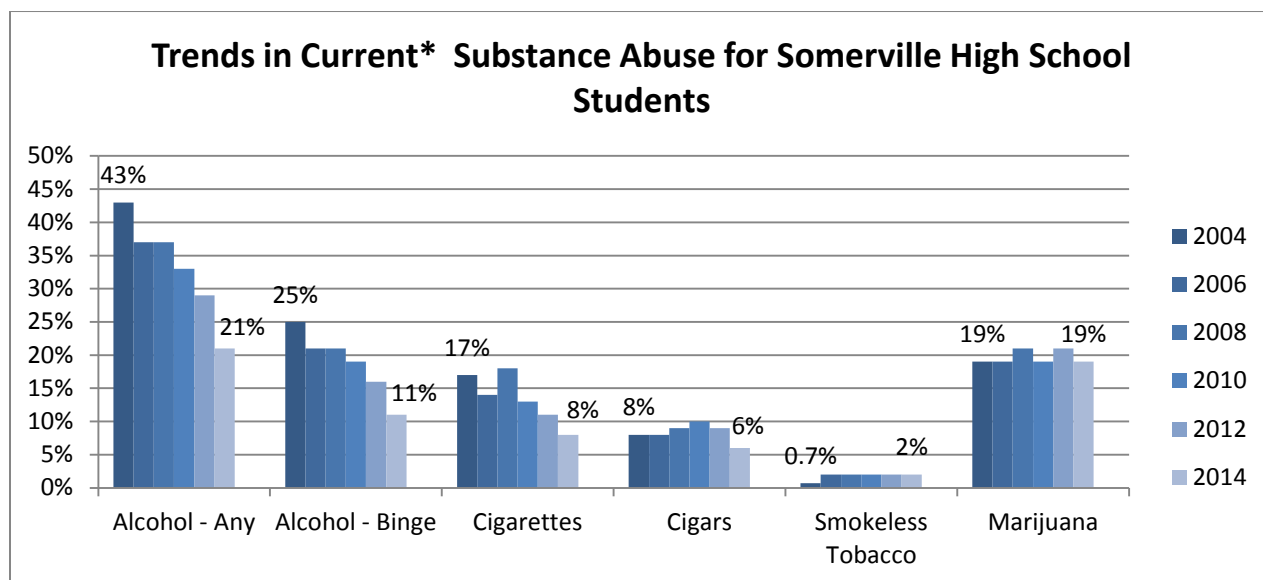
# Health & Human Services

## PERFORMANCE METRICS:

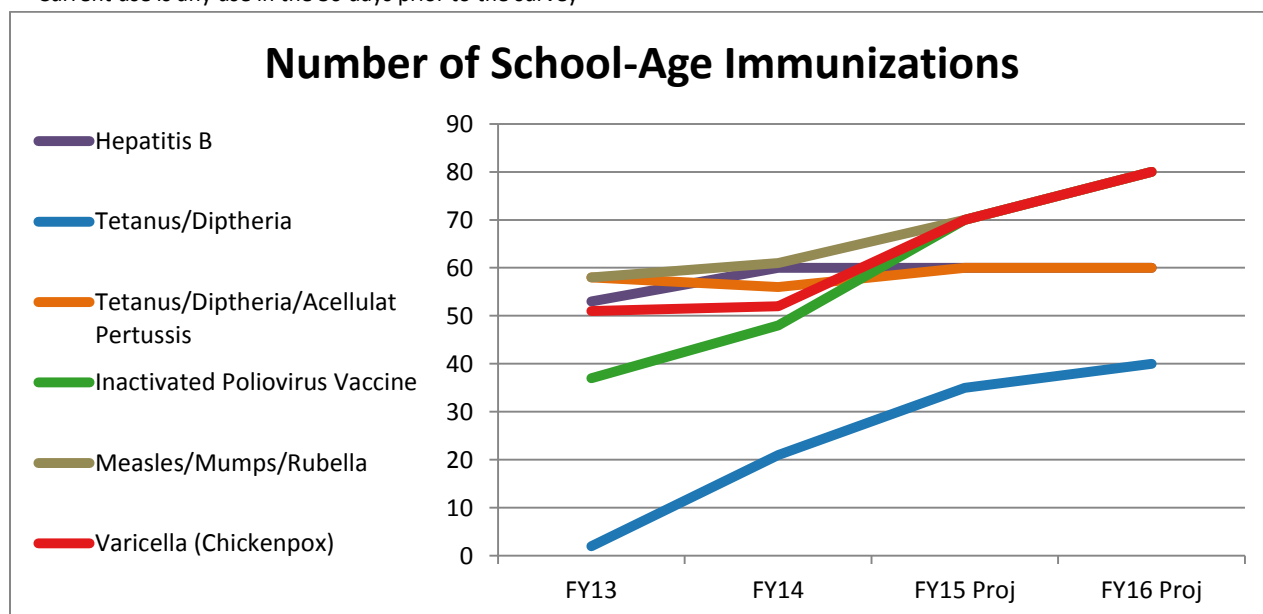
MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Influenza Vaccinations <sup>1</sup>	800	814	684	680
TDaP Vaccinations <sup>2</sup>	11	46	0	0
Somerville Public School Nurse visits	35,832	39,134	43,550	43,000
Number of employees trained (ADA)	165	120	100	150
ADA Complaints investigated/resolved	5	23	10	N/A
SCPD meetings held	7	10	11	11

<sup>1</sup> FY15 decreased state allocation from FY14

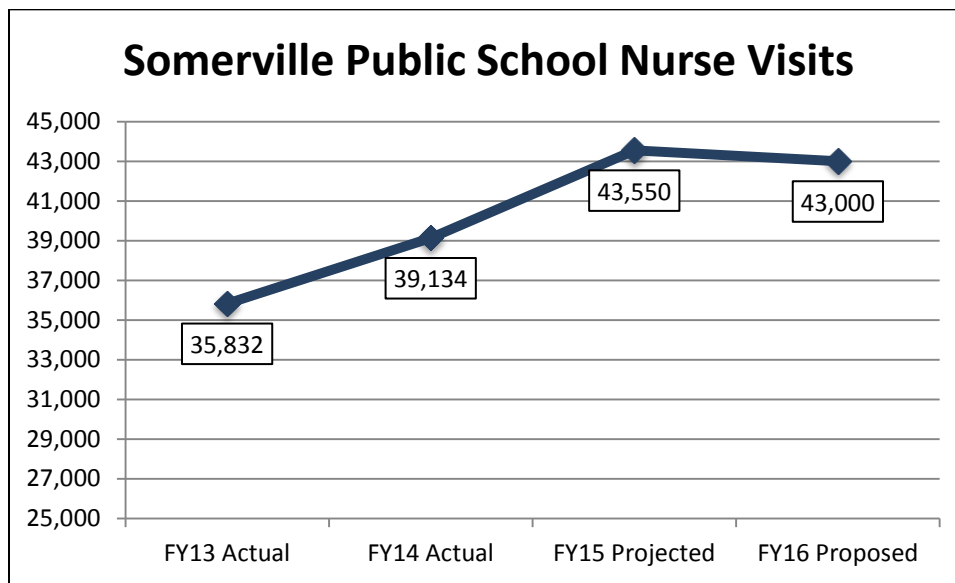
<sup>2</sup> FY15 Free TDaP vaccination program was discontinued due to lack of response/need from residents and vaccine had to be discarded due to expiration before use. FY16 the program was not re-introduced.



\* Current use is any use in the 30 days prior to the survey



# Health & Human Services



## Mental Health Trainings: FY15 YTD

PARTICIPANTS	POPULATION TRAINED	TYPE OF TRAINING
90	Police Crisis Intervention Team	Trauma Response
80	Community Professionals	Trauma Response Network
24	Youth	Self-Care & Relationships
24	Senior Citizens	Senior Care
29	Community Members	Mental Health First Aid
16	Service Agency Staff	Mental Health First Aid
38	911 Operators	Mental Health First Aid
12	Health Career Students	Youth Mental Health First Aid
19	School Nurses	Youth Mental Health First Aid
22	Community Members	'Train the Trainer' & Mental Health

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
6 City Tobacco Control Collaborative	MA DPH/CDC	\$95,000
Capacity Building	CHNA-17	\$5,000
MassCall3	City of Cambridge/MADPH	\$11,000
Youth Leadership	CHNA-17	10,000
TB Case Management	CHA/MADPH	Pending State Availability
Emergency Preparedness	CHA/MADPH	15,603

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Provide prevention opportunities to Somerville youth and the community.		
	Provide SPF100 for high school and middle school students.	Ongoing

# Health & Human Services

GOAL	STRATEGIC OBJECTIVE	STATUS
	Provide multiple community events/forums to provide stakeholders with information around the current YRBS data.	Ongoing
	Increase awareness and strategies to support children's mental health, build resiliency, and bullying.	New for FY16
<b>Develop and expand the Somerville Police Department Jail Diversion Program.</b>		
	Collect data on the number of police encounters with mentally ill that were diverted.	Complete
	Increase diversion and prevention opportunities.	Ongoing
<b>Sustain and grow capacity for the Trauma Response Network.</b>		
	Expand and sustain network of psychiatrist and adolescent clinicians as well as the Riverside Trauma Center and community providers that we can call upon and engage in the event of a crisis.	Ongoing
	Engage school and non-school hour related programs in training staff in YMHA as well as stress management strategies.	New for FY16
<b>Increase the visibility and opportunities for the Somerville Office of Commissions and Volunteers</b>		
	Sponsor/Co-sponsor events that focus individually and together on the diverse community of Somerville.	Ongoing
	Identify new community event opportunities to increase awareness and educational opportunities	Ongoing
	Increase use of social media to raise awareness and engage the community on the contributions from our diverse Somerville community.	Ongoing
	Collaborate with public schools for respectful, healthy relationships between friends & classmates to reduce derogatory and racial slurs in and out of school environments.	New for FY16
<b>Evaluate and re-engage program and policy work of Shape Up Somerville</b>		
	Increase the number of restaurants participating in the Shape Up Approved: Eat Well program	Ongoing
	Develop tools to sustain and maintaining restaurant owner/manager/staff engagement for new and existing restaurant compliance.	New for FY16
	Develop tools for evaluating program recognition, usage by patrons, and restaurant compliance.	New for FY16
	Market and recruit Somerville employers to participate in SUS by establishing new partnerships and leveraging existing ones.	New for FY16
	Improve access to fresh and culturally appropriate food to underserved communities.	New for FY16
	Monitor/track sales of fresh produce at 4 markets (winter and summer); evaluate product purchase and reported behavior changes of customer use.	New for FY16
<b>Provide prevention, communicable disease investigation and surveillance through Public Health Nursing</b>		
	Provide communicable disease investigation, surveillance, and (as required) disease case management.	Ongoing
	Identify other potential immunization clinic location including childcare	New for FY16

# Health & Human Services

GOAL	STRATEGIC OBJECTIVE	STATUS
	and shelter locations.	
	Explore immunization clinic at worksites (pending availability).	New for FY16
	Collaborate with Council on Aging on fragility screening and intervention initiative.	New for FY16 & Ongoing
	Collaborate with ISD on development of policy and procedures for shared topics (i.e. food, outbreaks, and inspections).	New for FY16 & Ongoing
<b>School Nursing will provide on-going nursing services for students in Public Schools</b>		
	Provide school nurses with training to manage new computer program (Health Office Anywhere) to track school nurse health visits	New for FY16
	Engage and collaborate with School Administration to support ongoing efforts on immunization compliance, screenings, and care polices	Ongoing
	Analyze school nurse visits to inform work plan for prevention and education	New for FY16
<b>Public Health Nurses will increase emergency preparedness activities</b>		
	Transition emergency preparedness from planning to implementation to allow us to test plans and make changes as needed.	New for FY16
<b>Evaluate and define the Human Services Division.</b>		
	Identify, prioritize, and implement community needs to ensure a successful, efficient, and sustainable division.	New for FY16
	Hold public meetings for community feedback.	New for FY16
	Resolve ADA complaints quickly and provide reasonable accommodations to employees and residents when requested and warranted.	Ongoing

## BUDGET:

HEALTH & HUMAN SERVICES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	1,329,967	1,647,266	1,167,649	1,840,831	
511002	SALARIES - MONTHLY	35,067	35,067	29,222	35,067	
512000	SALARIES & WAGES	47,663	61,500	45,870	75,000	
513000	OVERTIME	11,796	6,000	7,985	7,800	
514006	LONGEVITY	8,675	8,450	4,500	8,850	
515006	HOLIDAYS NON-UNION	-	-	-	2,676	
515011	HOLIDAYS - S.M.E.A.	-	-	-	4,102	
515012	PERFECT ATTENDANCE	1,900	-	-	-	
519013	OTHER LUMP SUM	14,454	-	10,384	-	
519015	AUTO ALLOWANCE	1,200	1,400	1,160	1,400	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>1,450,721</b>	<b>1,759,683</b>	<b>1,266,770</b>	<b>1,975,726</b>	<b>12.3%</b>
524007	REPAIRS OFFICE EQUIPMENT	297	500	-	500	

# Health & Human Services

HEALTH & HUMAN SERVICES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
524034	MAINT CONTRACT-OFFC	625	700	225	700	
527000	RENTALS	811	3,500	754	3,500	
530000	PROFESSIONL & TECHNCL SVC	56,519	97,600	78,413	231,600	
530008	EMPLOYEE TRAINING	1,538	5,000	2,534	5,000	
530011	ADVERTISING	-	350	-	350	
534003	POSTAGE	300	300	-	500	
542000	OFFICE SUPPLIES	3,096	3,800	3,688	4,000	
542001	PRINTING & STATIONERY	2,284	2,500	1,016	4,000	
542005	OFFICE EQUIPMENT	742	500	-	500	
542006	OFFICE FURNITURE NOT	-	-	1,482	500	
549000	FOOD SUPPLIES &	192	400	422	400	
550000	MEDICAL/DENTAL SUPPLIES	15,053	30,000	14,876	30,000	
551000	EDUCATIONAL SUPPLIES	-	250	-	250	
558004	MAGAZINES & PUBLICATIONS	40	150	1,114	150	
558006	UNIFORMS	1,500	2,000	-	1,000	
558018	PROGRAM SUPPLIES &	-	9,700	154	3,160	
571000	IN STATE TRAVEL	-	200	296	200	
572000	OUT OF STATE TRAVEL	-	-	-	-	
572001	OUT OF STATE CONFERENCES	-	-	-	-	
573000	DUES AND MEMBERSHIPS	1,115	1,500	1,490	1,500	
578007	REIMB OF LICENSES	780	1,380	1,320	1,020	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>84,891</b>	<b>160,330</b>	<b>107,783</b>	<b>288,830</b>	<b>80.1%</b>
<b>HEALTH &amp; HUMAN SVCS TOTAL</b>		<b>1,535,612</b>	<b>1,920,013</b>	<b>1,374,553</b>	<b>2,264,556</b>	<b>17.9%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>HEALTH &amp; HUMAN SERVICES DIRECTOR</b>	DOUGLAS KRESS	1,938.61	101,583.16	101,970.89
<b>DIRECTOR OF HUMAN SERVICES</b>	BACCI, NANCY	1,310.33	68,661.29	68,923.36
<b>DIRECTOR OF COMMISSIONS</b>	DARAI, SONJA	1,283.46	67,253.30	67,510.00
<b>PUBLIC HEALTH NURSE</b>	MCCARRON, DINA	1,323.33	68,019.16	70,253.95
		1,370.12	1,370.12	
<b>ADA COORDINATOR</b>	ALLEN, BETSY	1,200.44	62,903.06	63,143.14
<b>ADMINISTRATIVE ASSISTANT</b>	TEIXEIRA, KATHY	1,469.04	25,855.10	78,905.48
		1,472.89	51,256.57	
<b>PUBLIC HEALTH NURSE</b>	BARTLETT, MARLENE	1,179.09	61,784.32	63,470.13
<b>SCHOOL NURSE</b>	EMENS, THERESA	1,057.69	55,422.96	56,484.49

# Health & Human Services

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SCHOOL NURSE	LUKAN, YETUNDE	923.08	48,369.39	48,554.01
SCHOOL NURSE	BINGAY, WILLIAM	1,057.69	55,422.96	56,484.49
SCHOOL NURSE	HARRIS, SARA	807.69	12,599.96	47,480.85
		923.08	33,969.34	
SCHOOL NURSE	CHAMALLAS, LYNN	1,038.46	54,415.30	55,223.00
SCHOOL NURSE	LOGAN, SHANNON	1,038.46	54,415.30	54,623.00
SCHOOL NURSE	BUTTON, SARAH	1,038.46	54,415.30	55,123.00
SCHOOL NURSE	QUARATIELLO, ELIZABETH	961.54	50,384.70	51,177.00
SCHOOL NURSE	WOODS, NYDIA	1,038.46	54,415.30	55,123.00
SCHOOL NURSE	SAVOY, DONNA	961.54	50,384.70	51,327.00
SCHOOL NURSE	CONNELLY, KERRI	923.08	48,369.39	48,554.01
SCHOOL NURSE	VACANT	1,057.69	55,422.96	55,634.49
SCHOOL NURSE	TULLY, MARIA	961.54	50,384.70	51,177.00
SCHOOL NURSE	MARTINI, JANET	923.08	48,369.39	49,054.01
SCHOOL NURSE	MICHEL, JAMIE	923.08	48,369.39	48,554.01
SCHOOL NURSE	WOOD, PAULA	769.23	40,307.65	40,461.50
SCHOOL NURSE	VACANT	1,057.69	55,422.96	55,634.49
CLINICAL YOUTH SPECIALIST	CONTENTE, PATRICIA	1,273.49	66,730.88	55,562.09
SCHOOL NURSE LEADER	KOTY, GAY	1,383.68	72,504.83	72,781.57
SHAPE-UP-SOMERVILLE DIRECTOR	ROBINSON, LISA	1,287.50	67,465.00	67,722.50
GRANTS ADMINISTRATOR (PT)	HOLLAND, DENISE	889.92	46,631.81	36,012.02
DIRECTOR OF PREVENTION SVC	MASHBURN, CORY	1,206.30	63,210.12	63,451.38
SUS COORDINATOR	SATIN-HERNANDEZ, ERICA	978.37	51,266.59	51,462.26
DATA ENTRY CLERK (PT)	PRENDERGAST, IRENE	338.20	17,721.68	17,721.68
HEARING VISION TESTER (PT)	HOGAN, MARIE	397.40	20,823.76	20,823.76
SCAP DIRECTOR	HELLER, LOVELEE	1,048.25	54,928.30	55,137.95
GAY/LESBIAN/TRANSGENDER LIAISON	OSHINSKY, ALEXANDRA	577.04	6,924.48	6,924.48
BOARD OF HEALTH / CHAIRPERSON	GREEN, BRIAN	300.00	3,600.00	3,600.00
BOARD OF HEALTH / MEMBER	MELLO, BABETTE	300.00	3,600.00	3,600.00
BOARD OF HEALTH / MEMBER	MACHADO, PAULA	300.00	3,600.00	3,600.00
BOARD OF HEALTH / VISION TESTER	MCNEILL, COLLEEN	722.59	8,671.08	8,771.08
BOARD OF HEALTH / VISION TESTER	SCHEIFFERN, MAUREEN	722.59	8,671.08	8,771.08



# Council on Aging

## MISSION STATEMENT:

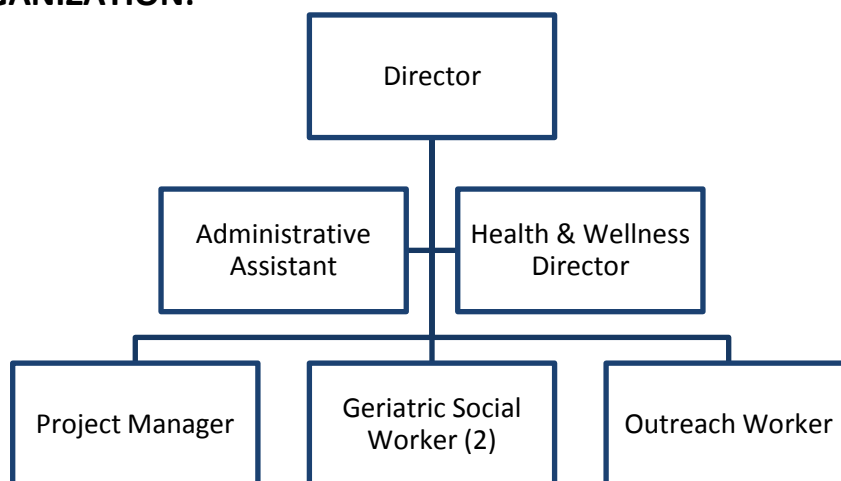
The Somerville Council on Aging supports older adults in their efforts to maintain their independence by enhancing growth, dignity and a sense of belonging in mind, body and spirit while they age in place. The COA has a responsibility to provide access to fitness, health and wellness activities, socialization opportunities, education programs, transportation, and support services.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	262,675	327,129	372,733	13.9%
Ordinary Maintenance	91,591	99,227	99,227	0.0%
General Fund Expenditures	354,266	426,356	471,960	10.7%

## CHANGES BETWEEN FY2015 & FY2016:

- Increased the hours for the Geriatric Social Worker from part-time to full-time to ensure prompt services to Somerville’s older adult population, a return to historical levels of service.
- Beginning in FY16, the Council on Aging will move under the broad umbrella of Health and Human Services in order to better coordinate services and increase overall effectiveness.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- The “Fit 4 Life” Program has reached over 125 participants and added a multicultural program at Cross St Center.
- Added a raised garden for herbs and spices at the Cross St. site.

# Council on Aging

- Introduced the symphony program to 10 Teen Empowerment participants and 25 older adults as an intergenerational program.
- Increased number of SHINE clients for Medicare, Medicaid, and Health Insurance
- Offered the National Council on Aging’s (NCOA) “Aging Mastery” program to 32 older adults. Out of 349 Massachusetts centers, Somerville was 1 of 9 that was selected and 1 of 15,000 across the country.
- Began programs that are “Brain Healthy”, such as Dalcroze Eurhythmic and Brain Games which help keep the brain active and healthy.
- Conducted a very emotional and exciting trip to Washington D.C. for 45 seniors and Veterans in April.
- Increased the number of client emergency forms to more than 366, enhancing safe services for seniors.

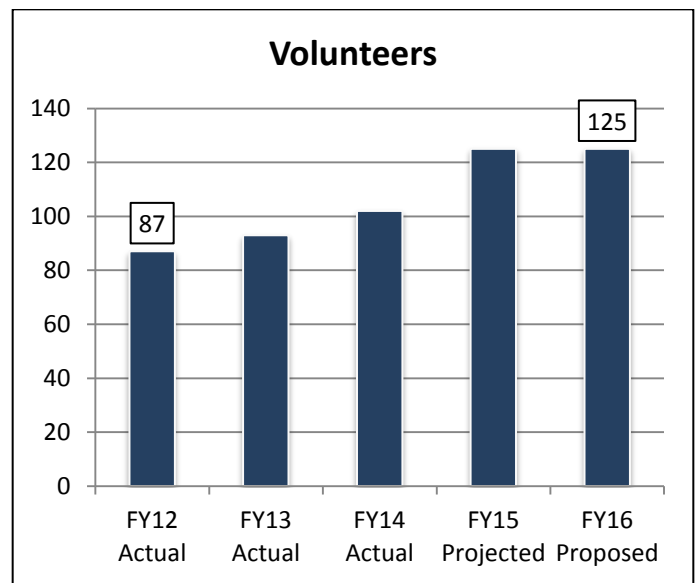
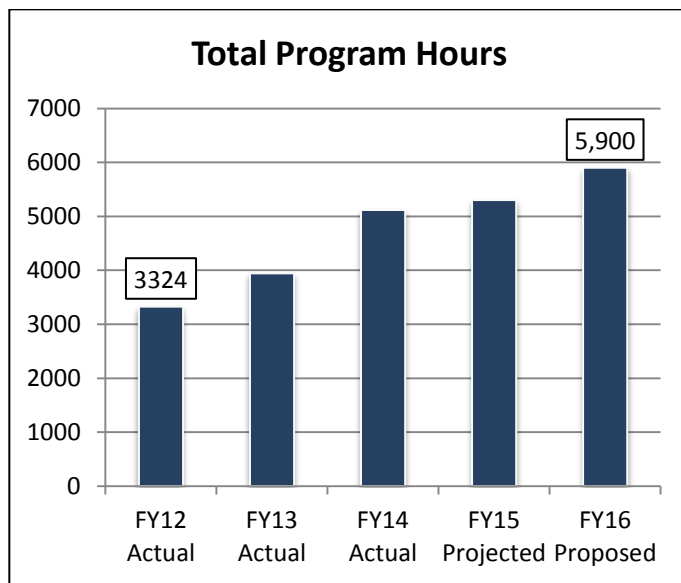
## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Title IIIB Transportation	Som. Camb. Elder Services	\$6,200
Title IIID Program Assistance	Som. Camb. Elder Services	\$7,316
Formula 14 Exec. Office of Elder Affairs	Exec. Office of Elder Affairs	\$78,080
Community Development Block Grant (CDBG)	City of Somerville	\$16,000

## PERFORMANCE METRICS:

Measure	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<b>Total Program Hours</b>	3,946	5,119	5,300	5,900
<b>Volunteers</b>	93	102	125	125
<b>Newsletter Signups</b>	6,180	6,276	6,500	7,200
<b>Exercise Program Participants</b>	67	75	150	200
<b>Garden Club Participants</b>	15-20	20	25	25

# Council on Aging



## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Improve the health and wellness of Somerville Elders.		
	Add 2 new exercise programs with Tufts medical students.	Complete & Ongoing (67 participants working with the OT and PT students)
	Plant herbs, spices, and vegetables to use in our lunch program.	Complete (15-20 ongoing participants in the Garden Club)
	Introduce quarterly therapeutic groups.	Complete: (30-35 participants in the Art Therapy and Music Conversation programs)
	Take senior centers on the road to community buildings (3 new programs).	Ongoing: 75 participants
	Develop a medical escort program utilizing community volunteers.	Completed: 10-15 participants
	Hold monthly SHINE office hours in each of the three centers and during quarterly meetings.	Completed: 220 participants
	Develop a "Sponsor a Senior" program that has scholarships for clients that cannot afford a program, training, or trip.	Completed: 5 scholarships awarded
	Produce and distribute a Somerville at a glance resource guide for older adults, with all contact information they should know.	New for FY16
	Hold 3 special LGBT extra activities a year (e.g. skating, dance).	New for FY16
	Hold class on self-defense with the Somerville Police Department.	New for FY16

# Council on Aging

GOAL	STRATEGIC OBJECTIVE	STATUS
	Start a new walking club for spring, summer and fall.	New for FY16
Improve connection and communication with Somerville Elders.		
	Increase the number of client emergency forms in a database for clients to update their information.	Completed & Ongoing
	Hold development talks with the Police and/or Fire department for safety tips 6-8 times a year.	Completed (135 attended first 2 meetings)
	Create an Alzheimer's registry with the Police department.	New for FY16
	Create a hoarding task force with other city agencies.	Completed & Ongoing
Help seniors find and maintain proper housing.		
	Work with OSPCD's Housing Division to facilitate "aging in place".	Ongoing
	Survey seniors as to needs to house and age in place.	FY 16 Goal
Manage and enhance COA programming and events.		
	Increase the "Fit 4 Life" program attendance to 200 members by winter of FY16.	New for FY16
	Increase the programming and outreach to LGBT community members.	Ongoing
	Increase program outreach efforts to attract under-represented residents, and create a welcome program for new retirees, Welcome packet.	New for FY16
	Reach 2,000 seniors with frailty testing program.	Completed
	Build on the intergenerational program.	Completed
	Hold 4 annual fairs, multicultural, nutrition, health and wellness and Medicare open enrollment.	New for FY16
	Introduce our Spring and Fall catalogue with all activities for older adults including nights and weekends.	New for FY16

## BUDGET:

COUNCIL ON AGING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	262,675	327,129	263,637	371,315	
515006	HOLIDAYS NON-UNION	-	-	-	1,418	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>262,675</b>	<b>327,129</b>	<b>263,637</b>	<b>372,733</b>	<b>13.9%</b>
524000	REPAIRS AND	100	1,000	-	1,000	
524034	MAINT CONTRACT-OFFC	266	450	200	450	
527001	RENTAL - BUILDINGS	78,878	78,877	65,732	78,877	
530000	PROFESSIONL & TECHNCL	-	800	420	800	

# Council on Aging

COUNCIL ON AGING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
534003	POSTAGE	3,606	4,000	2,646	4,000	
542000	OFFICE SUPPLIES	1,197	2,000	588	2,000	
542001	PRINTING & STATIONERY	3,348	4,100	2,032	4,100	
549000	FOOD SUPPLIES &	4,002	6,000	2,484	6,000	
558018	PROGRAM SUPPLIES &	194	2,000	1,047	2,000	
<b>SUBTOTAL ORDINARY</b>		<b>91,591</b>	<b>99,227</b>	<b>75,148</b>	<b>99,227</b>	<b>0.0%</b>
<b>COUNCIL ON AGING TOTAL</b>		<b>354,266</b>	<b>426,356</b>	<b>338,785</b>	<b>471,960</b>	<b>10.7%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	HICKEY, CINDY	1,425.50	74,696.20	74,981.30
ADMINISTRATIVE ASSISTANT	LORENTI, CONCETTA	848.91	44,482.88	44,652.67
HEALTH & WELLNESS COORDINATOR	KOWALESKI, CHRISTOPHER	904.98	47,420.95	47,601.95
GERIATRIC SOCIAL WORKER	NORTON, SUZANNE	1,239.77	64,963.95	65,211.90
GERIATRIC SOCIAL WORKER	NAIM, NATASHA	1,174.20	61,528.08	61,762.92
PROJECT MANAGER	LOTTI, JANINE	752.10	39,410.04	39,560.46
OUTREACH COORDINATOR	BASTARDI, MAUREEN	740.70	38,812.68	38,960.82

# SomerPromise

## MISSION STATEMENT:

To improve the educational outcomes of Somerville’s children and youth. The Somerville Promise Alliance 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.

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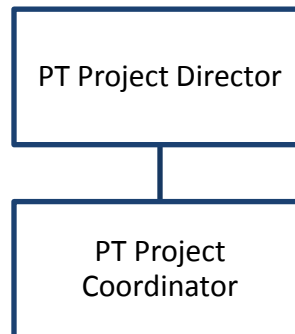
ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	55,867	76,193	77,944	2.3%
Ordinary Maintenance	35,251	120,170	120,170	0.0%
General Fund Expenditures	91,118	196,363	198,114	0.9%

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## CHANGES BETWEEN FY2015 & FY2016:

- Beginning in FY16, SomerPromise will move under the broad umbrella of Health and Human Services in order to better coordinate services and increase overall effectiveness.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Supported implementation of 2 successful grant awards
  - SomerPromise worked closely with SPS to help implement year 2 of a \$200,000 grant from the MA Department of Early Education and Care to support Birth through Grade 3 Alignment Efforts. Included in this SomerReady work was the hiring of an Early Education Director, and work on kindergarten readiness, literacy coaching, professional development, needs assessment, playgroups, a website, parent groups, materials purchase, and strategic planning for a mixed delivery system.

# SomerPromise

- SomerPromise worked closely with SPS to help implement year one of a \$1,399,006 U.S. Department of Education Physical Education Program grant. Included in this work was:
  - The hiring of a Director, Coordinator and an evaluation team.
  - Professional development training for all K-8 physical education instructors and over 40 out of school time staff.
  - Resources purchase including curriculum materials.
  - Before school programming including a nutrition campaign and wellness & fitness programming.
  - Data collection efforts.
- Awarded grant of \$1,500 to facilitate parent outreach and host parent meetings as part of America's Promise Alliance Parent Engagement Initiative.
- Involved in 14 discrete projects that, collectively, support student achievement by supporting the themes of attendance, out of school time, literacy, and health, with caring adults as the keystone of this work.
  - (Yearlong) Supported implementation of year one of PEP grant (see above) – Collaborators: All K-8 schools, Boys and Girls Club, Mystic Learning Center, YMCA, Food and Nutrition Services, many others
  - (Yearlong) Co-hosting 3 Fellows from Code for America working on projects that use technology and data to support student outcomes – Collaborators: SPS, Communications Dept., others
  - (Summer) Conducted afterschool and out of school time needs assessment and reported on findings – Collaborators: Family and Community Liaisons, community partners
  - (Summer) Conducted food security needs assessment and presented on findings – Collaborators – Cambridge Health Alliance and Food Security Coalition
  - (Summer) Supported continued efforts of integrated data system project – Collaborator: Tufts
  - (Summer) Supported project to improve evaluation and data collection/analysis of Literacy and Parent playgroups – Collaborator: SFLC
  - (Fall and ongoing) Co-created new website, the Somerville Hub ([www.somervillehub.org](http://www.somervillehub.org)), to serve as an online portal for resources serving families, caregivers, and providers of children ages Birth-Grade 3. Site went live in October and, as of May, had received over 9,000 views. – Collaborators: SPS and Early Education Steering Committee
  - (Fall and Spring) Co-sponsored two large outreach events and one advocacy event: Early Childhood Literacy Fair (November, almost 400 attendees and 40 presenters); Summer Camp and Activities Fair (March, 100+ attendees and 45 presenters); Week of the Young Child Open House at City Hall (over 80 young children and their caregivers) – Collaborator: SPS Somerville Family Learning Collaborative (SFLC)
  - (Winter) – H.S. Newcomer needs project: Research, data collection and analysis, report, presentations and tool to better serve students transferring into the H.S.
  - (Winter) – Contracted to have Wraparound Coordinator support work taking place through H.S. guidance and ELL departments and to strengthen community connections. Collaborators: Parent Information Center, Office for Homeless Students, H.S.

# SomerPromise

- (Spring) Conducted early childhood experiences survey project – Collaborators: SPS SFLC and Early Education Steering Committee
- (Spring) Conducted focus group process for evaluating new school performance tool – Collaborator: SPS
- (Spring) Conducted internship exploration project to lay groundwork for supporting expanded workforce development opportunities for SHS students and local businesses
- (Spring) Conducted language access needs assessment survey to gather knowledge to inform ways to strengthen education, health, and civic information and participation access
- Continued to serve in leadership role at ongoing meetings through the Early Childhood Advisory Council, the Early Education Steering Committee, the PEP Advisory Board, the English Language Learner Task Force, and the Food Security Coalition, as well as other City, Schools, and Community-led cross-sector systems change work.
- Participated in reviewing CDBG grant proposals from organizations that work with low-income children, youth, families, and other residents.
- Selected to participate in a four month, statewide Early Education Leadership Institute.
- Continued building relationships and identifying strengths, needs, and opportunities among community stakeholders through cross-sector efforts to support young people and their families. Focus is on data-informed decision-making, capacity building, and gap closing.
- Continued acquisition and dissemination of research pertaining to collective impact, content knowledge in our priority areas, and of lessons learned from other cradle to career initiatives.

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
<b>Early Education Partnerships: Birth to Grade 3 Alignment (to SPS in partnership with SomerPromise)</b>	MA Department of Early Education & Care	\$200,000 Now in year 2 of 2
<b>Physical Education Program (PEP) (to SPS in partnership with SomerPromise)</b>	United States Department of Education	\$1,399,006 over 3 years (\$454,826 in year 2 of 3)
<b>Parent Engagement Initiative</b>	America’s Promise Alliance	\$1,500 (for Fall, 2015)

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Vet and build collective impact model in Somerville so that the City, Schools, and Community work in concert to improve educational outcomes for Somerville’s children and youth.		
	Facilitate working groups made up of knowledgeable stakeholders in our identified priority areas, with initial focus on factors affecting Kindergarten Readiness and an emerging focus on factors pertaining to afterschool and out of school time.	Ongoing
	Work with stakeholder groups on an ongoing basis to identify children	Ongoing



# SomerPromise

GOAL	STRATEGIC OBJECTIVE	STATUS
	and youth needs, and the ability of the community to meet needs.	
	Use data to determine scope of intervention, including the number of students to be served, intensity and duration of service(s), and cost.	Ongoing
	Develop shared understanding of the approach to a cradle to career initiative that SomerPromise is undertaking, increase awareness of what systemic alignment of resources and priorities looks like (timeline, budget, evidence-based strategies), and build support for advancing this work.	Ongoing
	Improve how decision-making occurs across our cross-sector collaborative.	Ongoing
<b>Advance work on the development of a Birth-Grade 3 comprehensive plan.</b>		
	Participate in process to map current landscape of Birth-Grade 3 offerings, report on resources and gaps, and make recommendations for next steps.	Completed & Ongoing
	Collaborate with SPS, community, and consultants to carry out recommendations.	Ongoing
	Support the creation of a website that centralizes information about resources and services for families, caregivers, and childcare providers of children ages Birth-Grade 3.	Completed/Ongoing
	Support re-envisioned early childhood advisory council.	Ongoing
	Strengthen and expand ASOST learning opportunities for pre-K to 3 <sup>rd</sup> grade students.	Ongoing
<b>Align and mobilize resources to address the array of factors affecting student success.</b>		
	Conduct needs assessments, research, information gathering, and reports to identify priority areas.	Completed & Ongoing
	Engage Wraparound coordinator to work with students, families, school staff, and community members.	Completed & Ongoing

## BUDGET:

SOMERPROMISE		FY14 ACTUAL	FY15 BUDGETED	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	55,867	76,193	52,321	77,647	
515006	HOLIDAYS NON-UNION	-	-	-	297	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>55,867</b>	<b>76,193</b>	<b>52,321</b>	<b>77,944</b>	<b>2.3%</b>
530000	PROFESSIONAL & TECHNICAL SVC	30,449	119,500	11,660	119,500	
542000	OFFICE SUPPLIES	4,016	200	176	200	
542008	BOOKS & BOOKBINDING	750	-	-	-	
549000	FOOD SUPPLIES & REFRESHMT	37	300	-	300	
571001	IN STATE CONFERENCES	-	170	-	170	

# SomerPromise

SOMERPROMISE	FY14 ACTUAL	FY15 BUDGETED	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>35,251</b>	<b>120,170</b>	<b>11,836</b>	<b>120,170</b>	<b>0.0%</b>
<b>SOMERPROMISE TOTAL</b>	<b>91,118</b>	<b>196,363</b>	<b>64,157</b>	<b>198,114</b>	<b>0.9%</b>

**PERSONNEL LIST:**

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>PROJECT DIRECTOR</b>	DOHERTY, ANNA	899.08	47,111.79	47,291.61
<b>COORDINATOR</b>	SANTOS, RUTH	582.73	30,535.05	30,651.60

# Veterans' Services

## MISSION STATEMENT:

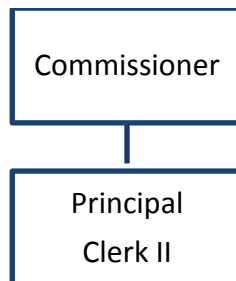
To render aid and assistance and to advise and educate resident veterans and/or their family members in attaining needed financial relief in accordance with Massachusetts General Laws (MGL), Ch. 115. DVS is committed to helping worthy veterans gain federal and state benefits, as applicable, for prevention of Homelessness and rapid re-housing, healthcare, VA Disability Compensation, and VA Non Service-Connected Pension Applications, employment, education, annuities, home loans, tax abatement, and "Welcome Home" bonuses for returning service members. DVS works with the Mayor's Office, City, State, Federal, National Organizations, and the Somerville Allied Veterans Council, to coordinate ceremonies, dedications, public events, and historic remembrances, to include planning and coordinating the City's Memorial Day Parade, Veterans' Day Celebration, and assisting with the City's Independence Day Celebration. DVS serves as the City's Registrar of Veterans' Graves; has charge of all Veterans' Monuments; and is the historical Veterans' Document Repository.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	112,346	114,878	116,281	1.2%
Ordinary Maintenance	478,310	606,669	634,035	4.5%
General Fund Expenditures	590,656	721,547	750,316	4.0%

## CHANGES BETWEEN FY2015 & FY2016:

- Beginning in FY16, Veterans' Services will move under the broad umbrella of Health and Human Services in order to better coordinate services and increase overall effectiveness.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Provided nearly \$500k in Chapter 115 Benefits to worthy Veterans and their families in Somerville, and received 75% reimbursement of funding from the Commonwealth

# Veterans' Services

- Enrolled 30 veterans in the Chapter 115 financial assistance program, an increase of 7.5% over FY2014
- Executed bigger and better Memorial Day Parade
- Coordinated with the Special Events Coordinator to facilitate the U.S. Navy Band and the USO performing at the City's Independence Day Celebration
- Coordinated with the Somerville Allied Veterans' Council, elected and appointed officials to facilitate a successful Veterans' Day Ceremony at the George Dilboy VFW Post #529
- Successfully executed 10 Hero Square Dedications for worthy and notable sons and daughters of Somerville
- Successfully coordinated with the MOSPCD, Parks & Open Space Department, and Attorney Edward Lonergan, Esq. to execute a rededication of Hodgkins/Curtin Park
- Successfully partnered with the Council on Aging to arrange for guest speakers to participate in Veteran's Breakfasts, and took Veteran's on Mayor's Trip to Washington, DC
- Successfully executed Somerville's first Joint Hero Square/Honor Roll Ceremony

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
New Chapter 115 applications	18	25	30	20
Total Chapter 115 recipients	72	75	66	80
Chapter 115 benefit dollars distributed	\$436,000	\$425,000	\$497,00	\$525,000
Number of chapter 115 cases closed after finding employment for the veteran	4	5	6	10
Number of VA disability and pension claims filed or appealed	8	16	20	156
Percent of VA disability and pension claims/appeals with successful outcome	88%	100%	TBD	TBD
Number of public events	13	21	23	50
Number of partner organizations	5	9	14	20

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Improve the lives of Somerville's Veterans, their families, widows, widowers, and orphans.		
	NO HOMELESS VETERANS! Ensure no Veteran and his/her family becomes Homeless in Somerville in 2016.	New for FY16
	MEDICAL CARE. Ensure all Somerville Veterans have access to Medical Care; assistance with applications; and transportations plans.	New for FY16
	5-FOR-VETS. Partner with the OSCPD – Economic Development, Somerville Chamber of Commerce, and Main Streets to gain Veterans and their dependents a 5% discount at all businesses in the City.	New for FY16
	BENEFITS EDUCATION. Better employ all forms of media and event outreach	New for FY16

# Veterans' Services

GOAL	STRATEGIC OBJECTIVE	STATUS
	to educate the Community on what services we provide and how Somerville's Veterans and dependents can get them.	
	CARE. Always take the time and give effort to speaking to Somerville's Veterans; learn their concerns, and constantly work to improve their lives and our responsiveness – Veterans come first.	New for FY16
Improve the Operation, Efficiency and Image of the Department of Veterans' Services		
	DIGITAL ARCHIVE. Create a Digital Archive of historic and old Veterans' documents under the Department's charge – eliminate thousands of pounds of old paper!	New for FY16
	MODERNIZE DEPARTMENT. Modernize Department hardware and software to facilitate greater efficiency and smoother operations	New for FY16
	TRAINING. Remain current on changes to federal and state benefits by attending biannual VFW VA Training and MVS Training Conferences	New for FY16
	CERTIFICATION. Become State-Certified under new guidelines	Ongoing
Effectively Manage and improve Somerville's MGL, Ch. 115 Program.		
	IMPROVE SUBMISSION. Become even more proficient in the submission of MGL, Ch. 115 applications to the Massachusetts Department of Veterans Services, to ensure prompt payment and reimbursement from the State to the City.	Ongoing
	REDUCE CITY EXPENDITURES. Reduce the City's MGL, Ch. 115 expenditures by ensuring that all employable MGL Ch. 115 Recipients seek jobs, IAW state law; and VA Claims are filed for worthy Veterans and widows/widowers.	New for FY16
	FISCAL DILIGENCE. Maximize MGL, Ch. 115 benefit dollars distributed by ensuring that all payments match the amount authorized by the Commonwealth.	Ongoing
File VA Claims		
	Ensure VA Claims are filed for all eligible and worthy Veterans and dependents – it will reduce MGL, Ch. 115 funds expenditures	New for FY16
	Educate as many Veterans, co-workers and organizations as possible about how VA Claims work; their requirements; and their timelines	New for FY16
	Ensure all VA Claimants use MVS as their POA	New for FY16
Increase Public Awareness of the History, Service, and Sacrifice of Somerville and Americas' Veterans.		
	NATIONAL HOLIDAYS. Execute educational, patriotic, and relevant events for Armed Forces Day, Memorial Day, Independence Day, Columbus Day, Veterans' Day, V-E Day, V-J Day, Pearl Harbor Day, Iwo Jima Day, POW/MIA Day, Loyalty Day, and all other relevant holidays and remembrances	New for FY16
	COMMUNITY EDUCATION. Work with the S.A.V.C. and Somerville Public School System to develop educational programs for teaching about the relevance of our national holidays cited above	New for FY16
	MEMORIAL DAY PARADE. Continue to grow and expand Somerville's Memorial Day Parade; Maintain its reputation and stature	Ongoing
Actively Attend, Visit and Participate In As Many Community Activities, Meetings & Events As Possible		
	Participate in monthly meetings of the Allied Veterans Council	Ongoing
	Participate with the Council on Aging Veterans' Group monthly meeting and provide information and camaraderie to elder Veterans	Ongoing

# Veterans' Services

GOAL	STRATEGIC OBJECTIVE	STATUS
	Visit each Veteran's Organization in Somerville at least once annually	New for FY16

## BUDGET:

VETERAN'S SERVICES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	110,245	112,778	80,929	113,148	
513000	OVERTIME	409	900	154	900	
514006	LONGEVITY	850	850	425	1,450	
515006	HOLIDAYS NON-UNION	-	-	-	253	
515011	HOLIDAYS - S.M.E.A.	-	-	-	180	
515012	PERFECT ATTENDANCE	491	-	200	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>112,346</b>	<b>114,878</b>	<b>82,058</b>	<b>116,281</b>	<b>1.2%</b>
524001	GROUNDS MAINTENANCE	-	2,200	-	2,200	
524007	REPAIRS OFFICE EQUIPMENT	35	200	50	200	
524034	MAINT CONTRACT-OFFC	106	550	106	550	
530000	PROFESSIONL & TECHNCL SVC	43,150	55,000	1,800	98,000	
534003	POSTAGE	141	600	196	1,000	
542000	OFFICE SUPPLIES	1,421	500	-	850	
542001	PRINTING & STATIONERY	-	600	-	800	
549000	FOOD SUPPLIES &	-	-	450	1,000	
558004	MAGAZINES	-	34	-	200	
558011	FLOWERS & FLAGS	2,096	2,300	75	2,300	
558012	BADGES	2,956	-	-	250	
571000	IN STATE TRAVEL	-	-	-	-	
571001	IN STATE CONFERENCES	338	1,000	439	1,000	
573000	DUES AND MEMBERSHIPS	85	85	85	85	
577000	VETERANS BENEFITS	427,982	543,600	409,403	525,600	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>478,310</b>	<b>606,669</b>	<b>412,603</b>	<b>634,035</b>	<b>4.5%</b>
<b>VETERANS DEPT TOTAL</b>		<b>590,656</b>	<b>721,547</b>	<b>494,661</b>	<b>750,316</b>	<b>4.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COMMISSIONER	KULIKOSKI, CHRISTIAN	1,262.50	66,155.00	66,407.50
PRINCIPAL CLERK II	CAREY, KATHLEEN	896.81	46,992.84	48,972.21

# Libraries

## MISSION STATEMENT:

To provide services, materials, and space that meet the educational, cultural, recreational, and informational needs of all residents. From introducing libraries to young children and their families, to supporting their needs in school and meeting 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.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	1,570,285	1,643,651	1,703,241	3.6%
Ordinary Maintenance	267,634	321,000	330,986	3.1%
General Fund Expenditures	1,837,918	1,964,651	2,034,227	3.5%

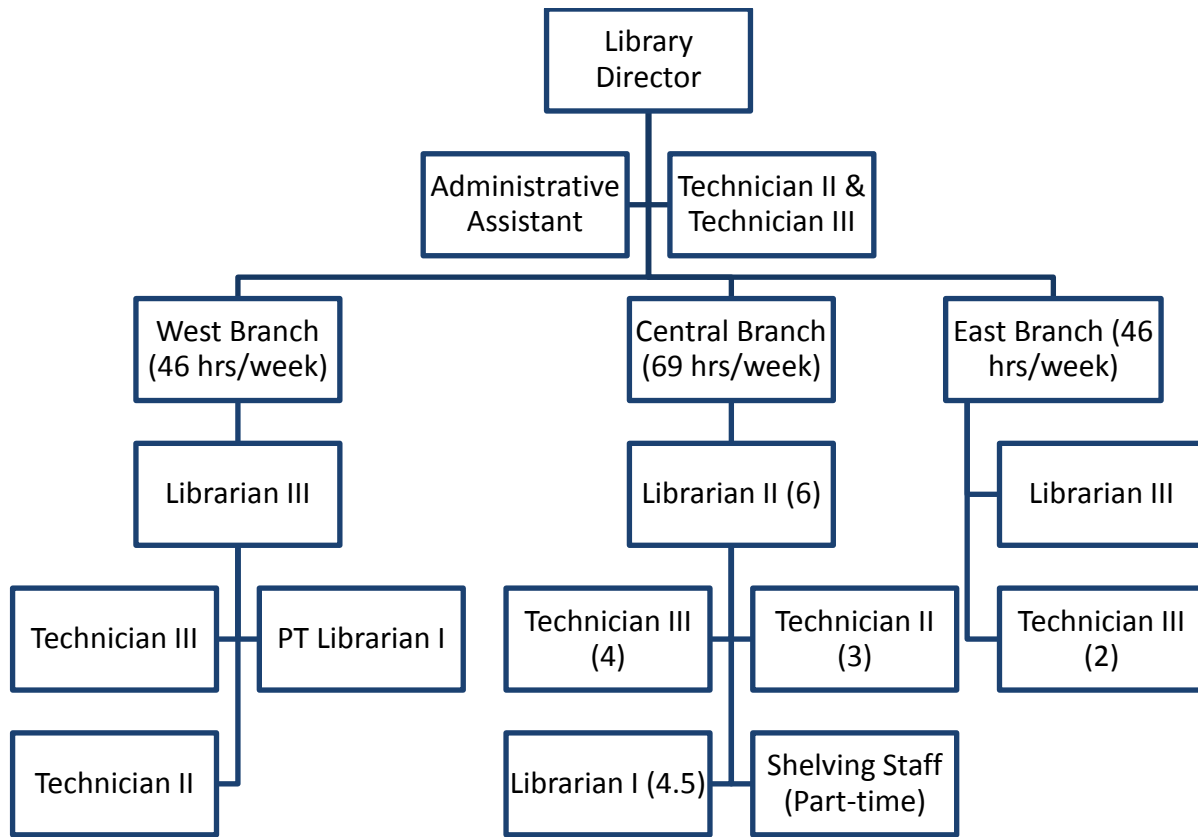
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## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
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# Libraries

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- **Visitors**
  - Had 302,632 in-person visits.
  - Had 547,920 website visits.
- **Collections**
  - Circulated 254,393 books, audiobooks, DVDs and magazines.
  - Patrons downloaded 33,930 eBooks, songs, movies and audiobooks from our website.
  - Added 9,163 books, CDs, DVDs and audiobooks to the collection.
- **Services**
  - Taught 141 ESL classes, attended by 1,591 participants.
  - Answered 41,067 reference questions, in-person, via phone and email.
  - Distributed 2,340 (free) museum passes.
  - 42,872 people used a library computer for a total of 179,464 hours.
  - Made 58 community service visits for patrons unable to come to the library.
  - Proctored 37 exams for residents.
- **Programs**
  - 285 juvenile programs (33% increase over FY14), attended by 7,548 participants.
  - 32 teen programs, attended by 890 participants.



# Libraries

- 203 adult programs, attended by 2,932 participants.
- 217 children and 13 teens signed up for the 2014 summer reading program.
- 46 summer programs were offered and 1157 people were in attendance.
- The Central library's children's department organized 21 sing-along programs between September 2014-March 23, 2015 with over 1060 children and caregivers in attendance.
- 255 people participated in the Somerville Reads activities held at all three locations.

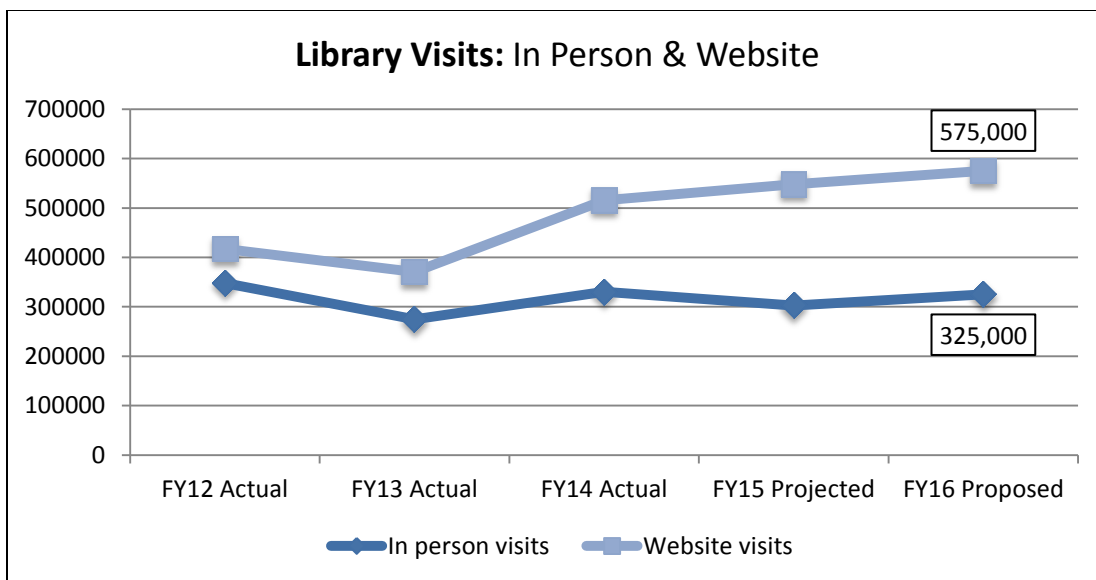
## PERFORMANCE METRICS:

MEASURE*	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<b>In person visits</b>	275,000	<b>330,322 (T)</b>	<b>302,632 (T)</b>	<b>325,000 (T)</b>
		209,109 (C)	185,251 (C)	190,000 (C)
		40,881 (E)	40,881 (E)	41,000 (E)
		80,332 (W)	76,500 (W)	94,000 (W)
<b>Website visits</b>	370,777	515,347	547,920	575,000
<b>Cumulative website pages viewed</b>	968,166	1,276,106	1,180,499	1,225,000
<b>Juvenile programs</b>	341*	<b>215 (T)</b>	<b>285 (T)</b>	<b>293 (T)</b>
		128 (C)	185 (C)	185 (C)
		39 (E)	42 (E)	43 (E)
		48 (W)	58 (W)	65 (W)
<b>Participants in juvenile programs</b>	12,106*	<b>9,388 (T)</b>	<b>7,548 (T)</b>	<b>8,015 (T)</b>
		7,821 (C)	5,783 (C)	5,995 (C)
		591 (E)	612 (E)	620 (E)
		976 (W)	1,153 (W)	1,400 (W)
<b>Teen programs</b>	341*	<b>32 (T)</b>	<b>33 (T)</b>	<b>34 (T)</b>
		32 (C)	33 (C)	34 (C)
		0 (E)	0 (E)	0 (E)
		0 (W)	0 (W)	0 (W)
<b>Participants in teen programs</b>	12,106*	<b>890 (T)</b>	<b>903 (T)</b>	<b>923 (T)</b>
		890 (C)	903 (C)	923 (C)
		0 (E)	0 (E)	0 (E)
		0 (W)	0 (W)	0 (W)
<b>Adult programs</b>	238	<b>170 (T)</b>	<b>203 (T)</b>	<b>210 (T)</b>
		166 (C)	199 (C)	205 (C)
		0 (E)	0 (E)	0 (E)
		4 (W)	4 (W)	5 (W)
<b>Participants in adult programs</b>	3,377	<b>2,930 (T)</b>	<b>2,932 (T)</b>	<b>2,955 (T)</b>
		2,902 (C)	2,897 (C)	2,910 (C)
		0 (E)	0 (E)	0 (E)
		28 (W)	35 (W)	45 (W)
<b>ESL classes</b>	138	<b>137 (T)</b>	<b>141 (T)</b>	<b>141 (T)</b>
		21 (C)	21 (C)	21 (C)
		40 (E)	40 (E)	40 (E)
		76 (W)	80 (W)	80 (W)
<b>Participants in ESL classes</b>	2,300	<b>1,645 (T)</b>	<b>1,591 (T)</b>	<b>1,605 (T)</b>

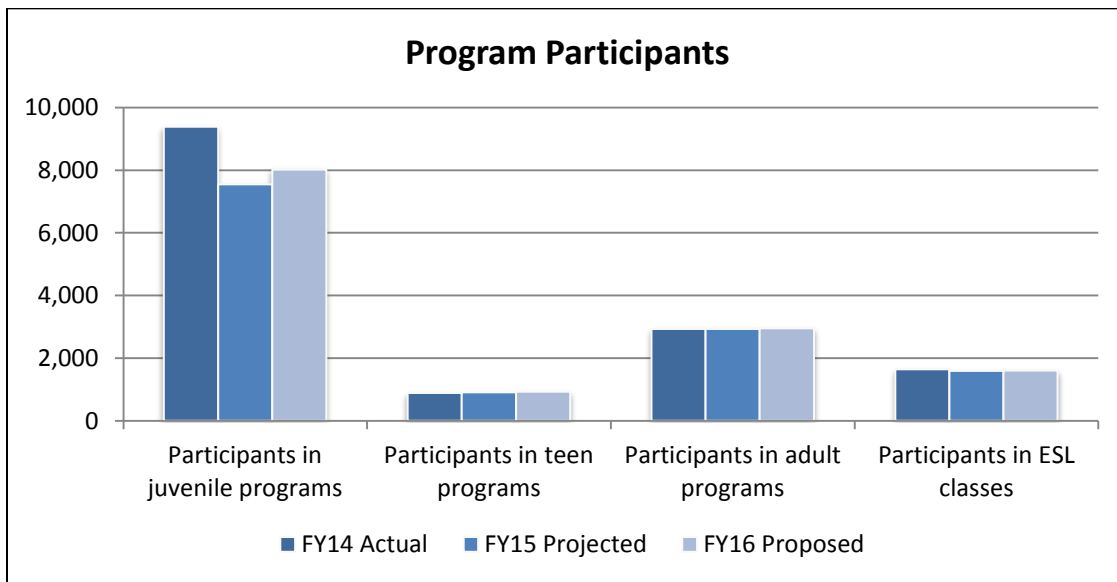
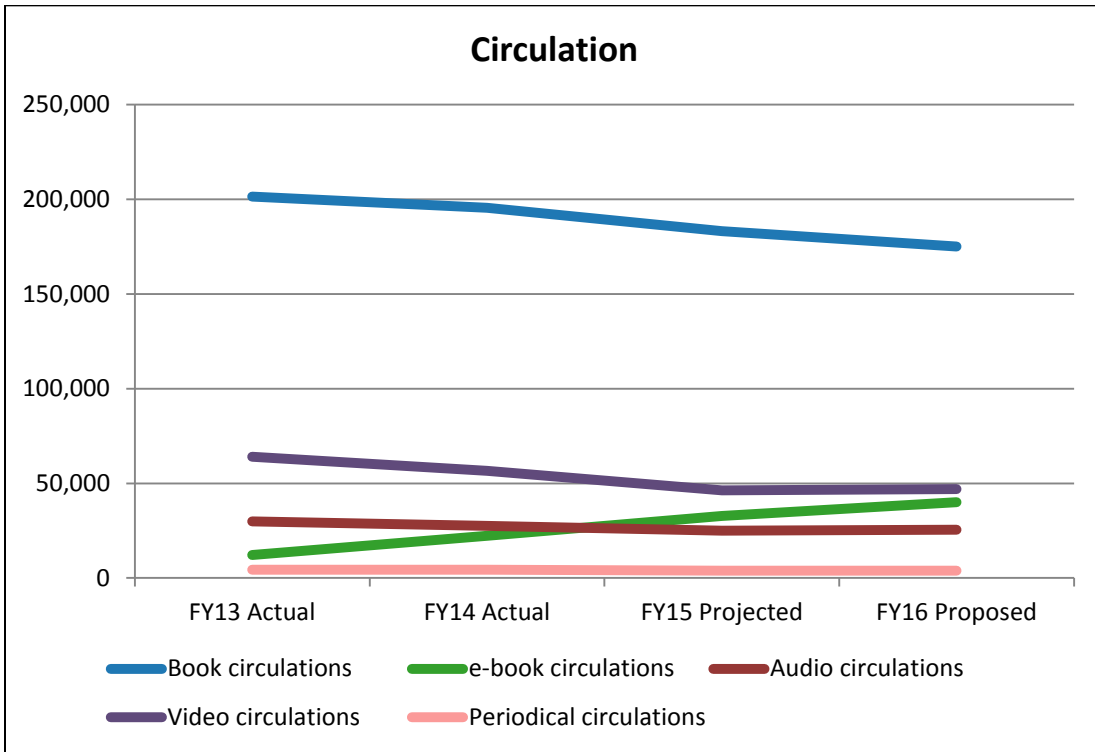
# Libraries

		493 (C)	493 (C)	495 (C)
		408 (E)	408 (E)	410 (E)
		744 (W)	690 (W)	700 (W)
<b>Volunteer hours for ESL classes</b>	600	634	637	640
<b>Book circulations</b>	201,438	195,577	183,110	175,000
<b>e-book circulations</b>	12,168	22,258	32,830	40,000
<b>Audio circulations</b>	29,957	27,457	25,058	25,500
<b>Video circulations</b>	64,044	56,655	46,225	47,000
<b>Periodical circulations</b>	4,303	4,429	3,909	3,950
<b>Research database searches</b>	4,551	6,518	6,559	6,750
<b>Movie, Music and Audiobook downloads</b>	N/A	N/A	1,100	1,250
<b>Items borrowed via Minuteman network</b>	69,363	66,803	63,605	61,000
<b>Items loaned to libraries within Minuteman network</b>	43,119	45,349	37,550	35,500
<b>Items borrowed from libraries outside Minuteman network</b>	N/A	471	N/A	450
<b>Items loaned to libraries outside Minuteman network</b>	N/A	356	N/A	330
<b>Items added to the collection</b>	N/A	10,912	9,163	10,000
<b>Items withdrawn from the collection</b>	15,206	15,649	12,085	13,000
<b>Reference Questions Answered</b>	N/A	42,267	41,067	42,000
<b>Museum passes distributed</b>	2,730	<b>1,966 (T)</b> 1,856 (C) 45 (E) 65 (W)	<b>2,340 (T)</b> 2,264 (C) 32 (E) 44 (W)	<b>2,390 (T)</b> 2,300 (C) 40 (E) 50 (W)
<b>Computer usage (users / hours)</b>	N/A	<b>44,920 /</b> <b>182,579</b>	<b>42,872 /</b> <b>179,464</b>	<b>42,000 /</b> <b>178,000</b>

\*(T), (C), (E), (W) denote totals, and the central, east and west branches



# Libraries



## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Neighborhood Grant for job seeking workshops	Tufts	\$500
Creative Aging in America's Libraries Project	Institute for Museum and Library Services	\$7,500

# Libraries

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Develop and provide easy access to collections.		
	Create collection development plan to determine what material to collect as well as what format and length of maintenance.	New for FY16
	Complete a strategic pairing down of current collection.	New for FY16
	Identify areas in need of strengthening and fill in gaps in the collection.	Ongoing
	Implement RFID technology and train staff in proper use.	Ongoing
	Implement new SPL website, visual identity, and mobile device platform.	New for FY16
	Assess and expand non-English print, media, and electronic materials as well as analyze language needs based on the City's demographics.	New for FY16
	Pilot floating collections of world language items and continue to provide materials reflective of Somerville's diverse cultures.	New for FY16
	Begin opt-in texting service for library notices and announcements.	New for FY16
Develop library reference, training services, and learning opportunities in support of the community's needs.		
	Develop mobile reference & training services.	New for FY16
	Develop group and one-on-one 21 <sup>st</sup> century literacy instruction.	New for FY16
	Explore home delivery service.	Ongoing
	Offer ESL classes and proctoring service.	Ongoing
	Provide six 'discoverable' creative learning experiences (Legos in teen annex, puzzles for all ages, a 'continuing story' for all to contribute to, magnetic words, origami, and children's activities).	New for FY16
	Provide electronic devices with which patrons can learn new skills to circulate and for in-library use.	New for FY16
Develop library spaces that are inviting, flexible, and serviceable for patrons and staff.		
	Solicit bids for updated library interiors at all library locations.	New for FY16
	Develop design for renovated West branch.	New for FY16
	Revisit/redesign of Central circulation area, layout of workstations, furniture, and circulation materials for better staff mobility and service to the public.	New for FY16
	Replace long-outdated furniture, shelving, and signage.	New for FY16
	Acquire furniture that is mobile, supports power usage, and flexible.	New for FY16
	Upgrade public access computer hardware.	New for FY16
	Install new bookdrops at Central and West branches.	New for FY16
	Collaborate with the Department of Public Works to ensure proper maintenance of all three libraries.	New for FY16
Develop library programs in support of the educational, cultural, recreational, and informational needs of all people in the community.		
	Create a strategy for library programming.	New for FY16
	Hold four bilingual/multilingual story hours on and off-site.	New for FY16
	Hold book discussion groups both in-person and online, in various levels and genres.	Ongoing
	Pilot Somerville Reads in various media.	New for FY16

# Libraries

GOAL	STRATEGIC OBJECTIVE	STATUS
	Launch teen Summer reading program or book club.	New for FY16
Increase public awareness of the library		
	Create a library marketing plan.	New for FY16
	Market the library using print, digital, and social media.	Ongoing
	Hold four meetings with groups representing diverse segments of the population to identify needed and preferred services, programs, and communication preferences.	New for FY16
	Develop library survey to obtain feedback on collections, services, spaces, and programs.	New for FY16
Develop library staff, board, and friends.		
	Develop a staffing plan that fully supports the goals of the library.	Ongoing
	Assess staffing and scheduling across the library system.	New for FY16
	Explore hiring an Associate Director, addressing a 2013 Trustee resolution.	Ongoing
	Increase staff training and professional development through webinars, workshops, meetings, and conferences.	Ongoing
	Develop in-service and one-on-one training for staff, board, and friends including: <ul style="list-style-type: none"> <li>• Hands-on in-library workshops for Overdrive, Hoopla, Freegal, OverDrive, etc.</li> <li>• Hands-on in-library exposure to various mobile devices including iPads and smart phones through which increasing numbers of patrons are using to interact with library services.</li> </ul>	Ongoing
	Engage staff, board, and friends in an ongoing dialogue about library trends, issues, and best practices.	Ongoing
Develop creative partnerships to extend the library's reach and resources.		
	Investigate library consortia and associations for opportunities to expand collections, services, programs, and funding.	New for FY16
	Establish relationships with local businesses, civic and community organizations, and leaders (StoryCorps, Sprout, Parts & Crafts, Nearby colleges and universities) to increase programs, services, funding, awareness, etc.	Ongoing
Increase financial resources for community services, collections, and programs.		
	Establish a foundation for gifts.	New for FY16
Capture, report, and evaluate library metrics for performance management.		
	Evaluate existing metrics and modify as needed.	Ongoing
	Centralize process by which data is collected and reported.	New for FY16
	Develop a library scorecard and evaluate quarterly.	New for FY16

# Libraries

## BUDGET:

LIBRARIES		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	1,290,422	1,362,104	991,967	1,412,344	
512000	SALARIES & WAGES	109,756	115,472	83,120	115,472	
513000	OVERTIME	93,354	98,349	88,812	98,349	
514004	SHIFT DIFFERENTIALS	28,230	30,276	21,858	32,039	
514006	LONGEVITY	28,650	28,000	13,200	30,200	
514008	OUT OF GRADE	204	-	396	-	
515006	HOLIDAYS NON-UNION	-	-	-	368	
515011	HOLIDAYS - S.M.E.A.	-	-	-	5,019	
515012	PERFECT ATTENDANCE	2,600	-	3,600	-	
519004	UNIFORM ALLOWANCE	9,450	9,450	9,100	9,450	
519005	SICK LEAVE BUYBACK	7,620	-	-	-	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>1,570,285</b>	<b>1,643,651</b>	<b>1,212,053</b>	<b>1,703,241</b>	<b>3.6%</b>
524007	REPAIRS OFFICE	-	500	-	500	
530000	PROFESSIONL & TECHNCL	52,598	57,626	52,964	55,000	
534003	POSTAGE	2,752	1,500	286	1,150	
534009	INTERNET MAINTENANCE	2,343	2,626	2,048	2,626	
538007	MICROFILMING	643	643	593	600	
542000	OFFICE SUPPLIES	10,939	11,475	9,465	10,500	
542001	STATIONERY	-	600	-	600	
542004	COMPUTER SUPPLIES	3,610	6,571	6,853	4,000	
542006	OFFICE FURNITURE NOT	-	-	1,242	-	
549000	FOOD SUPPLIES &	-	1,000	144	1,000	
551000	EDUCATIONAL SUPPLIES	-	1,000	-	1,000	
551004	TEXTBOOKS	92,141	115,000	77,421	115,000	
551010	AUDIO VISUAL SUPPLIES	28,826	38,000	17,477	39,000	
551012	MUSIC	7,415	9,000	5,411	9,000	
558002	ONLINE SUBSCRIPTION	45,917	54,709	33,041	50,000	
558004	MAGAZINES	20,275	14,000	17,532	15,000	
558009	BOOK THEFT SYSTEM	-	900	-	900	
571000	IN STATE TRAVEL	-	100	-	160	
571001	IN STATE CONFERENCES	-	600	-	600	
572000	OUT OF STATE TRAVEL	-	4,800	-	24,000	
573000	DUES AND MEMBERSHIPS	175	350	275	350	
<b>SUBTOTAL ORDINARY</b>		<b>267,634</b>	<b>321,000</b>	<b>224,753</b>	<b>330,986</b>	<b>3.1%</b>
<b>LIBRARIES TOTAL</b>		<b>1,837,918</b>	<b>1,964,651</b>	<b>1,436,806</b>	<b>2,034,227</b>	<b>3.5%</b>

# Libraries

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIBRARY DIRECTOR	FERDMAN, GLENN	1,839.44	96,386.66	96,754.54
ADMINISTRATIVE ASSISTANT	DOWNING, HEIDI	946.72	49,608.13	51,147.47
WEST BRANCH LIBRARIAN	KRAMER, KAREN	1,013.26	53,094.82	56,496.41
EAST BRANCH LIBRARIAN	EASTWOOD, MARYLIN	1,013.26	53,094.82	56,486.74
LIBRARIAN II, ADULT SERVICES	LAMPHIER, SUSAN	997.81	52,285.24	55,584.81
LIBRARIAN II, YOUNG ADULT	CASTILE, RONALD	997.81	52,285.24	55,134.81
LIBRARIAN II, TECHNICAL SERVICES	WOOD, WENDY	997.81	52,285.24	55,634.81
LIBRARIAN II, CHILDREN	PIANTIGINI, CATHERINE	997.81	52,285.24	55,134.81
LIBRARIAN II, CIRCULATION	VENTURA, JAMES	997.81	52,285.24	56,984.81
LIBRARIAN II, REFERENCE	AUGARTEN, RHODA	997.81	52,285.24	54,734.81
LIBRARIAN I	JACOBS, ELLEN	949.22	49,739.13	52,128.97
LIBRARIAN I	PECK, PHILIP	949.22	49,739.13	52,253.97
LIBRARIAN I	O'KELLY, KEVIN	949.22	49,739.13	52,003.97
LIBRARIAN I	COOMBS, MARITA	949.22	49,739.13	52,628.97
LIBRARIAN I, YOUTH SERVICES	VACANT	880.71	46,149.20	48,275.35
LIBRARY TECHNICIAN III, EAST BRANCH	JONES, RITA	918.33	48,120.49	51,604.16
LIBRARY TECHNICIAN III, TECH SERV	HALL, PATRICIA	918.33	48,120.49	51,404.16
LIBRARY TECHNICIAN III, CHILDREN	CASSESSO, ANN	918.33	48,120.49	51,604.16
LIBRARY TECHNICIAN III, CIRC	PIERCE, GEORGE	918.33	48,120.49	51,604.16
LIBRARY TECHNICIAN III, CHILDREN	ALMEIDA, ANNAMARIE	918.33	48,120.49	51,454.16
LIBRARY TECHNICIAN III, CHILDREN	FORSELL, MEGHAN	918.33	48,120.49	50,354.16
LIBRARY TECHNICIAN III, CIRC	IMPERIOSO, RAMO	918.33	48,120.49	50,904.16
LIBRARY TECHNICIAN III, PAYROLL	CALLAHAN, DONNA	918.33	48,120.49	51,504.16
LIBRARY TECHNICIAN III CIRC	MURPHY, MARIA	918.33	48,120.49	51,054.16
LIBRARY TECHNICIAN II, WEST BRANCH	SANCHEZ, CARLOS	808.58	42,369.59	44,731.31
LIBRARY TECHNICIAN II, TECH SERV	GHEBREMICAEL, FREWEINI	808.58	42,369.59	44,381.31
LIBRARY TECHNICIAN II, CIRC	TOEUM, THY	808.58	42,369.59	44,381.31
LIBRARY TECHNICIAN II, BUSINESS	PERRIELLO, JAMES	764.78	23,708.18	43,051.20
		792.73	17,440.06	

# Recreation

## MISSION STATEMENT:

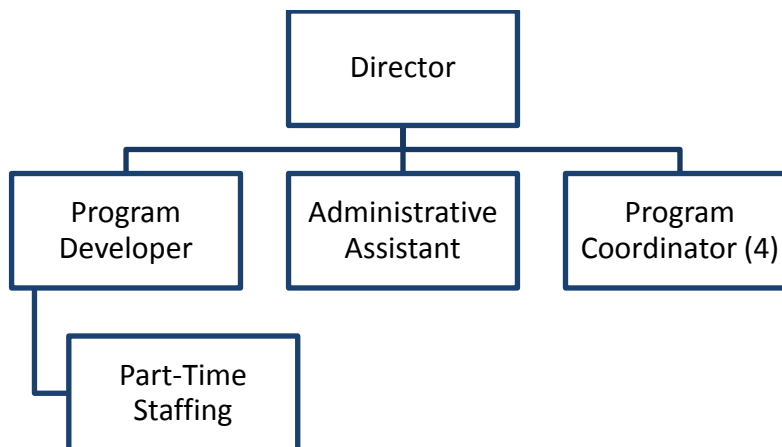
The Recreation and Youth department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	635,884	580,515	615,987	6.1%
Ordinary Maintenance	89,220	211,125	222,850	5.6%
General Fund Expenditures	725,105	791,640	838,837	6.0%

## CHANGES BETWEEN FY2015 & FY2016:

- This budget includes two additional full-time Program Coordinator positions. These coordinators will have defined areas of expertise such as toddler-to-teen programs or athletic/camp programs, as needed. All coordinators will have specific duties related to their identified role and each will have outreach responsibilities. "Outreach" will be woven into the fabric of all roles. This will provide the department with clearer definitions that align with the mission and values of Somerville Recreation.
- This budget also includes \$45,000 for Youth programming funding. These funds will provide training for participants and coaches to enhance our community youth partners. This additional funding also allows the rental of equipment supplies where needed and appropriate.

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Created an open and transparent online scheduling system for parks and facilities by revising permitting process.
- Worked with youth organizations to assist them in increasing youth participation in activities.

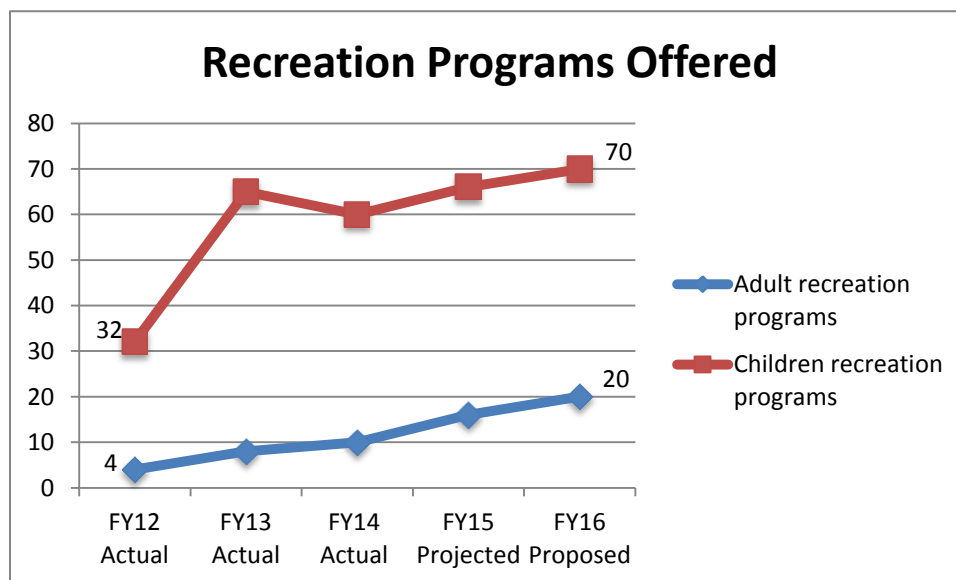


# Recreation

- Created healthy partnerships that included successful school intramural leagues, rec travel basketball, boxing club, Kennedy school night out, sprouts sports, and gifted and talented programs. Maintained positive organization partnerships such as Tuft University, WFA, BSC, BSSC, NEFC, SYRF, Shape Up Somerville, youth little league, Pop Warner, youth softball, youth soccer, etc. Additionally created new partnerships with others such as Super Soccer Stars, American Mixed Marital Arts, and Valeo Soccer club, etc.
- Brand development through promotions and advertising including rec fairs, new logo, revised website, increased social media profile, consumer friendly program guides in four languages, development of core values, and revised mission statement.
- Program coordinators increased programming in multi-cultural communities and for at-risk youth with targeted programing.
- Created multiple policies, procedures, professional development standards, fiscal break-even analyses, and programing worksheets that have made the department more effective and efficient.
- Incorporated the use of data collection to better capture current and future developments.

## PERFORMANCE METRICS:

MEASURE	FY12 ACTUAL	FY13 ACTUAL	FY214 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Adult recreation programs	4	8	10	16	20
Children recreation programs	32	65	60	66	70
Somertime Day Program registrations	531	669	Camps: 673 Total: 982	Camps: 653 Total: 1948	Camps: 700 Total: 1960
Dilboy Stadium revenue	\$90,526	\$140,000	\$170,000	\$199,000	TBD
Combined ice rink revenue	\$270,626	\$490,000	\$578,000	\$648,900	TBD
Online credit card payments as percent of total payments	49%	64%	70%	80%	85%



# Recreation

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Increase accessibility for youth/adult leagues and special events by maximizing all available City facilities and fields.		
	Increase public utilization of Dilboy Stadium by opening up to public walking program at least 3-4 times a week in season, weather permitting.	New for FY16
	Use online permitting process to effectively schedule fields to maximize use.	Ongoing
	Coordinate with school district facilities to ensure 100% of available gym space is utilized for recreational programs benefiting Somerville residents.	New for FY16
	Design programming that increases low-income participants' ability to afford activities by using the program and break even analysis format.	New for FY16
	Partner with outside vendors to provide a bubble for Dilboy Stadium during the winter months.	Ongoing: Exploring options
	Explore the utilization of the small rink for programming during closing period.	Ongoing: Expected for Spring/Summer 2016
	Increase weekly water activities at Dilboy Pool by enhancing programming such as splash splash games, water sports, swimming lessons, lap swimming, water aerobics, volleyball, etc.	Ongoing
	Add adult women's soccer league	Ongoing: Planned for Spring/Summer 2016
Maximize opportunities utilizing permitted field space to improve field maintenance usability, and sustainability.		
	Over the next 1-2 years develop plans to use permit revenue to improve energy efficient lighting at least 1 field per year.	New for FY16
	Over next 1-2 years develop plans to use permit revenue to improve the maintenance of 1-2 fields per year.	New for FY16
	Develop fiscal accounting that links permit fees to improvement of fields.	New for FY16
	Work with DPW to develop turf maintenance plan to increase the health of 1-2 fields a year.	New for FY16
Develop opportunities that increase recreational passive and active participation		
	Create a feasible plan that develops an identified recreation building to use for programming.	New for FY16
	Increase inhabitability of current rec building by painting, flooring, cleaning, patching of interior walls, improve lighting, waste disposal, etc.	New for FY16
	Look for community partnerships in new development in Somerville in which a new rec space can be provided. This includes but is not limited to the new police station and Union Square development.	New for FY16
	Redevelop boat house in conjunction with DCR to better utilize the asset. Increase use of boat house by 60% by improving functionality of building including but not limited to, painting, flooring, reorganizing storage, sustainable fee structures, bathrooms, etc.	New for FY 16
Improve recreation department's outreach capacity.		

# Recreation

GOAL	STRATEGIC OBJECTIVE	STATUS
	Re-structure coordinator roles that are better defined by creating new job descriptions. New role definition will create opportunities for more comprehensive and diverse programing.	New for FY16
	Add 1-2 new coordinators to increase department's ability to provide more programing in schools and community.	New for FY16
	Partner with at least 1-2 compatible community departments and/or organizations that will improve accessibility to leisure and recreational opportunities for Somerville residents of all ages.	New for FY16
	Increase department's ability to outreach to immigrant community by providing translations of guides/flyers, website accessibility, having bilingual staff, and participation in multicultural events and/or organizations.	New for FY16
	Create 1-2 new sustainable programs that target the interests of Somerville's diverse community.	New for FY16
	Utilize Rec Commissions expertise to improve the functionality of the rec department by hosting regular monthly meetings.	New for FY 16

## BUDGET:

RECREATION		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	REC/YOUTH PROG PERSONAL	384,831	338,115	255,301	442,398	
512000	SALARIES & WAGES	236,496	240,000	155,457	169,500	
513000	OVERTIME	606	700	755	700	
514004	SHIFT DIFFERENTIALS	9,077	-	-	-	
514006	LONGEVITY	2,525	1,350	675	1,350	
515006	HOLIDAYS NON-UNION	-	-	-	1,136	
515011	HOLIDAYS - S.M.E.A.	-	-	-	553	
515012	PERFECT ATTENDANCE	1,400	-	1,500	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	
519015	AUTO ALLOWANCE	600	-	-	-	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>635,884</b>	<b>580,515</b>	<b>414,039</b>	<b>615,987</b>	<b>6.1%</b>
524001	R&M - BUILDINGS &	-	10,000	-	10,000	
524003	REPAIRS-VEHICLES	1,553	1,725	-	2,000	
524007	REPAIRS OFFICE EQUIPMENT	400	1,000	296	1,250	
527002	RENTAL-BUILDINGS SCHOOL	-	-	1,890	3,000	
530000	PROFESSIONL & TECHNCL SVC	36,716	140,000	105,281	100,800	
530023	STAFF DEVELOPMENT	-	250	315	2,750	
535003	RECREATION-ADMISSION	-	2,000	1,248	2,000	
535005	RECREATION-	881	3,000	-	2,000	

# Recreation

538005	PHOTOGRAPHY	-	250	-	250	
542000	OFFICE SUPPLIES	2,095	2,100	1,382	3,000	
542001	PRINTING & STATIONERY	3,000	3,000	830	5,500	
545000	CUSTODIAL & MAINT	3,000	3,000	-	2,000	
549000	FOOD SUPPLIES &	1,451	3,000	389	2,500	
550000	MEDICAL/DENTAL SUPPLIES	3,302	4,000	-	3,000	
551006	ATHLETIC SUPPLIES	14,127	18,000	5,695	48,500	
551010	AUDIO VISUAL SUPPLIES	-	-	245	-	
558004	MAGAZINES & PUBLICATIONS	227	300	-	300	
558005	RECREATION SUPPLIES	12,714	12,000	6,462	14,500	
558006	UNIFORMS	9,754	7,500	7,022	19,000	
573000	DUES AND MEMBERSHIPS	-	-	75	500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>89,220</b>	<b>211,125</b>	<b>131,130</b>	<b>222,850</b>	<b>5.6%</b>
<b>RECREATION TOTAL</b>		<b>725,105</b>	<b>791,640</b>	<b>545,168</b>	<b>838,837</b>	<b>6.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR, RECREATION & YOUTH	LATHAN, JILL	1,730.77	90,692.35	91,038.50
PROGRAM DEVELOPER	SCARPELLI, GEORGE	1,693.36	88,732.07	89,570.75
PROGRAM COORDINATOR	QUERUSIO, ALICIA	985.58	51,644.39	51,841.51
PROGRAM COORDINATOR	OSOY, MARCO	980.77	51,392.35	51,588.50
PROGRAM COORDINATOR	CURLEY, JOHN	990.39	51,896.44	52,094.51
PROGRAM COORDINATOR	VACANT/NEW	990.39	51,896.44	52,094.51
ADMINISTRATIVE ASSISTANT	PALAZZO, DANIELLE	1,071.44	56,143.39	57,557.67

# DPW: Administration

## MISSION STATEMENT:

To provide high-quality services to the residents of Somerville while maintaining the City's infrastructure and guaranteeing a clean and safe environment. The Department administers and oversees the City's electrical lights and lines, engineering projects, streets and public ways, vehicles, refuse removal, environmental improvement programs, public buildings and grounds, parks and playgrounds, open spaces, school custodial services, water and sewer lines, and weights and measures. This department oversees all financial matters and is responsible for the organization of all DPW Department's accounts payable. The Department of Public Works also works closely with the Mayor's Office of Transportation and the Office of Strategic Planning and Community Development on future projects and visions of redevelopment for the future of the city such as the Green Line, Bike Path, Property Conversions and Zoning and Planning.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	555,646	573,831	594,017	3.5%
Ordinary Maintenance	749,847	811,450	822,450	1.4%
General Fund Expenditures	1,305,493	1,385,281	1,416,467	2.3%

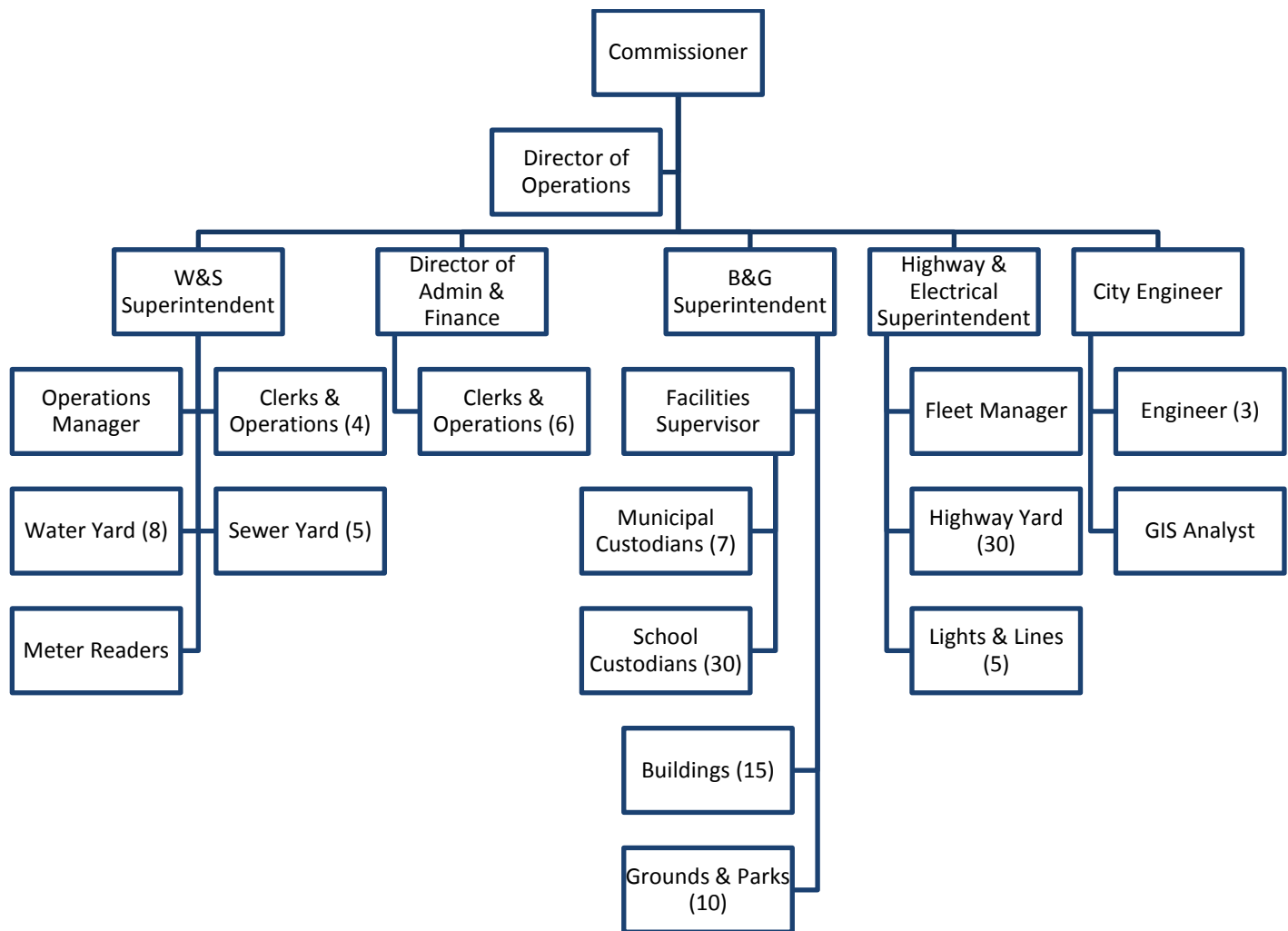
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## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
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# DPW: Administration

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Implemented new Fuel Management Program in FY15. The system will allow for better gas management, maintenance of vehicles, and fleet management.
- Implemented the use of credit card machine in FY15 for accepting credits to enhance customer convenience when making purchases at the DPW counter for items such as white good removal fee, trash and recycling services, curb cuts, and other various fees.
- Held bi-weekly meetings related to MassDOT projects including East Broadway, McGrath Highway, Cross St. Bridge, Bike Path to ensure compliance and completion within committed deadlines.
- Participated in monthly meetings regarding Phase 2 of the Green Line Project.
- Worked closely with all DPW divisions to monitor spending and budgeting.
- Managed and distributed/processed approximately 2,132 DPW 311 requests and closed approximately 24.86 per day.
- Managed and implemented new Trash Toter Program in FY15.

# DPW: Administration

## PERFORMANCE METRICS:

MEASURE	CY13 ACTUAL	CY14 ACTUAL	CY15 PROJECTED	CY16 PROPOSED
% of DPW work orders on time	83%	80%	75%	85%
Sanitation requests	6,682	6,086	11,661	5,000
Average closed work orders per day	75	75	129	81
Compost bins sold	n/a	n/a	n/a	30
Recycle bins sold	n/a	n/a	n/a	40
Number of contracts managed	n/a	n/a	168	100

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Increase capacity and efficiency in delivering core city services		
	Manage budgets and monitor spending trends to determine what is spent where and implement cost savings where able.	Ongoing
	Offer targeted training for Accounts Payable staff in concert with the Purchasing and Auditing Departments.	New for FY16
	Offer the opportunity to attend State-run programs and conferences to finance employees to improve overall knowledge of MCPPO guidelines.	New for FY16
Improve customer service using A.C.E. framework		
	Hold daily meetings with DPW Superintendents to prioritize customer needs and services.	Ongoing
Increase the use of online services for interaction with the DPW		
	Implement a new sanitation ticketing program through CitizenServe.	New for FY16
	Research and implement other existing City-based online programs to enhance the ability of constituents to fill their needs from home (e.g. white goods sticker purchasing).	New for FY16

## BUDGET:

DPW: ADMINISTRATION	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000 SALARIES	542,933	560,621	447,104	578,016	
513000 OVERTIME	7,791	8,160	5,935	8,200	
514006 LONGEVITY	3,150	3,300	1,650	3,350	
514008 OUT OF GRADE	23	-	101	500	
515006 HOLIDAYS NON-UNION	-	-	-	1,035	
515011 HOLIDAYS - S.M.E.A.	-	-	-	1,166	
515012 PERFECT ATTENDANCE	-	-	200	-	
519004 UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	

# DPW: Administration

DPW: ADMINISTRATION		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>555,646</b>	<b>573,831</b>	<b>456,739</b>	<b>594,017</b>	<b>3.5%</b>
524000	REPAIRS AND MAINTENANCE	18,874	10,000	595	10,000	
524007	REPAIRS OFFICE EQUIPMENT	856	1,000	-	1,000	
524034	MAINT CONTRACT-OFFC	3,117	2,200	1,163	2,200	
527006	LEASE - PHOTOCOPIER	1,608	4,500	3,994	4,500	
527018	POSTAGE MACHINE RENTAL	-	1,200	516	1,200	
529007	HAZARDOUS WASTE	106,243	125,000	63,596	125,000	
530000	PROFESSIONL & TECHNCL	5,551	11,500	4,743	169,500	
530008	EMPLOYEE TRAINING	650	2,000	345	2,000	
530011	ADVERTISING	-	500	-	500	
530018	POLICE DETAIL	9,398	15,000	7,604	15,000	
530020	FIRE DETAIL	677	2,500	2,899	2,500	
530028	SOFTWARE SERVICES	13,969	-	-	-	
534003	POSTAGE	-	3,500	-	3,500	
542000	OFFICE SUPPLIES	10,541	6,000	2,623	6,000	
542001	PRINTING & STATIONERY	270	2,000	60	2,000	
548001	MOTOR GAS AND OIL	548,267	597,000	426,994	450,000	
558003	PUBLIC SAFETY SUPPLIES	27,638	25,000	13,750	25,000	
571000	IN STATE TRAVEL	-	100	35	100	
571001	IN STATE CONFERENCES	355	-	835	-	
573000	DUES AND MEMBERSHIPS	862	750	974	750	
578007	REIMB OF LICENSES	972	1,700	1,479	1,700	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>749,847</b>	<b>811,450</b>	<b>532,204</b>	<b>822,450</b>	<b>1.4%</b>
<b>DPW ADMIN TOTAL</b>		<b>1,305,493</b>	<b>1,385,281</b>	<b>988,943</b>	<b>1,416,467</b>	<b>2.3%</b>



# DPW: Administration

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DPW COMMISSIONER	KOTY, STANLEY	2,083.39	109,169.64	109,586.31
DIR OPERATIONS	WILLETTE, RICHARD	1,811.94	94,945.66	95,308.04
DIR ADMIN & FINANCE	CARCHEDI, JERRY	1,275.00	66,810.00	67,065.00
ADMINISTRATIVE ASSISTANT	MORIN, CHRISTINE	1,214.67	63,648.71	63,891.64
ADMINISTRATIVE ASSISTANT	RINGER, DIANE	1,071.44	56,143.46	58,107.74
HEAD CLERK	COREY, JEAN	980.69	51,388.16	53,334.29
PRINCIPAL CLERK	FOSTER, SUSAN	912.09	47,793.52	48,875.93
PRINCIPAL CLERK (TEMP)	SPEZZAFERO, KIM	845.73	18,098.62	46,378.89
		895.52	27,761.12	
JUNIOR CLERK	COCHRAN, MEGAN	806.42	42,256.41	42,767.69

# DPW: Buildings & Grounds

## MISSION STATEMENT:

To ensure the interiors and surroundings of all city buildings, as well as city parks and public spaces, are clean, secure, and well-functioning. The Department reacts to the needs of the community in preserving parks and buildings, but it has also begun to engage in preventive maintenance of these spaces. In responding to a myriad of requests, the Department continues to strive for increases in productivity and efficiency.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	1,891,122	2,072,503	2,156,420	4.0%
Ordinary Maintenance	6,160,196	7,153,742	7,662,250	7.1%
General Fund Expenditures	8,051,318	9,226,245	9,818,670	6.4%

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## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
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## FY2015 ACCOMPLISHMENTS:

- Completed park and island maintenance and beautification work prior to spring events and warm weather.
  - Partnered with Police Department to enforce local animal control laws regarding dogs in parks
  - Used the expertise of our new gardener to educate and inform present employees on care, maintenance, and upkeep of all green areas.
  - Evaluated and addressed issues at Nunziato and Argenziano Fields including re-seeding and re-sodding the existing conditions.
  - Completed 85% of 311 work orders on-time.
  - Worked with SomerStat to identify areas in need of improvement, including 311 call intake questions and event support requests.
  - Installed 20 recycle barrels within 20 Parks.
  - Increased usage of 'green' chemicals within all buildings to promote the safety and wellbeing of city staff and schoolchildren.
-

# DPW: Buildings & Grounds

## PERFORMANCE METRICS:

MEASURE	CY13 ACTUAL	CY14 ACTUAL	CY15 PROJECTED	CY16 PROPOSED
Total city building repairs	909	885	872	890
Total school building repairs	1892	2051	1708	1750
% SLAs met for all B&G work orders	80%	69%	79%	80%
Number of events set up/taken down	n/a	n/a	200	225

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Improve data tracking & collection and improve responses to constituent & internal requests.		
	Complete a minimum of 80% of total work orders within their prescribed SLA.	New for FY16
	Develop customer satisfaction survey as a tool to measure the overall satisfaction of internal and constituent “customers” with Buildings & Grounds services.	New for FY16
	Work with 311 to develop a system for prioritizing work order requests and develop additional statuses beyond open & closed.	Ongoing
	Improve process for tracking work done by contractors in addition to work that is either not requested through 311 or is not captured in a 311 request.	New for FY16
	Review event support workflow and develop a standard operating procedure for tracking event support requests in 311.	Ongoing
	Research feasibility of contracting out all or a portion of event support work to reduce overtime costs and use skilled labor more productively.	New for FY16
Maintain all city buildings, executing construction and renovation projects as needed		
	Make security improvements in all city buildings in order to protect users and facilities, including upgrading School buildings to card access system.	New for FY16
	Develop strategic plan for building repairs to reduce worker and student disruption while also minimizing overtime costs when possible.	New for FY16
	Review key management processes including key cutting procedures and implement an SLA of one week for a standard key request.	New for FY16
	Improve cleaning services process by evaluating chemical treatment levels and developing a plan to minimize and/or meet needs for extra winter cleaning tasks.	New for FY16
	To increase the building based preventive maintenance program in conjunction with Capital Projects.	Ongoing
	Update the High School’s HVAC (through a grant).	Ongoing
Maintain city-owned parks and open spaces, maximizing their utilization and functionality for residents.		
	Implement the recommendations of the Gale field evaluation report regarding the improvements for controlled irrigation.	New for FY16

# DPW: Buildings & Grounds

## BUDGET:

BUILDINGS & GROUNDS		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	375,495	383,858	307,366	393,476	
511300	WAGES	1,061,228	1,197,400	880,308	1,233,717	
513000	OVERTIME	75,056	117,810	75,689	120,166	
513002	OVERTIME - LABOR	294,006	285,600	202,836	310,600	
514006	LONGEVITY	6,700	6,575	3,250	7,400	
514009	LONGEVITY-LABOR	16,950	16,500	8,075	17,175	
514010	OUT OF GRADE-LABOR	3,120	4,080	3,902	4,800	
514015	OTHER DIFFERENTIALS	43,368	48,830	45,819	51,038	
515006	HOLIDAYS NON-UNION	-	-	-	345	
515011	HOLIDAYS - S.M.E.A.	-	-	-	5,853	
515012	PERFECT ATTENDANCE	2,100	-	1,600	-	
519004	UNIFORM ALLOWANCE	10,500	10,850	9,800	10,850	
519013	OTHER LUMP SUM	2,600	1,000	1,000	1,000	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>1,891,122</b>	<b>2,072,503</b>	<b>1,539,644</b>	<b>2,156,420</b>	<b>4.0%</b>
521001	ELECTRICITY	2,312,113	2,749,239	2,039,477	3,001,000	
521002	NATURAL GAS	541,899	575,000	352,758	600,000	
521005	OIL	780,958	730,000	501,477	700,000	
524001	REPAIRS-BUILDINGS &	2,642	100,000	3,557	100,000	
524002	REPAIRS PARKS &	36,207	60,000	12,923	105,000	
524010	HVAC MAINTENANCE	963,726	1,069,553	705,329	1,072,300	
524013	REPAIRS-TOOLS &	25,953	15,000	6,793	15,000	
524017	R&M - OTHER EQUIPMENT	3,762	-	-	-	
524018	FENCE INSTALLATION & MAIN	54,291	80,000	49,961	100,000	
524019	INTERIOR BLDG MAINT	128,865	250,000	137,811	325,000	
524020	EXTERIOR BLDG MAINT	65,645	100,000	27,526	100,000	
524021	FIRE ALARM & EXT R&M	33,380	87,550	24,370	90,550	
524022	PROGRAM TIME CLOCKS	16,722	30,000	2,645	39,000	
524023	INTERCOM EQUIP R & M	230	-	5,235	-	
524024	ELEVATORS R & M	94,453	55,000	37,694	62,000	
524025	PLUMBING R & M	2,380	45,000	11,472	65,000	
524026	ROOFING R & M	57,487	75,000	22,170	75,000	
524027	FLOOR COVERING R & M	8,847	30,000	27,869	50,000	
524031	REPAIRS TO PARK LIGHTING	497	10,000	-	10,000	
524032	R&M - LIGHTING	94,414	-	-	-	
527001	RENTALS-BUILDINGS	7,825	30,000	6,423	30,000	

# DPW: Buildings & Grounds

527014	RENTAL - TABLES & CHAIRS	4,456	6,000	2,865	9,000	
527015	RENTALS EQUIPMENT	4,072	5,000	4,164	5,000	
529009	ALARMS	63,938	68,400	51,373	68,400	
530000	PROFESSIONL & TECHNCL SVC	126,649	125,000	15,950	125,000	
538004	EXTERMINATION	42,203	75,000	29,555	52,000	
538008	MOVING SERVICES	111,925	30,000	20,710	50,000	
542000	OFFICE SUPPLIES	-	-	-	-	
542005	OFFICE EQUIPMENT NOT	-	-	7,522	-	
542006	OFFICE FURNITURE	4,925	12,000	1,649	12,000	
542012	OTH EQUIPMENT NOT	7,800	-	-	-	
543002	PLUMBING SUPPLIES	59,187	45,000	49,702	65,000	
543006	ELECTRICAL SUPPLIES	18,589	50,000	39,599	75,000	
543007	PAINT	12,299	20,000	7,896	20,000	
543008	GLASS	10,322	15,000	2,626	30,000	
543011	HARDWARE & SMALL TOOLS	59,835	10,000	29,301	10,000	
545000	SUNDRY MAINT SUPPLIES	214,130	300,000	127,864	300,000	
546000	GROUNDSKEEPING SUPPLIES	19,673	65,000	9,771	65,000	
546003	LOAM	49,913	65,000	17,886	65,000	
548006	MOTOR PARTS &	859	-	294	-	
549000	FOOD SUPPLIES &	5,157	6,000	3,926	6,000	
551010	AUDIO VISUAL SUPPLIES	1,315	-	-	-	
553001	SIGNS AND CONES	5,308	1,000	253	1,000	
553004	LUMBER & WOOD PRODUCTS	240	-	360	-	
558000	OTHER SUPPLIES	977	-	504	-	
558006	UNIFORMS	25,772	22,000	20,192	22,000	
558011	FLOWERS & FLAGS	20,084	67,000	8,002	67,000	
572000	OUT OF STATE TRAVEL	1,676	-	-	-	
578009	CHRISTMAS LIGHTING	56,597	75,000	39,722	75,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>6,160,196</b>	<b>7,153,742</b>	<b>4,467,177</b>	<b>7,662,250</b>	<b>7.1%</b>
<b>DPW BUILDINGS &amp; GROUNDS TOTAL</b>		<b>8,051,318</b>	<b>9,226,245</b>	<b>6,006,821</b>	<b>9,818,670</b>	<b>6.4%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SUPT BLDG & GROUNDS	WHITNEY, WALTER	1,723.91	90,332.88	90,677.67
PV SR BLDG CUSTODIAN	KOSLOFSKY, ALAN	919.11	48,161.36	51,694.44
JR BLDG CUSTODIAN	CURLEY, PAUL	904.21	47,380.60	50,884.77
JR BLDG CUSTODIAN + 10%	GAUDET, ROLAND	990.46	51,900.10	55,146.60

# DPW: Buildings & Grounds

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
JR BLDG CUSTODIAN + 10%	KEATING, DAVID	990.46	51,900.10	55,421.60
JR BLDG CUSTODIAN + 10%	SILVA, JAMES	990.46	51,900.10	55,571.60
JR BLDG CUSTODIAN + 10%	LOGRIPPO, PATRICIA	990.46	51,900.10	55,146.60
PV PUBLIC BLDG FOREMAN	RODERICK, JAMES	1,435.11	54,534.18	80,639.32
		1,438.96	20,721.02	
PUBLIC BLDG FOREMAN	QUINN, STEVEN	1,368.05	67,855.28	76,100.62
		1,371.90	3,841.32	
DPW FOREMAN B&G	PANTANELLA, MARTHA	1,080.55	56,620.82	60,392.09
DPW FOREMAN B&G	SANTANGELO, FRANK	1,080.55	56,620.82	60,317.09
WKFM/PLUMBER/PWL	MCKENZIE, STEWART	1,013.42	53,103.21	56,669.24
WKFM/CARPENTER/PWL	FULCO, FRANK	986.61	51,698.36	54,812.39
WKFM/SHMEO/PWL	ARDOLINO, MARK	958.04	50,201.30	53,259.89
PLUMBER	HARDY, STEPHEN	983.47	51,533.83	54,391.76
ELECTRICIAN	SLATTERY CHRISTOPHER	965.80	50,607.92	52,831.57
CARPENTER PLASTERER	WALSH, JOHN	940.28	49,270.67	52,044.82
SHMEO/PWL	ISCHIA, LOUIS	879.14	46,066.94	49,097.47
SHMEO/PWL	FALAISE, JEAN CLAUDE	867.46	45,454.90	47,987.78
SHMEO/PWL	PELLIGRINI, EDWARD	857.07	44,910.47	47,523.18
PWMAINTMECH/PWL	CHAMBERS, JAMES	873.69	45,781.36	48,676.31
HMEO/MAINT MECH/PWL	OLIVEIRA, DAVID	867.27	45,444.95	47,977.45
HMEO/MAINT MECH/PWL	NORMAN, TENNYSON	807.69	25,684.54	45,261.26
		856.56	17,645.14	
HMEO/MAINT MECH/PWL	CORBETT, STEPHEN	867.26	45,444.42	48,326.91
HMEO/MAINT MECH/PWL	VACANT	807.69	42,322.96	44,239.87
MECH EQUIP REPAIRMAN	MCDONOUGH, TIMOTHY	840.25	12,099.60	47,277.21
		857.06	32,568.28	
HMEO/PWL	KEENAN, THOMAS	796.80	9,402.24	45,487.79
		840.25	34,114.15	
HMEO/PWL	KALTON, JOHN	857.06	44,909.94	47,772.64
HMEO/PWL	MCCOLLEM, RONALD	857.06	44,909.94	47,647.64
PUBLIC GROUNDS GARDENER	HUNT, ANDREW	834.88	43,747.71	46,467.38
PUBLIC GROUNDS MAINTENANCE	MERCIER, ROBERT	834.88	43,747.71	45,717.38
PUBLIC WORKS LABORER	PREVAL, JAQUES	817.79	42,852.20	45,388.71

# DPW: School Custodians

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	1,551,821	1,697,652	1,847,962	8.9%
Ordinary Maintenance	836,676	854,000	871,080	2.0%
General Fund Expenditures	2,388,497	2,551,652	2,719,042	6.6%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## BUDGET:

SCHOOL CUSTODIANS		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	1,405,437	1,556,300	1,160,132	1,701,122	
511002	SALARIES - MONTHLY	15,000	15,000	15,000	15,000	
513000	OVERTIME	61,482	52,929	50,414	53,988	
514006	LONGEVITY	25,875	27,375	17,975	22,850	
514008	OUT OF GRADE	157	1,530	4,727	2,230	
514015	OTHER DIFFERENTIALS	4,299	4,335	3,980	4,526	
515004	HOLIDAYS	720	1,463	547	7,026	
515012	PERFECT ATTENDANCE	3,150	-	3,725	-	
519004	UNIFORM ALLOWANCE	700	700	700	700	
519013	OTHER LUMP SUM PAYMENTS	35,000	38,020	30,000	40,520	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>1,551,821</b>	<b>1,697,652</b>	<b>1,287,199</b>	<b>1,847,962</b>	<b>8.9%</b>
530000	PROFESSIONAL & TECHNICAL SVC	836,676	854,000	640,058	871,080	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>836,676</b>	<b>854,000</b>	<b>640,058</b>	<b>871,080</b>	<b>2.0%</b>
<b>SCHOOL CUSTODIANS TOTAL</b>		<b>2,388,497</b>	<b>2,551,652</b>	<b>1,927,257</b>	<b>2,719,042</b>	<b>6.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FACILITIES SUPERVISOR	BOWLER, MICHAEL	1,507.78	79,007.67	98,132.77
ASST SUPERVISOR OF NIGHT CUSTODIANS	MOORE, HARRY S.	1,092.93	57,269.53	60,589.82
SR CUSTODIAN 1	VACANT	939.51	49,230.32	50,668.23
SR CUSTODIAN 2	CONSOLO, JOSEPH	1,051.74	55,111.18	57,171.52
SR CUSTODIAN 2	CREMINS, DAVID	956.14	50,101.74	53,292.96

# DPW: School Custodians

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SR CUSTODIAN 2	LEGEE-VOSS, ROBIN	1,051.74	55,111.18	57,171.52
SR CUSTODIAN 2	ROGERS, MICHAEL	1,051.75	55,111.70	57,422.05
SR CUSTODIAN 2	SHEA, STEPHEN	1,051.75	54,901.35	57,611.70
SR CUSTODIAN 1	WHITE, PAUL	994.27	12,925.51	15,099.36
		1,001.48	39,458.31	39,458.31
JR BLDG CUSTODIAN	ANGIULO, ANTHONY JR.	871.55	45,669.22	48,343.53
JR BLDG CUSTODIAN	ANGIULO, ANTHONY SR.	871.55	45,669.22	48,493.53
JR BLDG CUSTODIAN	AULT, JOHN	958.71	50,236.40	52,928.15
JR BLDG CUSTODIAN	BLAIKIE, PETER	958.71	50,236.40	52,278.15
TEMP JR BLDG CUSTODIAN	BRADY, SHAWN	863.01	45,221.72	46,644.33
JR BLDG CUSTODIAN	COLMAN, RONALD	871.55	45,669.22	48,543.53
JR BLDG CUSTODIAN	COLLETTE, CHRISTOPHER	939.91	49,251.28	50,877.25
JR BLDG CUSTODIAN	FINIGAN, MICHAEL	958.71	50,236.40	52,403.15
JR BLDG CUSTODIAN	VACANT	800.25	41,933.10	43,863.15
JR BLDG CUSTODIAN	GUARINO, JASON	871.55	45,669.22	47,743.53
JR BLDG CUSTODIAN	HANSCOM, MARK	984.85	51,606.14	54,303.11
JR BLDG CUSTODIAN	HARDY, JOHN	958.71	50,236.40	52,278.15
JR BLDG CUSTODIAN	HODGDON, JAMES	958.71	50,236.40	52,278.15
JR BLDG CUSTODIAN	LOGRIppo, VINCENT	885.57	13,637.78	50,018.68
		939.91	34,776.67	
JR BLDG CUSTODIAN	LORENTI, ALEXANDER	958.71	50,236.40	52,278.15
JR BLDG CUSTODIAN	MCAID, THOMAS	871.55	45,669.22	47,943.53
JR BLDG CUSTODIAN	MCDONALD, ROY	958.71	50,236.40	52,228.15
JR BLDG CUSTODIAN	MITCHELL, MARK	871.54	45,668.70	47,943.00
JR BLDG CUSTODIAN	SHEA, JOHN	958.70	50,235.88	52,527.62
JR BLDG CUSTODIAN	STURNIOLO, JAMES	880.27	33,450.26	34,876.31
		885.58	12,752.35	12,752.35
JR BLDG CUSTODIAN	BOCART, MILLER BEN	880.28	33,978.81	35,580.92
		885.58	12,221.00	12,221.00
JR BLDG CUSTODIAN	VALENTE, COSMO	958.70	50,235.88	52,727.62
JR BLDG CUSTODIAN	VACANT	880.28	46,126.67	47,552.73
JR BLDG CUSTODIAN	WHITLOCK, JOSEPH JR.	871.55	45,669.22	47,943.53
TEMP JR BLDG CUSTODIAN	VACANT	880.28	46,126.67	47,552.73



# DPW: Solid Waste

## MISSION STATEMENT:

Solid Waste 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 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:

SANITATION		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
529003	RUBBISH REMOVAL	1,192,565	1,450,000	733,048	1,554,110	
529006	RECYCLING	52,025	100,000	81,751	175,000	
530000	PROFESSIONL & TECHNCL SVC	2,823,214	3,015,000	1,923,428	3,391,315	
534003	POSTAGE	17,739	16,000	-	16,000	
542001	PRINTING & STATIONERY	32,406	26,000	1,572	26,000	
553008	RECYCLING CARTS	11,466	-	-	-	
558014	PHOTOGRAPHIC SUPPLIES	-	-	721	-	
<b>DPW SANITATION TOTAL</b>		<b>4,129,415</b>	<b>4,607,000</b>	<b>2,740,519</b>	<b>5,162,426</b>	<b>12.1%</b>

# DPW: Highway

## MISSION STATEMENT:

To ensure the safety of the general public through the provision of efficient and effective street and highway maintenance services. The Department supports many different city departments, and its everyday functions include sidewalk work, tree maintenance, snow plowing and removal, and street maintenance. The Department prepares for and responds to everything including blizzards, hurricanes, tornadoes, micro bursts, and even floods. The employees of the Highway Department pride themselves on their role in the provision of public safety and on their ability to accomplish tasks efficiently and effectively.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	1,998,621	2,244,425	2,326,769	3.7%
Ordinary Maintenance	1,042,573	953,845	1,183,845	24.1%
General Fund Expenditures	3,041,194	3,198,270	3,510,614	9.8%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## FY2015 ACCOMPLISHMENTS:

- Filled over 4,000 potholes.
- Tree crew members completed chain saw training.
- Increased tree trimming and maintenance to conserve City's green canopy.
- Consistently meet SLA for graffiti removal and began forwarding photos to SPD.
- Installed benches, barrels, planters, bollards, bike racks to replace those damaged during the winter.
- Created a standard work order for emptying barrels.
- Increased the capacity for recycling pickup within city squares by placing additional recycle barrels and adjusting pickup frequency.

## PERFORMANCE METRICS:

METRIC	CY13 ACTUAL	CY14 ACTUAL	CY15 PROJECTED	CY16 PROPOSED
% on time Highway work orders	68%	74%	66%	80%
Number of potholes repaired	1,520	2,701	3,234 YTD	2,750
Number of sidewalks repaired	785	780	238 YTD	750

# DPW: Highway

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Develop and upgrade department policies and procedures		
	Work with SomerStat and Constituent Services to improve work order management and reduce duplicated work orders.	New for FY16
	Research and provide a more 'green' formula for cleaning equipment related to asphalt operations.	New for FY16
	Replace and upgrade existing 20+ year old exhaust fan system in the repair garage to reduce the impact of vehicle emissions on garage staff.	New for FY16
	Equip a trailer with necessary assets to facilitate meeting the increased demand for event support.	New for FY16
	Work closely with SomerStat and Administration to improve snow operations, including plow route mapping & evaluate other potential applications of that system.	New for FY16
Maintain, preserve, and protect the City's tree canopy		
	Increase arborist involvement in caring for new trees planted in FY15 from once a month to twice a month.	Ongoing
	Work with OSPCD to implement organized tree planting in spring.	Ongoing
	Work with State (DCR) and the City's on-call arborist to develop a strategy to deal with the emerald ash borer and health of the city's ash tree population.	New for FY15
Improve the City's level of ADA Compliance and Training		
	Work with the Engineering Department and the City ADA Coordinator to install HC ramps in sidewalks.	Ongoing
	Train and educate the concrete crew to be proficient in the use of 'smart levels' to meet new ADA standards when replacing sidewalk panels.	Ongoing
Develop, implement, and support a fleet of green vehicles		
	Hold efficient driving training.	New for FY16
	Install 3 electric vehicle charging stations.	New for FY16
	Purchase hybrid trash trucks.	New for FY16
	Use fuel tracking system to calculate baseline idling time and educate drivers on how to reduce fuel usage.	New for FY16

## BUDGET:

DPW: HIGHWAY	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000 SALARIES	83,043	165,525	69,470	170,136	
511300 WAGES	1,427,159	1,652,576	1,213,863	1,713,963	

# DPW: Highway

DPW: HIGHWAY		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
513002	OVERTIME - LABOR	401,264	328,440	297,252	335,008	
514009	LONGEVITY-LABOR	23,150	23,100	10,692	22,200	
514010	OUT OF GRADE-LABOR	4,204	7,650	5,307	8,500	
514015	OTHER DIFFERENTIALS	48,915	54,511	48,438	58,544	
515006	HOLIDAYS NON-UNION	-	-	-	337	
515011	HOLIDAYS - S.M.E.A.	536	1,073	368	6,531	
515012	PERFECT ATTENDANCE	900	-	1,800	-	
519004	UNIFORM ALLOWANCE	9,450	11,550	9,800	11,550	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>1,998,621</b>	<b>2,244,425</b>	<b>1,656,990</b>	<b>2,326,769</b>	<b>3.7%</b>
524003	REPAIRS-VEHICLES	58,612	45,000	26,859	60,000	
524013	REPAIRS-TOOLS &	5,358	5,000	1,454	5,000	
524018	FENCE INSTALLATION & MAIN	10,821	5,000	240	15,000	
524029	REPAIRS-HIGHWAYS	1,000	5,000	-	5,000	
527015	RENTALS EQUIPMENT	4,485	-	8,970	-	
529003	RUBBISH REMOVAL	92,700	100,000	11,302	100,000	
529005	CARE OF TREES	28,964	50,000	43,933	175,000	
530000	PROFESSIONL & TECHNCL SVC	514,786	350,000	273,087	382,500	
530008	EMPLOYEE TRAINING	-	3,000	-	3,000	
530011	ADVERTISING	-	1,000	-	1,000	
530021	TOWING	2,603	2,500	1,858	5,000	
530028	SOFTWARE SERVICES	2,239	15,000	7,761	15,000	
542000	OFFICE SUPPLIES	617	2,000	90	2,000	
542001	STATIONERY	5,555	5,000	2,590	5,000	
542007	COMPUTER EQUIPMENT	4,359	-	-	-	
543003	TOOLS	8,450	9,500	4,701	9,500	
543007	PAINT	5,001	5,000	-	5,000	
543008	GLASS	2,013	4,000	1,310	9,000	
543011	HARDWARE & SMALL TOOLS	9,675	5,000	3,970	5,000	
548004	TIRES AND TUBES	9,977	10,000	4,741	10,000	
548006	MOTOR PARTS &	120,386	130,000	88,448	135,000	
553000	SAND AND GRAVEL	9,653	1,200	-	1,200	
553001	SIGNS AND CONES	2,092	2,100	-	2,100	
553002	BITUMINOUS SUPPLIES	32,659	75,000	15,501	95,000	
553003	READY MIX CONCRETE	96,262	110,000	62,521	120,000	
553004	LUMBER & WOOD PRODUCTS	2,987	5,000	-	5,000	
553006	MASONRY SUPPLIES	-	-	-	5,000	

# DPW: Highway

DPW: HIGHWAY	FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
558000 OTHER SUPPLIES	477	-	-	-	
558004 MAGAZINES/SUBSCRIPTS/PU	9,157	5,545	1,500	5,545	
558006 UNIFORMS	1,687	3,000	-	3,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>1,042,573</b>	<b>953,845</b>	<b>560,836</b>	<b>1,183,845</b>	<b>24.1%</b>
<b>DPW HIGHWAY TOTAL</b>	<b>3,041,194</b>	<b>3,198,270</b>	<b>2,217,826</b>	<b>3,510,614</b>	<b>9.8%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HIGHWAY SUPERINTENDENT	MACEACHERN, STEVEN	1,681.49	88,110.08	88,446.37
FLEET MANAGER	BONNEY, RONALD	1,565.38	82,025.91	82,338.99
HIGHWAY YARD FOREMAN	BARRY, THOMAS	1,417.81	35,161.69	79,103.98
		1,421.66	39,237.82	
MOTOR EQUIP REPAIR FOREMAN	BROWNE, MICHAEL	1,377.27	21,485.41	76,389.23
		1,381.12	50,825.22	
WASTE COLL INSPECTOR	MURPHY, BRIEN K	1,302.21	68,235.80	72,712.09
WASTE COLL INSPECTOR	O'CONNELL, JOHN	1,302.21	68,235.80	72,712.09
WASTE COLL INSPECTOR	ROCHE, CHARLES	1,302.21	68,235.80	72,362.09
WKFM1/SHMEO/TREE CLIMBER	NURSE, RICHARD	968.25	50,736.30	53,614.71
WKFM1/SHMEO/CEMENTFINISHER /PWL	DIFRAIA, JAMES M	1,013.42	53,103.21	56,669.24
WKFM1/SHMEOCURBSETTER/PWL	CORBIN, FRANK	1,008.04	52,821.30	56,376.89
WKFM1/SHMEO/PWL	BUNKER, DAVID	958.04	50,201.30	53,259.89
WKFM1/SHMEO/PWL	VACANT	918.26	48,116.82	50,248.25
MOTOR EQUIP REPAIRMAN	PANTANELLA, ANTHONY	986.59	51,697.32	54,561.30
MOTOR EQUIP REPAIRMAN	THORNTON, RICHARD	986.59	51,697.32	54,811.30
MOTOR EQUIP REPAIRMAN	WINTER, KARL	986.59	51,697.32	54,461.30
SHMEO/CEMENTFINISHER/PWL	BARBIERE, JEFFREY	929.23	48,691.65	51,494.36
SHMEO/CEMENTFINISHER/PWL	STANTON, MATTHEW	911.99	47,788.28	50,407.54
SHMEO/CEMENTFINISHER/PWL	VACANT	929.23	48,691.65	51,344.36
SHMEO/CEMENTFINISHER/PWL	MCDEVITT, KEVIN	911.99	14,774.24	51,061.62
		929.23	33,638.13	
SHMEO/CEMENTFINISHER/PWL	O'REGAN, CORNELIUS	911.99	47,788.28	50,157.54
SHMEO/CURBSETTER/PWL	HUCKINS, STEVE	901.14	34,243.32	49,630.28
		922.83	13,288.75	
SHMEO/CURBSETTER/PWL	DILL, ROBERT	922.19	48,322.76	50,461.80
SHMEO/CURBSETTER/PWL	HALLORAN, EDWARD	939.74	49,242.38	52,665.47
SHMEO/CURBSETTER/PWL	WOOD, JAMES	940.29	49,271.20	52,845.36
SHMEO/TREE CLIMBER/PWL	SYLVAIN, JUDE	927.87	48,620.39	51,370.46

# DPW: Highway

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SHMEO/TREE CLIMBER/PWL	MCAIN, JOSEPH	922.19	48,322.76	50,461.80
SHMEO/PWL+10%	HOGAN, THOMAS	967.14	50,678.14	53,404.39
SHMEO/PWL +10%	HARDY, EDWARD	967.14	50,678.14	53,404.39
SHMEO/PWL+10%	HUCKINS, STEVE	930.24	12,837.31	51,592.11
		948.19	36,600.13	
SHMEO/PWL	DIORIO, JASON	930.24	14,697.79	51,587.44
		948.19	34,703.75	
SHMEO/PWL	MORIARTY, MICHAEL	845.67	27,907.11	46,623.26
		861.99	16,722.61	
SHMEO/PWL	VACANT	845.67	44,313.11	46,303.71
HMEO/PWL	HARDY, DANIEL	857.07	44,910.47	47,423.18
TEMP LABORER	CASSESSO, CHRIS	818.51	42,889.92	45,427.83
WATCHMAN	RIDDLE, MARGARET	817.79	42,852.20	46,188.71

# DPW: Electrical

## MISSION STATEMENT:

To ensure electrical systems under the Department's purview, including fire alarm pull boxes, publicly displayed information systems (i.e. blue lights, traffic speed message boards, etc.), and the City's radio system, are well maintained, safe, and comply with all relevant regulations. The Department also strives to respond to requests and concerns from residents, including wire concerns and Dig Safe compliance requests, in a timely, courteous, and safe manner.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	246,364	291,079	311,916	7.2%
Ordinary Maintenance	159,167	229,000	197,000	-14.0%
General Fund Expenditures	405,531	520,079	508,916	-2.1%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## FY2015 ACCOMPLISHMENTS:

- Replaced traffic signals at Washington St. @ Dane/Sycamore St. @ Medford St.
- Managed citywide streetlight and external building fixture audit in conjunction with SomerStat, which resulted in a GIS map book of all fixtures within city limits.
- Worked with a contractor to complete a major mast arm installation at Broadway and Main.
- In conjunction with the Traffic & Parking department, installed two new solar stop signals at Powderhouse Blvd. and Packard Ave.

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Provide safe environment for pedestrians, bicyclists, and motorists.		
	Work with SafeStart, StreetStat, and other cross-departmental groups to ensure the safety of all modes of travel.	Ongoing
Identify energy efficient and cost effective lighting opportunities.		
	Work with SomerStat and lighting contractor to finalize street light design.	Ongoing
	Work with SomerStat and lighting contractor to convert street and external city building lighting to LED.	New for FY16
	Develop a plan to work with Eversource to reduce existence of double poles	New for FY16

# DPW: Electrical

GOAL	STRATEGIC OBJECTIVE	STATUS
	and correct dangerous leaning poles.	
	Implement training for staff to maintain LED street lights in-house. This will reduce cost of street light repair maintenance.	New for FY16
	Replace street lights at various locations on Broadway with solar lights. If there should be a power outage, the roadway will remain lit.	Ongoing
<b>Install Radio Boxes In All City Buildings and Overhead Wire Management.</b>		
	Collaborate with Law Department to create a final draft to update the existing ordinance regarding radio fire call systems.	New for FY16
	Collaborate with ISD and Law Department to create a final draft to update the ordinance regarding overhead wires.	New for FY16
	Work with businesses to update their fire alarm system radio boxes.	Ongoing

## BUDGET:

DPW: ELECTRICAL		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511300	WAGES	171,081	211,929	134,746	221,728	
513002	OVERTIME - LABOR	63,198	61,200	76,527	70,000	
514009	LONGEVITY-LABOR	2,950	3,100	1,575	3,050	
514010	OUT OF GRADE-LABOR	1,823	6,000	3,379	7,000	
514015	OTHER DIFFERENTIALS	5,320	6,900	5,443	7,343	
515011	HOLIDAYS - S.M.E.A.	-	-	-	845	
515012	PERFECT ATTENDANCE	500	-	900	-	
519004	UNIFORM ALLOWANCE	1,400	1,400	1,050	1,400	
519015	AUTO ALLOWANCE	92	550	-	550	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>246,364</b>	<b>291,079</b>	<b>223,619</b>	<b>311,916</b>	<b>7.2%</b>
524004	REPAIRS-TRAFFIC	11,517	25,000	5,498	25,000	
524006	REPAIRS-COMMUN.	19,297	20,000	5,845	20,000	
524021	REPAIRS-FIRE ALARM	10,868	25,000	1,598	25,000	
524032	REPAIRS TO LIGHTING	51,479	80,000	-	65,000	
530000	PROFESSIONL & TECHNCL	34,001	67,000	31,880	50,000	
542008	BOOKS & BOOKBINDING	1,447	2,000	-	2,000	
542009	TELECOM. EQUIP NOT	22,163	-	-	-	
543006	ELECTRICAL SUPPLIES	5,943	5,000	1,350	5,000	
543007	PAINT	537	1,500	464	1,500	
543011	HARDWARE & SMALL	1,916	2,000	1,693	2,000	
553001	SIGNS AND CONES	-	1,500	-	1,500	
<b>SUBTOTAL ORDINARY</b>		<b>159,167</b>	<b>229,000</b>	<b>48,327</b>	<b>197,000</b>	<b>-14.0%</b>
<b>DPW ELECTRICAL TOTAL</b>		<b>405,531</b>	<b>520,079</b>	<b>271,947</b>	<b>508,916</b>	<b>-2.1%</b>



# DPW: Electrical

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PV FOREMAN	DEVELLIS, VINCENT	1,452.55	54,325.37	81,289.32
		1,456.40	21,846.00	
ELECTRICIAN	MARINO, JOSEPH	917.00	37,963.80	50,716.58
		965.80	10,623.80	
SIGNAL MAINTAINER	GOODE, JOSEPH	884.74	46,360.38	49,026.77
ELECTRICIAN	CALI, KRISTOFER	965.80	50,607.92	53,331.57

# DPW: Engineering

## MISSION STATEMENT:

To maintain City infrastructure and engineering plans in order to increase efficiency and to provide for optimal service delivery, including (but not limited to) street acceptance, sewer, drain, and water distribution plans. The department also manages the street opening permit program, which includes enforcing the requirements of the newly implemented Permit Manual, written and developed by this office in 2013. Engineering also reviews private development site plans to ensure compliance with City standards and sound engineering practices. The department works closely with state and federal agencies such as the MBTA, MassDOT, DEP, EPA, MassDEP, and the MWRA and manages street reconstruction in compliance with ADA standards.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	117,802	156,834	163,876	4.5%
Ordinary Maintenance	77,004	207,100	137,100	-33.8%
General Fund Expenditures	194,806	363,934	300,976	-17.3%

## CHANGES BETWEEN FY2015 & FY2016:

- No significant Changes. Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Manage infrastructure/roadway improvement projects.		
	Collaborate with OSPCD in the development of Broadway and Davis Square streetscape improvement plans.	Ongoing
	Assist in the coordination of GLX utility work throughout the city.	Ongoing
	Manage construction of the East Broadway Streetscape/Utility Improvement Project.	Ongoing: Closeout Pending
	Manage design and construction of Beacon Street utility improvements.	Construction began 5/14
	Manage reconstruction of retaining wall and drainage improvements along the bike path outside Davis Square.	Ongoing
	Incorporate permit tracking into CitizenServe.	Complete
	Develop a pavement management system to assist in the maintenance of the approximately 106 undivided roadway centerline miles maintained by the City.	Complete & Ongoing
	Continue to implement a permit manual for licensed drainlayers. This manual provides guidelines and expectations for work performed on the	Ongoing

# DPW: Engineering

GOAL	STRATEGIC OBJECTIVE	STATUS
	City's infrastructure.	
	Collaborate with the SafeStart, StreetStat, and other cross-departmental groups to ensure the safety of all modes of travel.	Ongoing
	Development and implementation of standard construction specifications and details.	Ongoing
Improve pedestrian accessibility throughout the City.		
	Through the use of contracted services, coordinate with DPW to bring existing sidewalk repair backlog to ADA compliance	New for FY16
Improve water quality of wetlands and waterways in and around the City.		
	Coordinate with DEP to investigate dry weather flows in the storm water system.	Ongoing
	Reduce quantity of storm water currently entering the combined sewer system.	Ongoing
Implement and update City GIS database and systems.		
	Obtain new flyover data to improve GIS database information.	Complete
	Develop a web-based GIS viewer to assist in increasing the office's efficiency.	Ongoing

## BUDGET:

DPW: ENGINEERING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	108,358	140,308	67,982	150,301	
513000	OVERTIME	6,828	10,200	5,568	10,404	
514006	LONGEVITY	100	500	100	260	
514015	OTHER DIFFERENTIALS	1,637	4,126	722	1,659	
515006	HOLIDAYS NON-UNION	-	-	-	381	
515011	HOLIDAYS - S.M.E.A.	-	-	-	191	
515012	PERFECT ATTENDANCE	200	-	-	-	
519004	UNIFORM ALLOWANCE	240	600	240	240	
519015	AUTO ALLOWANCE	440	1,100	238	440	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>117,802</b>	<b>156,834</b>	<b>74,849</b>	<b>163,876</b>	<b>4.5%</b>
524007	REPAIRS OFFICE EQUIPMENT	-	1,000	386	1,000	
524034	R&M - SERVICE CONTRACTS	679	-	-	-	
530000	PROFESSIONAL & TECHNICAL SVC	64,844	150,000	67,210	100,000	
530008	EMPLOYEE TRAINING COURSES	-	1,000	199	1,000	
530028	SOFTWARE SERVICES	7,955	50,000	3,014	30,000	
542000	OFFICE SUPPLIES	873	3,000	697	3,000	
542001	PRINTING & STATIONERY	-	-	60	-	
542007	COMPUTER EQUIPMENT NOT	2,172	500	-	500	

# DPW: Engineering

DPW: ENGINEERING		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
543011	HARDWARE & SMALL TOOLS	-	600	-	600	
571001	IN STATE CONFERENCES	-	-	75	-	
573000	DUES AND MEMBERSHIPS	481	1,000	-	1,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>77,004</b>	<b>207,100</b>	<b>71,642</b>	<b>137,100</b>	<b>-33.8%</b>
<b>DPW ENGINEERING TOTAL</b>		<b>194,806</b>	<b>363,934</b>	<b>146,491</b>	<b>300,976</b>	<b>-17.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>DIRECTOR OF ENGINEERING</b>	QUIGLEY, CHARLES	1,717.56	90,000.14	36,000.06
<b>ASST DIRECTOR OF ENGINEERING</b>	VACANT	1,445.11	75,723.76	28,602.67
<b>SENIOR CIVIL ENGINEER</b>	VACANT	1,300.27	68,134.15	24,127.26
<b>JUNIOR CIVIL ENGINEER (TEMP)</b>	BELIZAIRE, PIERRE	1,082.41	56,718.28	34,199.99
<b>GIS ANALYST</b>	JOHNSON, KEITH	1,300.38	68,139.91	30,289.51

# Snow Removal

## BUDGET:

		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
529002	SNOW REMOVAL	2,020,699	900,000	7,868,654	1,250,000	
530018	POLICE DETAIL	46,954	36,000	359,089	36,000	
<b>SNOW REMOVAL TOTAL</b>		<b>2,067,653</b>	<b>936,000</b>	<b>8,227,743</b>	<b>1,286,000</b>	<b>37.4%</b>

# Debt Service

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 October 2013, is AA2, also the highest rating in City history. 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.

## 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		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHNGE
591000	PRINCIPAL ON LNG TRM DEBT	6,971,599	7,757,385	6,570,867	7,149,624	
591500	INTEREST ON LTD	2,737,950	2,723,570	2,293,323	2,449,537	
592500	INTEREST ON NOTES-BAN	115,118	150,000	-	250,000	
593000	INTEREST ON TAX	37,638	25,000	-	25,000	
<b>DEBT SERVICE TOTAL</b>		9,862,305	10,655,955	8,864,190	9,874,161	<b>-7.3%</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 FY2016 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

# State Assessments

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, using a tuition formula. 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		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHNGE
563100	SPECIAL EDUCATION C/SHT	16,824	17,160	-	13,672	
563600	RETIRED EMPLOYEE HLTH	2,700	-	-	-	
564000	AIR POLLUTION CONTL	21,899	21,932	16,451	23,970	
564100	METROPOLTN PLANNG	24,462	38,552	27,785	38,990	
564600	RMV NON-RENEWAL	193,680	193,680	145,260	193,680	
565003	CHARTER SCH SENDING	6,733,199	8,265,662	4,345,080	8,063,940	
565004	SCH CHOICE SENDING	6,700	-	8,855	13,400	
566100	MBTA ASSESSMENTS	4,854,347	4,922,554	3,691,917	5,062,633	
566200	BOSTON METRO TRANSIT	1,039	1,039	781	1,102	
578033	BOND INTEREST	99	-	-	-	
<b>STATE &amp; COUNTY ASSESS. TOTAL</b>		<b>11,854,949</b>	<b>13,411,387</b>	<b>8,236,129</b>	<b>13,411,387</b>	<b>0.0%</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 (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, grant reimbursements, and reserves from the Health Claims Trust Fund. In FY 2015, the City will tap 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		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHNGE
517003	HEALTH INSURANCE	21,330,842	20,251,677	17,532,437	21,168,520	
517050	GIC HEALTH OPT OUT	88,166	150,000	91,999	170,000	
<b>(0190151) HEALTH INS. PS</b>		<b>21,419,008</b>	<b>20,401,677</b>	<b>17,624,436</b>	<b>21,338,520</b>	<b>4.6%</b>
530000	PROF. & TECHNCL SVC	19,242	41,000	17,876	42,000	
578032	MEDICARE PENALTIES	0	240,000	182,495	227,559	
<b>(0190152) HEALTH INS. OM</b>		<b>19,242</b>	<b>281,000</b>	<b>200,371</b>	<b>269,559</b>	<b>-4.1%</b>
<b>TOTAL HEALTH INSURANCE</b>		<b>21,438,250</b>	<b>20,682,677</b>	<b>17,824,807</b>	<b>21,608,079</b>	<b>4.5%</b>

## BUDGET:

LIFE INSURANCE		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY2016 PROPOSED	% CHANGE
517005	FLEX SPEND BENEFIT	11,318	20,000	9,436	20,000	
517600	LIFE INSURANCE	78,292	79,727	58,491	79,500	
<b>0190251 LIFE INS &amp; FLEX BEN</b>		<b>89,610</b>	<b>99,727</b>	<b>67,927</b>	<b>99,500</b>	<b>0.2%</b>

# Health Insurance, Life Insurance & Medicare Payroll

## BUDGET:

MEDICARE		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 APPROVED	% CHANGE
517900	MEDICARE TAX	1,393,533	1,400,000	1,176,114	1,400,000	
<b>TOTAL PERSONAL SERVICES</b>		<b>1,393,533</b>	<b>1,400,000</b>	<b>1,176,114</b>	<b>1,400,000</b>	<b>0.0%</b>

# Worker's Compensation

The Workers' Compensation Department is located within the Personnel/Human Resources Department. Workers' Compensation administers benefits for all City of Somerville employees excluding public safety officials. The goal of the Workers' Compensation Department is to ensure that eligible, injured employees receive quality and timely medical services, receive timely benefits, and return to the work as soon as they are capable.

## BUDGET:

WORKER'S COMPENSATION		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
511000	SALARIES	63,927	63,927	53,238	68,334	
512100	WORKERSCOMP REEMPLOY	26,965	20,000	2,989	20,000	
515006	HOLIDAYS NON-UNION	-	-	-	260	
517001	WORKER'S COMPENSATION	328,214	360,000	263,942	360,000	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>419,106</b>	<b>443,927</b>	<b>320,169</b>	<b>448,594</b>	<b>1.1%</b>
530000	PROFESSIONL & TECHNCL SVC	5,927	20,000	1,785	20,000	
530001	MEDICAL & DENTAL SERVICES	183,976	130,000	117,365	130,000	
530008	EMPLOYEE TRAINING	244	25,000	-	25,000	
530010	LEGAL SERVICES	24,993	30,000	18,250	30,000	
542006	OFFICE FURNITURE	650	650	1,065	650	
550000	MEDICAL/DENTAL SUPPLIES	496	1,600	3,267	1,600	
571000	IN STATE TRAVEL	474	1,100	-	1,100	
576000	JUDGEMENTS/SETTLMT OF	50,682	110,000	56,327	110,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>267,442</b>	<b>318,350</b>	<b>198,058</b>	<b>318,350</b>	<b>0.0%</b>
<b>WORKERS COMP TOTAL</b>		<b>686,548</b>	<b>762,277</b>	<b>518,228</b>	<b>766,944</b>	<b>0.6%</b>

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
<b>MANAGER OF EMPLOYEE SAFETY &amp; TRAINING</b>	MELLO, RENEE	1,299.11	68,073.36	68,333.19

# 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.

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**BUDGET:**

UNEMPLOYMENT COMPENSATION		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
517002	UNEMPLOYMENT INSURANCE	99,687	125,000	78,447	125,000	
<b>UNEMPLOYMENT INS. TOTAL</b>		<b>99,687</b>	<b>125,000</b>	<b>78,447</b>	<b>125,000</b>	<b>0.0%</b>

# Pensions

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 FY2015.

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:

PENSION NON CONTRIB		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHNGE
578008	REIMB/ALLOWANCES	6,375	6,375	170	5,697	
578020	PENSIONS/NON-CONTRIBUTORY	228,394	268,252	184,476	120,165	
<b>TOTAL ORDINARY MAINTENANCE</b>		<b>234,769</b>	<b>274,627</b>	<b>184,645</b>	<b>125,862</b>	<b>-54.2%</b>

PENSION ACCUMULATION FUND		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHNGE
517004	RETIREMENT FUND	11,457,093	12,324,940	12,324,940	13,304,274	
<b>TOTAL PERSONAL SERVICES</b>		<b>11,457,093</b>	<b>12,324,940</b>	<b>12,324,940</b>	<b>13,304,274</b>	<b>7.9%</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.

## DAMAGES BUDGET:

DAMAGES TO PERSONS & PROPERTY		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
576000	JUDGEMENTS/SETTLEMENTS	149,138	175,000	230,831	175,000	
<b>TOTAL ORDINARY MAINTENANCE</b>		<b>149,138</b>	<b>175,000</b>	<b>230,831</b>	<b>175,000</b>	<b>0.0%</b>

## BUILDING INSURANCE BUDGET:

BUILDING INSURANCE		FY14 ACTUAL	FY15 BUDGET	FY15 THRU 4/30	FY16 PROPOSED	% CHANGE
574001	BUILDING INSURANCE	475,794	460,000	453,888	438,150	
<b>TOTAL ORDINARY MAINTENANCE</b>		<b>475,794</b>	<b>460,000</b>	<b>453,888</b>	<b>438,150</b>	<b>-4.8%</b>

# Salary Contingency

The Salary Contingency is a place in the City budget where estimates for collective bargaining agreement settlements, cost-of-living allowances and benefits for both union and non-union employees can be set aside without being allocated to departmental budgets. The City also maintains a Wage and Salary Stabilization Fund for similar purposes.

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## BUDGET:

CONTINGENCY		FY14 ACTUAL	FY15 BUDGET	BALANCE OF ACCT on 4/30	FY16 PROPOSED	% CHNGE
511000	SALARIES	24,901	170,000	4,029	1,013,701	
515012	PERFECT ATTENDANCE	555	80,000	80,000	80,000	
519005	SICK LEAVE BUYBACK	24,462	50,000	41,598	50,000	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>49,918</b>	<b>300,000</b>	<b>125,627</b>	<b>1,143,701</b>	<b>281.2%</b>

# Enterprise Fund Introduction

Enterprise Funds are funds established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the full cost of providing the goods or services be financed primarily through charges and fees thus removing the expenses from the tax rate. Section 53F 1/2 of Chapter 44 of the Massachusetts General Laws dictates the use of Enterprise Funds for cities within the Commonwealth.

The City maintains four Enterprise Funds: one for the Sewer Division of Public Works, one for the Water Division of Public Works, one for the Veteran's Memorial Ice Rink, and one for the Dilboy Athletic Complex. Enterprise operations are supported primarily by charges for services received. Funds raised from charges are dedicated to the specific purpose of the enterprise operation, and cannot be diverted to other unrelated uses.

The concept of an enterprise operation also includes the maintenance of the capital facilities of the business. That is, fees for services are charged to recover not only the operating costs of the activity but also the "using up" (depreciation) of the capital investments supporting the service.

Advantages of an enterprise fund include that it:

1. Identifies a total service cost – Consolidating direct operating, direct capital, and indirect costs (e.g., enterprise-related costs appropriated in the General Fund operating budget) helps a community to readily identify a total service cost and determine funding sources. The total service cost may also include a subsidy from the General or other fund, or a reimbursement from the enterprise fund to other funds for subsidized costs incurred in the two full, immediately prior fiscal years.
2. Provides useful management information – Consolidating revenues, expenses and operating performance of the fund provides a community with useful decision making information regarding user charges and fees and a subsidy if necessary. The community can also include the enterprise fixed assets and infrastructure as assets and recognize the annual depreciation of these assets in audited financial statements.
3. Retains investment income and surplus – All investment earnings and any operating surplus (actual revenues in excess of estimates and appropriations in excess of expenses) are retained in the enterprise fund rather than closed to the General Fund at fiscal year-end. Surplus certified by the Director of Accounts as available is called "retained earnings". Retained earnings require appropriation by the community's legislative body and have certain other use restrictions.



# Sewer

## MISSION STATEMENT:

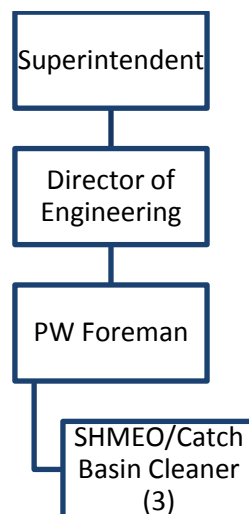
To maintain and improve the City's sewer and drain collection system by increasing capacity and reducing back-ups. This mission is accomplished through inspection, routine maintenance, emergency repair and homeowner assistance. Work is performed in a fiscally responsible manner, using state-of-the-art technology.

ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	294,225	362,704	372,309	2.6%
Ordinary Maintenance	362,153	812,941	812,691	-0.03%
Capital Outlay	1,059,731	2,049,000	2,050,000	0.05%
Debt Service	2,663,984	804,493	798,188	-0.7%
Special Items	14,595,600	14,857,731	15,745,677	5.9%
<b>Total Enterprise Fund</b>	<b>18,876,693</b>	<b>18,886,869</b>	<b>19,778,865</b>	<b>4.7%</b>

## CHANGES BETWEEN FY2015 & FY2016:

- Increase Professional and Technical Services budget line for the design of the sewer retention tanks and flood mitigation interventions related to the Nunziato Park reconstruction.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



# Sewer

## FY2015 ACCOMPLISHMENTS:

- Performed heavy cleaning and TV inspection on 26,940 linear feet of line, primarily in the Broadway area, removing 51 tons of debris.
- Completed design of sewer separation project to alleviate flooding at Cedar & Hall Streets.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Public & private catch basins cleaned	2,600	2,600	2,600	2,600
311 requests responded to	400-500*	500*	150	150
Direct requests responded to	N/A	N/A	350	350
Catch basins repaired	60	40	88	50
Manholes repaired	28	15	26	15
Sewer mains repaired	46	5	26	5
Storm drains repaired	N/A	N/A	28	5
Sump manholes cleaned	15	15	15	15

\*Also includes direct requests

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Improve overall condition of sewer and drainage systems		
	Clean and line approximately 12,000 LF of sewer and drainage along the Beacon Street corridor as part of the Beacon Street Improvement Project.	Ongoing
	Begin on-site plan reading training.	Ongoing
	Develop 10-year sewer capital plan.	New for FY16
Illicit Discharge Detection and Elimination Program		
	Conduct a review of outfalls along the Alewife Brook. Conduct sampling and investigation of upstream pipe network to identify opportunities to remove/eliminate sanitary flow from the storm water system.	Ongoing
	Research and investigate a sewer lateral assistance program, including development of guidelines and the identification of funding sources.	Ongoing
Reduce odors, overflows and illegal disposal		
	Continue public and private catch basin cleaning program to ensure all 2,600 catch basins within city limits are cleaned annually. Work is performed by contractors and in-house staff.	Ongoing
	Identify catch basins that require more than annual cleaning and develop a schedule to clean them as often as required.	New for FY16
Improve capacity in existing combined sewer system		
	Clean/maintain an additional 15 sump manholes throughout the city.	Ongoing & Continued for FY16
	Clean, line and replace approximately 6,000 LF of sewer and drainage as part of the East Broadway Improvement Project.	Ongoing. Anticipated completion early FY16

# Sewer

GOAL	STRATEGIC OBJECTIVE	STATUS
	Begin updating available GIS data in an effort to complete a digital map of the sewer and drainage collection system	Ongoing
	Identify all areas affected by grease problems and develop plan to deploy jetter to address on a regular basis, so that each area is treated at least every two years.	New for FY16
	Purchase a root control agent to minimize interference from tree roots and increase sewer capacity.	Expected Purchase in FY16

## BUDGET:

SEWER		FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
511000	SALARIES	78,894	99,462	100,970	
511004	SALARY CONTINGENCY	-	16,684	16,949	
511300	WAGES	177,454	200,911	207,246	
513000	OVERTIME	3,356	5,000	5,000	
513002	OVERTIME - LABOR	19,738	25,000	25,500	
514006	LONGEVITY	75	150	2,100	
514008	OUT OF GRADE-LABOR	3,094	3,000	3,000	
514009	LONGEVITY-LABOR	2,575	2,700	2,100	
514015	OTHER DIFFERENTIALS	6,930	7,887	6,880	
515011	HOLIDAYS - S.M.E.A.	-	-	834	
515012	PERFECT ATTENDANCE	200	-	-	
519004	UNIFORM ALLOWANCE	1,580	1,580	1,400	
519015	AUTO ALLOWANCE	330	330	330	
<b>PERSONAL SERVICES TOTAL</b>		<b>294,225</b>	<b>362,704</b>	<b>372,309</b>	<b>2.6%</b>
524003	REPAIRS-VEHICLES	18,210	20,000	20,000	
524013	REPAIRS-TOOLS & EQUIPMENT	439	500	500	
527006	LEASE - PHOTOCOPIER EQUIPMENT	4,084	4,361	4,361	
529003	RUBBISH REMOVAL	-	25,000	25,000	
529012	DISPOSAL C BASIN SPOILS	-	85,000	85,000	
530000	PROFESSIONL & TECHNCL SVC	148,447	450,000	450,000	
530008	EMPLOYEE TRAINING COURSES	-	1,300	1,300	
530018	POLICE DETAIL	66,263	60,000	60,000	
530026	BANK CHARGES	1,827	2,000	2,000	
534006	EXPRESS/FREIGHT	590	-	-	
542000	OFFICE SUPPLIES	215	500	500	

# Sewer

SEWER		FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
542001	PRINTING & STATIONERY	-	1,000	1,000	
543003	TOOLS	1,837	2,000	2,000	
543007	PAINT	65	1,000	750	
543011	HARDWARE & SMALL TOOLS	4,378	7,000	7,000	
548001	MOTOR GAS AND OIL	37,950	37,950	37,950	
548006	MOTOR PARTS & ACCESSORIES	20,529	10,000	10,000	
553000	PUBLIC WORKS SUPPLIES	1,375	-	-	
553002	BITUMINOUS SUPPLIES	15,312	25,000	25,000	
553003	READY MIX CONCRETE	-	10,000	10,000	
553005	PIPE FITTINGS	7,931	20,000	20,000	
553006	MASONRY SUPPLIES	23,958	25,000	25,000	
553007	FOUNDRY PRODUCTS	8,668	25,000	25,000	
576000	SETTLEMENT	75	-	-	
578007	REIMB OF LICENSES		330	330	
<b>ORDINARY MAINTENANCE TOTAL</b>		<b>362,153</b>	<b>812,941</b>	<b>812,691</b>	<b>-0.03%</b>
580010	CAPITAL PROJECTS/IMPROVE	258,444	200,000	200,000	
582003	BUILDING IMPROVEMENTS	-	10,000	10,000	
585000	EQUIPMENT		14,000	15,000	
588002	STREET REPAIRS	(26,573)	75,000	75,000	
588007	SEWER CLEANING/REPAIRS	827,860	1,750,000	1,750,000	
<b>CAPITAL ITEMS TOTAL</b>		<b>1,059,731</b>	<b>2,049,000</b>	<b>2,050,000</b>	<b>0.05%</b>
591000	PRINCIPAL ON LNG TRM DEBT	585,982	746,043	738,897	
591500	INTEREST ON LTD	78,002	68,382	59,291	
596007	TRANSFER TO STABILIZATION FUND	2,000,000	-	-	
<b>DEBT SERVICE TOTAL</b>		<b>2,663,984</b>	<b>804,493</b>	<b>798,188</b>	<b>-0.7%</b>
523003	MWRA ASSESSMENT	14,595,600	14,857,731	15,745,677	
<b>SPECIAL ITEMS TOTAL</b>		<b>14,595,600</b>	<b>14,857,731</b>	<b>15,745,677</b>	<b>5.9%</b>
<b>SEWER ENTERPRISE TOTAL</b>		<b>18,876,693</b>	<b>18,886,869</b>	<b>19,778,865</b>	<b>4.7%</b>

# Sewer

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF ENGINEERING	QUIGLEY, CHARLES	1,717.56	90,000.14	27,030.96
ASST. DIRECTOR OF ENGINEERING	VACANT	1,287.79	67,480.20	20,244.06
GIS ANALYST	JOHNSON, KEITH	1,262.50	66,155.00	16,554.53
SENIOR CIVIL ENGINEER	VACANT	1,300.27	68,134.15	21,452.00
JUNIOR CIVIL ENGINEER (TEMP)	BELIZAIRE, PIERRE	1,082.41	56,718.28	17,900.45
PUBLIC WORKS FOREMAN	HUSSEY, THERESA	1,361.77	49,023.72	75,661.72
		1,365.62	22,396.17	
SHMEO/MM/PWL	VACANT	851.14	44,599.74	46,600.95
SHMEO/CATCH BASIN CLEANER	VACANT	851.14	44,599.74	46,600.95
SHMEO/CATCH BASIN CLEANER	DEVITA, ANTHONY	889.74	40,394.20	49,552.32
		890.29	6,232.03	

# Water

## MISSION STATEMENT:

To maintain and improve the City's potable water distribution system in order to ensure high quality and dependability in a fiscally responsible manner and using state of the art technology. The Department also ensures adequate fire protection flows throughout the system to ensure public safety.

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ACCOUNT	FY2014 ACTUAL	FY2015 BUDGETED	FY2016 PROPOSED	% CHANGE
Personal Services	818,989	995,032	1,026,812	3.2%
Ordinary Maintenance	298,146	492,550	487,300	-1.1%
Capital Outlay	1,735,673	2,275,000	2,204,500	-3.1%
Debt Service	2,848,013	1,723,935	1,690,418	-1.9%
Special Items	6,440,071	6,898,462	7,060,400	-5.9%
<b>Total Expenditures</b>	<b>12,140,892</b>	<b>12,384,979</b>	<b>12,469,430</b>	<b>-4.0%</b>

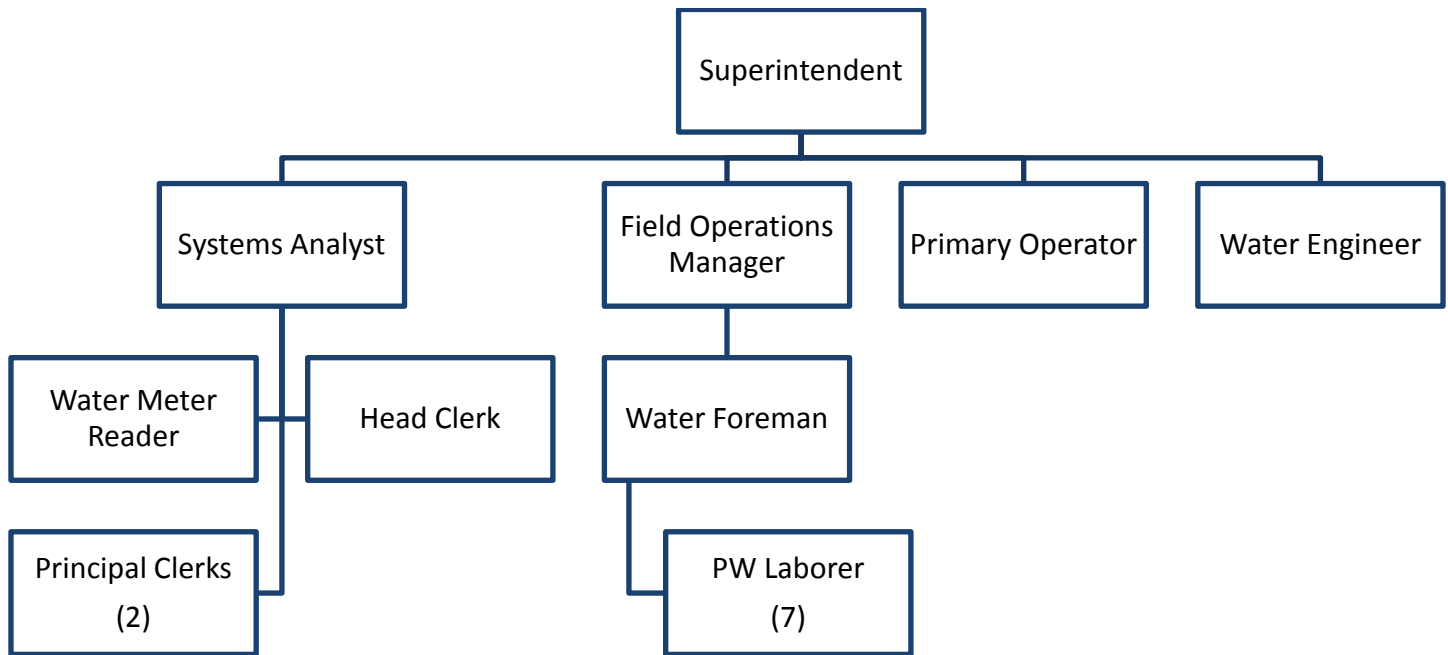
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## CHANGES BETWEEN FY2015 & FY2016:

- A new full-time Primary Operator has been included in the FY16 budget. An Administrative Consent Order from MassDEP requires the city to employ a full-time Primary Operator with a grade 4D license. A Primary Operator is required to give responsible, technical advice and oversee the technical aspects of the City's water distribution system. These duties are currently performed on a contractual part-time basis; however DEP is requiring that the City have a full-time primary operator.
  - A new full-time water engineer has been included in the FY16 budget to support the significant infrastructure needs of the city. This position will work closely between the Water, Engineering, and Capital Planning departments.
  - Differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.
-

# Water

## DEPARTMENT ORGANIZATION:



## FY2015 ACCOMPLISHMENTS:

- Replaced 44 fire hydrants
- Repaired 30 water mains
- Repaired/replaced 77 water gate valves
- Flushed 182,135ft (34.5 miles) of water main
- Implemented AquaHawk Alerting system
- Replaced 3,350 ft. of older water main
- Developed database to reduce paper record-keeping.
- Gate valve exercising was conducted in conjunction with the flushing program and in coordination with the GLX project.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<b>Water mains replaced (feet)</b>	2,000	6,600	3,350	1,258
<b>Lead services replaced</b>	65	23	72	25
<b>Percent of bills based on actual readings</b>	99.9%	99.9%	99.9%	99.9%
<b>Conservation kits distributed</b>	48	42	49	50
<b>Critical consumption alerts on city property</b>	5	17	22	15
<b>Trainings attended</b>	5	4	6	5
<b>Gates repaired or replaced</b>	95	50	77	50
<b>Weeks gate exercising performed</b>	23	20	22	24

# Water

## GOALS REVIEW:

GOAL	STRATEGIC OBJECTIVE	STATUS
Ensure clean, potable water is available to the City.		
	Replace older water mains to improve water quality and fire flows - FY16 goal 1,258 ft.	New for FY16
	Replace 25 lead services for city pipes in conjunction with street reconstruction program.	New for in FY16
	Clean and line older water mains - FY16 goal 8,117 ft.	New for in FY16
Provide exceptional customer service.		
	Provide industry specific training for various water quality and safety programs using best practices.	Ongoing
	Train front office staff on MUNIS before implementation.	On hold
Support citywide environmental goals to reduce energy consumption.		
	Distribute 50 conservation kits and water conservation tips to customers.	Ongoing
	Monitor water usage at city owned buildings once daily to detect leaks, reduce usage and reduce unaccounted for water.	Ongoing
	Reduce paper record keeping by developing paperless job orders with auto-notification and enhanced tracking to monitor performance.	Completed & Ongoing
Ensure ability to minimize impact during shut downs .		
	Maintain a gate valve exercising program. We will continue this, and hope to expand the program further by exercising valves across the city throughout the year as field crew capacity allows.	Ongoing
	Repair/replace gate valves (up to 50 per year) as problems are detected during exercising program.	Ongoing
	Update all water system distribution maps.	New for FY16
Increase public awareness of Water Department services.		
	Review and update website monthly, to insure departmental forms, links to affiliated agencies, informational brochures are all up-to-date.	New for FY16

## BUDGET:

WATER	FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
511000 SALARIES	469,265	494,401	512,399	
511004 SALARY CONTINGENCY	-	45,898	47,336	
511300 WAGES	233,812	331,540	339,891	
513000 OVERTIME	10,724	15,000	15,000	



# Water

WATER		FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
513002	OVERTIME - LABOR	80,999	77,000	78,500	
514006	LONGEVITY	4,100	4,100	7,400	
514008	OUT OF GRADE-LABOR	1,766	5,000	5,000	
514009	LONGEVITY-LABOR	3,475	3,750	-	
514015	OTHER DIFFERENTIALS	10,087	13,433	14,003	
515011	HOLIDAYS - S.M.E.A.	-	-	2,163	
515012	PERFECT ATTENDANCE	900	-	-	
519004	UNIFORM ALLOWANCE	2,980	4,030	4,240	
519015	AUTO ALLOWANCE	880	880	880	
<b>PERSONAL SERVICES TOTAL</b>		<b>818,989</b>	<b>995,032</b>	<b>1,026,812</b>	<b>3.2%</b>
524003	REPAIRS-VEHICLES	1,691	2,500	5,000	
524013	REPAIRS-TOOLS & EQUIPMENT	-	2,500	2,500	
524017	R&M - OTHER EQUIPMENT	23,500	25,000	25,000	
524034	MAINT CONTRACT-OFFC EQUIP	332	1,000	1,000	
527018	POSTAGE MACHINE RENTAL	-	800	800	
529003	RUBBISH REMOVAL	18,380	35,000	35,000	
530000	PROFESSIONL & TECHNCL SVC	48,514	150,000	150,000	
530008	EMPLOYEE TRAINING COURSES	199	3,700	3,500	
530011	ADVERTISING	-	250	250	
530018	POLICE DETAIL	83,383	75,000	75,000	
530026	BANK CHARGES	900	1,200	1,200	
534003	POSTAGE	210	2,000	2,000	
534008	WEB SITE COSTS	-	15,000	11,000	
542000	OFFICE SUPPLIES	1,287	2,000	2,600	
542001	PRINTING & STATIONERY	19,232	42,500	40,000	
542005	OFFICE EQUIPMENT NOT CAPITALIZ	475	3,000	3,000	
542006	OFFICE FURNITURE	818	2,500	2,000	
543002	PLUMBING SUPPLIES	-	-	400	
543003	TOOLS	-	4,000	4,000	
543007	PAINT	540	1,500	1,000	
543011	HARDWARE & SMALL TOOLS	2,961	7,500	7,500	
545000	SUNDRY MAINT SUPPLIES	312	2,500	2,500	
546003	SAND, GRAVEL AND LOAM	-	1,500	750	
548001	MOTOR GAS AND OIL	37,950	37,950	37,950	
548004	TIRES AND TUBES	2,997	3,000	3,000	

# Water

WATER		FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
548006	MOTOR PARTS & ACCESSORIES	1,178	2,500	2,500	
551004	BOOKS	191	500	500	
553001	SIGNS AND CONES	-	1,000	1,000	
553002	BITUMINOUS SUPPLIES	27,718	25,000	25,000	
553003	READY MIX CONCRETE	986	12,500	12,500	
553004	LUMBER & WOOD PRODUCTS	-	2,000	2,000	
553007	FOUNDRY PRODUCTS	4,300	-	-	
558006	UNIFORMS	2,162	750	750	
569000	PAYMENTS TO COMMONWEALTH	17,288	25,000	25,000	
571000	IN STATE TRAVEL	-	100	100	
573000	DUES AND MEMBERSHIPS	345	800	500	
578007	REIMB OF LICENSES	297	500	500	
<b>ORDINARY MAINTENANCE TOTAL</b>		<b>298,146</b>	<b>492,550</b>	<b>487,300</b>	<b>-25.8%</b>
580010	CAPITAL PROJECTS/IMPROVE	69,010	200,000	200,000	
580050	CAPITAL OUTLAY RESERVES	-	-	-	
581002	LAND IMPROVEMENTS	-	-	-	
582003	BUILDING IMPROVEMENTS	-	15,000	15,000	
585000	EQUIPMENT	-	-	-	
585001	VEHICLES	-	-	-	
588002	STREET REPAIRS	-	350,000	250,000	
588004	STREET SIG & LIGHTS SOM A	-	-	-	
588005	SIDEWALK REPAIR - SOM AVE	-	-	-	
588007	SEWER CLEANING/REPAIRS	-	-	-	
588501	WATER METERS & PARTS	47,713	70,000	77,000	
588502	HYDRANTS	53,444	25,000	35,000	
588503	LEAK DETECTION PROGRAM	-	20,000	22,500	
588504	PIPE FITTINGS	33,847	75,000	75,000	
588505	WATER SERVICE REPLACEMENT	1,521,964	1,500,000	1,500,000	
588506	WATER RECONSTRUCTION/RPAR	-	-	-	
588508	WATER METER INSTALLATION	9,694	20,000	30,000	
<b>CAPITAL OUTLAY TOTAL</b>		<b>1,735,673</b>	<b>2,275,000</b>	<b>2,204,500</b>	<b>-10.6%</b>
591000	PRINCIPAL ON LNG TRM DEBT	1,671,675	1,572,269	1,563,195	
591500	INTEREST ON LTD	176,338	151,666	127,223	
592500	INTEREST ON NOTES-BAN	-	-	-	

# Water

WATER	FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
596007 TRANSFER TO STABILIZATION FUND	1,000,000	-	-	
<b>DEBT SERVICE TOTAL</b>	<b>2,848,013</b>	<b>1,723,935</b>	<b>1,690,418</b>	<b>-1.9%</b>
523003 MWRA ASSESSMENT	6,440,071	6,898,462	7,060,400	
<b>SPECIAL ITEMS TOTAL</b>	<b>6,440,071</b>	<b>6,898,462</b>	<b>7,060,400</b>	<b>2.3%</b>
<b>WATER ENTERPRISE FUND</b>	<b>12,140,892</b>	<b>12,384,979</b>	<b>12,469,430</b>	<b>-2.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
WATER SUPERINTENDENT	BARRETT, MARGUERITE	1,632.15	85,524.66	85,851.09
FIELD OPERATIONS MANAGER	LAWHORNE, MARK	1,300.47	68,144.63	68,404.72
WATER/SEWER SYSTEMS ANALYST	ANGIULO, JEAN	1,286.62	67,418.89	67,676.21
HEAD CLERK	BROWN, KIM	980.69	51,388.16	52,784.29
PRINCIPAL CLERK 1	MELARAGNI, PAMELA	912.09	47,793.52	49,175.93
PRINCIPAL CLERK - PC II	PEFINE, DARLENE	896.80	46,992.32	48,921.68
WATER METER READER	CUSACK, BARBARA	834.89	43,748.24	47,117.92
DIR. OF ENG.	QUIGLEY, CHARLES	1,717.56	90,000.14	27,103.10
ASST. DIR. OF ENG.	VACANT	1,287.79	67,480.20	20,321.33
GIS	JOHNSON, KEITH	1,262.50	66,155.00	16,601.88
SR. CIVIL ENG.	VACANT	1,300.27	68,134.15	21,662.00
TEMP JR. CIVIL ENG.	BELIZAIRE, PIERRE	1,082.41	56,718.28	18,050.45
WATER FOREMAN	NOLAN, MARK	1,329.59	32,707.91	
		1,352.67	37,604.23	74,515.55
WFSHMEO/WSCFTSMN	QUINN, JOHN	940.79	41,771.08	
		958.04	7,664.32	52,460.53
SHMEO/WSMM/PWL	VACANT	851.14	44,599.74	46,600.95
SHMEO/PWL	VACANT	845.67	44,313.11	
			0.00	46,303.71
SHMEO/PWL	CAMPOS, LUCAS	867.57	38,520.11	
		879.23	7,033.84	48,237.03
HMEO/PWL	PARSON, RAYMOND	796.80	23,744.64	
		840.25	18,989.65	44,651.81
HMEO/PWL	PACHECO, JASON	840.25	44,029.10	46,559.19

# Veteran's Memorial & Founders Ice Rinks

## REVENUE:

ICE RINK ENTERPRISE REVENUES	FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
432000 FEES	497,005	603,216	590,000	
432001 ADVERTISING FEES	-	35,000	30,000	
436000 RENTAL INCOME	33,550	900	-	
437015 CONCESSION STAND FEES	-	9,000	3,200	
482000 INVESTMENT INCOME	28	-	-	
497001 TRANSFER FROM GEN FUND	150,000	150,000	150,000	
497002 TRANSFERS FROM SPEC REV	-	-	-	
FUNDING FROM RETAINED EARNINGS	-	14,271	115,000	
<b>(66004) TOTAL ICE RINK REVENUES</b>	<b>680,584</b>	<b>812,387</b>	<b>888,200</b>	<b>9.3%</b>

## BUDGET:

ICE RINK ENTERPRISE FUND	FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
511000 SALARIES	197,904	136,849	140,079	
512000 SALARIES & WAGES TEMPOR'Y	12,138	55,000	78,480	
<b>660051 ICE RINK PERSONAL SERVICES</b>	<b>210,042</b>	<b>191,849</b>	<b>218,559</b>	<b>13.9%</b>
521001 ELECTRICITY	262,653	215,500	237,541	
521002 NATURAL GAS	48,060	75,000	58,800	
523000 NON-ENERGY UTILITIES	3,419	2,500	4,800	
524002 R&M - REC	1,250	2,500	16,850	
524013 R&M - TOOLS & EQUIPMENT	-	1,000	500	
530000 PROFESSIONAL & TECHNICAL	4,950	15,000	24,250	
530011 ADVERTISING	-	-	2,750	
540000 SUPPLIES	4,868	5,000	7,500	
542012 OTHER EQUIP. NOT CAP.	-	-	4,000	
545000 CUSTODIAL & MAINT SUPPLIES	2,140	3,000	2,500	
558006 UNIFORMS	-	1,500	1,500	
574000 INSURANCE PREMIUMS	31,548	31,500	31,500	
<b>660052 ICE RINK ORDINARY MAINTEN</b>	<b>358,887</b>	<b>352,500</b>	<b>349,241</b>	<b>-0.9%</b>
591000 PRINCIPAL ON LNG TRM DEBT	-	168,256	180,000	
591500 INTEREST ON LTD	-	99,782	95,400	
592500 INTEREST ON NOTES-BAN	5,540	-	-	
<b>660059 ICE RINK DEBT SERVICE</b>	<b>5,540</b>	<b>268,038</b>	<b>275,400</b>	<b>2.7%</b>
<b>TOTAL ICE RINK ENTERPRISE FUND</b>	<b>574,469</b>	<b>812,387</b>	<b>888,200</b>	<b>9.3%</b>

# Veteran's Memorial & Founders Ice Rinks

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
RECREATION FACILITIES MANAGER	VACANT	1,300.00	68,120.00	68,120.00
ASST. RECREATION FACILITIES MANAGER	VACANT	680.00	35,632.00	35,632.00
RINK LABORER	PACHECO, RICHARD	693.27	36,327.35	36,327.35

# Dilboy Field

## REVENUE:

DILBOY FIELD ENTERPRISE REVENUES	FY14 ACTUAL	FY15 BUDGET	FY16 PROPOSED	% CHANGE
432000 FEES	110,200	170,000	165,000	
432001 ADVERTISING FEES	-	27,750	20,000	
437015 CONCESSION STAND FEES	-	1,250	-	
482000 INVESTMENT INCOME	46	-	-	
497001 TRANSFER FROM GEN FUND	4,138	-	-	
<b>65004 TOTAL DILBOY REVENUE</b>	<b>114,384</b>	<b>199,000</b>	<b>185,000</b>	<b>-7.0%</b>

## BUDGET:

DILBOY FIELD ENTERPRISE FUND	FY14 ACTUAL	FY15 BUDGET	FY16 APPROVED	% CHANGE
512000 SALARIES & WAGES TEMPOR'Y	90,231	105,000	105,000	
<b>650051 DILBOY FIELD PERSONAL SERV</b>	<b>90,231</b>	<b>105,000</b>	<b>105,000</b>	<b>0.0%</b>
521001 ELECTRICITY	99,768	90,000	71,000	
524013 R&M - TOOLS & EQUIPMENT	266	-	500	
530000 PROFESSIONAL & TECHNICAL	-	-	2,500	
540000 SUPPLIES	1,698	4,000	2,000	
545000 CUSTODIAL & MAINT SUPPLIES	-	-	1,000	
546000 GROUNDS KEEPING	-	-	2,000	
558006 UNIFORMS	-	-	1,000	
<b>650052 DILBOY FIELD ORDINARY MAIN</b>	<b>101,732</b>	<b>94,000</b>	<b>80,000</b>	<b>-14.9%</b>
<b>6500 TOTAL DILBOY FIELD ENTERPRISE</b>	<b>191,963</b>	<b>199,000</b>	<b>185,000</b>	<b>-7.0%</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.

REVOLVING FUND EXPENDITURE CAPS		
	FY15	FY16
CABLE TELECOMMUNICATIONS	\$855,904	\$848,705
CONSERVATION	\$2,000	\$2,000
PLANNING AND ZONING	\$28,000	\$28,000
COUNCIL ON AGING	\$130,000	\$130,000
ENVIRONMENTAL - COMPOST BINS	\$7,000	\$7,000
RECYCLING CARTS	\$15,000	\$15,000
DEDICATION SIGN ACCOUNT	\$2,000	\$2,000
SOMERTIME REVOLVING	N/A	\$50,000
MOBILE FARMERS MARKET	N/A	\$20,000

# Revolving Funds: Cable Telecommunications

**FUNDING SOURCE:** The Cable Telecommunications Revolving Fund 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: Program and administer the City’s two municipal cable television channels; regulate the license agreements with COMCAST and RCN; promote and support city events; communicate information to the public about city programs, services, and events, via print and electronic media; design and maintain the City’s website for public information purposes.

**RECEIPTS CREDITED:** Cable Franchise Fees

**AUTHORIZED OFFICER:** Director of Communications

**FY2016 NOTES:**

- **WEBSITE CARRY-FORWARD:** This budget includes \$98,433 being carried forward within the Professional and Technical line from FY2015 for a full redesign of the City website. This \$98,433 does not represent new spending for the coming fiscal year, but rather funds that were encumbered as part of the FY15 budget for work to be completed in FY16 as designated by signed contracts with our three website redesign vendors, all three of which have already commenced work. The website redesign aims, among other needed updates, to ensure ADA accessibility, improve access to information, and ensure usability on mobile devices.
- **CHANGES:**
  - The 2.55% increase in personal services is due to merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines as well as increases to fringe benefits costs.
  - The 60% increase to Repairs & Maintenance reflect planned upgrades to City Cable equipment used for the Aldermanic Chambers as well as required upgrades to the City’s signal aggregation system to meet new technical broadcast standards.
  - Overall, the FY16 budget is .82% less than in FY15 mainly due to a reduction in Professional and Technical expenses.

**CABLE TELCO BUDGET:**

CABLE TELCO		FY15 BUDGET	FY16 PROPOSED	% CHANGE
511000	SALARIES	476,948	476,429	
512000	SALARIES & WAGES TEMPORARY	21,990	15,467	
515000	FRINGE BENEFITS	45,295	64,366	
519000	OTHER PERSONAL SERVICES	1,250	1,819	
519013	PERSONAL SERVICES CONTINGENCY	0	1,310	
<b>TOTAL PERSONAL SERVICES</b>		<b>545,484</b>	<b>559,391</b>	<b>2.6%</b>
524000	REPAIRS AND MAINTENANCE	21,500	34,434	
527015	RENTALS A/V	995	995	



# Revolving Funds: Cable Telecommunications

CABLE TELCO		FY15 BUDGET	FY16 PROPOSED	% CHANGE
530000	PROFESSIONAL & TECHNICAL SERVICES*	252,139	216,509	
530008	EMPLOYEE TRAINING COURSES	3,500	3,500	
530010	LEGAL SERVICES	7,000	7,000	
530011	ADVERTISING	600	600	
530029	CUSTODIAL DETAIL	0	300	
534006	EXPRESS/FREIGHT	0	300	
534011	LICENSING FEES	3,500	4,000	
540000	COMMUNITY EVENTS SUPPLIES	1,000	1,000	
542000	OFFICE SUPPLIES	2,475	2,475	
542001	PRINTING & STATIONERY	3,500	3,500	
549000	FOOD & REFRESH	1,200	600	
551010	AUDIO VISUAL SUPPLIES	9,000	10,000	
558004	MAG/NEWS	1,481	2,071	
571000	IN STATE TRAVEL	200	400	
573000	DUES AND MEMBERSHIPS	2,130	1,630	
578015	AWARDS	200	0	
<b>TOTAL ORDINARY MAINTENANCE</b>		<b>310,420</b>	<b>289,314</b>	<b>-6.7%</b>
<b>TOTAL TELECOMMUNICATIONS BUDGET</b>		<b>855,904</b>	<b>848,705</b>	<b>-0.8%</b>

## CABLE TELCO PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	TAYLOR, DENISE	1,957.00	102,546.80	102,938.20
DEPUTY DIR. OF COMMUNICATIONS	ROSSETTI, JACLYN	1,273.37	66,724.59	66,979.26
CABLE MANAGER	DECARLO, STEVEN	1,286.65	67,420.46	67,677.79
SENIOR PROGRAM DIRECTOR	WOOD, GEORGE	1,178.11	61,732.96	61,968.58
YOUTH ARTS COORDINATOR	DEL PONTE, JAMES	1,345.49	70,503.68	70,772.78
JR. PROGRAM DIRECTOR	CONSTANTINE, JOSEPH	1,061.13	55,603.21	55,815.44
WEB MASTER	MOORE, DAN	990.39	51,896.44	52,094.52

# Special Revenue Fund: Community Preservation Act Fund

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 historic preservation, affordable housing, and open space and recreation projects. Key annual revenue sources for the Fund include a 1.5% surcharge on net property taxes, 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 second distribution in FY16, which will match FY15 local revenue. If approved, the request submitted to the Board of Aldermen to appropriate \$1,200,000 into the CPA Fund in FY15 will nearly double the matching funds the City receives from the state in November.

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 Board of Aldermen for specific projects to receive funding. The Committee also submits an annual budget to the Board of Aldermen which is determined in large part by the enabling state CPA legislation. In particular, 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 10% of estimated annual CPA revenue to each of historic resources, affordable housing, and open space and recreation.

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## **FY2015 ACCOMPLISHMENTS:**

- Leveraged City appropriation into the CPA Fund to more than double state matching funds.
- Created a Community Preservation Plan to guide the City's investment of CPA funds.
- Allocated 45% of FY2014 & FY2015 CPA funds – over \$2.2 million – to the Affordable Housing Trust to devote to CPA-eligible projects and programs, leveraging the Trust's 25 years of experience supporting affordable housing.
- Established a competitive application process for awarding CPA funds to historic resources and open space and recreation projects.
- Engaged the community in awarding CPA funds by holding two public meetings and accepting written comments for nearly two months, ultimately hearing from nearly 150 residents.
- Awarded \$1.7 million to nine historic resources projects.
- Awarded \$227,000 to four open space/recreation projects and reserved an additional \$508,000 for future projects.
- Funded and oversaw the development of Somerville's first-ever Historic Preservation Plan (in progress) to guide the allocation of CPA funding for historic resources in future funding cycles, utilizing over 500 hours of skilled volunteer time in the process.

# Special Revenue Fund: Community Preservation Act Fund

## FY2016 BUDGET:

COMMUNITY PRESERVATION ACT FUND	FY16 BUDGET
<b>ESTIMATED REVENUE</b>	
SURCHARGE REVENUE	1,418,661
STATE MATCH OF PREVIOUS YEAR'S LOCAL REVENUE	471,359
<b>TOTAL</b>	<b>1,890,020</b>
<b>APPROPRIATIONS &amp; RESERVES</b>	
ADMIN AND OPERATING EXPENSES OF COMMITTEE (5% OF ESTIMATED REVENUE)	94,501
OPEN SPACE AND RECREATION RESERVE (10% OF ESTIMATED REVENUE)	189,002
HISTORIC RESOURCES RESERVE (10% OF ESTIMATED REVENUE)	189,002
COMMUNITY HOUSING RESERVE (10% OF ESTIMATED REVENUE)	189,002
BUDGETED RESERVE (65% OF ESTIMATED REVENUE)	1,228,513
<b>TOTAL</b>	<b>1,890,020</b>

## TOTAL CPA FUNDING:

COMMUNITY PRESERVATION ACT FUND	FY14 ACTUAL	FY15 THRU JUNE 1	FY16 ESTIMATED	TOTAL
<b>REVENUE</b>	<b>2,681,180</b>	<b>3,528,974</b>	<b>1,890,020</b>	<b>8,100,175</b>
SURCHARGE REVENUE	1,323,320	1,418,661	1,418,661	4,160,643
CITY APPROPRIATION	1,355,671	1,200,000	0	2,555,671
STATE MATCH OF PREVIOUS YEAR'S LOCAL REVENUE	0	904,917	471,359	1,376,276
INTEREST	2,189	5,396	0	7,585
<b>APPROPRIATIONS &amp; ENCUMBRANCES</b>	<b>56,769</b>	<b>4,205,542</b>	<b>94,501</b>	<b>4,356,812</b>
COMMITTEE ADMIN EXPENSES (UP TO 5% OF ANNUAL REVENUE)	56,769	111,055	94,501	262,325
OPEN SPACE AND RECREATION PROJECTS	0	227,463	0	227,463
HISTORIC RESOURCES PROJECTS	0	1,660,996	0	1,660,996
COMMUNITY HOUSING PROJECTS	0	2,206,028	0	2,206,028
<b>FUNDING AVAILABLE FOR PROJECTS</b>	<b>1,947,843</b>		<b>1,795,519</b>	<b>3,743,362</b>
OPEN SPACE AND RECREATION RESERVE	507,880		189,002	696,882
HISTORIC RESOURCES RESERVE	0		189,002	189,002
COMMUNITY HOUSING RESERVE	0		189,002	189,002
UNDESIGNATED PROJECT FUNDING	1,439,963		1,228,513	2,668,476

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COMMUNITY PRESERVATION ACT MANAGER	MONEA, EMILY	1,515.29	78,795.33	63,036.26

# Appendix A: Glossary

## TERMS COMMONLY USED IN MUNICIPAL FINANCE

**Abatement:** A complete or partial cancellation of a levy imposed by a governmental unit; applicable to tax levies and special assessments.

**Accrual Basis:** In the context of accounting, practice in which expenses and income are accounted for as they are earned or incurred, whether or not they have been received or paid.

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it may be expended. Only a vote of the Board of Aldermen can authorize money appropriated for one purpose to be used for another. Any amount which is appropriated may be encumbered. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts to surplus. A specific or particular appropriation is carried forward from year to year until spent for the designated purpose or transferred by Aldermanic vote to another account.

**Assessed Valuation:** The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the City's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value," certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

**Audit:** Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing efficiency and economy of operations, and reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA, or public accountant, or elected auditor meets this test.

**Balance Sheet:** A statement which discloses the assets, liabilities, reserves, and equities of a fund or government unit at a specified date.

**Balanced Budget:** A plan of financial operation in which the estimate of proposed expenditures for a given period is less than or equal to the proposed means of financing these expenditures (from various sources of funds or revenues).

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period (usually a 12-month period referred to as the Fiscal Year, or FY) and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the Board of Aldermen) or final (the plan approved by that body).

**Capital Improvement Plan (or Capital Budget):** A plan of proposed capital outlays, and the means of financing them for the current fiscal period. It is usually a part of the current budget but may also be a multi-year plan.

**Capital Improvement:** A major, non-recurring expenditure involving one of the following:

- a. Real Property - Includes the purchase or lease of land, existing buildings and structures, and fixtures attached to land and buildings.

# Appendix A: Glossary

- b. Equipment - Includes the replacement or addition of major items of equipment with a life expectancy of at least two years and a cost of at least \$10,000. Similar items can be bundled together.
- c. Projects - Include activities such as the following:
  - 1. Construction of new buildings or facilities (including architectural, engineering, and related fees).
  - 2. Improvements or major repairs (costing \$50,000 or more) of existing buildings or facilities, aside from routine maintenance.
  - 3. Studies or other activities (costing \$50,000 or more) that either relate to future “brick and mortar” projects, or are a part of a multi-year program of infrastructure improvements.
  - 4. An annual sum available for routine building improvements, renovations, or repairs.

**Cherry Sheet:** An annual statement received from the Massachusetts Department of Revenue (DOR) detailing estimated receipts for the next fiscal year from the various state aid accounts, and estimated state and county government charges payable by the City, and included by the local Assessors in setting the tax rate. The actual receipts and charges may vary from the estimates.

**Classification:** The division of property valuations by type of property. There are five classes: Residential, Open Space, Commercial, Industrial, and Personal. The Aldermen may set as many as three different tax rates (within limits set forth in state law): for residences, for business and personal, and for open space.

**Debt Service:** Payment of interest and principal related to long-term debt.

**Depreciation:** A non-cash expense (also known as non-cash charge) that provides a source of available funds. Amount allocated during the period to amortize the cost of acquiring long-term assets over the useful life of the assets. This is an accounting expense not a real expense that demands cash.

**Encumbrance:** Obligations such as purchase orders, contracts, or salary commitments that are chargeable to an appropriation, and for which a part of the appropriation is reserved.

**Enterprise Fund:** A fiscal entity with a self-balancing set of accounts that is utilized to account for a governmental service when it is the intent to recover the total cost of service, including depreciation, primarily through user charges imposed on the consumers of the service. Examples include: Water and Sewer services provided by the Department of Public Works.

**Equalized Valuation (EQV):** The value of all property as determined by the Commissioner of Revenue biennially, using a standard of "full and fair value"; also referred to as EQV.

**Expenditure:** The spending of money by the City for the programs or projects within the approved budget.

**Fiscal Year (FY):** A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies, and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; FY2012 is the fiscal year which ends June 30, 2012.

**Free Cash:** Free cash refers to the amount of Fund Balance that is available for appropriation. It is certified each July 1 by the state. Because of the stringent way that the state makes these calculations, Free Cash more

# Appendix A: Glossary

closely represents Cash (actual dollars held) than does Fund Balance, which includes a variety of receivables (i.e., cash due).

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**Fund Balance:** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected (see **Free Cash**).

**General Fund:** The fund into which the general (non-earmarked) revenues of the City are deposited, and from which money is appropriated to pay expenses.

**General Obligation Bonds:** Bonds issued by the City that are backed by the full faith and credit of its taxing authority.

**Governmental Funds:** Funds used to organize and separate the finances of various City activities and objectives. Governmental Fund categories include: the General Fund; Enterprise Funds; Special Revenue Funds; and Stabilization Funds.

**Overlay:** The amount raised from the property tax levy in excess of appropriations and other charges. It cannot exceed 5 percent of the levy, and is used to cover abatements and exemptions granted locally or on appeal.

**Overlay Surplus:** The unused portions of **overlay** accounts from previous years; at the end of each fiscal year, this amount is computed from information provided by the Board of Assessors. Any sum so designated is transferred to, and becomes part of the General Fund undesignated fund balance.

**Override:** A vote to increase the amount of property tax revenue that may be raised over the levy limit set by **Proposition 2½**.

**Personal Services:** The cost of salaries, wages, and related employment benefits.

**Property Tax Levy:** The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation. For example:

*House Value:* \$500,000

*Tax Rate:* \$12.71 (which means \$9.83 per thousand \$\$ of valuation)

*Levy Calculation:* \$12.71 multiplied by \$500,000 divided by \$1,000.

*Result, **Property Tax Levy:*** \$6,355

**Proposition 2½** (see below): A tax limitation measure passed by Massachusetts voters in 1980 that limits the growth of the total property tax levy to 2.5% per year. New construction values are added to this limit. Two provisions of Prop 2½ allow the City to raise taxes above this tax levy limit, upon approval by a 2/3 Aldermanic vote: an operating override or a debt exclusion.

# Appendix A: Glossary

**Purchased Services:** The cost of services that are provided by a vendor.

**Revolving Fund:** Those funds that may be used without **appropriation** and that are established for special uses. Fees (such as for recreation) may be paid into a revolving fund. Revolving funds are established directly by state law or by City bylaw consistent with state law.

**Tax Levy:** Total amount of dollars assessed in property taxes by the City each **fiscal year**.

## Terms Associated with Proposition 2½

**Excess Levy Capacity:** The difference between the City's maximum annual tax levy limit as established by Proposition 2½ and its actual **tax levy** for the current year. It is additional **tax levy** that a City could raise without asking voters for an **override** or debt exclusion.

**Growth Revenue:** The amount of property tax revenue that the City can add to its allowable tax levy as a result of new construction, alterations, subdivision, or change of use of a parcel.

**Primary Levy Limit, or Absolute Limit:** 2.5 percent of certified full and fair cash value of taxable property.

**Secondary Levy Limit, or Annual Levy Limit:** Prior levy limit plus 2.5 percent (base) plus growth revenue.

