



Park Regulations
Open to the Public

Please be considerate of your neighbors: public disturbances, smoking and the consumption of alcoholic beverages are prohibited.

Please pick up after your dog.

Mayor Joseph A. Curtatone encourages you to call 311 with any questions or maintenance requests.

SOMERVILLE **SOMERVILLE** **SOMERVILLE**



City of Somerville Municipal Budget FY2019 *Proposed* Mayor Joseph A. Curtatone

City Government

Joseph A. Curtatone, Mayor

Edward Bean, Finance Director

Michael Mastrobuoni, Budget Manager

Board of Aldermen

Katjana Ballantyne, President, Ward 7

Matthew C. McLaughlin, Vice President, Ward 1

Stephanie Hirsch, At-large

Wilfred N. Mbah, At-large

Mary Jo Rossetti, At-large

William A. White Jr., At-large

Jefferson Thomas Scott, Ward 2

Ben Ewen-Campen, Ward 3

Jesse Clingan, Ward 4

Mark Niedergang, Ward 5

Lance L. Davis, Ward 6



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Somerville
Massachusetts**

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director

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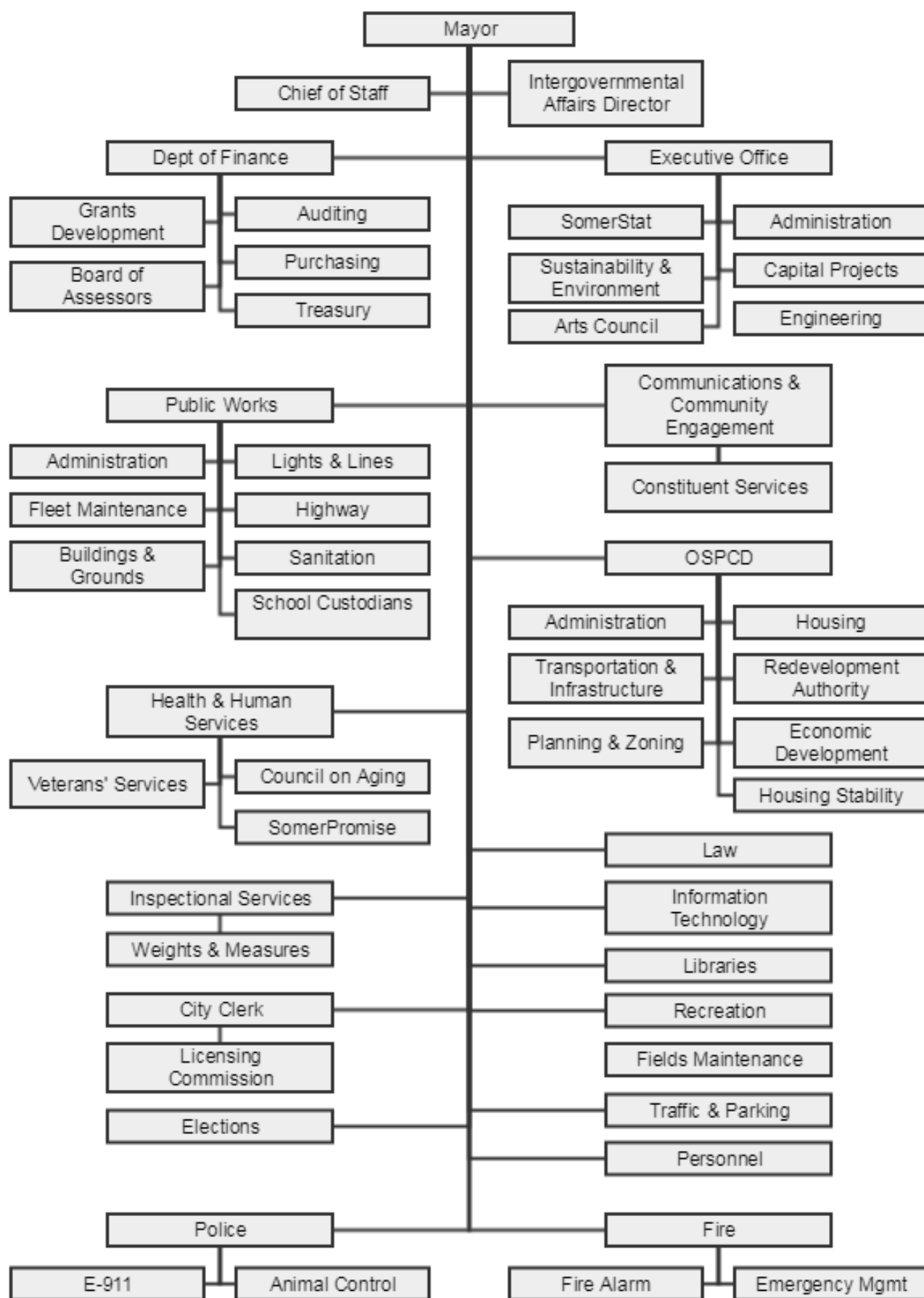
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Departmental Organizational Chart

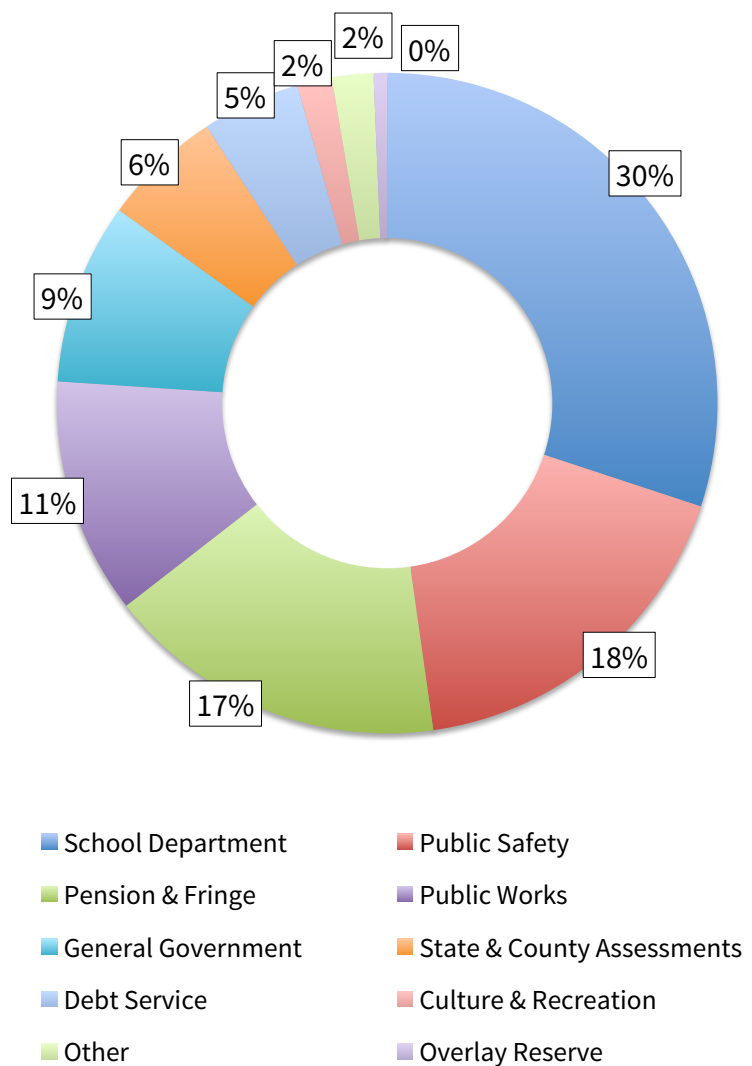


Operating Budget Summary

Program Expenditures	FY17 Budgeted	FY18 Budgeted	FY19 Proposed
General Government	\$18,879,501	\$20,446,113	\$21,471,393
Public Safety	41,249,438	42,096,188	42,799,018
Culture & Recreation	3,282,026	3,969,966	4,096,756
Public Works	26,662,191	27,174,212	27,944,910
Pension & Fringe	38,466,076	40,244,419	40,422,957
Debt Service	10,748,066	10,572,795	11,646,258
Other	2,156,507	3,734,000	4,911,270
School Department	65,420,081	68,574,180	72,679,325
Overlay Reserve	1,700,000	1,528,746	1,600,000
State Assessments	14,035,001	14,235,616	14,170,060
Supplemental Appropriations	-	14,200	-
Total	\$222,598,887	\$233,490,435	\$241,741,947

Financing Sources	
Taxes	166,703,331
Penalties & Interest on Taxes & Excise	628,116
State Aid	48,717,607
Fines & Forfeits	6,113,400
Licenses & Permits	9,923,308
Fees	1,673,874
Miscellaneous Recurring	1,569,000
Other Revenue Sources	6,413,312
Total	\$241,741,947

FY2019 Proposed Budget Summary





City of Somerville, Massachusetts

Joseph A. Curtatone
Mayor

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

Somerville has been and continues to be a city of great aspirations. Together, we are striving for a community that is sustainable, transit-friendly, inclusive, and filled with opportunity for all. Through SomerVision, we set not ten or even twenty goals, but a total of 586 policy and action goals for Somerville. Each of these goals matter. Since 2012, this administration, community, and the Board of Aldermen have together steadfastly planned, budgeted, and worked to transform our intentions into action.

Among our community's top priorities for the next two decades are job creation, affordability, and creating net new open space; in short, making sure that Somerville remains a great place to live, work, play, and raise a family. All of these issues – job availability, cost of living, education, equity, community development, and more – are closely connected. So we've studied, discussed, and planned how to strive for these intertwined goals, and in this FY19 budget, we propose needed investments to continue to move that work forward particularly on education, affordable housing, and safety.

This budget likewise continues to lay the framework for advancing other central goals set forth in SomerVision—just as it demonstrates the significant progress we've already made toward achieving these goals. After decades of intensive advocacy and determination, the Green Line Extension project broke ground in FY18, and in the coming months stations and rail right-of-ways will begin to take shape across the city. Construction has begun on a brand new high school, which our residents overwhelmingly voted to financially support. We continue to fight for affordable housing and the creation of open space, and we are increasing our efforts around the creative economy and small business supports, all with an eye on making our community stronger and more sustainable.

We are making significant strides towards the large-scale, community-envisioned development that is critical for the creation of the jobs, housing, open space, and transit access called for in SomerVision, and this development will continue to generate new commercial tax revenue needed to fund our community goals. As this development picks up pace, along with our ongoing efforts to update and expand our parks and open spaces, upgrade our aging underground infrastructure, and improve our walkways and

Mayor's Message

roads, we must match our staffing to these expanding responsibilities. In short, as we advance our goals to create 30,000 new jobs, 6,000 new housing units, 125 acres of new open space, and more, we must carefully manage our investments with proper oversight. We must also mitigate the impacts of this historic level of change on our residents be it by addressing housing stability or addressing and communicating construction impacts.

To this end, my administration submitted an unprecedented mid-year staffing and appropriation request to meet the demands of the work that lies ahead of us. With the support of this Board, we have already added key staff such as a GLX Liaison, Construction Compliance Manager, and Streetscape Planner who will greatly aid our efforts to manage all aspects of this next phase of development and improvements. Along these lines, in this budget, we are asking for a transportation planner position to manage traffic calming efforts and implementation of our Vision Zero goals, which are designed to make our community safer and more accessible to all.

As part of the mid-year staffing request and subsequent approval, this Board also worked with us to establish a new Office of Housing Sustainability, greatly furthering our ability to address the local impacts of the regional housing crisis. This budget requests funding and staff to support the director in her efforts to ensure our residents have the support to navigate housing challenges and access needed resources.

Good jobs are the other half of the affordability equation, so as our local economy grows and our housing stock expands, we must strive to ensure that all residents have the skills and training required to access quality jobs including those that we create. To this end, we are proposing level funding of our investment in workforce development efforts launched last year and new support for further expansion of our Nibble program for culinary entrepreneurship.

Finally, our investment in our schools continues with a focus this fiscal year on increasing equity in critical out-of-school-time programming as well as early childhood supports. Investments in these areas are designed to expand opportunities and overcome barriers to access to high-quality enrichment programs that span the summer gaps and after-school hours for our students, especially those in middle school, who have traditionally been underserved. Additional staff hours and services including programming, transportation, nutrition, and health supports are proposed to broaden access to these vital programs.

Likewise, we propose the expansion of the City's SomerBaby program, to connect even more young families to wrap-around health and other essential support services. This early outreach is critical to closing the kindergarten readiness gap. As always, we must as a community make the strategic investments in education that will help each of our students achieve his or her potential. We must ensure our children are given every opportunity to learn and succeed. And this proposed budget will help us do just that.

Mayor's Message

Again, we've proposed a budget based on shared community goals, our commitment to fiscal responsibility, and an eye toward our long-range obligations. We know that we have goals and liabilities to meet, and we are budgeting today to meet both our current needs and stay our course for the progress we seek for our tomorrows.

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

Sincerely,

A handwritten signature in blue ink, reading "Joseph A. Curtatone". The signature is fluid and cursive, with the first name "Joseph" and last name "Curtatone" clearly legible.

Joseph A. Curtatone
Mayor

Community Profile

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

Somerville was first settled in 1630 as a part of Charlestown, and was established as a town in 1842, when it was separated from the urbanizing Charlestown because it was still largely rural. Somerville was officially incorporated as a city in 1872 due to its growing population and increasing industrialization. By the early 1900s, Somerville itself had become a densely packed urban area.

As a part of Charlestown, areas existing in modern-day Somerville were critical military positions in the American Revolution. The historic Powder House - now considered one of the most distinct pre-Revolutionary structures in Massachusetts - housed gunpowder for Revolutionary soldiers during the war.

During British invasion, Somerville (then Charlestown) was part of the route ridden by Paul Revere on his famous “Midnight Ride.” Finally, and most notably, Prospect Hill was the site of the raising of the first Grand Union Flag, under the orders of General George Washington, on January 1, 1776.

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

Somerville is defined by its city squares. Its large number of squares help mark neighborhood boundaries while also featuring bustling businesses and entertainment centers. Among the most active today are Davis Square, Union Square, Ball Square, Teele Square, and Magoun Square. Each offers a mix of ethnic restaurants, bars, shops and small businesses to fit every taste and occasion. The City shares its southern border with Cambridge and the MBTA Red Line connects Davis Square to Cambridge and Boston.

Somerville has a mayor-city council form of municipal government. The Board of Aldermen consists of 4 at-large (city-wide) positions and 7 ward representatives. Somerville has received national recognition as a model of innovation and efficiency for their 311 customer service helpline and SomerStat, a data-driven style of managing government services. Somerville is the only community in Massachusetts to employ both a 311 customer service help line and a Connect-CTY mass outreach (reverse 911) program.



Community Profile



Population	
Total Population	79,507
Female	40,189
Male	39,318
Median Age	31.6

Housing	
Owner-occupied units	34.7%
Renter-occupied units	65.3%
Median home value	\$512,500
Median mortgage payment	\$2,305
Median monthly rent	\$1,600
Vacancy rate	4.2%

Average Income	
Median family income	\$84,896
Mean family income	\$102,078
Per capita income	\$40,356

Household Income	
Under \$10,000	5.5%
\$10,000 to \$14,999	4.1%
\$15,000 to \$24,999	6.4%
\$25,000 to \$49,999	15.5%
\$50,000 to \$74,999	15.8%
\$75,000 to \$99,999	14.1%
\$100,000 to \$149,999	21.1%
\$150,000 to \$199,999	9.6%
\$200,000 and over	7.9%

Source: 2016 American Community Survey
5-year estimates

Education	
Less than 9 th grade	4.7%
9 th to 12 th grade, no diploma	5.5%
High school graduate	17.9%
Some college, no degree	9.4%
Associate's degree	3.9%
Bachelor's degree	31.0%
Graduate or professional degree	27.6%

Household Composition	
Total households	32,229
Family households	43.4%
Two-parent	30.2%
Single-parent	13.1%
Non-family households	56.6%
Average household size	2.38

Race	
White non-Hispanic/Latino	69.9%
Hispanic/Latino	9.4%
Black/African American	6.4%
Asian	10.3%
Other	3.9%

Commuting Share	
Drove Alone	38.7%
Public Transportation	33.0%
Walked	11.5%
Carpooled	6.1%
Bicycle	5.9%
Mean travel time to work (mins)	30.8

SomerVision Update

In 2009, Somerville residents and City planning staff started a lively community planning process with the goal of creating Somerville's first comprehensive plan. A 60-member steering committee, supported by the staff of the Mayor's Office of Strategic Planning and Community Development, put every idea on the table. After more than fifty meetings, visioning sessions and public workshops, SomerVision: Somerville's Comprehensive Plan 2010-2030 was born.

SomerVision set the following ambitious city-wide goals:

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

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

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

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

SomerVision Score Card 2018

Target Area	Total since 2010	SomerVision Goal	Percent towards 2010-2030 SomerVision Goal
Jobs Created	6,337	30,000	21%
New Housing Units	1,210	6,000	20%
New Affordable & Inclusionary Units	289	1,200	24%
New Usable Acres of Open Space	17	125	13%
New Development in Transformative Areas	70%	85%	-
Percent New Trips via Walk, Bike, or Transit	-	50%	-

Budget Table

FY19 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
GENERAL GOVERNMENT					
Board of Aldermen	456,906	40,660			497,566
Clerk of Committees	76,659	1,000			77,659
Exec - Administration	652,348	63,675	211,500		927,523
Exec - SomerStat	462,720	23,800			486,520
Exec - Arts Council	360,345	179,125			539,470
Exec - Sustainability & Environmnt	272,232	137,300			409,532
Capital Projects	468,775	37,120		225,000	730,895
Engineering	272,187	302,800			574,987
Communications	794,938	154,291			949,229
Constituent Services	691,508	66,000			757,508
Finance - Auditing	826,135	110,100			936,235
Finance - Grants Development	159,676	7,275			166,951
Finance - Purchasing	420,048	30,650			450,698
Finance - Assessing	569,107	96,600			665,707
Finance - Treasury	663,816	258,464			922,280
Law	824,715	180,975			1,005,690
Personnel	996,371	368,721	71,000		1,436,092
Information Technology	815,599	1,635,080			2,450,679
City Clerk	462,059	165,328			627,387
Elections	466,710	162,950			629,660
Licensing Commission	11,628				11,628
OSPCD - Administration	385,443	24,800			410,243
OSPCD - Planning & Zoning	867,677	295,350			1,163,027
OSPCD - Housing	512,408	73,900			586,308
OSPCD - Redevelopment Authority	19,260				19,260
OSPCD - Transportation & Infra	583,011	142,000			725,011
OSPCD - Economic Development	470,946	321,500			792,446
OSPCD - Housing Stability	224,000	10,000			234,000
Inspectional Services	2,075,788	211,414			2,287,202
TOTAL GENERAL GOVERNMENT	15,863,015	5,100,878	282,500	225,000	21,471,393
PUBLIC SAFETY					
Police	15,473,649	613,616	51,314		16,138,579
Police - E911	1,003,352				1,003,352
Police - Animal Control	107,189	18,050			125,239
Fire	15,227,949	464,400	11,500		15,703,849
Fire Alarm	1,012,352				1,012,352

Budget Table

FY19 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
Fire - Emergency Management	20,667	10,690			31,357
Traffic & Parking	2,640,254	1,660,424			4,300,678
Health & Human Services	2,179,183	661,942			2,841,125
HHS - Veterans Services	132,367	634,335			766,702
HHS - Council on Aging	413,734	99,327			513,061
HHS - SomerPromise	173,124	189,600			362,724
TOTAL PUBLIC SAFETY	38,383,820	4,352,384	62,814		42,799,018
PUBLIC WORKS					
DPW - Administration	661,103	986,500			1,647,603
DPW - Lights & Lines	343,070	263,500			606,570
DPW - Snow Removal		1,300,692			1,300,692
DPW - Highway	2,651,708	1,341,050			3,992,758
DPW - Sanitation		5,549,500			5,549,500
DPW - Buildings & Grounds	2,278,212	9,324,100			11,602,312
DPW - Fleet		468,500			468,500
DPW - School Custodians	1,826,975	950,000			2,776,975
TOTAL PUBLIC WORKS	7,761,068	20,183,842			27,944,910
CULTURE & RECREATION					
Libraries	2,053,167	389,559			2,442,726
Parks & Recreation	828,000	282,300			1,110,300
Recreation - Fields Maintenance	210,330	333,400			543,730
TOTAL CULTURE & RECREATION	3,091,497	1,005,259			4,096,756
Debt Services		11,646,258			11,646,258
TOTAL DEBT SERVICE		11,646,258			11,646,258
PENSION & FRINGE					
Health Insurance	22,820,499	299,000			23,119,499
Life Insurance	99,918				99,918
Medicare	1,739,155				1,739,155
Worker's Compensation	491,183	352,700			843,883
Unemployment Compensation	132,613				132,613
Pensions - Non-Contributory Fund		123,597			123,597
Pension Accumulation Fund	14,364,292				14,364,292
TOTAL PENSION & FRINGE	39,647,660	775,297			40,422,957

Budget Table

FY19 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
OTHER					
Building Insurance		446,770			446,770
Subsidy to Ice Rink Enterprise			158,000		158,000
Judgements & Settlements		175,000			175,000
Salary Contingency	4,131,500				4,131,500
TOTAL OTHER	4,131,500	621,770	158,000		4,911,270
SCHOOL DEPARTMENT					
	57,558,158	15,121,167			72,679,325
TOTAL MUNICIPAL APPROPRIATIONS					
	166,436,718	58,806,855	503,314	225,000	225,971,887
OVERLAY RESERVE					
			1,600,000		1,600,000
STATE & COUNTY ASSESSMENTS TOTAL					
			14,170,060		14,170,060
GRAND TOTAL	166,436,718	58,806,855	16,273,374	225,000	241,741,947

Revenue Table

GENERAL FUND REVENUE		FY17 ACTUAL	FY18 BUDGET	FY19 PROJECTED	% CHANGE
411000	PERSONAL PROPERTY TAXES	4,591,603	-	-	
412000	REAL ESTATE TAXES	129,577,618	143,491,095	155,088,908	8.1%
414200	TAX TITLE REDEEMED	399,469	-	-	-
414201	TAX LIENS REDEEMED	(6,557)	-	-	-
414500	TAX FORECLOSURE REDEMPTN	50	-	-	-
PROPERTY TAXES		134,562,182	143,491,095	155,088,908	8.1%
415000	MOTOR VEHICLE EXCISE TAX	6,578,842	6,776,206	6,869,040	1.4%
468001	LOCAL MEALS EXCISE	1,870,348	2,037,464	2,037,464	0.0%
468002	LOCAL OPTION ROOM EXCISE	847,900	947,170	1,152,563	21.7%
EXCISE TAXES		9,297,089	9,760,840	10,059,067	3.1%
417001	INTEREST - PERSONAL PRO	7,832	5,000	5,000	0.0%
417002	INTEREST - REAL ESTATE	179,694	200,000	200,000	0.0%
417003	INTEREST - EXCISE TAX	21,843	16,000	16,000	0.0%
417004	INTEREST - TAX TITLE	115,216	175,000	125,000	-28.6%
417006	PENALTIES TAX TITLE	100	-	-	-
417007	DEMAND & PENALTIES TAX/EXCISE	365,286	350,000	220,000	-37.1%
417009	PENALTIES NON CRIMINAL DEMAND	15,900	30,000	30,116	0.4%
417010	PENALTIES NON CRIMINAL LIEN	24,073	32,000	32,000	0.0%
PENALTIES & INTEREST ON TAXES		729,945	808,000	628,116	-22.3%
418000	PAYMENTS IN LIEU OF TAXES	1,248,682	1,344,840	1,555,356	15.7%
PILOT PAYMENTS		1,248,682	1,344,840	1,555,356	15.7%
432017	RESIDENTIAL TRASH FE	42,000	30,000	38,200	27.3%
432020	SANITATION FEES	78,199	65,000	76,222	17.3%
CHARGES - TRASH		120,199	95,000	114,422	20.4%
432000	FEES	360	-	-	-
432001	ADVERTISING FEES	375	900	750	-16.7%
432002	BUS CERTIFICATE	22,200	22,500	22,500	0.0%
432003	CERT OF LIENS	150,970	145,000	145,000	0.0%
432004	CONDO APPL FEE	104,500	80,000	78,000	-2.5%
432005	CONSTABLE FEES	2,008	1,500	1,500	0.0%
432006	COPIES OF RECORDS	98,620	74,978	83,880	11.9%
432008	DETAIL SURCHARGE	385,578	322,434	302,500	-6.2%
432009	FALSE ALARM FEE	48,300	30,000	30,000	0.0%

Revenue Table

GENERAL FUND REVENUE		FY17 ACTUAL	FY18 BUDGET	FY19 PROJECTED	% CHANGE
432010	FINGERPRINTING FEES	2,325	2,000	2,000	0.0%
432011	FIRE ALARM REIMB	73,200	110,000	115,000	4.5%
432012	MISC FEES	48,925	32,450	35,000	7.9%
432014	NOTARIZATION	128	150	150	0.0%
432016	POLICE CRUISER FEES	26,124	20,000	14,000	-30.0%
432018	RETURNED CHECK FEE	1,900	304	1,865	513.5%
432021	SMOKE DETECTOR INSP	63,050	51,000	60,900	19.4%
432022	SPGA FEES	1,770	1,500	1,500	0.0%
432023	WITNESS FEES	15	50	50	0.0%
432027	FRANCHISE FEE	-	380,000	360,000	-5.3%
432028	CURB CUT FEE	23,450	35,000	25,000	-28.6%
432029	TEMPORARY NO PARKING SIGN FEE	55,289	52,000	52,000	0.0%
432034	WHITE GOODS FEES	4,450	5,000	9,000	80.0%
432035	POOL FEES	19,177	18,000	15,000	-16.7%
432036	PARK PERMIT FEES	(175)	-	-	-
432037	PARK LIGHT FEE	15,347	15,000	15,000	0.0%
432038	HEARING FEES	29,100	4,100	9,000	119.5%
432039	MBTA ADMIN FEES	60	-	-	-
432040	CANOE/BOAT RENTAL	3,935	4,550	25,000	449.5%
432041	GAS STATIONS	9,470	7,500	7,500	0.0%
432042	OIL TRUCKS	3,200	3,450	3,500	1.4%
432043	SCALES	11,222	9,000	9,000	0.0%
432044	TAXI METERS	2,670	3,500	3,500	0.0%
432046	MEDICAL MARIJUANA FEE	19,600	-	-	-
432047	CS APPLICATION FEE	2,300	600	2,500	316.7%
437003	BUS SHELTER ADVERTISING REVENUE	34,194	21,253	21,253	0.0%
437006	E-RATE REIMBURSEMENT	23,960	25,295	-	-100.0%
437017	BIKE ADVERTISING FEE	14,463	15,180	16,000	5.4%
FEES		1,302,060	1,494,194	1,467,848	-1.8%
436000	RENTAL INCOME	33,091	28,600	29,360	2.7%
436100	BUILDING USE REVENUE	82,944	62,244	62,244	0.0%
RENTALS		116,035	90,844	91,604	0.8%
437001	PLANNING AND ZONING/BOA REV.	123,480	120,000	120,000	0.0%
437004	COMMISSION ON MACHINES	579	500	500	0.0%
OTHER DEPARTMENTAL REVENUE		124,060	120,500	120,500	0.0%

Revenue Table

GENERAL FUND REVENUE		FY17 ACTUAL	FY18 BUDGET	FY19 PROJECTED	% CHANGE
441001	CLUB RESTR LIC-7 DAY	26,000	26,000	24,000	-7.7%
441002	COMMON VICTUALLERS	71,150	75,000	72,000	-4.0%
441003	INNHOLDER LICENSE	4,550	4,500	3,750	-16.7%
441004	MALT & WINES EDC INT	7,000	3,500	3,500	0.0%
441005	MALT BEV & WINE STOR	22,500	22,500	22,500	0.0%
441006	MALT BEV/WINE RESTRN	30,600	38,000	40,000	5.3%
441007	PACKAGE STORE LIC	73,700	70,000	70,000	0.0%
441008	RESTAURANT LIC-LIQR	317,200	341,100	320,875	-5.9%
441009	SPEC ALCOHOL LICENSE	9,350	10,200	10,000	-2.0%
441010	FARMER POURER	13,500	14,000	12,000	-14.3%
442002	AUTO AMUSM'T DEVICE	220	220	15,400	6900.0%
442003	BILL/POOL/BOWL/ LIC	1,980	1,320	3,300	150.0%
442004	BUILDERS LICENSE	-	200	-	-100.0%
442005	CLOSE OUT SALE	165	-	-	-
442006	CONSTABLES LICENSE	1,320	1,485	1,485	0.0%
442008	DOG KENNEL LICENSE	-	845	-	-100.0%
442009	DOG LICENSE	37,611	44,100	42,000	-4.8%
442010	DRAINLAYER LICENSE	13,425	13,750	13,750	0.0%
442011	ENTERTAINMENT LIC	51,950	52,500	50,000	-4.8%
442012	FUNERAL DIRECT LICS	380	380	380	0.0%
442013	HAWKER/PEDDLER LICN	280	495	330	-33.3%
442014	JUNK DEALER LICENSE	2,200	2,750	2,475	-10.0%
442015	LIVERY/ LIMOUSINE	165	165	165	0.0%
442016	LODGING LICENSE	25,410	24,200	24,200	0.0%
442018	MILK LICENSE	6,730	7,500	7,000	-6.7%
442019	MOVING VANS & PODS	63,947	62,500	62,500	0.0%
442020	OUTDOOR PARKING SPAC	11,375	13,750	10,000	-27.3%
442021	OUTDOOR SEATING	6,930	6,930	7,425	7.1%
442022	PHYSICAL THER LICNSE	13,900	10,000	10,000	0.0%
442024	SIGNS AND AWNING	1,650	1,100	1,650	50.0%
442026	SWIM POOL LICENSE	1,800	1,800	1,800	0.0%
442027	TAXI STAND LIC	2,805	3,465	3,465	0.0%
442028	TAXICAB MEDALLION	22,920	-	22,875	-
442029	USED CAR DEALER LIC	27,225	24,200	27,225	12.5%
442031	FORTUNE TELLER	550	550	275	-50.0%
442032	URBAN AGRICULTURE LICENSE	550	375	375	0.0%
442033	BOA MOBILE FOOD VENDOR	330	660	165	-75.0%
445001	BURIAL PERMITS	4,485	3,100	3,200	3.2%

Revenue Table

GENERAL FUND REVENUE		FY17 ACTUAL	FY18 BUDGET	FY19 PROJECTED	% CHANGE
445002	DUMPSTER CONTRACTORS	3,300	4,290	4,290	0.0%
445003	EXPLOSIVE STOR FLAMB	10,210	8,500	9,000	5.9%
445004	EXTENDED RETAIL HOUR	7,260	10,890	9,680	-11.1%
445005	FLAMMABLE PERMIT	19,690	24,200	19,965	-17.5%
445006	GARAGE PERMITS	51,425	48,400	45,375	-6.3%
445007	MARRIAGE PERMIT	32,600	27,500	27,500	0.0%
445008	POLICE REVOLVER PERM	6,450	4,000	5,000	25.0%
445009	RAFFLE/BAZAAR PERMIT	240	300	240	-20.0%
445011	RESIDENT PARK PERMIT	2,248,587	2,182,793	2,182,793	0.0%
445012	RETAIL&FOOD PERMIT	224,775	187,000	210,000	12.3%
445015	UNDERGROUD TANK REMV	1,725	600	1,000	66.7%
445018	FIELD USAGE PERMIT	61,700	40,000	40,000	0.0%
448002	BUILDING PERMIT	6,232,869	8,497,990	5,500,000	-35.3%
448004	DUMPSTER PERMIT	116,800	60,000	80,000	33.3%
448005	ELECTRICAL PERMIT	532,889	350,000	375,000	7.1%
448006	GAS PERMIT	91,505	60,000	70,000	16.7%
448007	GRANT OF LOCATION	17,205	19,360	18,150	-6.3%
448008	HOUSING CERTIFICATE	275	250	250	0.0%
448009	INSPECTION	92,606	55,000	55,000	0.0%
448010	OCCUPANCY PERMIT	54,221	65,000	65,000	0.0%
448011	PLUMBING PERMIT	176,270	120,000	140,000	16.7%
448012	SIDEWALK OPENING	213,650	140,000	175,000	25.0%
477007	OPEN AIR VENDOR	330	-	-	-
LICENSES & PERMITS		11,072,434	12,789,213	9,923,308	-22.4%
468003	COURT FINES	6,831	10,416	5,000	-52.0%
468006	MASS COURT MOVING VIOLATN	321,617	325,000	300,000	-7.7%
477001	PARKING FINES	5,734,171	4,974,900	4,904,900	-1.4%
477002	PARKING FINE SURCHAG	46,200	30,000	60,000	100.0%
477003	LIBRARY FINES	13,151	10,000	10,000	0.0%
477005	LANDCOURT/RECORDING	855	3,500	2,000	-42.9%
477006	ORDINANCE VIOLATIONS	406,139	340,000	395,000	16.2%
477008	TRANSIENT VENDOR	165	-	-	-
477009	RESTITUTION	382	1,825	1,000	-45.2%
477010	RMV NON RENEWAL SURCHARGE	98,720	75,500	105,500	39.7%
477013	DELINQUENT PARKING TICKET REC	252,364	220,000	200,000	-9.1%
477014	EXPIRED REG & SAFETY INSPECT	81,215	50,000	80,000	60.0%
484005	TOWING CHARGES	49,850	50,000	50,000	0.0%

Revenue Table

GENERAL FUND REVENUE		FY17 ACTUAL	FY18 BUDGET	FY19 PROJECTED	% CHANGE
FINES & FORFEITS		7,011,660	6,091,141	6,113,400	0.4%
482000	INVESTMENT INCOME	325,743	302,397	600,000	98.4%
INVESTMENT INCOME		325,743	302,397	600,000	98.4%
437005	DPW RECYCLING REVENUE	1,726	700	-	-100.0%
437007	VENDOR REBATES/REFUNDS	8,687	12,156	-	-100.0%
454001	MEDICARE REIMBURSEMNT RDS	17,373	-	-	-
468007	MEDICAID REIMBURSEMNT DMA	1,061,625	985,000	815,000	-17.3%
468009	C OF M REIMB C-O-L-A	5,380	5,000	5,000	0.0%
468011	REIMBURSEMENT - MISC.	68,237	66,237	65,000	-1.9%
484000	MISCELLANEOUS REVENUE	35,468	18,000	10,000	-44.4%
484001	PRIOR YEAR REIMBURSEMENTS	77,352	16,868	10,000	-40.7%
484002	PROCEEDS FROM AUCTION	1,381	203	-	-100.0%
484004	SETTLEMENT OF CLAIMS	-	3,285	-	-100.0%
484012	BANK REVENUE SHARE	84,734	80,000	64,000	-20.0%
494002	SALE OF SURPLUS EQUIPMENT	411	-	-	-
MISC RECURRING		1,362,375	1,187,449	969,000	-18.4%
461002	STATE REIM ABATE SURV SPS	292,486	289,953	287,775	-0.8%
462001	SCHOOL AID CHAPTER 70	19,332,180	20,170,688	20,329,028	0.8%
462004	CONSTRUCTION OF SCHL PROJ	3,547,977	2,157,052	1,135,491	-47.4%
462005	CHARTER SCHOOL REIMBURSMT	1,156,279	863,055	607,974	-29.6%
466000	UNRESTRICTED GEN GOVT AID	24,226,179	25,171,000	26,051,985	3.5%
466003	VETERANS AND BENEFITS	348,135	390,479	305,354	-21.8%
468014	STATE QUALIFIED BONDS	677,919	-	-	-
STATE REVENUE		49,581,154	49,042,227	48,717,607	-0.7%

Revenue Table

GENERAL FUND REVENUE		FY17 ACTUAL	FY18 BUDGET	FY19 PROJECTED	% CHANGE
484500	MISCELLANEOUS NON-RECURRING	905	-	-	-
493000	PREMIUM FROM SALE OF BOND	952,000	-	-	-
494001	SALE OF FURNITURE	20	-	-	-
497001	TRANSFER FROM GEN FUND	114,933	-	-	-
497002	TRANSFERS FROM SPEC REV	1,364,440	2,400,000	2,420,000	0.8%
497003	TRANSFERS FROM STABILIZATION	1,912,479	-	535,415	-
497005	TRANSFERS FROM ENTERPRISE	1,287,397	1,287,397	1,287,397	0.0%
	FREE CASH	2,500,000	2,000,000	1,750,000	-12.5%
	OVERLAY SURPLUS	400,000	800,000	300,000	-62.5%
	RECEIPTS RESERVED FOR APPROP		120,000	-	-100.0%
OTHER FINANCING SOURCES		8,532,175	6,607,397	6,292,812	-4.8%
GRAND TOTAL		225,385,794	233,225,137	241,741,948	3.7%

Budget Overview

A proposed FY2019 General Fund Municipal Appropriation of \$225,971,888 was submitted by Mayor Joseph Curtatone to Somerville's Board of Aldermen on June 6, 2018.

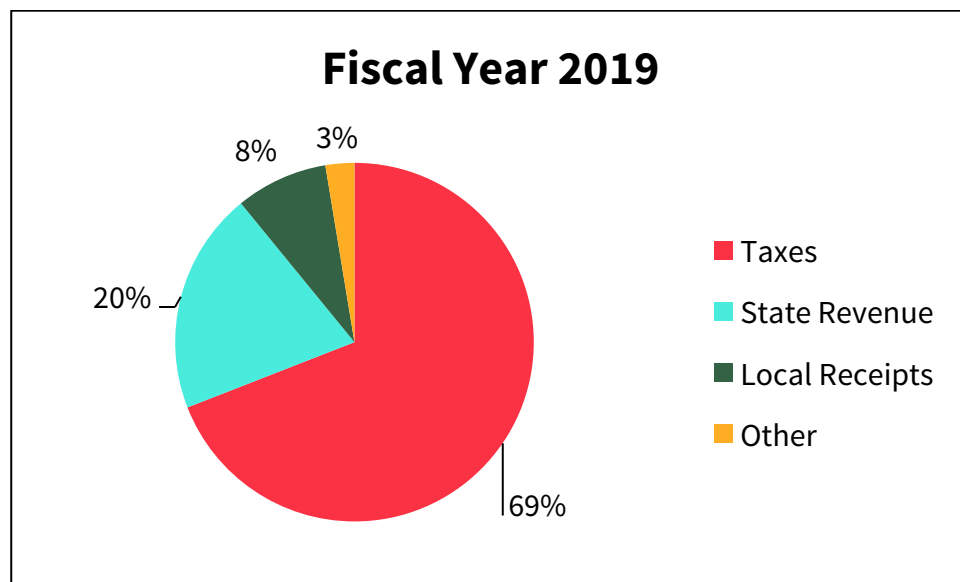
Below are explanations and details concerning the FY2019 revenue collection assumptions and spending appropriations. Following the appropriations overview, each department's detailed budget is presented along with performance highlights and goals.

REVENUE INTRODUCTION

The City of Somerville anticipates raising a total of \$241,741,948 in FY2019 to finance General Fund Operations.

The following is a summary of major revenue sources to the City budget, including highlights of significant changes. The operating budget is financed with funds generated from property taxes, local motor vehicle excise taxes, local option meals tax, local option hotel/motel excise tax, state aid, transfers from other local sources, investment earnings, and other local fees and charges. Taxes account for 69% of the City's revenue base, state aid 20.1%, local receipts 7.9%, and other funding sources 3.0%.

The amount of State Aid allocated to Somerville has declined precipitously since the recessionary year of 2008. Over the past decade, net state aid declined by \$9,495,679 or 22%. To pick up the shortfall and adequately fund city services, the City was forced to rely more heavily on the property tax and local receipts. In FY2019, the property tax will fund 64.15% of the General Fund Budget. The graphic below illustrates the composition of the City's revenue sources for FY2019.



REVENUE ASSUMPTIONS AND PROJECTIONS

The City's policy is to budget revenues conservatively. Revenue projections for FY2019 are based on FY2016 and FY2017 actual collections, FY2018 projected collections, other historical trends, the macro-level economy, and anticipated changes that impact the particular revenue source.

1. TAXES

FY2019 tax revenues are projected to be \$166,703,331. The components of this revenue category are Property Taxes (real estate and personal property), Motor Vehicle Excise, Local Option Room and Meals, and Payments In Lieu of Taxes. As noted earlier, 69% 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 \$155,088,908 and represent 64.15% of the total general fund operating revenues.

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

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

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

The City has promoted economic development over the past several years to generate new growth. These efforts have been fruitful. The certified value of new growth in FY2018 was \$4,398,128. The City adopted an innovative financing tool known as District Improvement Financing (DIF) to fund infrastructure improvements in the Assembly Square Area, which in turn helped to stimulate new business development. In the fall of 2017, the Board of Aldermen approved a new District Improvement Financing District in Union Square. For FY2019, the Chief Assessor is estimating record new growth of \$6,500,000.

The Proposition 2 ½ Levy Limit for FY2019 is estimated to be \$155,188,908. This calculation is based on the FY2018 Levy Limit (\$145,062,349) plus the allowable 2.5% increase (\$3,626,559) plus projected new growth (\$6,500,000). A property tax levy in the amount of \$143,491,095 was certified by the State Department of Revenue to fund the FY2018 operating budget. The proposed property tax levy for the submitted FY2019 General Fund Operating Budget is \$155,088,908. The proposed levy is some \$100,000 below the Proposition

Budget Overview

2 ½ Levy Limit for FY2019.

In November 2016, Somerville voters overwhelmingly approved a Proposition 2 ½ Debt Exclusion to help pay for the construction of the new \$257 million Somerville High School Project. The Proposition 2 ½ Law allows a City or Town to increase property tax revenues above the Property Tax Levy Limit with voter approval in order to fund a specific capital project for a limited or temporary period of time. The debt exclusion exempts the annual debt service to pay the \$130.3 million in bonds for the Somerville High School construction from the annual levy limit. Under debt exclusion, a time-limited tax increase equivalent to the revenue needed to pay off the annual debt service payments would be levied on property taxpayers each year. In FY2019, the City is able to fund the required debt service payments for the Somerville High School Project from the proposed levy of \$155,088,908, thus avoiding the need to use the debt exclusion.

Motor Vehicle Excise Tax

Motor vehicle excise taxes are assessed annually for each vehicle registered in the City and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value. The allowance for uncollectible accounts is estimated based on historical trends and specific account analysis. The low-interest rate environment and lower gasoline prices have spurred new car sales in recent years. Increased new car sales generate new excise tax revenue based on higher valuations. We see higher interest rates, higher gasoline prices, and slightly lower car registrations as factors mitigating this trend. The projection for FY2019 is \$6,869,040, a 1.37% increase when compared to the final FY2018 budgeted amount.

Hotel/Motel Excise Taxes

A city or town may impose a local excise of up to 6% on the rental of rooms in hotels, motels, lodging houses and bed and breakfast establishments. The local excise applies to all room occupancies subject to the state room occupancy excise. Local Hotel/Motel excise tax revenues are collected by the State and distributed to the cities and towns on a quarterly basis. Currently, the City has two hotels and several Bed and Breakfast establishments. In July 2018, a new 158 unit Marriot Hotel will open up in Assembly Square Block 5. This development will significantly expand this revenue source. Hotel/Motel tax revenues of \$1,152,563 are included in the FY2019 Budget, which is an increase of 21.70% over FY2018 Budgeted Totals.

Local Option Meals Excise

In August of 2009 the State legislature allowed cities and towns to add a .75% local option excise to the state's 6.25% meals tax. The restaurant sector continues to experience great success. We expect this revenue source to continue to be a mainstay as the City's reputation for fine dining and entertainment is now well established in the Metropolitan Boston area. The budget is based on the most recent four quarters of actual collections from April 2017 to April 2018. Based on this analysis, we will budget the same amount of revenue in FY2019 as budgeted in FY2018, \$2,037,464.

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 fourth annual PILOT Payment from Partners in FY2019 will total \$1,273,868. At present, Tufts University contributes \$275,000. A total of \$200,000 of the \$275,000 is budgeted as a revenue source for the Operating Budget; a total of \$75,000 is budgeted in a gift account for educational, recreational, and cultural uses. The existing 5 year PILOT Agreement with Tufts University expires on June 30, 2018. At the time of publication of this document, a new Agreement with Tufts has yet to be executed. The City will budget the current Agreement

amount in FY2019 and amend once a new Agreement is reached. The remaining PILOT payments are received from several private non-profit social service agencies. The total FY2019 budgeted PILOT amount is \$1,555,356, an increase of 15.6% from FY2018.

2. PENALTIES AND DELINQUENT INTEREST

The City receives interest and penalties on overdue taxes and excise taxes. This revenue is budgeted at \$628,116 in FY2019, a decrease of 22.2%. The City will continue to emphasize collection of outstanding real estate, personal property and excise taxes. More taxpayers are complying with deadlines. These revenues are budgeted conservatively since there is great volatility from year to year in these revenues, based on the number of outstanding accounts.

3. LICENSES AND PERMITS

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

Estimated FY2019 License and Permit revenue totals \$9,923,308. The largest revenue source in this category is building permits, which will be budgeted at a baseline of no more than \$5,500,000 in FY2019 and beyond.

4. FINES AND FORFEITS

Budgeted FY2019 revenue from Fines and Forfeits totals \$6,113,400 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 \$4,904,900, a decrease of \$70,000 from the amount budgeted in FY2018. The overall revenue category is budgeted slightly more (.37%) than the FY2018 amount.

5. FEES

By law, fee levels cannot exceed the cost of delivering the service. The cost includes both direct service and administrative costs. The “Fees” category totals \$1,467,848, or less than 1% of all operating revenues. The budgeted amount is \$1,467,848, a reduction of approximately \$50,000 or 3.3% of the total.

6. STATE AID

The Estimated FY2019 State Aid amount totals \$48,717,607 broken down as follows: \$47,582,116 from the State Cherry Sheet and \$1,135,491 as reimbursement from School Building Assistance Bureau (SBAB) funds.

Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification from the Commissioner of Revenue of the next fiscal year’s state aid and assessments to communities and regional school districts. State aid to municipalities and regional school districts consists of two major types – distributions and reimbursements. Distributions provide funds based on formulas, while reimbursements provide funds for costs incurred during a prior period for certain programs or services. In addition, communities may receive “offset items” which must be spent on specific programs. Cherry Sheet Assessments are advance estimates of state assessments and charges and county tax assessments. Local assessors are required to use these figures in setting the local tax rate. Local aid refers primarily to distributions from the Commonwealth to municipal general revenue for Chapter 70 education aid and Unrestricted General Government Aid. The amount of these funds to be distributed is listed on each community’s Cherry Sheet along with other, relatively smaller commonwealth programs such as library aid, veteran’s benefits, police career incentive, school lunch and other reimbursements. School building reimbursements, which were once part of the Cherry Sheet, were removed when a new authority (School

Budget Overview

Building Authority) was created to administer the program under the control of the State Treasurer's Office. The City anticipates \$1,135,491 in School Building Authority funds as reimbursement for the construction of the Capuano School.

At the time of budget submission, the Governor and the State Legislature had not finalized state aid allocations. The estimates used for the FY2019 Operating Budget submission are based on the Senate Budget Proposal.

7. MISCELLANEOUS RECURRING AND OTHER FINANCING SOURCES

These categories include reimbursements from vendors, Medicaid, recycling, rental income, settlement of claims, indirect cost reimbursements from Enterprise Funds, interest earnings, reserves appropriated to balance the budget, Overlay Surplus and sale of City Assets. Miscellaneous and Other Revenue categories total \$7,261,812 in FY2019.

Interest Earnings

Throughout the year, the City has temporarily available operating cash balances allowed by state law to be invested in money market accounts or investments with a maximum term of one year. The return from these accounts is subject to the prevailing short-term interest rates. Aggressive investing and new partnerships formed with local financial institutions has led to a near doubling of this revenue category over FY2018. Interest on investments of 600,000 has been included in the FY2019 Budget.

Board of Aldermen

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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	454,922	456,906	456,906	0.0%
Ordinary Maintenance	37,982	40,660	40,660	0.0%
General Fund Expenditures	492,904	497,566	497,566	0.0%

BUDGET:

BOARD OF ALDERMEN	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	454,922	456,906	380,755	456,906	
BD OF ALDERMAN PERSONAL SERVCS	454,922	456,906	380,755	456,906	0.0%
530011 ADVERTISING	301	800	478	800	
542000 OFFICE SUPPLIES	576	900	-	900	
542001 PRINTING & STATIONERY	-	250	-	250	
549000 FOOD SUPPLIES & REFRESHMT	2,605	3,160	22	3,160	
558011 FLOWERS & FLAGS	-	300	-	300	
571001 IN STATE CONFERENCES	-	750	952	750	
578021 DIRECT EXPENSE-BOA	34,500	34,500	28,750	34,500	
BD OF ALDERMAN ORDINARY MAINT	37,982	40,660	30,201	40,660	0.0%
BD OF ALDERMAN TOTAL	492,904	497,566	410,956	497,566	0.0%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ALDERMAN AT LARGE	HIRSCH, STEPHANIE	3,333.33	39,999.96	39,999.96
ALDERMAN AT LARGE	MBAH, WILFRED N.	3,333.33	39,999.96	39,999.96
ALDERMAN AT LARGE	ROSSETTI, MARY JO	3,333.33	39,999.96	39,999.96
ALDERMAN AT LARGE	WHITE, JR., WILLIAM A.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD I	MCLAUGHLIN, MATTHEW C.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD II	SCOTT, JEFFERSON THOMAS	3,333.33	39,999.96	39,999.96
ALDERMAN WARD III	EWEN-CAMPEN, BEN	3,333.33	39,999.96	39,999.96
ALDERMAN WARD IV	CLINGAN, JESSE	3,333.33	39,999.96	39,999.96
ALDERMAN WARD V	NIEDERGANG, MARK	3,333.33	39,999.96	39,999.96
ALDERMAN WARD VI	DAVIS, LANCE L.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD VII	BALLANTYNE, KATJANA	3,750.00	45,000.00	45,000.00
CLERK	LONG, JOHN J.	992.20	11,906.40	11,906.40

Clerk of Committees

The Clerk of Committees provides clerical support to the committees of the Board of Aldermen. They prepare correspondence for each committee, keep a record of every item of business before each committee, notify every member of the Board of Aldermen of all committee meetings, and prepare the agenda and minutes of each committee meeting. The Clerk of Committees also prepares and delivers to the City Clerk all orders, ordinances and resolutions. They are directly responsible to the President of the Board.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	73,134	76,659	76,659	0.0%
Ordinary Maintenance	-	1,000	1,000	0.0%
General Fund Expenditures	73,134	77,659	77,659	0.0%

BUDGET:

CLERK OF COMMITTEES	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	73,134	76,659	70,254	76,659	
CLRK OF COMM PERSONAL SERVICES	73,134	76,659	70,254	76,659	0.0%
542001 PRINTING & STATIONERY	-	250	-	250	
549000 FOOD SUPPLIES & REFRESHMT	-	750	-	750	
CLRK OF COMM ORDINARY MAINT	-	1,000	-	1,000	0.0%
CLRK OF COMM TOTAL	73,134	77,659	70,254	77,659	0.0%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CLERK OF COMMITTEES	DURHAM, ROSITHA	2,091.94	25,103.30	25,103.30
ASST. CLERK OF COMMITTEES	SILLARI, CHARLES	1,462.91	17,554.87	17,554.87
LEGISLATIVE CLERK	FORCELLESE, PETER	653.85	34,000.00	34,000.00

Executive Administration

MISSION STATEMENT:

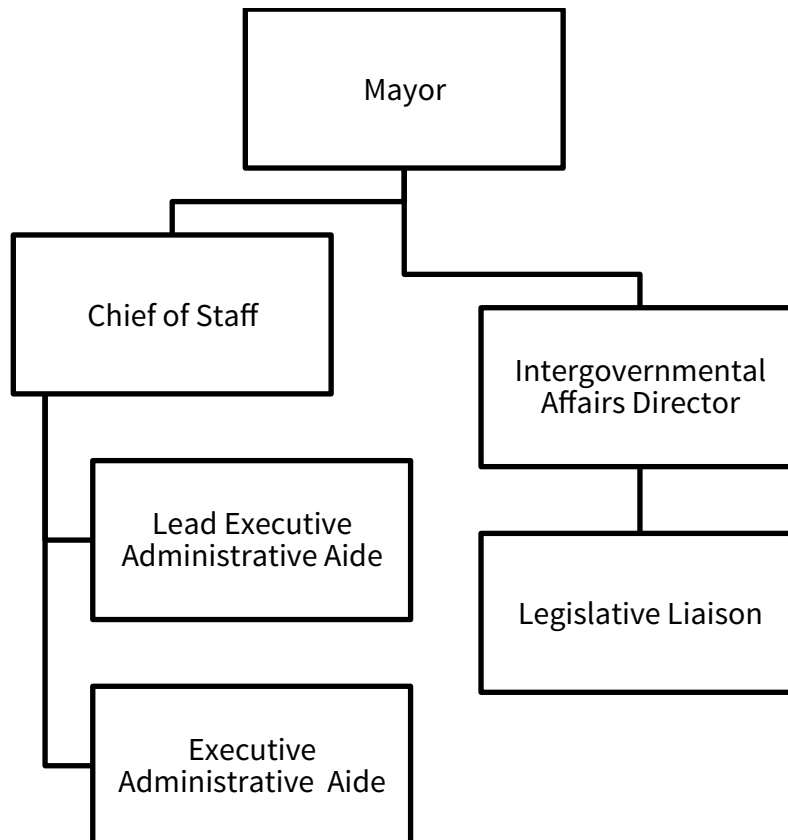
The City of Somerville strives to provide exceptionally responsive, fiscally responsible, and efficient public services in support of a safe, healthy, and thriving community. We embrace innovation, practice data-based and systems-informed decision making, foster maximum citizen participation in government, and anchor all of our efforts on 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	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	607,663	642,411	652,348	1.5%
Ordinary Maintenance	61,201	67,076	63,675	-5.1%
Special Items	183,166	216,500	211,500	-2.3%
General Fund Expenditures	852,030	925,987	927,523	0.2%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:



GOALS REVIEW:

- Education:** Provide high-quality educational opportunities to achieve the best possible outcomes for our students and our community.
- Quality of Life:** Provide the excellent public services that make Somerville an exceptional place to live,

Executive Administration

work, play, and raise a family.

- **Safe Neighborhoods:** Protect and support residents and visitors in our neighborhoods and squares by providing high quality public safety services and effectively maintaining the vast civic infrastructure.
- **Fiscally Sound Management:** Maximize return on taxpayer dollars.
- **Economic Development & Community Vision:** Promote economic development consistent with the community values expressed in our comprehensive master plan, SomerVision.
- **Accountability & Performance:** Continuously improve accountability and performance by sharing information and data and engaging residents.
- **Customer Service:** Offer professional, prompt, and courteous responses to constituent requests, and improve reliable access to government services.
- **Innovation & Technology:** Utilize new technologies and employ innovative ideas to better coordinate, support, and deliver city services.
- **Environment:** Promote a healthy environment and a sustainable, resilient community through strategic environmental and energy policies.

BUDGET:

EXECUTIVE ADMINISTRATION		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	604,076	639,949	496,955	652,348	
512000	SALARIES & WAGES TEMPOR'Y	-	-	825	-	
515006	HOLIDAYS NON-UNION	3,587	2,462	2,450	-	
EXEC ADMIN PERSONAL SERVICES		607,663	642,411	500,229	652,348	1.5%
524034	R&M - SERVICE CONTRACTS	72	825	-	825	
527019	RENTAL-WATER COOLER	-	-	64	200	
530000	PROF & TECHNCAL SVC	-	3,000	14,401	3,000	
534003	POSTAGE	-	100	-	100	
538005	PHOTOGRAPHY	637	750	1,000	750	
542000	OFFICE SUPPLIES	4,407	3,000	1,448	3,000	
542001	PRINTING & STATIONERY	1,907	3,000	100	3,000	
542002	PHOTOCOPYING	-	300	-	300	
542006	OFFICE FURNITURE NOT CAP	7,138	2,500	-	-	
549000	FOOD SUPPLIES & REFRESHMT	6,742	13,000	1,551	13,000	
558000	OTHER SUPPLIES	-	-	20	-	
558004	MAGAZINES/SUBSCRIPTS/PUB	-	500	-	500	
558011	FLOWERS & FLAGS	677	500	210	500	
558012	BADGES,EMBLEMS,TROPHIES	-	2,250	-	1,500	
571001	IN STATE CONFERENCES	35	500	-	500	
572000	OUT OF STATE TRAVEL	5,147	2,851	1,728	2,500	
573000	DUES AND MEMBERSHIPS	34,439	34,000	29,500	34,000	
EXEC ADMIN ORDINARY MAINT		61,201	67,076	50,021	63,675	-5.1%
512002	YOUTH EMPLOYMENT	129,249	166,500	126,674	166,500	
530000	PROF & TECHNCAL SVC	6,000	25,000	13,920	20,000	
558022	OFFICIAL CELEBRATIONS	47,917	25,000	45,869	25,000	

Executive Administration

EXECUTIVE ADMINISTRATION	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
EXEC ADMIN SPECIAL ITEMS	183,166	216,500	186,462	211,500	-2.3%
EXEC ADMIN TOTAL	852,030	925,987	736,713	927,523	0.2%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
MAYOR	CURTATONE, JOSEPH A.	3,461.54	180,000.08	180,000.08
CHIEF OF STAFF	STEWART, SKYE	2,497.92	129,891.84	129,891.84
INTERGOVERNMENTAL AFFAIRS DIRECTOR	SNYDER, TIM	2,289.76	119,067.52	119,067.52
LEGISLATIVE LIAISON	CONNOR, ANNIE	1,500.58	78,030.16	78,030.16
LEAD EXECUTIVE ADMIN ASST	LAPIANA-DORIAN, BARBARA	1,442.31	75,000.12	75,000.12
EXECUTIVE ADMIN ASST	GEE, VERONICA	1,353.04	70,358.08	70,358.08

SomerStat: Mayor's Office of Innovation & Analytics

MISSION STATEMENT:

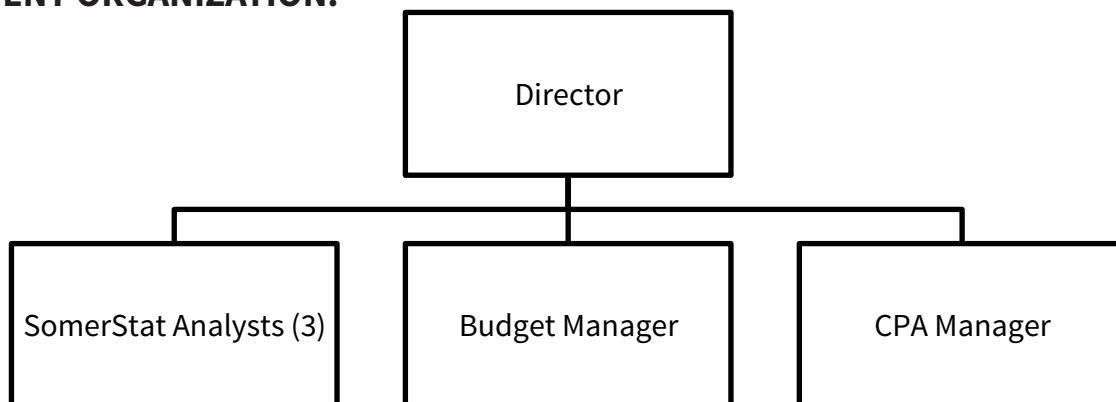
To improve City performance and gain evidence-based insight into the issues important to our community. The office's flagship performance management program SomerStat regularly collaborates with departments to analyze and enhance overall performance, identify efficiencies and cost savings, and craft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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	314,314	448,007	462,720	3.3%
Ordinary Maintenance	3,170	23,800	23,800	0.0%
General Fund Expenditures	317,484	471,807	486,520	3.1%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

- Collaborated with 22 departments and divisions to lead 77 SomerStat meetings. Examples of the analysis and findings presented in these meetings include:
 - Historic comparison of snow-related 311 calls (the first storm of 2018 generated as many snow requests as the first storm of the historic 2015 snow emergency)
 - Building energy use intensity (the Lowell St. Fire Station is the City's most energy-intensive building)
 - Annual survival rate of trees planted in the States in East Somerville (97.1% between 2009 and 2017)
 - Work-in-progress report for DPW's Buildings and Grounds Division (November 2017 was B&G's busiest month, when they averaged 316 work orders in progress per day)
 - Performance of Shape Up Somerville's Mobile Market (sales increased at every location between 2016 and 2017 and increased citywide by 68%)
 - ISD violations by "repeat offender" status (63% of building violations were issued to repeat offenders in Q2 of FY18)
 - Traffic & Parking's ticketing record (T&P is issuing fewer tickets but better tickets, with a smaller percent resulting in a hearing and a higher percent of those resulting in a hearing being upheld)
- Continued to support the City's capital planning efforts by maintaining and updating the Capital

SomerStat: Mayor's Office of Innovation & Analytics

Investment Plan (CIP) project list and, in collaboration with Purchasing, developing a system for tracking ongoing capital projects.

- Maintained and updated the long-range financial models for the General Fund and Water & Sewer Enterprise Funds in collaboration with Finance.
- Completed the City's FY19 Operating Budget and contributed to the Comprehensive Annual Financial Report (CAFR).
- Through data analysis, research, and interdepartmental facilitation, developed, improved, or supported numerous policies, processes, and projects including but not limited to:
 - o The Building Master Planning Committee
 - o The Union Square DIF
 - o Vision Zero data working group
 - o Collection of baseline air quality and traffic data using funding awarded by the Massachusetts Gaming Commission, allowing for an evaluation of the impact of the Everett casino once open.
 - o Fields Master Plan update
 - o Implementation of the sideguard ordinance
- Managed a number of interdepartmental initiatives and projects, including but not limited to:
 - o The Rodent Action Team, coordinating the City's efforts around rodent control. Contracted with a nationally renowned urban rodentologist to evaluate the City's integrated pest management (IPM) plan, conduct baseline assessments of the rat populations near the City's major construction projects, and recommend interventions to minimize the occurrence of rats disturbed by construction.
 - o Development and analysis of the 2017 Happiness Survey, including an improvement in methodology that reduced the margin of error
 - o Neighborly, providing Somerville residents the opportunity to invest in the City through minibonds

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
SomerStat meetings held	79	85	65	77	80
New datasets, analyses, and visualizations available on DataFarm*	-	-	-	2	5
New datasets developed*	-	-	-	2	2
Policies & processes developed or improved*	-	-	12+	15+	12+

*New metrics for FY17/FY18

GOALS REVIEW:

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

1	Provide analysis and consulting for key policy decisions, such as labor agreements, vendor contracts, capital planning, and project proposals.	Ongoing
2	Work with internal and external stakeholders to plan and implement key cross-functional City projects.	Ongoing

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- | | | |
|---|---|---------|
| 3 | Collaborate with departments to identify key performance indicators (KPIs); track on regular basis. | Ongoing |
| 4 | Collaborate with departments to establish standard operating procedures (SOPs). | Ongoing |
| 5 | Simplify processes for requesting, tracking, and sharing information about capital projects. | Ongoing |
| 6 | Identify opportunities for and assist with implementation of customer service surveys; analyze data to identify opportunities for operational improvements. | Ongoing |

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

- | | | |
|---|--|--------------|
| 1 | Evaluate the City's open data portal and data dashboard; consider improvements to make the City more transparent by making data and analysis more accessible to residents. | New for FY19 |
| 2 | Coordinate with IT and various data managers to automate the cleaning and publishing of City data on the data portal. | Ongoing |

3. Manage the City's budgetary processes.

- | | | |
|---|---|-------------------|
| 1 | Develop annual operating budget. | Complete for FY19 |
| 2 | Maintain list of Capital Investment Plan projects and update long-range forecast. | Ongoing |

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

- | | | |
|---|--|--|
| 1 | Measure resident satisfaction and happiness using a scientific survey; use data to inform decision making. | Complete for 2017, next survey in 2019 |
| 2 | Develop a Social Progress Index for the Boston region in coordination with the Social Progress Imperative. | Ongoing |

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

- | | | |
|---|---|-------------------|
| 1 | Create an inventory of all City data sources. | Ongoing |
| 2 | Use data inventory to identify gaps and create a Data Investment Plan. | Ongoing |
| 3 | Identify at least one data source from the Data Investment Plan to collect. | Complete for FY18 |
| 4 | Develop citywide data standards. | Ongoing |
| 5 | Use standards to help departments improve integrity of existing data. | Ongoing |

SomerStat: Mayor's Office of Innovation & Analytics

BUDGET:

SOMERSTAT	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	309,492	446,348	359,115	462,720	
515006 HOLIDAYS NON-UNION	1,831	1,659	1,722	-	
519105 STIPENDS-OTHER	2,991	-	-	-	
EXEC-SOMER PERSONAL SERVICES	314,314	448,007	360,837	462,720	3.3%
527019 RENTAL-WATER COOLER	184	250	56	250	
530000 PROF & TECHNICAL SVC	250	20,000	600	20,000	
530028 SOFTWARE SERVICES	(732)	1,000	416	1,000	
542000 OFFICE SUPPLIES	532	800	251	800	
542001 PRINTING & STATIONERY	285	-	100	-	
542004 COMPUTER SUPPLIES	-	750	-	750	
542005 OFFICE EQUIPMENT NOT CAP	-	500	-	500	
542006 OFFICE FURNITURE NOT CAP	650	-	-	-	
571001 IN STATE CONFERENCES	-	500	-	500	
573000 DUES AND MEMBERSHIPS	2,000	-	-	-	
EXEC-SOMER ORDINARY MAINT	3,170	23,800	1,423	23,800	0.0%
EXEC-SOMER TOTAL	317,484	471,807	362,260	486,520	3.1%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SOMERSTAT DIRECTOR	MONEA, EMILY	2,289.76	119,067.52	119,067.52
BUDGET MANAGER	MASTROBUONI, MICHAEL	1,734.67	90,202.84	90,202.84
PRINCIPAL ANALYST	LESSIN, ALEX	1,569.23	81,599.96	81,599.96
SOMERSTAT ANALYST	WEISMAN, ERIC	1,471.15	76,499.80	76,499.80
SOMERSTAT ANALYST	DESIR, CORTNI	1,500.58	78,030.16	78,030.16
COMMUNITY PRESERVATION ACT MGR	STELLJES, KRISTEN	1,665.28	86,594.56	17,318.91

Capital Projects Management

MISSION STATEMENT:

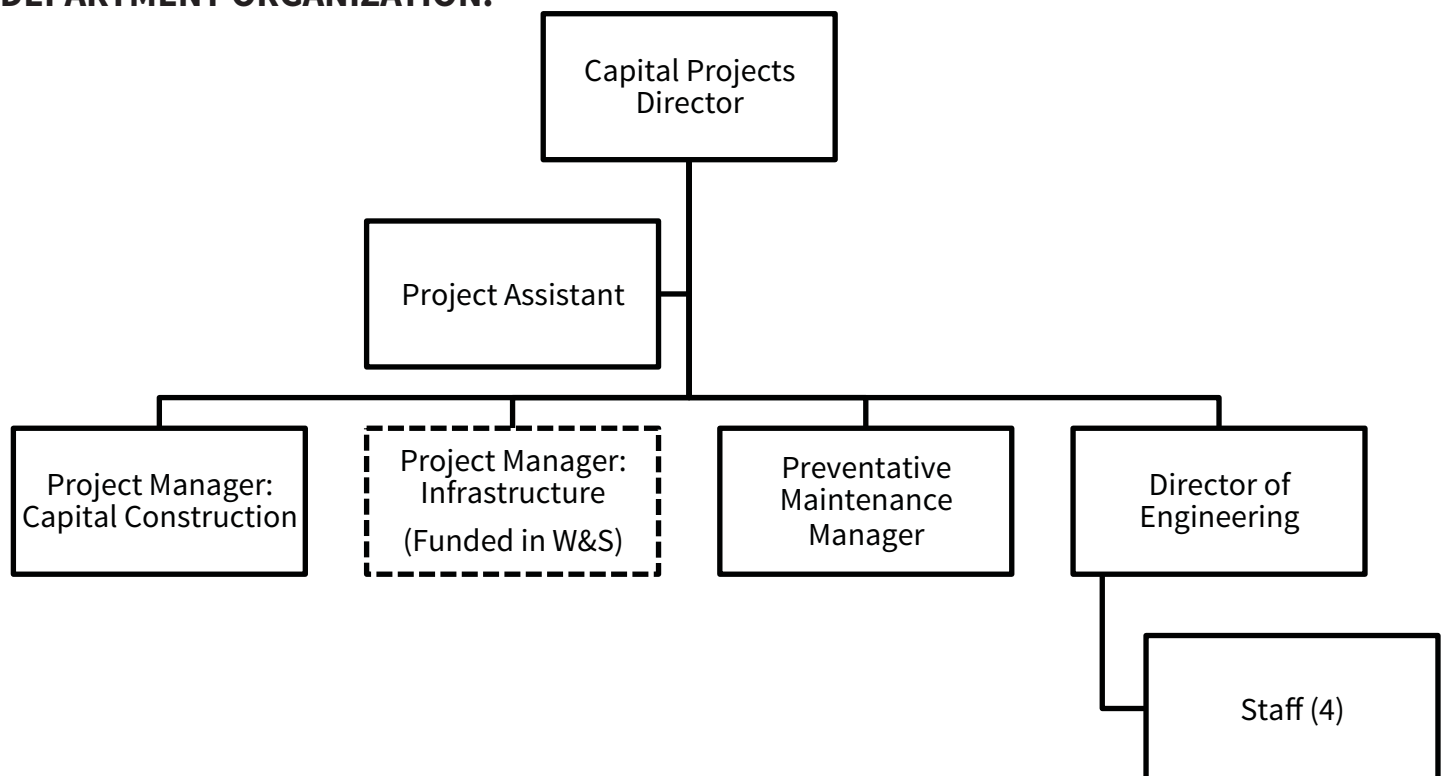
To oversee the construction, reconstruction, renovation, and preventive maintenance of all City-owned buildings which currently consist of 32 facilities and approximately 1.9 million square feet. In all of its work, the Capital Projects Department strives to be efficient and responsive to community needs,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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	394,246	457,139	468,775	2.5%
Ordinary Maintenance	24,130	37,120	37,120	0.0%
Capital Outlay	124,209	225,000	225,000	0.0%
General Fund Expenditures	542,584	719,259	730,895	1.6%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:




FY18 ACCOMPLISHMENTS:

- Completed design associated with the new Somerville High School.
- Managed construction of modular classrooms at the City Hall campus in a way that minimized impacts to constituents and City staff. Modular classrooms will be used to support various phases of construction associated with the new High School. Demolition of existing High School C-wing anticipated to begin in late June 2018.
- Successfully advanced design associated with the West Branch Library renovation with goal of presenting a construction funding request to the Board in FY19. Secured approval from the Historic

Capital Projects Management

Preservation Commission for work associated with the project.

- Completed design associated with accessibility improvements in three schools (Brown, JFK, and Winter Hill) and two libraries (East and Central). Construction to begin summer 2018.
- Completed design associated with a new accessible lift for the Traffic and Parking building. Construction to begin summer 2018.
- Completed feasibility analysis for a new accessible ramp at the City Hall Annex.
- Completed feasibility analysis for a new boiler at City Hall (currently served by existing High School).
- Completed assessment of Sacramento Street underpass for recommended improvements.
- Completed design associated with roof and window and door replacements at the Winter Hill School. Project bid and awarded and construction to begin in June 2018.
- Managed construction of energy efficiency upgrades at City Hall, West Somerville Neighborhood School, Fire Department Headquarters and DPW/Water & Sewer Buildings. Upgrades will result in estimated reduction of 281,647 kWh (approximately \$43,000/year savings). 
- Managed space needs assessment associated with the Police Department headquarters and evaluated multiple sites for the future relocation of police headquarters and Engine 3.
- Completed design associated with infrastructure improvements in Union Square with the goal of addressing legacy flooding issues in the City.
- Completed design development drawings associated with space improvements at the Water/Sewer Department.
- Secured OPM services for continued design of ArtFarm and the associated ArtBarn.
- Secured OPM services for the Buena Vista Garage rehabilitation.

GOALS REVIEW:

1. Standardize and increase efficiency of Capital Projects operations.

1	Catalog components, uses, existing condition, and history of all City-owned buildings.	Complete
2	Develop filed sub-bid distribution lists to increase options in City construction contracts.	New for FY19
3	Standardize on digital file naming and folder conventions, including the incorporation of the catalog of City-owned buildings.	New for FY19

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

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

Capital Projects Management

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

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

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

1	Work with OSE to identify Building Standards (energy efficiency) for all future projects (green, LEED, net-zero considerations).	Ongoing
2	Work with OSE to identify energy-saving projects, pursue funding for them, and implement them, prioritizing those with the shortest payback period.	Ongoing, 4 projects complete in FY18
3	Work with City Hall / High School Campus Planning group to identify opportunities to make the civic campus net-zero ready as projects are completed.	Ongoing

BUDGET:

CAPITAL PROJECTS	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	389,420	455,060	369,619	468,775	
515006 HOLIDAYS NON-UNION	3,643	2,079	1,751	-	
519104 SALARY STIPEND	1,183	-	-	-	
EXEC-CPM PERSONAL SERVICES	394,246	457,139	371,371	468,775	2.5%
524001 R&M - BUILDINGS & GROUNDS	-	-	1,275	-	
524020 R&M - EXTERIOR BUILDING	-	-	103	-	
527019 RENTAL-WATER COOLER	88	300	55	300	
530000 PROF & TECHNICAL SVC	4,290	20,000	1,441	20,000	
530008 EMPLOYEE TRAINING COURSES	3,434	6,000	3,009	6,000	
530028 SOFTWARE SERVICES	3,260	3,325	-	3,325	
534015 FEE	-	100	-	100	
542000 OFFICE SUPPLIES	940	1,500	570	1,500	
542001 PRINTING & STATIONERY	296	2,400	-	2,400	
542006 OFFICE FURNITURE NOT CAP	10,014	-	299	-	
553001 SIGNS AND CONES	-	-	232	-	
558006 UNIFORMS	463	500	541	500	
571000 IN STATE TRAVEL	8	-	-	-	
571001 IN STATE CONFERENCES	125	1,500	240	1,500	
572000 OUT OF STATE TRAVEL	268	-	-	-	
572001 OUT OF STATE CONFERENCES	-	-	1,002	-	
573000 DUES AND MEMBERSHIPS	770	1,495	1,148	1,495	

Capital Projects Management

CAPITAL PROJECTS	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
578007 REIMB OF LICENSES	175	-	-	-	
EXEC-CPM ORDINARY MAINTENANCE	24,130	37,120	9,914	37,120	0.0%
530000 PROF & TECHNICAL SVC	11,638	75,000	-	75,000	
530006 ENGINEER'G/ARCHITCT'L SVC	23,345	150,000	9,676	150,000	
530007 WHS FEASIBILITY STUDY MSBA	71,666	-	-	-	
530028 SOFTWARE SERVICES	-	-	16,419	-	
534015 FEE	1,000	-	-	-	
582003 BUILDING IMPROVEMENTS	16,560	-	815	-	
EXEC-CPM CAPITAL OUTLAY	124,209	225,000	26,910	225,000	0.0%
EXEC-CPM TOTAL	542,584	719,259	408,195	730,895	1.6%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CAPITAL PROJECTS DIRECTOR	KING, ROBERT	2497.92	129,891.84	129,891.84
PROJECT MANAGER	NUZZO, ED	1915.21	99,590.92	99,590.92
PROJECT MANAGER - CAPITAL CONSTR	ROBERT CASSANO	1700.65	88,433.80	88,433.80
PROJECT MANAGER - UTILITIES*	VACANT	1634.62	85,000.24	-
PREVENTIVE MAINTENANCE MANAGER	RAIS, CHRIS	1700.65	88,433.80	88,433.80
PROJECT ASSISTANT	MITRANO, DEB	1200.46	62,423.92	62,423.92

*The Project Manager - Utilities position is funded through the Water & Sewer Enterprise Funds.

Capital Projects: Engineering

MISSION STATEMENT:

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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	160,929	192,248	272,187	41.6%
Ordinary Maintenance	167,598	302,800	302,800	0.0%
General Fund Expenditures	328,527	495,048	574,987	16.1%

CHANGES BETWEEN FY18 & FY19:

- This budget includes three new positions that were funded mid-year during FY18: Project Manager, Construction Project Manager, and Construction Liaison & Compliance Manager.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

FY18 ACCOMPLISHMENTS:

- Completed the conceptual designs to define the overall Union Square infrastructure improvement program that will achieve the goals of reducing aging infrastructure risk, solving legacy system deficiencies, achieving proactive regulatory compliance, and providing the capacity to support the development goals defined by the Neighborhood Plan.
- Completed the analysis and technical support to inform the design of the Somerville Avenue Infrastructure and Streetscape Improvement project, ensuring the project achieves the city's overall stormwater management goals and matches the city's requirements.
- In cooperation with other departments, completed the negotiations with the MBTA Green Line Extension team to realize the discharge of Somerville stormwater to their drainage infrastructure.
- Inaugurated a formal, citywide program to coordinate and communicate construction within the Right of Way.
- Continued investigations to locate the sources of contamination to the City's separate stormwater system. 🌿
- Completed the construction of water main upgrades in Powder House Boulevard and Properzi Way, and completed the design of water main upgrades for Pearl Street.
- Completed design and initiated construction of retaining wall and drainage improvements along the community path outside Davis Square.
- Completed the first phase and initiated the second of a comprehensive sewer system evaluation study for the City's combined sewer system. The study will inform a capital investment program that will work to proactively improve the system thereby preventing failures that necessitate costly emergency responses and eliminating groundwater infiltration into the system.
- Continued to manage the Cedar Street Sewer Separation project to reduce flooding near Hall Street and extend the City's efforts to remove stormwater from the sewer system.
- Continued the implementation of the pavement management program, overseeing roadway and sidewalk construction, preparing construction bid packages, and maintaining the data to support selection of roadways for paving based on pavement condition and route priority.

Capital Projects: Engineering

GOALS REVIEW:

1. Manage infrastructure and roadway improvement projects.

1	Collaborate with OSPCD in the development of streetscape improvement plans.	Ongoing
2	Assist in the coordination of GLX utility work throughout the city.	Ongoing
3	Continue to implement a permit manual for licensed drainlayers. This manual provides guidelines and expectations for work performed on the City's infrastructure.	Ongoing
4	Development and implementation of standard construction specifications and details.	Ongoing
5	Through the use of contracted services, coordinate with DPW to bring existing sidewalk repair backlog to ADA compliance.	Ongoing
6	Complete site plan reviews required by Planning & Zoning, conservation, and building permit processes to ensure that private development properly manages stormwater and does not create impacts to the City's sewer and drain system.	Ongoing
7	Reduce quantity of storm water currently entering the combined sewer system.	Ongoing
8	Assist Water & Sewer Department with local, state and federal permit compliance efforts.	Ongoing
9	Administer the DPW occupancy and trench permit program to regulate private work in the public right-of-way.	Ongoing
10	Provide technical assistance to the Water & Sewer Department for system maintenance and emergency responses.	Ongoing
11	Conduct records research and technical analysis to support other divisions including Highway and Water and Sewer, in providing responses to constituent inquiries and requests submitted through 311 and other avenues.	Ongoing

BUDGET:

CPPM: ENGINEERING	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	156,627	173,704	128,945	257,954	
513000 OVERTIME	2,067	12,000	1,014	12,000	
514015 OTHER DIFFERENTIALS	1,554	4,175	810	1,553	
515006 HOLIDAYS NON-UNION	220	474	473	-	
515011 HOLIDAYS - S.M.E.A.	-	195	109	-	
519004 UNIFORM ALLOWANCE	240	600	-	240	
519015 AUTO ALLOWANCE	220	1,100	313	440	
ENGINEERING PERSONAL SVC	160,929	192,248	131,665	272,187	41.6%

Capital Projects: Engineering

CPPM: ENGINEERING		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
524007	R&M - OFFICE EQUIPMENT	-	1,000	-	1,000	
527019	RENTAL-WATER COOLER	18	200	81	200	
530000	PROF & TECHNCAL SVC	149,834	250,000	42,128	250,000	
530008	EMPLOYEE TRAINING COURSES	-	3,500	-	3,500	
530028	SOFTWARE SERVICES	6,383	33,000	26,948	33,000	
542000	OFFICE SUPPLIES	5,132	3,000	1,899	3,000	
542001	PRINTING & STATIONERY	24	-	-	-	
542006	OFFICE FURNITURE NOT CAP	2,251	-	-	-	
542007	COMP EQUIPMENT NOT CAP	-	1,000	-	1,000	
543011	HARDWARE & SMALL TOOLS	-	3,000	-	3,000	
553001	SIGNS AND CONES	-	100	-	100	
558006	UNIFORMS	2,871	5,000	-	5,000	
571001	IN STATE CONFERENCES	640	1,000	564	1,000	
573000	DUES AND MEMBERSHIPS	447	2,000	454	2,000	
ENGINEERING ORDINARY MAINT		167,598	302,800	72,074	302,800	0.0%
ENGINEERING TOTAL		328,527	495,048	203,739	574,987	16.1%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF ENGINEERING	RAICHE, RICHARD	2,200.85	114,444.20	45,777.68
ASST DIRECTOR OF ENGINEERING	FOSBROOK, JESS	1,800.69	93,635.88	37,454.35
SENIOR CIVIL ENGINEER	POSTLEWAITE, BRIAN	1,300.27	60,072.47	28,431.79
		1,365.61	7,920.54	
JUNIOR CIVIL ENGINEER	PEREZ, CARLOS	957.57	27,386.50	21,886.15
		1,061.19	24,831.85	
PROJECT MANAGER	VACANT	1,634.61	84,999.72	33,999.89
CONSTRUCTION PROJECT MANAGER	VACANT	1,538.46	79,999.92	31,999.97
CONSTRUCTION LIAISON & COMPLIANCE MANAGER	MOOS, JESSE	1,250.00	65,000.00	26,000.00
GIS ANALYST	JOHNSON, KEITH	1,665.28	86,594.56	34,637.82

MISSION STATEMENT:

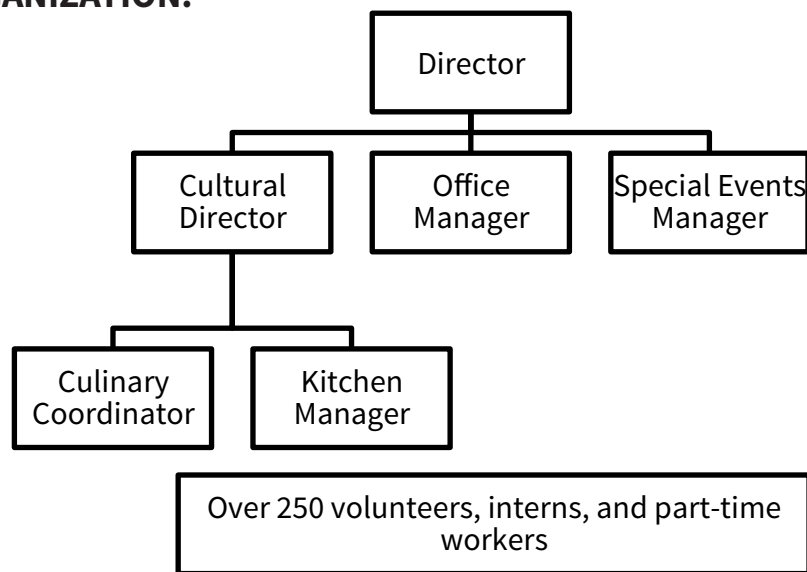
To cultivate and celebrate the creative expressions of the Somerville community. Through innovative collaborations and quality programming the Arts Council works to make the arts an integral part of life reflective of our diverse city. The Arts Council is also active in supporting local artists, cultural 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	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	339,434	350,001	360,345	3.0%
Ordinary Maintenance	154,084	154,125	179,125	16.2%
General Fund Expenditures	493,518	504,126	539,470	7.0%

CHANGES BETWEEN FY18 & FY19:

- This budget reallocates Personal Services funding to support the expansion of the Nibble Culinary Entrepreneurship Program. A new position, Nibble Market Manager, is included in this budget along with the transition of the Culinary Arts Coordinator from grant funding to the operating budget. Together, these positions will strengthen the Nibble program and support the build out of the program's space at Bow Market.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

- Continued the development for ArtFarm by moving through design development.
- Successfully continued in year three of the Nibble Entrepreneur Program to support ethnic entrepreneurs around food and culture working with OSPCD, HHS, and numerous outside organizations.
- Successfully fundraised to support the build out and development of a 400 sq. ft. incubator kitchen for the Nibble program in the newly formed Bow Market development in Union Square.
- Successfully expanded the East Somerville Puppet program to include professional development for that community.

Arts Council

GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Mass Development Co-Working grant	Mass Development	\$63,000
ArtWork grant for Puppet Series and professional development for puppet community	National Endowment for the Arts	\$10,000
Mystic mural program support	Somerville Housing Authority	\$3,000
Operational support	Mass Cultural Council	\$6,500
LCC grant: re-grant funds to community	Mass Cultural Council	\$34,200
Business sponsorship for ArtBeat and ArtsUnion	Various local and regional businesses	\$19,000 (Through 5/18)
Earned income from product development; books, dog tags, tours, t-shirts, program tuition; vendor fees	Council-derived income	\$46,000 (Through 5/18)

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Public programs and events	32	30	32	35	35
Business, foundation, and individual supporters	54	53	54	55	55
Number of youth served through programs and events	2,500	2,400	2,500	2,700	2,700
Amount of outside financial support	\$131,000	\$923,000	\$225,000	\$170,000	\$200,000

GOALS REVIEW:

1. Expand physical space infrastructure by increasing traditional (work & live/work) and non-traditional (public) spaces, providing the creative community opportunities to expand their personal work, economic vitality, and engagement with the broader community.

- | | | |
|---|--|---------|
| 1 | Continue to work with OSPCD on zoning reform relevant to serving the artist community. | Ongoing |
| 2 | Begin construction on phase one of ArtFarm at the former waste transfer site. | Ongoing |

2. Increase the City's social capital through civic and art programming, creating a breadth of social engagement to residents.

- | | | |
|---|--|---------|
| 1 | Continue to partner with other nonprofits and artist groups to expand our services and events. | Ongoing |
|---|--|---------|

2	Leverage assets to raise more money through grants and earned income to expand services.	Ongoing; see grants above; expanding to gain support for ArtFarm and Nibble programming
3	Maintain foundation and business support of arts and cultural events and programs, thereby minimizing costs to City tax base.	Ongoing
4	Expand our Puppet Performance series and offer professional development.	New for FY19
5	Expand public performance offering at ArtFarm.	Ongoing

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

1	Continue to guide Union Square cultural economic development (ArtsUnion) toward a self-sustaining model.	Ongoing
2	Work with OSPCD and the state to develop pathways and networks to serve the larger "Creative Economy" in the City.	Ongoing

4. Expand support of the City's diverse community, including individuals and local businesses, by creating models to support their traditions while showcasing their assets to a broader community.

1	Expand our Nibble program, supporting culinary entrepreneurs of diverse backgrounds, by building out a kitchen in Bow Market to expand kitchen incubators in the City and our culinary entrepreneurship program.	New for FY19
2	Continue the 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	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	339,024	348,660	281,336	357,845	
513000 OVERTIME	-	-	-	2,500	
515006 HOLIDAYS NON-UNION	410	1,341	1,341	-	
EXEC-ARTS CNCL PERSONAL SVCS	339,434	350,001	282,677	360,345	3.0%
530000 PROF & TECHNCAL SVC	153,085	153,125	91,337	178,125	
542000 OFFICE SUPPLIES	999	1,000	609	1,000	
EXEC-ARTS CNCL ORDINARY MAINT	154,084	154,125	91,946	179,125	
EXEC-ARTS CNCL TOTAL	493,518	504,126	374,623	539,470	7.0%

Arts Council

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	JENKINS, GREGORY	1,873.44	97,418.88	97,418.88
CULTURAL DIRECTOR	STRUTT, RACHEL	1,353.04	70,358.08	70,358.08
SPECIAL EVENTS MANAGER	EICHNER, NINA	1,248.96	64,945.92	64,945.92
OFFICE MANAGER	BALCHUNAS, HEATHER	1,040.80	54,121.60	54,121.60
KITCHEN MANAGER	VACANT (NEW)	865.38	44,999.76	44,999.76
CULINARY ARTS COORDINATOR	VACANT	500.00	26,000.00	26,000.00

Office of Sustainability & Environment

MISSION STATEMENT:

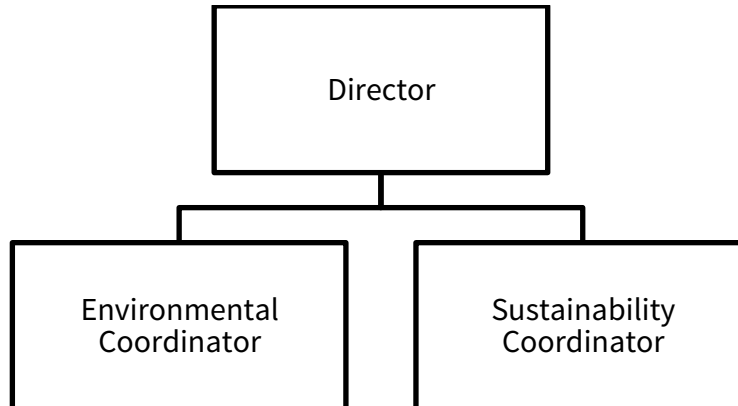
To develop and implement strategies that continually improve the environmental performance of Somerville city government and the community. OSE works with City departments and the community to make Somerville a leader in reducing energy usage and costs, minimizing environmental impacts and waste, and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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	217,438	262,668	272,232	3.6%
Ordinary Maintenance	11,021	115,500	137,300	18.9%
General Fund Expenditures	228,458	378,168	409,532	8.3%

CHANGES BETWEEN FY18 & FY19:

- This budget includes \$110,000 in the Professional & Technical Services account to provide technical support for climate change communication and implementation of Somerville Climate Forward (climate action plan).
- This budget also includes \$20,000 in the Professional & Technical Services account to develop a program for recycling and waste reduction in schools.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

- Received \$250,000 Green Communities grant from the state's Department of Energy Resources. Implemented energy efficient lighting upgrades to City Hall, Fire Department Headquarters, and the West Somerville Neighborhood School, with projected immediate savings of \$36,000/year. Installed three new public electric vehicle charging stations.
- Ran HeatSmart/CoolSmart campaign in conjunction with OSPCD Housing division. Over 60 Somerville property owners installed efficient electric air-source heat-pumps.
- Launched and substantially completed Somerville Climate Forward, Somerville's first climate action plan, with over 80 community members and City staff serving on nine topic-focused working groups.
- Awarded SolSmart Gold by the US Department of Energy for solar-friendliness, including streamlining permitting processing.
- Launched Somerville Community Choice Electricity, the City's first municipal aggregation program. In its first six months, the program saved Somerville electricity customers over \$180,000 and reduced over 3.3

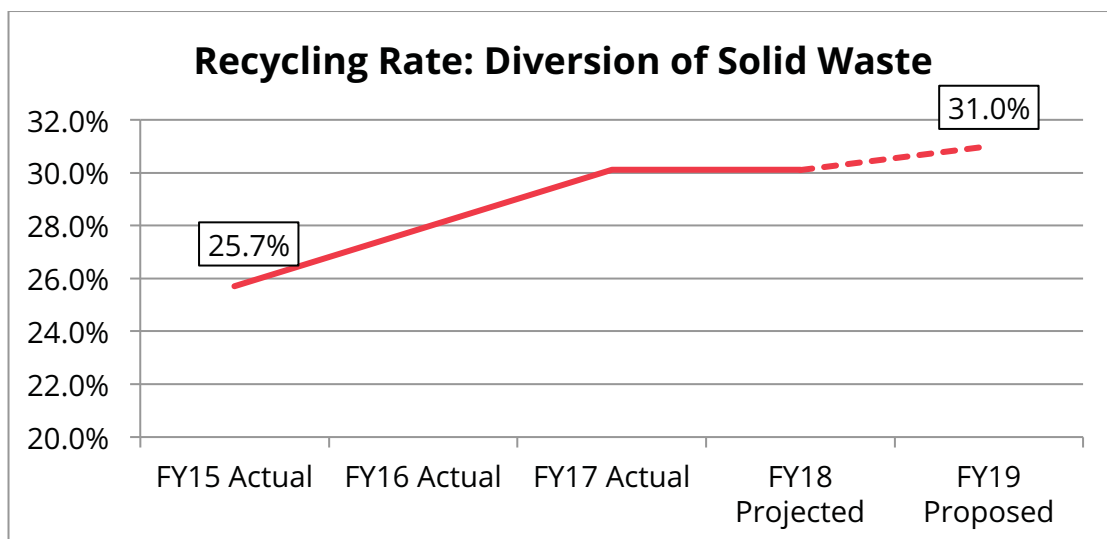
Office of Sustainability & Environment

million tons of CO2 emissions.

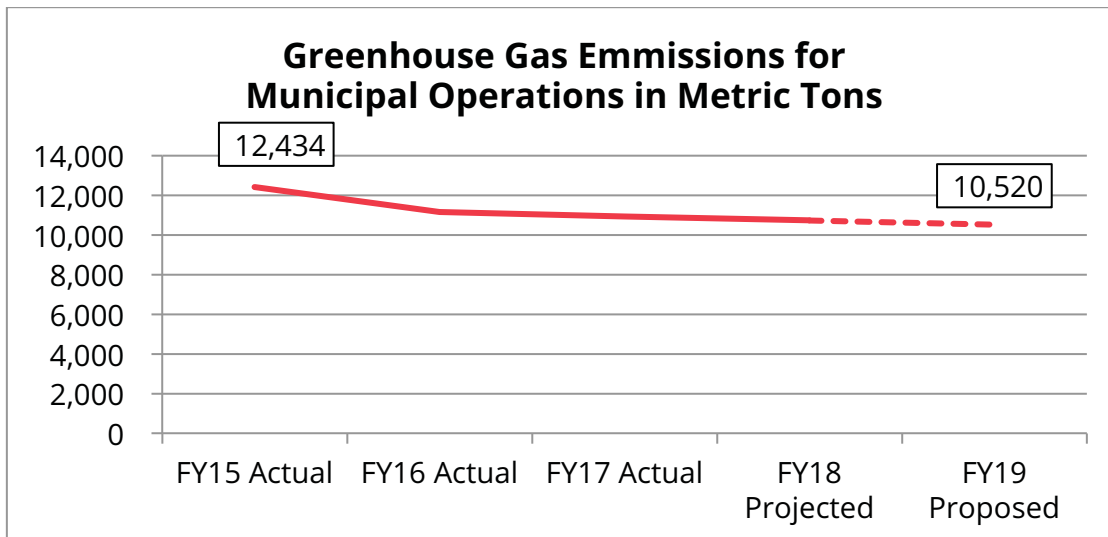
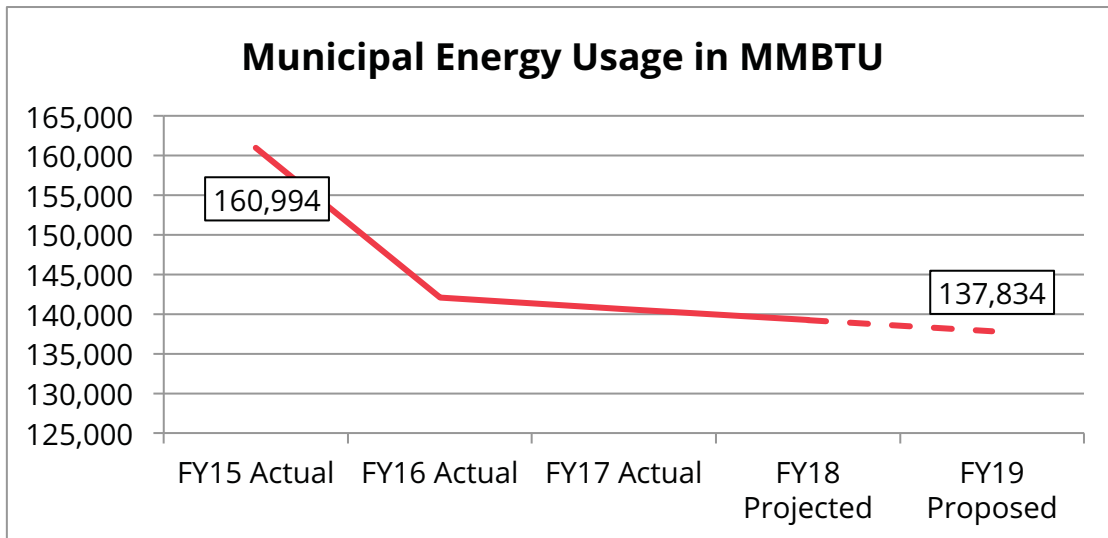
- Received \$30,000 grant from Massachusetts Department of Environmental Protection and launched recycling enhancement programs in all Somerville Public Schools.
- Negotiated long-term solar energy purchase agreements that are estimated to save Somerville over \$100,000 to fund energy improvements.
- Organized and executed the second annual SustainaVille Week, a week of daily recreation, education, and engagement events for Earth Day.
- Developed free curbside textiles recycling program for all residential City trash and recycling customers.
- Conducted second biannual community and government operations GHG inventories.
- Continued environmental testing, reporting, and remediation for City properties.
- Continued management of hazardous and electronic waste programs.
- Developed new, user-friendly environmental services materials for residents in online and print formats.
- Began maintenance and monitoring upgrades for City's solar photovoltaic assets.
- Developed and issued the Sustainable and Resilient Buildings Questionnaire as a requirement of OSPCD's site plan approval process.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Municipal Energy Usage (MMBTU)	160,994	142,078	140,649	139,234	137,834
Recycling Rate (% of waste tonnage that is recycled)	25.7%	27.9%	30.1%	30.1%	31%
Greenhouse Gas Emissions, Municipal Operations (metric tons)	12,434	11,162	10,944	10,730	10,520



Office of Sustainability & Environment



GOALS REVIEW:

1. Find new resources to support City programs.

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

2. Increase solid waste diversion rate.

1	Reduce amount of hard-to-handle waste (e-waste, white goods, etc.).	Ongoing
2	Continue programs for residents and businesses to recycle hard-to-handle waste.	Ongoing
3	Identify and recommend policies, programs, and city services to divert waste.	Complete & Ongoing

Office of Sustainability & Environment

- 4 Raise community awareness of waste-reduction issues, including consumption, wasted food, and reuse.

New for FY19

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

1	Partner with OSPCD to expand residential energy efficiency outreach and renewable energy programs.	Complete & Ongoing
2	Increase the City's use of renewable energy on City property.	Complete & Ongoing
3	Engage city and community leaders on long range planning for climate change.	Complete & Ongoing
4	Implement Community Choice Aggregation program	Complete
5	Engage residents, local businesses, and institutions on climate change, energy, and innovative technology.	Ongoing

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

1	Develop and maintain climate change-related communication and engagement with community, technical/industry experts, and partner cities.	Complete & Ongoing
2	Establish working group to develop strategy.	Complete
3	Engage city departments, elected officials, and interested community partners in an ambitious planning effort that addresses both adaptation and mitigation strategies for dealing with the impacts of climate change.	Ongoing
4	Complete climate change plan, working with technical experts and stakeholders to conduct outreach, and develop strategies, and implement an action plan for resilience and carbon neutrality.	Ongoing
5	Begin implementation of selected actions from Somerville Climate Forward.	New for FY19

BUDGET:

SUSTAINABILITY & ENVIRONMENT		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	216,105	261,661	212,348	272,232	
515006	HOLIDAYS NON-UNION	1,332	1,007	-	-	
EXEC-OS ENV PERSONAL SERVICES		217,438	262,668	212,348	272,232	3.6%
530000	PROF & TECHNICAL SVC	6,792	110,000	26,875	130,000	
534003	POSTAGE	-	50	-	50	
542000	OFFICE SUPPLIES	494	1,000	129	2,000	
542001	PRINTING & STATIONERY	1,180	200	1,220	200	
542005	OFFICE EQUIPMENT NOT CAP	-	250	-	250	
542006	OFFICE FURNITURE NOT CAP	675	-	-	2,000	
542007	COMP EQUIPMENT NOT CAP	-	1,500	1,803	-	
549000	FOOD SUPPLIES & REFRESHMT	197	-	-	-	

Office of Sustainability & Environment

SUSTAINABILITY & ENVIRONMENT	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
553001 SIGNS AND CONES	-	-	546	-	
558006 UNIFORMS	-	-	179	-	
571001 IN STATE CONFERENCES	-	250	-	250	
572000 OUT OF STATE TRAVEL	-	-	518	-	
573000 DUES AND MEMBERSHIPS	1,683	2,250	1,858	2,550	
585000 EQUIPMENT	-	-	7,530	-	
EXEC-OS ENV ORDINARY MAINT	11,021	115,500	40,657	137,300	18.9%
EXEC-OS ENV TOTAL	228,458	378,168	253,005	409,532	8.3%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	SELLERS-GARCIA, OLIVER	2,081.60	108,243.20	108,243.20
ENVIRONMENTAL COORDINATOR	DESHPANDE, VITHAL	1,592.42	82,805.84	82,805.84
SUSTAINABILITY COORDINATOR	PAYNE, HANNAH	1,561.20	81,182.40	81,182.40

Communications & Community Engagement

MISSION STATEMENT:

The Communications and Community Engagement (CCE) Department strives to use a broad 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, events and other important opportunities. CCE also facilitates and encourages resident participation in 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 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
- City Cable TV: Government and Education programming
- Immigrant Services & Outreach: SomerViva Language Liaison Program
- Civic Engagement/ResiStat Neighborhood Outreach
- City Website and Departmental Online Communications
- Social/New Media and Departmental Social Media/New Media Communications
- Constituent Services Division: 311 Customer Service Center

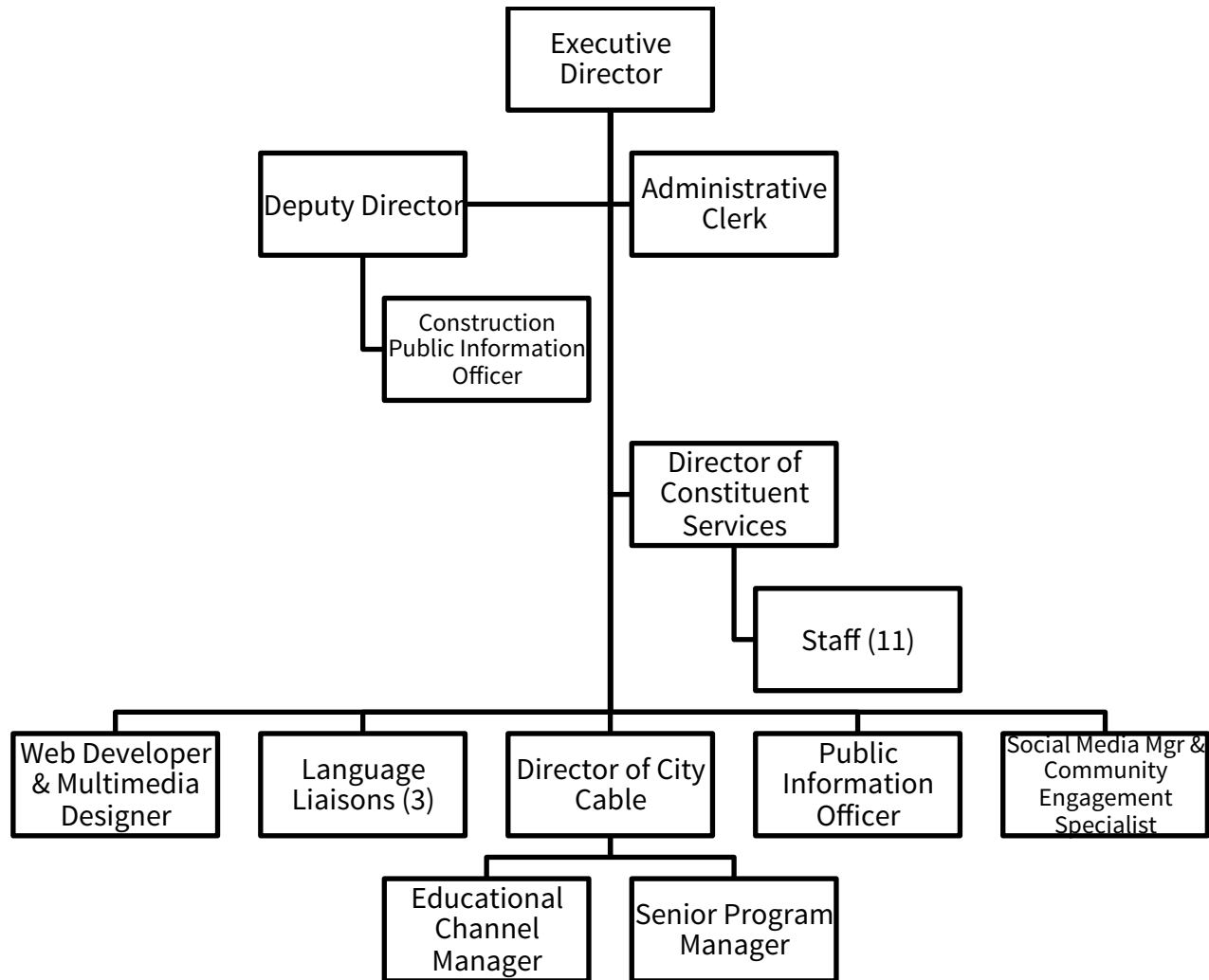
ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	330,748	712,801	794,938	11.5%
Ordinary Maintenance	19,238	185,647	154,291	-16.9%
General Fund Expenditures	349,987	898,448	949,229	5.7%

CHANGES BETWEEN FY18 & FY19:

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

Communications & Community Engagement

DEPARTMENT ORGANIZATION:



FY19 ACCOMPLISHMENTS:

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

- With Assessing, prepared annual Property Tax Mailer, including additional mailer and materials for those eligible for rebates and abatements, such as seniors and veterans.
- Park Odd: Planned and executed intensive, multi-faceted Park Odd campaign in collaboration with T&P, 311, and others to reeducate 50,000+ car-owning residents plus visitors on new snow emergency rules.
- Environmental services: With OSE, successfully rolled out citywide switch to Community Choice Electricity. To date, more than 275 homes and businesses have opted for 100% green, renewable energy at their property and more than 22,000 accounts have opted for 5% green and renewable energy, helping the City toward its goal of Net Neutrality by 2050. 🌿
- Construction outreach: With an increasing number of projects impacting constituents, ranging from utility work to the GLX, we expanded outreach efforts in all areas and added a Construction Public Information Officer to further enhance cross-departmental and external outreach for existing and upcoming projects.

Continued to expand number of residents served/engaged and range of outreach channels used for FY17 including (but not limited to):

- Increased total “Likes” of City’s main Facebook page by 5%, with the page now just shy of 13,000 unique “Likes.”

Communications & Community Engagement

- Increased subscribed followers of main City Twitter feed by 14%, with 2,122 net new followers.
- Increased subscriptions to City/ResiStat e-newsletter by 15%, with 1,116 net new subscribers.
- Increased unique visitors to City website from 42,350 average per month to 43,000.
- Planned and coordinated a range of events and sister city programming including Inaugural Ceremonies, the VisionZero launch, and 175th anniversary events and gala; coordinated with State, regional, academic and nonprofit partners on dozens of staff and Mayoral presentations advancing city interests and programs.

Continued to revamp and adjust the City's new somervillema.gov website and increase functionality across platforms and for full accessibility:

- Completed integration of T&P site from vendor site to somervillema.gov;
- Moved website over to a secure, encrypted HTTPS protocol to prevent security breaches;
- Launched redesign of calendar search, filtering, and subscription options, and a new City jobs and hiring portal.

In addition to continuing extensive translation, interpretation, and public information outreach duties, the department expanded in-person multilingual outreach and constituent support via the SomerViva Immigrant Service & Outreach program including (but not limited to):

- Providing housing assistance to non-English speaking individuals/families, including access to new housing units as well as lead abatement and other housing programs;
- Established an annual Sanctuary City Coalition Meeting with 50 participants from organizations and groups throughout the City, expanding upon work with the Somerville Sanctuary Steering Committee, created by our staff in FY17 that united departments, nonprofits, academics, and community members in collaborative efforts to provide responsive services in wake of the changing immigration landscape.
- With the SFLC and Harvard Law School, held monthly legal clinics and trainings around Immigration Law, continued and expanded extensive work to support and provide services for immigrant families and individuals in the volatile political climate surrounding programs like TPS and DACA, including 5 TPS clinics for community members.
- Numbers served via in-person efforts continued to increase in FY18, with focus largely on programing and assistance on housing/food/citizenship issues and civic participation opportunities;
- Established new programs/events, many in collaboration with city and community partners, including community health fairs for non-English speakers and targeted programs for non-English speaking senior citizens;
- Intensive support of other departmental programs, especially Affordable Housing, Lead Abatement, Fire/Emergency Response, Nibble, and Small Business programs.

Continued modernization and upgrade of City Cable facilities while continuing to far exceed government access standards for quantity of original programming produced:

- Increased original programming produced for both the Educational and Government Channels, and increased subscriptions to the City's YouTube Channel by 46% over Fy17;
- Increased live meeting coverage and expanded recording and broadcasting of BOA Committee meetings within City Hall and external locations;
- Completed overhaul of BOA sound system in Aldermanic Chambers;
- With the Somerville Media Center, launched a new HD Broadcast Channel.

Communications & Community Engagement

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Average monthly unique views of City Facebook	77,051	40,000	45,100	35,000-60,000	35,000-60,000
Average monthly unique visitors to City website	40,000	40,000	42,350	43,000	48,300
Number of residents served directly by SomerViva in-person support including service access, meetings, classes, trainings, info sessions, etc.	n/a	1,900	3,500	4,000	5,000
Number of Community Alert sign-ups	48,500	51,000	51,061	51,100	52,000

GOALS REVIEW:

1. Complete full redesign of City website.

1	Complete full redesign of new website.	Complete
2	Integrate T&P site into main website.	Complete
3	Redesign calendar search, filtering, and subscription options.	Ongoing
4	Directly integrate MinuteTraq calendar with City calendar.	New for FY19

2. Modernize and enhance City Cable services.

1	Secure temporary studio and plan for full functionality during SHS rebuild.	Ongoing
2	Overhaul BOA audio system & microphones.	Complete
3	Launch new HD channel.	Complete
4	Implement recording protocol for BOA Committee meetings.	Complete

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

1	Establish ESL/citizenship classes, support services, and programming for non-English speaking senior citizens.	New for FY19
2	Establish annual Sanctuary City Coalition meeting with community stakeholders	Complete
3	Launch legal clinics program with Harvard Law and SFLC.	Complete

4. Enhance the communications capabilities of City government.

1	Increase outreach and develop new strategies for construction communications.	New for FY19
2	Establish communications protocols and redundancies for City emergency preparedness and response.	Ongoing
3	Establish new monthly mass email for upcoming meetings etc.	Complete

Communications & Community Engagement

- 4 Coordinate with City departments for citywide outreach campaigns. | Ongoing

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

- 1 Expand reach of newsletter, meetings, and social media. | Ongoing
- 2 Provide responsive, timely, multi-lingual social media services. | Ongoing
- 3 Redesign ResiStat Newsletter for better access via mobile devices. | Complete

BUDGET:

COMMUNICATIONS & COMMUNITY ENGAGEMENT		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	327,532	688,524	554,754	774,320	
512000	SALARIES & WAGES TEMPOR'Y	-	18,000	12,469	18,900	
513000	OVERTIME	-	1,368	86	1,368	
514006	LONGEVITY	1,400	1,400	700	-	
515006	HOLIDAYS NON-UNION	1,634	2,323	2,466	-	
515011	HOLIDAYS - S.M.E.A.	182	183	182	-	
519004	UNIFORM ALLOWANCE	-	350	350	350	
519013	OTHER LUMP SUM PAYMENTS	-	653	525	-	
COMMUNICATIONS PERSONAL SVC		330,748	712,801	571,532	794,938	11.5%
524006	R&M - COMMUN. EQUIP.	-	500	-	500	
527015	RENTALS EQUIPMENT	-	500	-	-	
530000	PROF & TECHNICAL SVC	3,775	135,300	42,199	86,300	
530008	EMPLOYEE TRAINING COURSES	-	2,500	351	2,000	
530028	SOFTWARE SERVICES	-	-	2,000	-	
530029	CUSTODIAL DETAIL	-	800	630	800	
534003	POSTAGE	-	6,800	-	6,800	
534010	BAPERN LINE RENTAL	1,625	-	-	-	
534016		-	-	23,927	24,000	
540000	SUPPLIES	-	1,000	18	500	
542000	OFFICE SUPPLIES	427	2,000	646	2,000	
542001	PRINTING & STATIONERY	4,549	22,830	4,861	19,600	
549000	FOOD SUPPLIES & REFRESHMT	-	600	-	300	
558002	ONLINE SUBSCRIPTION	-	1,654	1,114	1,014	
558004	MAGAZINES/SUBSCRIPTS/PUB	250	947	477	947	
571000	IN STATE TRAVEL	-	-	-	150	
572000	OUT OF STATE TRAVEL	780	600	316	-	
573000	DUES AND MEMBERSHIPS	150	1,116	780	880	
578014	NEIGHBORHOOD IMP. COUNCL	7,682	8,500	4,755	8,500	
COMMUNICATIONS ORDINARY MAINT		19,238	185,647	82,073	154,291	-16.9%
COMMUNICATIONS TOTAL		349,987	898,448	653,604	949,229	5.7%

Communications & Community Engagement

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	TAYLOR, DENISE	2,706.08	140,716.16	140,716.16
DEPUTY DIRECTOR	PIQUES, JACLYN	1,873.44	97,418.88	97,418.88
WEBMASTER/WEB DEVELOPER	MOORE, DANIEL	1,665.28	86,594.56	86,594.56
PUBLIC INFORMATION OFFICER	BRISTER, KACEY	1,530.59	79,590.68	79,590.68
SOCIAL MEDIA & COMMUNITY ENGAGEMENT SPECIALIST	ACKERMAN, MEGHANN	1,273.94	66,244.88	66,244.88
LANGUAGE LIAISON - PORTUGUESE	FERNANDES, ADRIANA	1,248.96	64,945.92	64,945.92
LANGUAGE LIAISON - SPANISH	FLORES, IRMA	1,248.96	64,945.92	64,945.92
LANGUAGE LIAISON - HAITIAN-CREOLE	SAINT-SURIN, JHENNY	1,224.47	63,672.44	63,672.44
CONSTRUCTION PUBLIC INFORMATION OFFICER	MACE, ERICA	1,250.00	65,000.00	65,000.00
PRINCIPAL CLERK	SINGH, JAY	844.71	22,469.29	45,540.09
		894.52	22,720.81	

Communications: Constituent Services

MISSION STATEMENT:

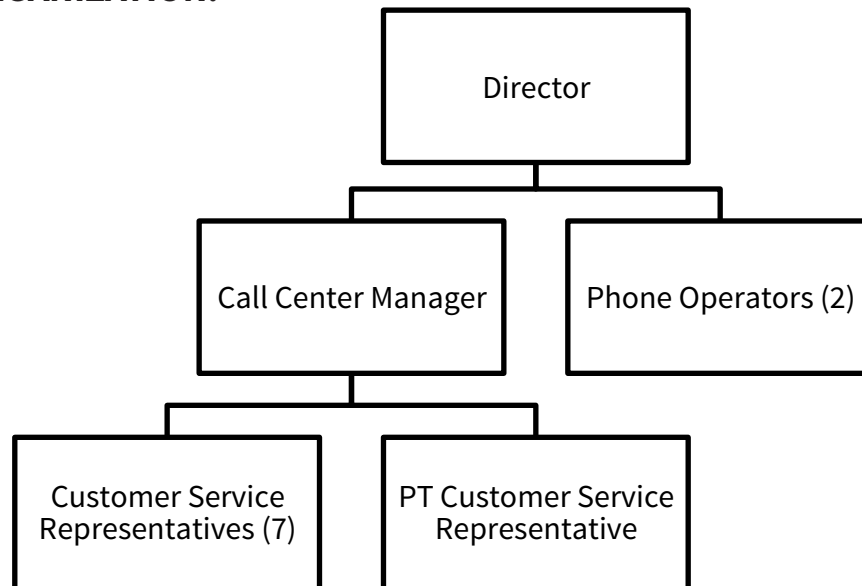
The delivery of accurate, courteous and easy services to all residents, guests, employees and businesses throughout the City of Somerville that are managed or affiliated with the department of Constituent Services. This is achieved through the effective use of a multi-channel approach including: the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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	606,816	681,174	691,508	1.5%
Ordinary Maintenance	37,801	66,000	66,000	0.0%
General Fund Expenditures	644,618	747,174	757,508	1.4%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

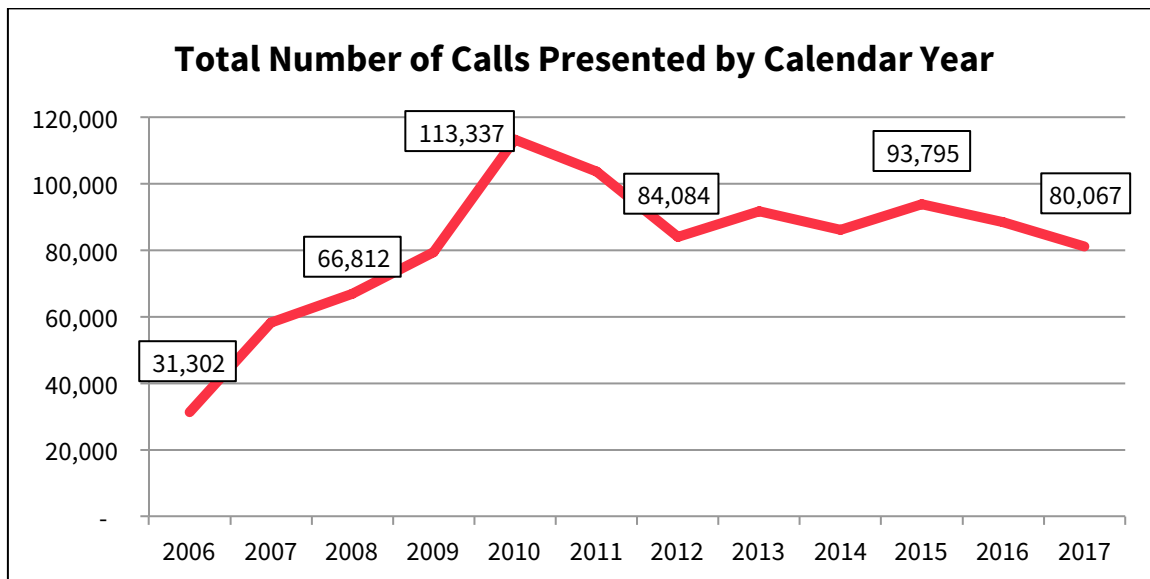
- Full staffing levels and adjustments to Constituent Services employee training efforts saw the contact center's quantitative metrics and statistical Key Performance Indicators (KPIs) reach their highest points in almost a decade.
- A large-scale reconfiguration of the City's Customer Relationship Management (CRM) system is underway. It allows for better feedback and similar items to be accepted and distributed through the system to better manage requests and improve satisfaction.
- Hundreds of system changes at the request-level have helped managers more accurately track the historical records tied to a request, manage them through the lifecycle of their process, and improve their ability for some departments to communicate with customers.
- Public-facing survey tools have sparked more meaningful conversations with managerial staff after the completion of a request, which has led to operational and system changes for several departments.

Communications: Constituent Services

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

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED
Answer >80% of calls within department Service Level Agreement (SLA)	72.4%	81.5%	82.3%	87.3%
Average queue time of 28 seconds or less	34	22	20	14
Abandon rate of <4% of all calls to 311	6.8%	4.6%	4.1%	3.0%
Maintain an average handle time for all calls to 2:30 or less	2:31	2:26	2:29	2:20



GOALS REVIEW:

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

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

Communications: Constituent Services

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

1	Work with 311 customer service staff to make sure all key performance indicators (KPIs) are understood and are continuously an area of focus by each employee and that expectations are being met according to department standards.	New for FY19
2	Reorganize employee training efforts into three key areas: new employees, ongoing policies, procedures and programs, and specialized modules based on individual need. Different employees doing the same job often bring different skills, so it is important that we are able to make the most of our limited time to make the most of learning opportunities.	New for FY19
3	Improve call management from the after-hours call center, particularly during nights and weekends. Department staff members held a one day training class at the answering service facility that was highly successful. Answering service-generated requests are reviewed regularly for errors and call taker feedback is provided. More training and other collaborations are anticipated in FY19.	New for FY19
4	Develop comprehensive operating procedures and standards on all new and updated requests to ensure proper intake questions are scripted, continuously improve workflow, and capture as much useful data as possible. This is in collaboration with SomerStat, T&P, ISD,DPW and many other partnering departments. These efforts drive faster and more efficient completion of internal and external service requests.	New for FY19

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

1	Development of reports that allow department managers to see beyond the volume and timelines of requests by focusing on the customer's point of view.	New for FY19
2	Ensuring all 311 representatives are aware of when and why personal information is necessary to complete a request, or when they may choose to report anonymously. This also allows customers the option to track the status of their requests the moment they are entered into the system with email and text alerts.	New for FY19

BUDGET:

CONSTITUENT SERVICES		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	539,762	605,565	466,400	619,153	
512000	SALARIES & WAGES TEMPOR'Y	47,486	55,455	45,194	54,455	
513000	OVERTIME	13,212	15,000	14,001	15,000	
514006	LONGEVITY	2,200	2,200	1,100	2,200	
515006	HOLIDAYS NON-UNION	2,617	1,915	1,915	-	
515011	HOLIDAYS - S.M.E.A.	338	339	338	-	
515012	PERFECT ATTENDANCE	500	-	400	-	
519004	UNIFORM ALLOWANCE	700	700	700	700	

Communications: Constituent Services

CONSTITUENT SERVICES	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
CONSTITUENT PERSONAL SVC	606,816	681,174	530,048	691,508	1.5%
524034 R&M - SERVICE CONTRACTS	-	-	194	-	
527019 RENTAL-WATER COOLER	64	300	39	300	
530000 PROF & TECHNICAL SVC	35,069	50,000	33,476	50,000	
530008 EMPLOYEE TRAINING COURSES	-	5,500	-	5,500	
534003 POSTAGE	-	1,000	-	1,000	
542000 OFFICE SUPPLIES	2,291	5,000	543	5,000	
542001 PRINTING & STATIONERY	-	1,200	-	1,200	
542006 OFFICE FURNITURE NOT CAP	377	3,000	445	3,000	
CONSTITUENT ORDINARY MAIN	37,801	66,000	34,697	66,000	0.0%
CONSTITUENT TOTAL	644,618	747,174	564,745	757,508	1.4%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	CRAIG, STEVE	2,081.60	108,243.20	108,243.20
CALL CENTER MANAGER	VIVEIROS, ELENA	1,353.04	70,358.08	70,358.08
CUSTOMER SERVICE REP I	COSTA, EILEEN	994.05	51,690.60	51,690.60
CUSTOMER SERVICE REP I	POWERS, ROBERT	900.35	46,818.20	46,818.20
CUSTOMER SERVICE REP I	TENORIO-VASQUES, PATRICIA	865.38	44,999.76	44,999.76
CUSTOMER SERVICE REP I	PORTILLO, GABRIELA	936.72	48,709.44	48,709.44
CUSTOMER SERVICE REP I	GERAGOSIAN, BRIAN	865.38	44,999.76	44,999.76
CUSTOMER SERVICE REP I	GADY, CAMILA	882.69	45,899.88	45,899.88
CUSTOMER SERVICE REP I	WRIGHT, HEATHER	955.45	49,683.40	49,683.40
OPERATOR, CITY HALL	DOUGLAS, NORMA	845.96	43,989.92	45,939.92
OPERATOR, CITY HALL	FELONI, MARLENE	845.96	43,989.92	44,939.92
CUSTOMER SERVICE REP (PT)	VACANT	380.19	19,769.88	19,769.88

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. Personnel 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	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	785,941	943,545	996,371	5.6%
Ordinary Maintenance	159,274	314,752	368,721	17.1%
Special Items	30,854	71,000	71,000	0.0%
General Fund Expenditures	976,069	1,329,297	1,436,092	8.0%

CHANGES BETWEEN FY18 & FY19:

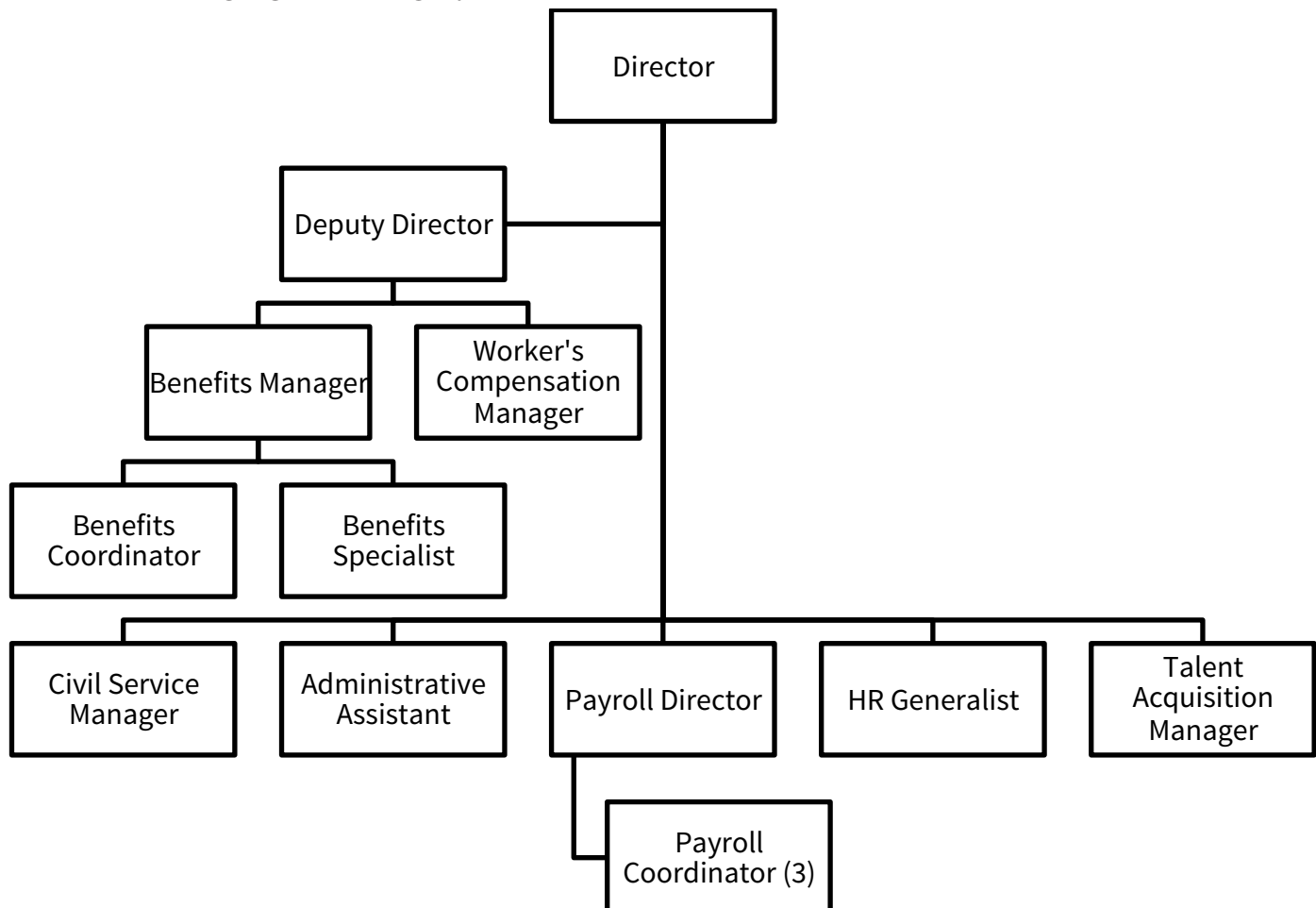
- The budget for Personnel has increased by approximately \$66,000. This increase will support the cost of mass-produced informational documents and mailings, costs associated with contracting external investigators for sensitive Personnel matters, creating new employee training accounts, new costs associated with the City's ID Badge and security system, and additional SHRM memberships for newly certified Personnel staff.
- For FY19, the Recruiter position has been upgraded to full-time and re-titled to Talent Acquisition Manager.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

FY18 ACCOMPLISHMENTS:

- Successfully implemented MUNIS Payroll module.
- Implemented paperless payroll option for employees, leading to increased efficiencies in the payroll process, reducing paper waste, and giving employees greater choice over how they can securely and conveniently access their paystub record. 🌱
- Administered employee tax forms for the first time as part of MUNIS' completely independent internal process.
- Civil Service: Hired eleven new police officers, and promoted five officers in the Police Department. Hired five permanent Firefighter positions and promoted one firefighter in the Fire Department as of May 10, 2018; hired one Fire Alarm employee and promoted two employees in the Fire Alarm Division.
- Collaborated with SomerViva over recruitment efforts, leading to more referrals and increase in informational interviews for local applicant pool.
- Re-established several local partnerships with new representatives to keep advertisement efforts centered in the Somerville community.
- Conducted Department Head trainings on best practices on such topics as carryover vacation compliance, benefits, performance management, ethics update, complaint reporting and ADA accommodations.
- Conducted several educational sessions at all city locations on all benefit offerings.
- Re-branded the Somerville Employee Wellness program with the establishment of new logo design and revamp of the City webpage.
- Established an Employee Wellness Program Calendar.

- Generated employee ID/building access cards for City Hall employee safety and security project.
- Coordinated AED/CPR/1st Aid Training for 70 employees.
- Coordinated Road Way Worker Protection Training for 26 DPW/Capital Projects/Engineering/Water & Sewer employees.
- Coordinated state mandated Hoisting License Continuing Education Training for 36 employees.
- Implemented Personal Protective Equipment (PPE) Program for School and City custodians.
- Coordinated the acquisition and recommended use of ergonomic equipment and safety supplies and materials for City Departments.
- Updated new teacher benefit packets and delivered school new hire benefits orientation in coordination with the School Department.
- Conducted quarterly and annual reporting to ensure continued compliance with the Affordable Care Act.
- Utilized new Benefits component of the MUNIS HRIS module to track employee changes, reconcile deduction accounts and conduct ACA reporting.
- Administered Forms 1095-B and 1095-C Federal reporting for the first time as completely independent internal process.
- Changed long term disability insurance vendors resulting in a 25% rate decrease for employees, enhanced benefits and streamlined administrative procedures.
- In conjunction with Communications Department, efficiently and proactively communicated significant proposed GIC changes to staff in a clear and timely manner, leading to a successful FY19 Open Enrollment.
- Updated the City's non-civil service hiring policy.

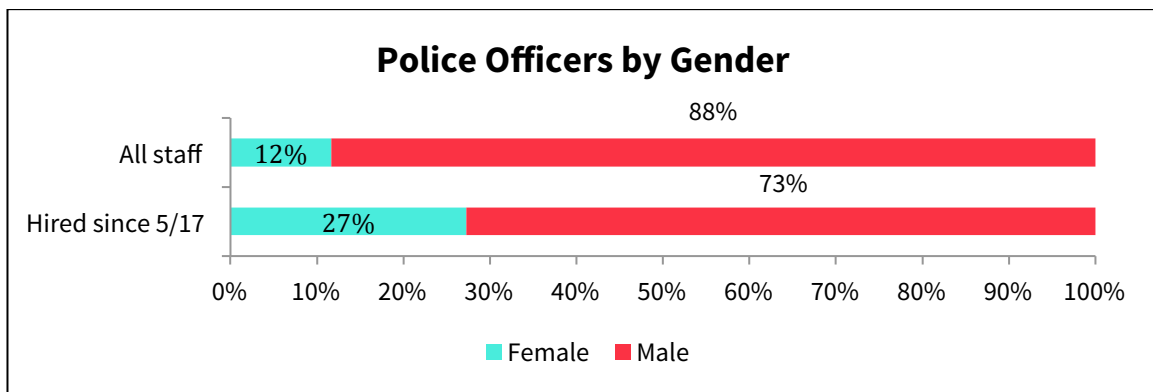
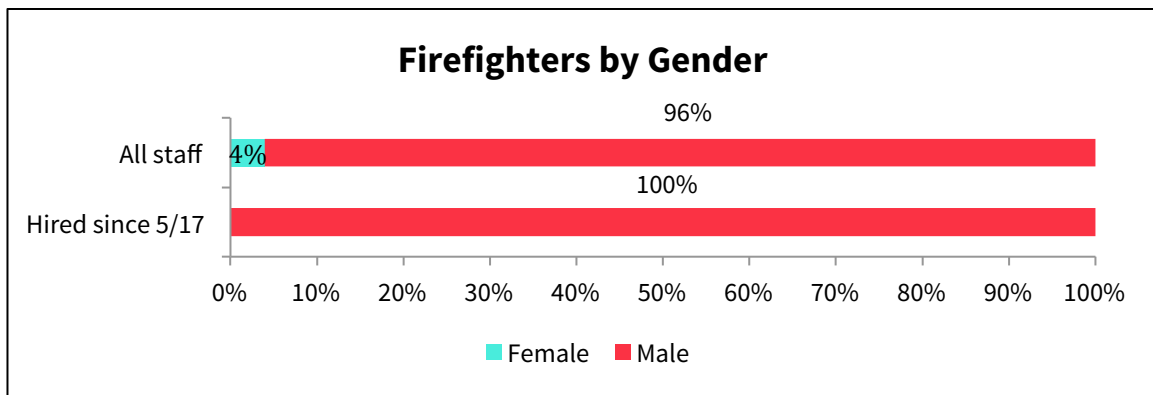
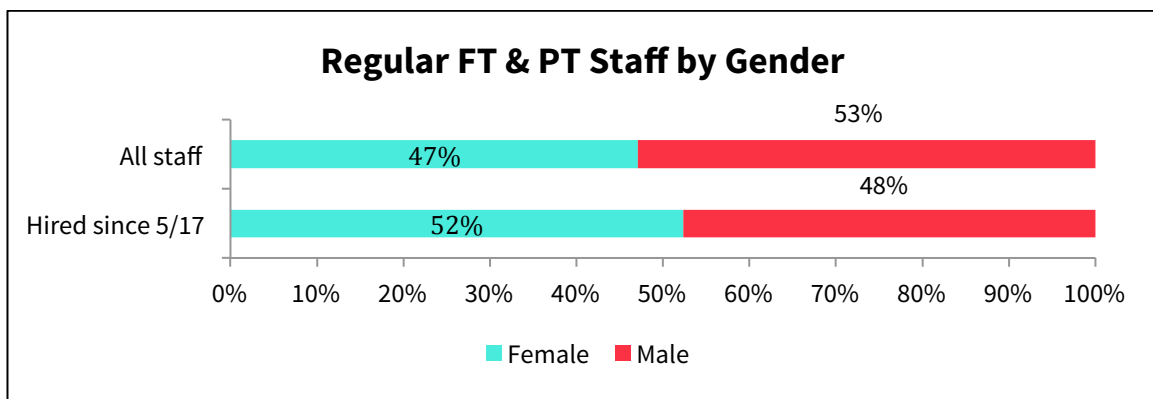
DEPARTMENT ORGANIZATION:

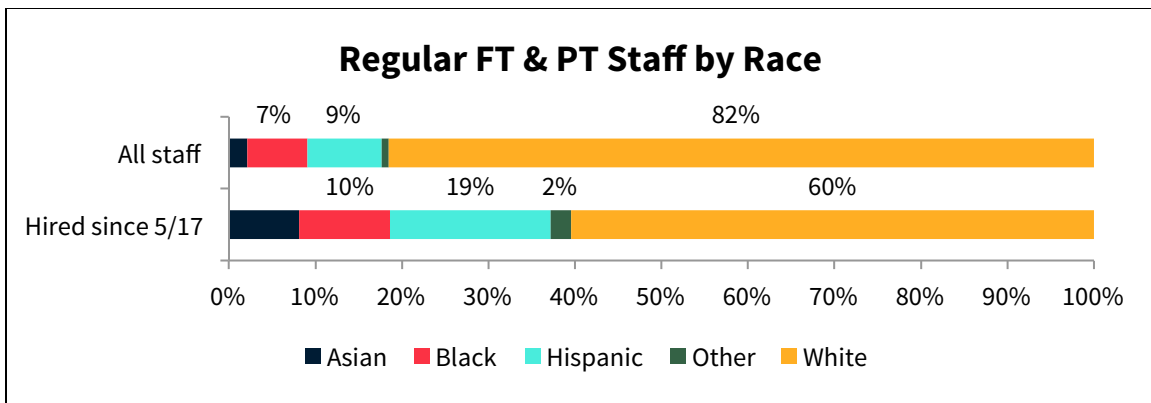


Personnel

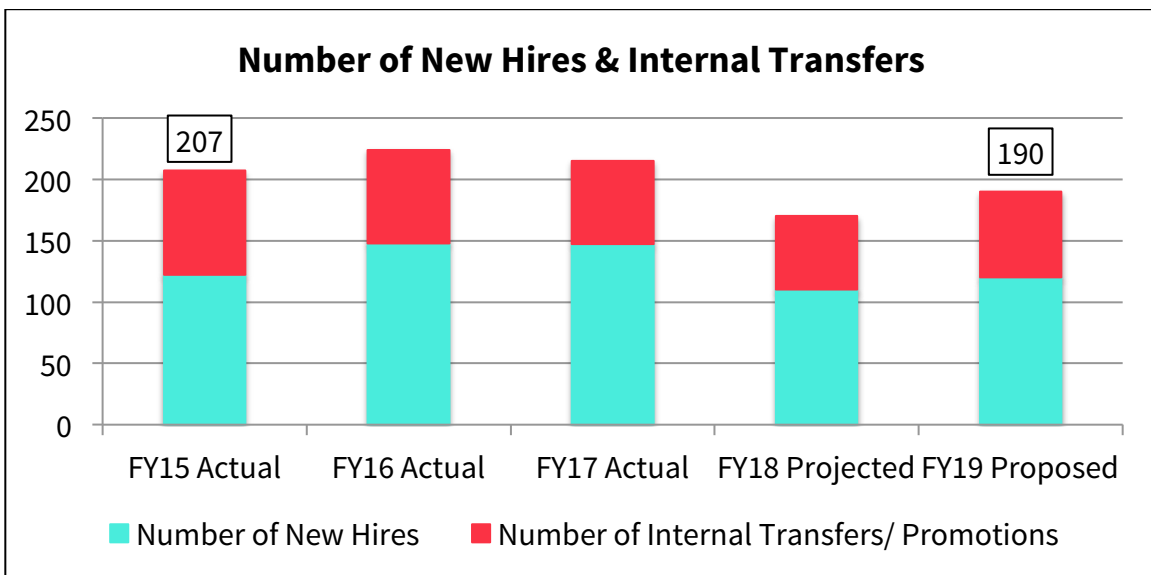
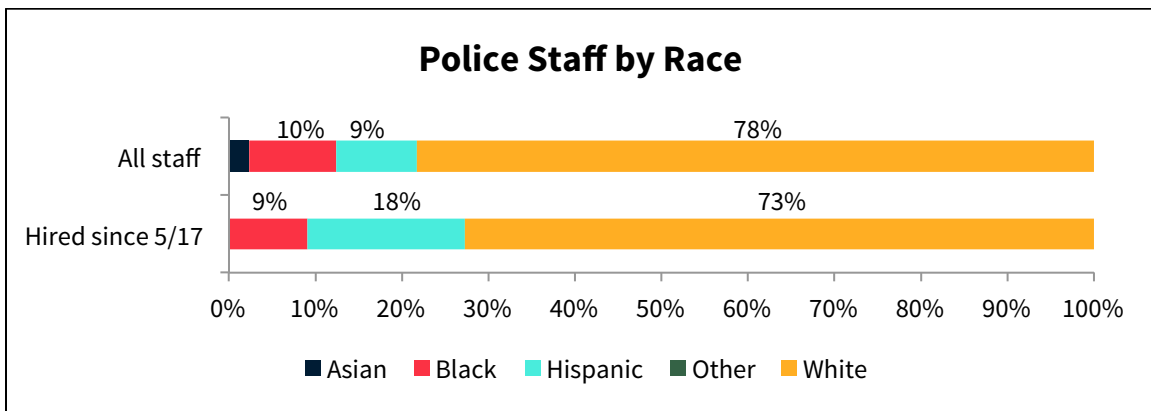
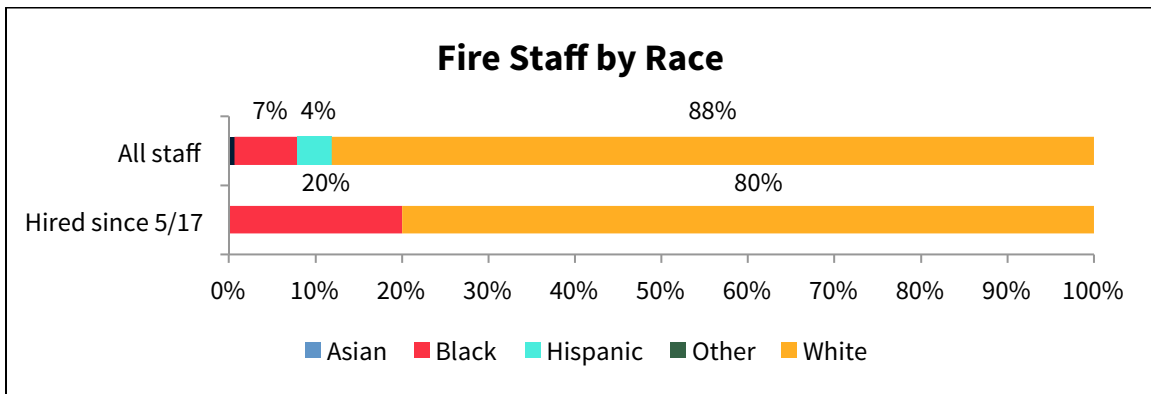
PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Number of New Hires	148	147	110	120
Number of Internal Transfers or Promotions	76	68	60	70
Average Time to Fill Vacancies (weeks)	13	13	5	5
Percent of Unions Currently in Contract	70%	40%	30%	70%
Flexible Spending and Dependent Care Account Enrollees	307	341	325	330
Opt Out Program Savings	\$374,730	\$416,250	\$451,432	\$683,736
FMLA Notifications / Applications	118	121	180	185





*Race categories are based on categories outlined by the US Equal Employment Opportunity Commission



Personnel

GOALS REVIEW:

1. Recruit, hire, and retain talented professionals.

1	Administer comprehensive health and welfare benefits for City and School employees, retirees, and surviving spouses.	Ongoing
2	Administer Workers' Compensation in compliance with Ch. 152.	Ongoing
3	Routinely assess and adjust diversification strategies and implement diversification methods for best recruitment results.	New for FY19
4	Collaborate with the Health and Human Services Department to create a long term pipeline between Somerville High School graduates and Personnel recruitment efforts by utilizing opportunities through youth programs such as the Mayor's summer jobs program.	New for FY19
5	Create a professional development and mentorship program.	New for FY19

2. Continue to train and educate employees.

1	Conduct FMLA training to educate new managers on employee rights and responsibilities.	Ongoing
2	Collaborate with Retirement to hold quarterly information sessions for retirement planning.	Ongoing
3	Conduct safety trainings.	Ongoing

3. Continue committee facilitation.

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

4. Improve employee and labor relations.

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

5. Enhance employee benefits.

1	Continually assess vendors through bid process to ensure best product and value for employees and City.	Ongoing
2	Create partnerships with new vendors to offer additional voluntary benefits and conduct employee outreach for enrollment.	Ongoing
3	Review, track and complete detailed reporting for healthcare reform.	Complete & Ongoing
4	Select and implement whole life insurance offering.	New for FY19

4	Pilot wireless looped informational displays of Wellness Program policies, activities and initiatives in employee-only access areas such as break rooms.	New for FY19
5	Update and maintain MUNIS Payroll and Benefit module systems data.	Complete & Ongoing
6	Evaluate options for an employee offering to help offset costs associated with out-of-pocket expenses for enrolled health insurance participants.	New for FY19

6. Streamline payroll and personnel processes.

1	Implement MUNIS Payroll - Accruals.	New for FY19
2	Implement MUNIS HRIS Benefits - Employee Self-Service.	New for FY19

BUDGET:

PERSONNEL	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	768,287	924,761	707,133	972,634	
512000 SALARIES & WAGES TEMPOR'Y	2,673	7,722	5,175	16,237	
513000 OVERTIME	5,390	3,600	1,498	3,600	
514006 LONGEVITY	3,350	3,550	1,875	3,550	
515006 HOLIDAYS NON-UNION	3,892	3,113	2,912	-	
515011 HOLIDAYS - S.M.E.A.	448	449	448	-	
515012 PERFECT ATTENDANCE	1,200	-	1,200	-	
519004 UNIFORM ALLOWANCE	700	350	-	350	
PERSONNEL PERSONAL SERVICES	785,941	943,545	720,242	996,371	5.6%
515001 GYM REIMBURSEMENT	-	2,000	-	2,000	
527019 RENTAL-WATER COOLER	411	342	88	351	
530000 PROF & TECHNICAL SVC	80,016	215,815	54,977	252,445	
530008 EMPLOYEE TRAINING COURSES	20,100	27,950	10,227	31,050	
530011 ADVERTISING	27,299	25,000	3,944	25,000	
530017 ARBITRATION SERVICES	11,215	25,000	6,759	25,000	
534003 POSTAGE	52	400	34	400	
538012 WELLNESS PROGRAM	-	-	-	12,000	
542000 OFFICE SUPPLIES	1,928	2,200	3,553	4,000	
542001 PRINTING & STATIONERY	6,501	6,000	7,560	6,000	
542006 OFFICE FURNITURE NOT CAP	1,660	-	1,015	-	
549000 FOOD SUPPLIES & REFRESHMT	1,204	1,000	161	1,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	556	1,000	397	1,000	
558006 UNIFORMS	-	-	218	-	
571000 IN STATE TRAVEL	493	-	-	-	
571001 IN STATE CONFERENCES	2,235	-	975	-	
572000 OUT OF STATE TRAVEL	1,809	-	-	-	
573000 DUES AND MEMBERSHIPS	693	2,045	1,637	2,475	

Personnel

PERSONNEL	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
578008 REIMB/ALLOWANCES	2,973	3,000	67	3,000	
578015 AWARDS	129	3,000	-	3,000	
PERSONNEL ORDINARY MAINT	159,274	314,752	91,610	368,721	17.1%
519016 ED INCENTIVES SMEA A	7,500	7,500	6,847	7,500	
519017 EDUCATIONAL INCENTIVE - B	13,489	35,000	2,012	35,000	
519018 ED INCENTIVE - FIRE ALARM	365	5,000	2,260	5,000	
519019 ED INCENTIVE - E911	-	3,500	-	3,500	
519020 SMEA EMPL FLUENCY BONUS	9,500	10,000	11,000	10,000	
519024 NON-UNION EDUCATION	-	10,000	300	10,000	
PERSONNEL SPECIAL ITEMS	30,854	71,000	22,419	71,000	0.0%
PERSONNEL TOTAL	976,069	1,329,297	834,270	1,436,092	8.0%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	COOPER, CANDACE	2,706.08	140,716.16	140,716.16
DEPUTY DIRECTOR	COLLINS, ELLEN	1,800.69	93,635.88	93,635.88
PAYROLL DIRECTOR	SHEA, PHYLLIS	1,873.44	97,418.88	97,418.88
PAYROLL COORDINATOR	O'REGAN, MELANIE	1,224.47	63,672.44	63,672.44
PAYROLL COORDINATOR	FORBES, KELLI	1,200.46	62,423.92	62,423.92
HR GENERALIST / CIVIL SERVICE MANAGER	PAVAO, JESSICA	1,224.47	63,672.44	63,672.44
HR GENERALIST / OFFICE MANAGER	FALAISE, BEATRICE	1,153.85	60,000.20	60,000.20
ADMINISTRATIVE ASSISTANT	JOY, DONNA	1,071.44	55,714.88	57,664.88
BENEFITS MANAGER	BROWN, BARBARA	1,600.62	83,232.24	83,232.24
BENEFITS SPECIALIST	TORRES - EVANGELIS, JULIE	1,300.50	67,626.00	67,626.00
BENEFITS COORDINATOR	LALLY, MARY ALICE	1,170.16	60,848.32	62,798.32
PAYROLL COORDINATOR	FURTADO, DEBORAH	1,153.85	60,000.20	60,000.20
RECRUITER	MANCIA, JENNIFER	1,224.47	63,672.44	63,672.44

MISSION STATEMENT:

To establish and maintain a secure, reliable, accessible and flexible network infrastructure while providing timely and effective technology support services to City staff that maximize and enhance their productivity and their ability to provide ever-improving City services.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	626,580	796,426	815,599	2.4%
Ordinary Maintenance	1,355,369	1,791,471	1,635,080	-8.7%
General Fund Expenditures	1,981,950	2,587,897	2,450,679	-5.3%

CHANGES BETWEEN FY18 & FY19:

- The FY19 Information Technology proposed budget increases funding for computer equipment repair and the annual technology replacement schedule. This funding request has been moved to an appropriation from the Capital Stabilization Fund which accompanies the submission of the FY19 budget.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

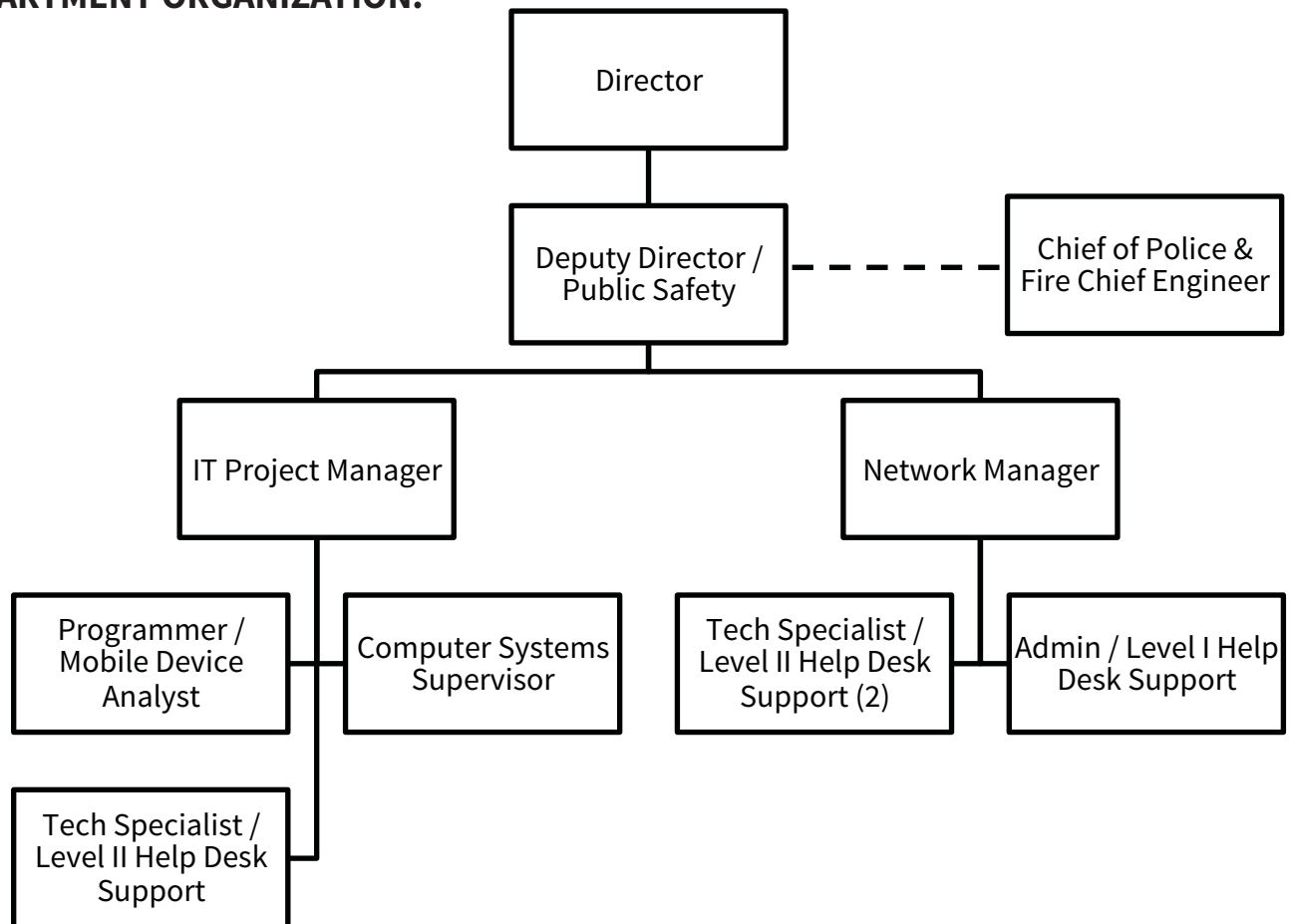
FY18 ACCOMPLISHMENTS:

- Maintained network infrastructure with an availability rate of 99.99%.
- Installed 36 new network switches in Kennedy, Winter Hill and Capuano school buildings.
- Worked with network security consultants to test, review and critique network security.
- Implemented network security recommendations.
- Successfully completed the expansion and data migration of the Fileshare sever.
- Implemented the Munis Payroll module in conjunction with Personnel, Payroll and Auditing.
- Completed the implementation of the Munis Utility Billing module for Water & Sewer.
- Successfully managed the FY18 – FY19 Erate filings leveraging a 5 to 1 match of Federal funds totaling \$726,000 since FY15. Applied and received approval for \$136,000 in FY19 – FY20 funds.
- Completed the implementation of the PS/ALI system for emergency responders.
- Assisted in the IT planning and prep for the new high school.
- Completed the decommissioning of the IBM legacy system.
- Tested & identified final circuit cut overs for the City Hall Emergency Generator.
- Installed and implemented the SCCM module for remote software management.
- Installed and implemented Cisco's Call Distribution Reporting system.
- Installed and implemented the remote printer management module.
- Planned and recommended the conversion of our Munis Finance system from an "in-house" system to a cloud-based SaaS environment (Software as a Service).
- Assisted in planning and assembling the Mayor's Task Force on Municipal Broadband.
- Issued a Request for Information (RFI) pertaining to Municipal Broadband in Somerville.
- Successfully answered and resolved 3,150 of 3,192 requests for service (99%).
- Processed 1st, 2nd and 3rd Qtr. Real Estate tax bills and Utility bills.
- Eliminated roaming profiles for Fire Department.
- Established an upgrade schedule for network switches and telephones (City & Schools).
- Successfully executed the emergency relocation of city personnel and equipment from the Annex to various locations.
- Assisted Payroll with first in-house generation of W2 forms.

Information Technology

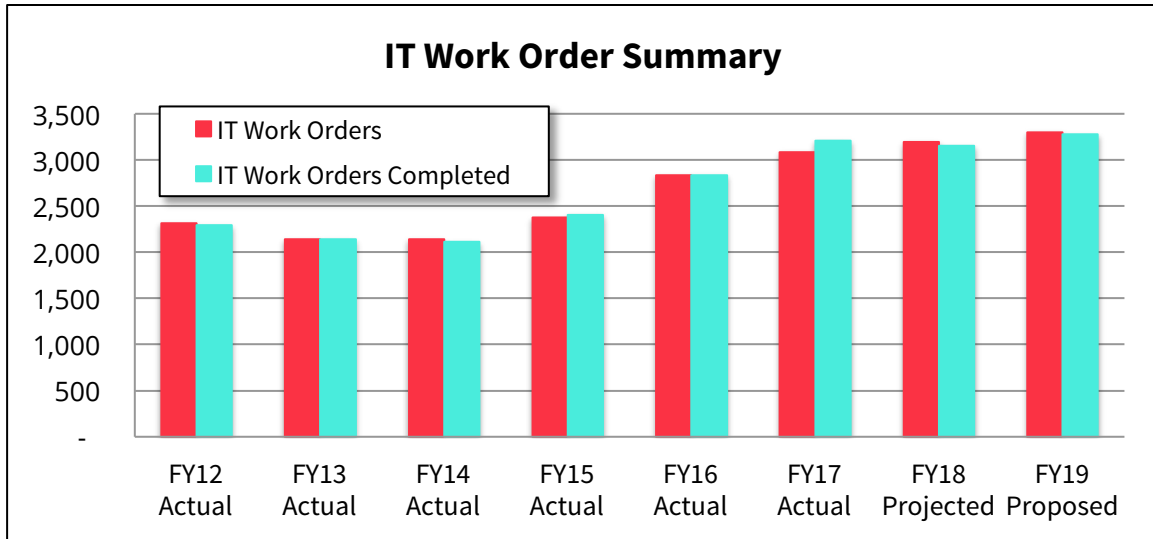
- Identified and recouped \$21,000 in billing errors from Verizon.
- Renewed the City's 7 FCC Radio licenses.

DEPARTMENT ORGANIZATION:



PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Work Orders Submitted	2,142	2,376	2,834	3,085	3,192	3,300
Work Orders Completed	2,111	2,406	2,836	3,206	3,150	3,275
Percent Completed	98.55%	101%	100%	104%	99%	99%
Major Projects Completed or Ongoing	14	20	14	14	12	12
Smartphones & Tablets In Use	77	325	325	445	481	495



GOALS REVIEW:

1. Upgrade the Microsoft Exchange server environment.

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

1	Develop and implement Munis orientation training module and advanced Munis training module in coordination with Personnel.	Ongoing
2	Implement the Munis 10.5 HR/Payroll module for City and Schools.	Complete
3	Implement Munis 10.5 Utility Billing module in coordination with Water & Sewer and the City Auditor.	Complete
4	Convert Munis v. 10.5 from in-house app to SaaS.	New for FY19
5	Implement Munis 10.5 HR/Employee Self Service module.	New for FY19

3. Continue decommission of the IBM Legacy System.

1	Decommission the IBM legacy system.	Complete
2	Develop archiving criteria and procedure for legacy data.	New for FY19

4. Upgrade the City's computer network infrastructure.

1	Consolidate/Restructure COS Active Directory domain to include School department domain.	On Hold
2	Increase the use of Fiber Optics throughout the city network.	Ongoing
3	Plan & budget for the staggered upgrade of all city data switches.	Complete
4	Maintain a 99.99% rate of uptime for city voice & data services.	Complete for FY18

Information Technology

5	Replace 36 existing data switches at the Kennedy, Capuano and Winter Hill Schools with new switches.	Complete
6	Replace sixteen existing data switches at the Argenziano Elementary School with new switches.	Ongoing
7	Replace the oldest 23 data switches at SHS.	Ongoing
8	Replace 10 existing data switches at Police Headquarters.	New for FY19

5. Upgrade the City's network security.

1	Work with Police and School departments to improve security monitoring policies and devices.	Ongoing
2	Implement a PS/ALI solution for emergency responders	Complete

6. Improve the Public Safety radio communications system.

1	Convert the Public Safety radio system to a fiber-based system.	Ongoing
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7. Improve customer service.

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

BUDGET:

INFORMATION TECHNOLOGY		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	617,100	780,606	610,798	803,049	
513000	OVERTIME	2,166	7,800	4,317	8,000	
514006	LONGEVITY	4,550	4,650	2,375	4,200	
515006	HOLIDAYS NON-UNION	1,864	1,822	-	-	
515011	HOLIDAYS - S.M.E.A.	-	1,198	-	-	
515012	PERFECT ATTENDANCE	900	-	800	-	
519004	UNIFORM ALLOWANCE	-	350	350	350	
INFO TECH PERSONAL SERVICES		626,580	796,426	618,639	815,599	2.4%
524015	R&M - COMPUTER EQUIPMT	47,444	116,117	28,531	123,000	
524033	R&M - SOFTWARE	677,842	753,444	642,665	842,000	
524034	R&M - SERVICE CONTRACTS				500	
527006	LEASE - PHOTOCOPIER EQUIP	59,599	63,000	55,426	65,000	
527018	POSTAGE MACHINE RENTAL	-	-	630	-	
527019	RENTAL-WATER COOLER	156	-	70	-	
530000	PROF & TECHNICAL SVC	29,750	47,000	9,250	50,000	

Information Technology

INFORMATION TECHNOLOGY		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
530008	EMPLOYEE TRAINING COURSES	2,375	20,000	5,950	20,000	
530028	SOFTWARE SERVICES	5,445	242,679	-	172,200	
530032	E-RATE	48,407	-	-	-	
534001	PHONE MAINTENANCE	-	400	-	400	
534002	CELLUAR & PAGING SERVICES	143,726	180,366	131,567	188,000	
534003	POSTAGE	-	200	-	200	
534007	PSTN-USAGE	46,348	47,000	29,200	50,000	
534008	WEB SITE COSTS	27,400	26,700	24,750	26,700	
534009	INTERNET MAINTENANCE	29,645	33,485	24,700	34,000	
542000	OFFICE SUPPLIES	308	1,500	210	1,500	
542004	COMPUTER SUPPLIES	7,619	10,000	2,242	10,000	
542007	COMP EQUIPMENT NOT CAP	172,879	225,000	38,223	-	
542010	CELLULAR DEVICES	6,090	3,750	6,479	3,750	
573000	DUES AND MEMBERSHIPS	-	830	-	830	
585019	CABLING	50,336	20,000	19,100	47,000	
INFO TECH ORDINARY MAINTENANCE		1,355,369	1,791,471	1,018,994	1,635,080	-8.7%
INFO TECH TOTAL		1,981,950	2,587,897	1,637,633	2,450,679	-5.3%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF INFORMATION OFFICER	DESMOND, BRUCE	2,706.08	140,716.16	140,716.16
DEPUTY DIRECTOR	GOODRIDGE, DAVID	2,000.77	104,040.04	104,040.04
PV SUPV COMPUTER SYS	SANTOS, JOSEPH	1,799.48	93,572.96	94,601.88
		1,803.33	93,773.16	
PV COMP TECH/ SYS ADMN	DASILVA, EDWARD	1,520.44	79,062.88	80,462.88
		1,524.29	79,263.08	
PV ADMIN PROG/TECH	VICENTE, TERESA	1,491.10	77,537.20	78,937.20
		1,494.95	77,737.40	
IT SPECIALIST	GOODRIDGE, ALICIA	1,250.00	65,000.00	65,000.00
IT SPECIALIST	SANTANA, MIGUEL	1,177.07	61,443.05	61,793.05
MANAGER OF SYSTEMS PROJECTS	SLONINA, DAVID	1,769.36	92,006.72	92,006.72
NETWORK MANAGER	RIZZO, JOSEPH	1,700.65	88,433.80	88,433.80

Elections

MISSION STATEMENT:

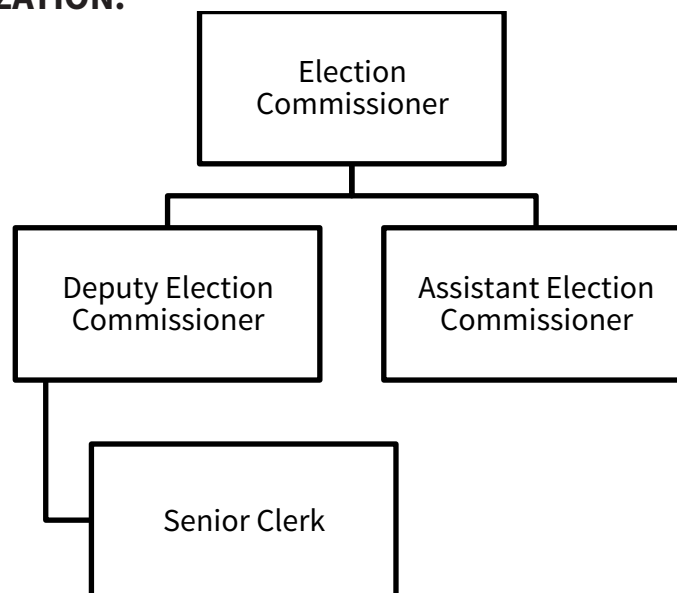
To conduct elections, oversee the collection of census data, and maintain a collection of public records including voter and resident lists, campaign finance records, and election results. The Elections Department conducts fair and orderly elections by distributing and administering nomination papers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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	409,946	389,259	466,710	19.9%
Ordinary Maintenance	97,200	114,100	162,950	42.8%
General Fund Expenditures	507,146	503,359	629,660	25.1%

CHANGES BETWEEN FY18 & FY19:

- Due to the expansion of early voting, there will be additional costs associated with administering the 2018 state elections.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

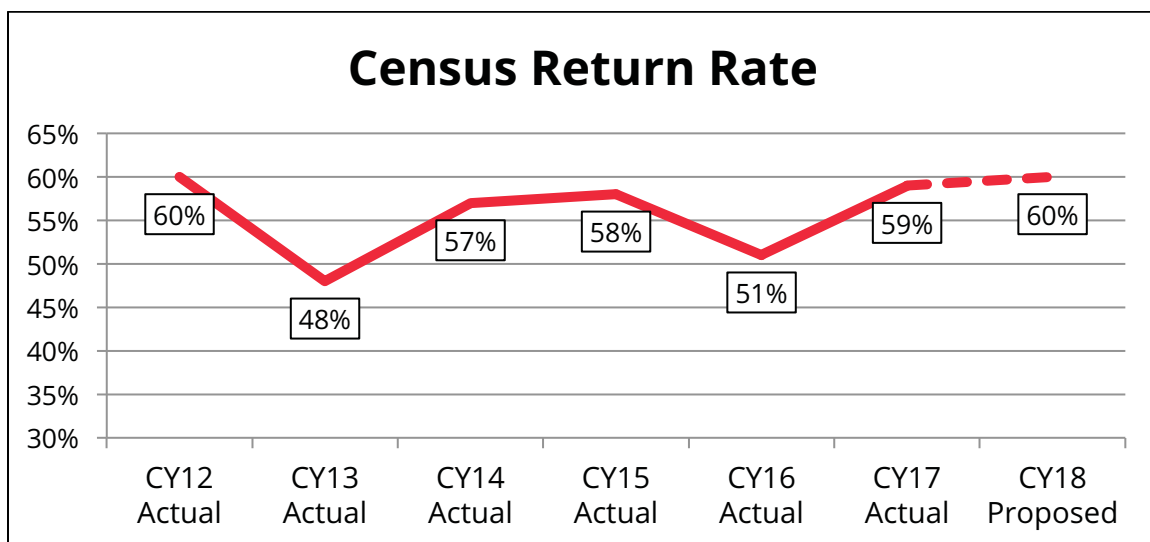
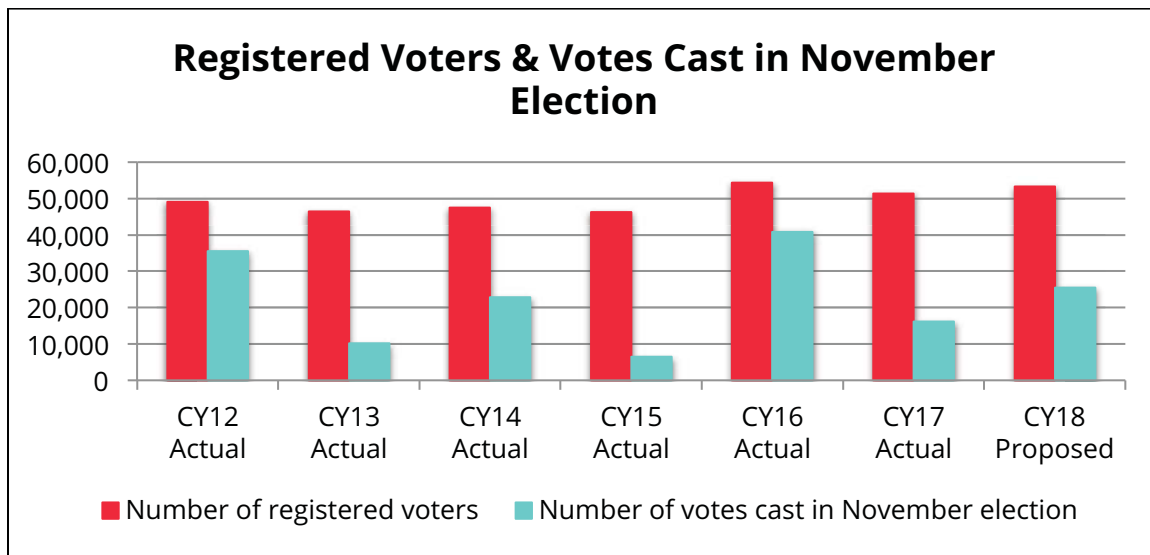
- Conducted two successful elections with 4,905 ballots cast in the September 19th preliminary election and 16,251 ballots cast in the November 7th general election.
- Ensured impartial, fair, and efficient elections that are in compliance with all deadlines and regulations.
- With approval from the Administration and the Board of Aldermen, implemented remote voting results with attention to accuracy, security, and reliability. Successfully transmitted remote voting results in both the September and November municipal elections, a first in Massachusetts.
- Accepted, processed, and certified initiative petitions for the 2018 State Election. Received stacks of petitions for eight different questions to be placed on the 2018 State Ballot. Certified 10,954 signatures in

a timely manner according to state regulations.

- In collaboration with SomerStat and with Board approval, received CPA funding to digitize election records for permanent retention, making it easier for all to access election information and data.
- Supported the Clean and Open Elections Task Force on a regular basis by providing materials including a variety of data and procedures for both municipal and state elections administration.

PERFORMANCE METRICS:

MEASURE	CY14 ACTUAL	CY15 ACTUAL	CY16 ACTUAL	CY17 ACTUAL	CY18 PROPOSED
Census return rate	57%	58%	51%	59%	60%
Number of registered voters	47,454	46,314	54,360	51,378	53,250
Number of votes cast in November election	22,844	6,546	40,874	16,251	25,560



Elections

GOALS REVIEW:

1. Increase census return rate and voter turnout.

1	Engage citizens with census and voter outreach programs through citizen groups, public events, drop boxes, and city communication channels.	Ongoing
2	Encourage voter turnout in upcoming local elections by attending community and group events throughout the year.	Ongoing

2. Conduct impartial and efficient elections.

1	Maintain security of ballots and comply with all state regulations during new early voting process.	Complete
2	Collaborate with public safety and other department officials in order to establish an evacuation plan to evacuate a polling location in the event of an emergency.	New for FY19
3	In collaboration with Somerstat, analyze voter turnout in past elections to optimize potential locations for early voting.	Complete & Ongoing
4	In collaboration with the School Superintendent's office, recruit high school students to work at the polls on non-school election days.	Complete & Ongoing

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

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

BUDGET:

ELECTIONS		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	247,730	262,551	213,010	268,912	
511002	SALARIES - MONTHLY	10,800	11,448	9,540	11,448	
512000	SALARIES & WAGES TEMPOR'Y	118,658	88,000	55,366	150,000	
513000	OVERTIME	30,954	25,000	12,791	35,000	
514006	LONGEVITY	250	750	500	1,000	
515006	HOLIDAYS NON-UNION	436	341	340	-	
515011	HOLIDAYS - S.M.E.A.	668	819	675	-	
515012	PERFECT ATTENDANCE	100	-	200	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	

ELECTIONS	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
ELECTIONS PERSONAL SERVICES	409,946	389,259	292,773	466,710	19.9%
524034 R&M - SERVICE CONTRACTS	199	300	199	800	
527001 RENTAL - BUILDINGS	1,035	1,000	490	1,000	
527019 RENTAL-WATER COOLER	337	200	48	200	
530000 PROF & TECHNCAL SVC	13,081	17,000	18,671	55,000	
530011 ADVERTISING	6,756	10,000	1,441	10,000	
534003 POSTAGE	32,559	43,000	30,112	43,000	
542000 OFFICE SUPPLIES	4,961	5,000	1,303	7,000	
542001 PRINTING & STATIONERY	18,054	18,750	9,115	21,250	
542005 OFFICE EQUIPMENT NOT CAP	1,250	1,000	-	3,000	
542006 OFFICE FURNITURE NOT CAP	3,270	-	-	-	
542008 BOOKS & BOOKBINDING	-	500	-	500	
542012 OTH EQUIPMENT NOT CAP	3,218	-	-	-	
549000 FOOD SUPPLIES & REFRESHMT	1,034	650	610	1,500	
558006 UNIFORMS	431	-	16	-	
571001 IN STATE CONFERENCES	1,278	1,500	469	1,500	
573000 DUES AND MEMBERSHIPS	-	200	-	200	
578016 CENSUS	9,738	15,000	11,287	18,000	
ELECTIONS ORDINARY MAINTENANCE	97,200	114,100	73,761	162,950	42.8%
ELECTIONS TOTAL	507,146	503,359	366,534	629,660	25.1%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ELECTION COMMISSIONER	SALERNO, NICHOLAS	\$1,769.36	92,006.72	92,006.72
DEPUTY ELECTION COMMISSIONER	PIEROTTI, MARIA	1,335.20	8,011.20	70,107.50
		1,339.05	61,596.30	
ASSISTANT ELECTION COMMISSIONER	ARRUDA, MEGAN	1,260.04	65,522.08	66,022.08
SENIOR CLERK	FORRISTALL, SHEILA	790.61	7,906.10	42,125.74
		806.42	33,869.64	

Treasury

MISSION STATEMENT:

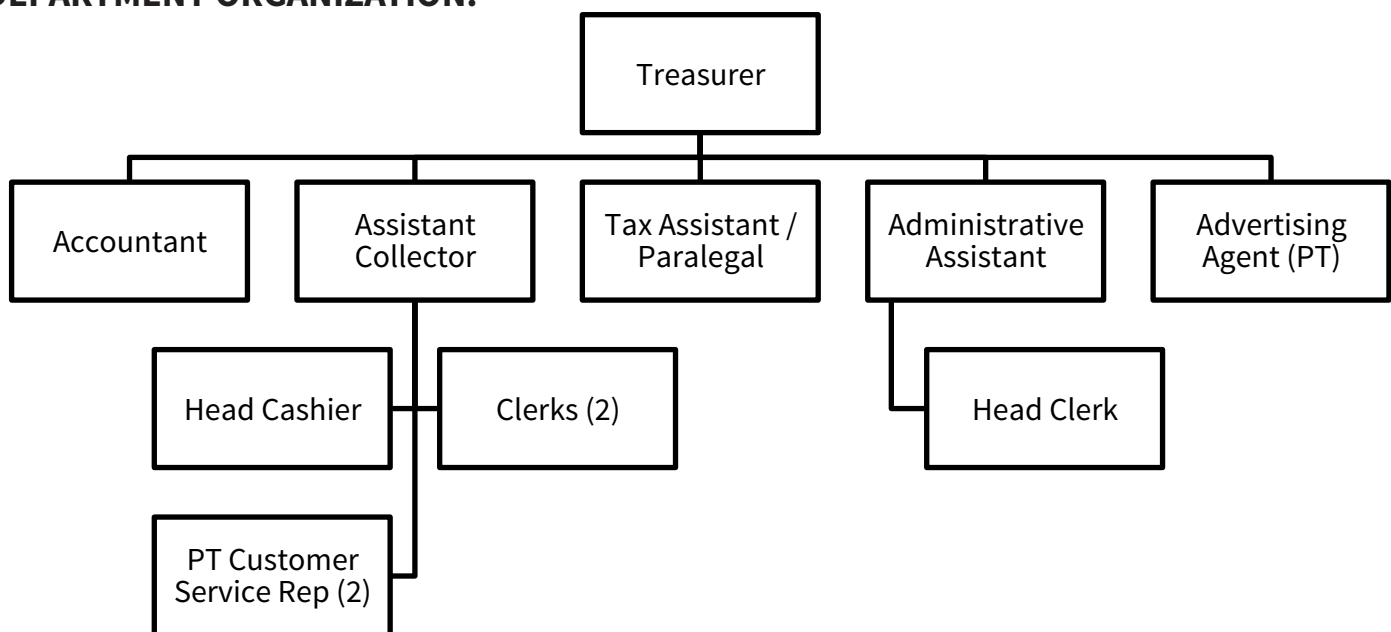
To efficiently manage City assets, including cash and receivables. The Treasurer ensures that all assets are accounted for and all receipts due to the City are collected. In accordance with Mass General Laws Ch44 Section 55B, the Treasury is responsible for ensuring the safety and liquidity of the City's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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	607,002	689,161	663,816	-3.7%
Ordinary Maintenance	231,855	220,924	258,464	17.0%
General Fund Expenditures	838,857	910,085	922,280	1.3%

CHANGES BETWEEN FY18 & FY19:

- The Tax Title Attorney position has been eliminated and a second part time Customer Service Representative position has been created this year.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:

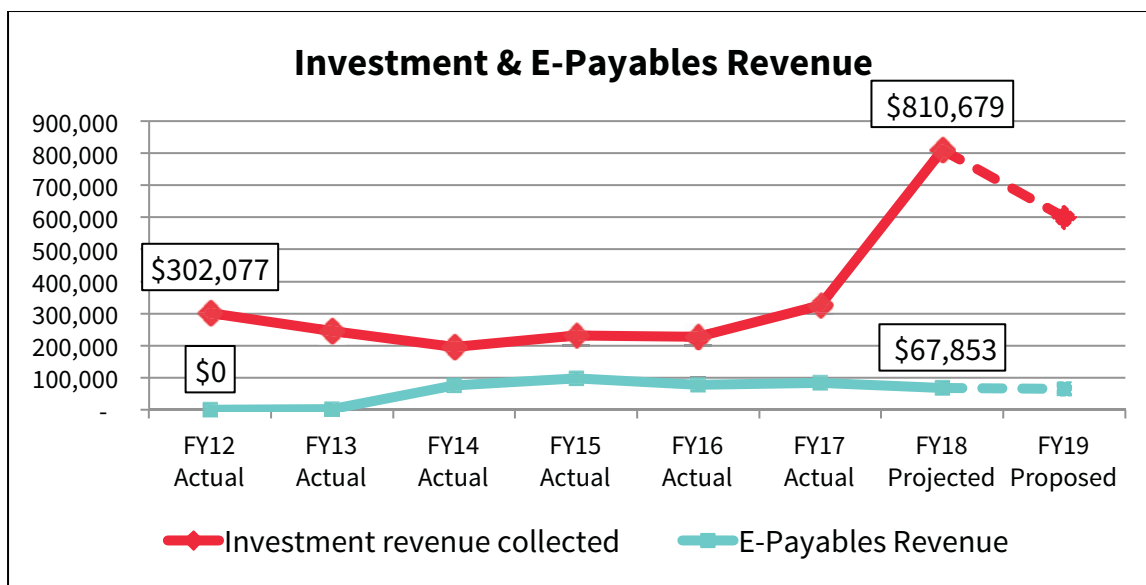
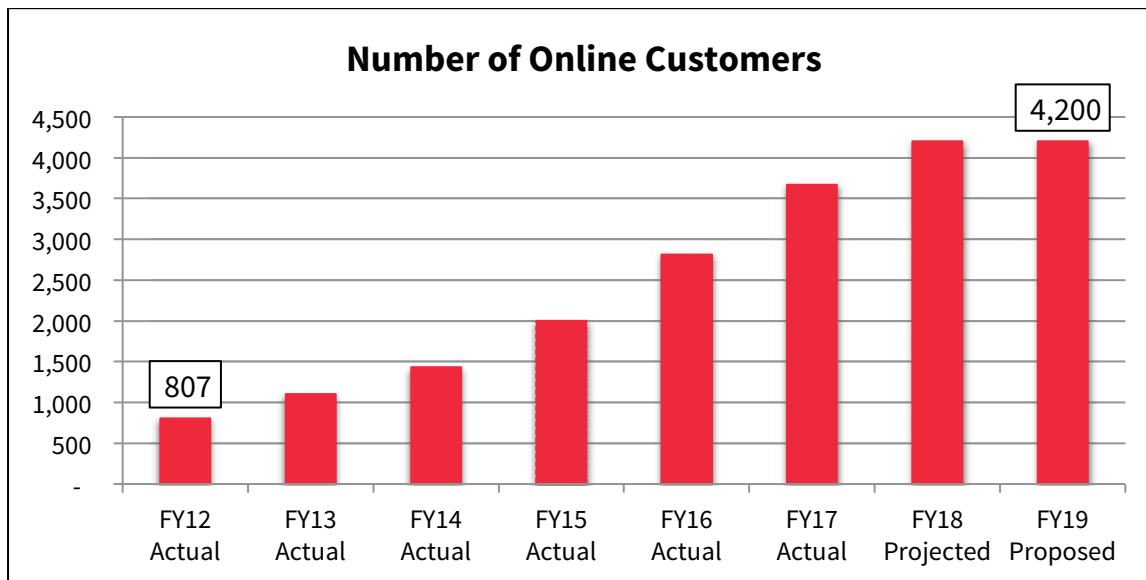


FY18 ACCOMPLISHMENTS:

- Installed additional security system features consistent with modern banking standards.
- Continued the process of streamlining constituent requests, allowing questions to be responded to in a more timely and accurate manner. This will enable residents to interact with the City in a more consistently positive way.
- Prepared customer service materials for 311 to help clarify frequent Treasury constituent concerns.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Percent of real estate taxes collected	99.52%	99.81%	99.81%	99.8%	99.8%
Number of tax title properties	90	89	67	55	82
Number of internet customers	2,000	2,816	3,670	4,200	4,200
Investment revenue collected	\$231,000	\$227,554	\$325,743	\$810,679	\$600,000+
E-Payables revenue	\$97,103	\$77,639	\$84,000	\$67,853	\$65,000



Treasury

GOALS REVIEW:

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

- | | | |
|---|---|----------|
| 1 | Develop a common questions guide for Treasury and 311 to assist customers with the most direct department to handle their concerns or questions. | Complete |
| 2 | Work with the Assessor's office in assisting taxpayers in the various exemptions and abatements offered through ordinances accepted by the Board of Aldermen. | Complete |

2. Expand revenue-generating opportunities for the City.

- | | | |
|---|---|--------------|
| 1 | Rewrite the City's investment policy to incorporate the City's OPEB funds and incorporate recent changes in the Municipal Modernization Act. | Complete |
| 2 | Increase the City's interest income by at least 6% over last year. | Complete |
| 3 | Select a professional money manager to manage the City OPEB trust fund with the goal of saving the City tens of millions of dollars off its current OPEB liability when combined with a steady source of annual payments. | New for FY19 |

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

- | | | |
|---|--|--------------|
| 1 | Assist in the implementation of the HRIS System. | Complete |
| 2 | Work with all City departments to transform the online payment service options into a more customer friendly platform. | New for FY19 |
| 3 | Work with Communications to inform City residents about important payment due dates. | Complete |

BUDGET:

TREASURY		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	594,307	674,414	482,848	651,666	
513000	OVERTIME	5,851	6,400	10,104	6,400	
514006	LONGEVITY	3,000	3,625	1,950	3,750	
514008	OUT OF GRADE	-	600	404	600	
515006	HOLIDAYS NON-UNION	1,235	1,433	1,208	-	
515011	HOLIDAYS - S.M.E.A.	858	1,289	1,039	-	
515012	PERFECT ATTENDANCE	-	-	500	-	
519004	UNIFORM ALLOWANCE	1,750	1,400	1,050	1,400	
TREAS/COLL PERSONAL SERVICES		607,002	689,161	499,103	663,816	-3.7%
524007	R&M - OFFICE EQUIPMENT	-	1,277	-	1,822	
527019	RENTAL-WATER COOLER	13	-	31	448	
530000	PROF & TECHNICAL SVC	15,155	23,086	6,829	23,086	
530008	EMPLOYEE TRAINING COURSES	50	1,400	-	1,875	

TREASURY	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
530011 ADVERTISING	4,222	10,000	4,284	12,000	
530012 DATA PROCESSING/PAYROLL	96,273	34,100	5,648	27,000	
530026 BANK CHARGES	38,101	35,000	32,343	35,000	
534003 POSTAGE	60,475	79,310	55,551	82,482	
542000 OFFICE SUPPLIES	4,231	4,200	2,167	4,200	
542001 PRINTING & STATIONERY	5,463	8,000	9,510	8,000	
542005 OFFICE EQUIPMENT NOT CAP	-	1,000	-	1,000	
542006 OFFICE FURNITURE NOT CAP	-	-	600	-	
558004 MAGAZINES/SUBSCRIPTS/PUB	462	889	-	889	
571001 IN STATE CONFERENCES	450	1,600	50	1,600	
573000 DUES AND MEMBERSHIPS	1,115	1,400	165	1,400	
574000 INSURANCE PREMIUMS	2,640	2,662	2,600	2,662	
578012 LAND COURT PROCEEDINGS	3,205	17,000	2,575	55,000	
TREAS/COLL ORDINARY MAINT	231,855	220,924	122,352	258,464	17.0%
TREAS/COLL TOTAL	838,857	910,085	621,455	922,280	1.3%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
TREASURER/COLLECTOR	BERTINO, MICHAEL	2,200.85	114,444.20	114,444.20
ASSISTANT COLLECTOR	SHUTE, JOAN	1,500.58	78,030.16	78,030.16
TAX ASSISTANT / PARALEGAL	DONOVAN-DE KLERK, JANNEKE	1,176.92	61,199.84	61,199.84
TREASURY ACCOUNTANT	LOWENSTEIN, RIE	1,353.04	70,358.08	70,358.08
ADMINISTRATIVE ASSISTANT	TOBIN, FRED	1,615.86	72,390.53	85,143.94
		1,621.63	11,351.41	
HEAD CLERK	STILLINGS, DEBBIE	980.69	50,995.88	52,596.88
HEAD CASHIER	BARROWS, LUCY	912.10	47,429.20	48,380.20
PRINCIPAL CLERK II	KELLY, JULIA	896.81	46,634.12	47,485.12
PRINCIPAL CLERK II	HENRY, SHANNON	879.23	45,719.96	46,070.96
CUST. SERVICE REPRESENTATIVE (PT)	VACANT (NEW)	324.78	16,888.56	16,888.56
CUST. SERVICE REPRESENTATIVE (PT)	DIPASQUALE, JULIE	324.78	16,888.56	16,888.56
ADVERTISING AGENT (PT)	LIDDELL, JOAN	371.83	19,335.16	19,335.16

Auditing

MISSION STATEMENT:

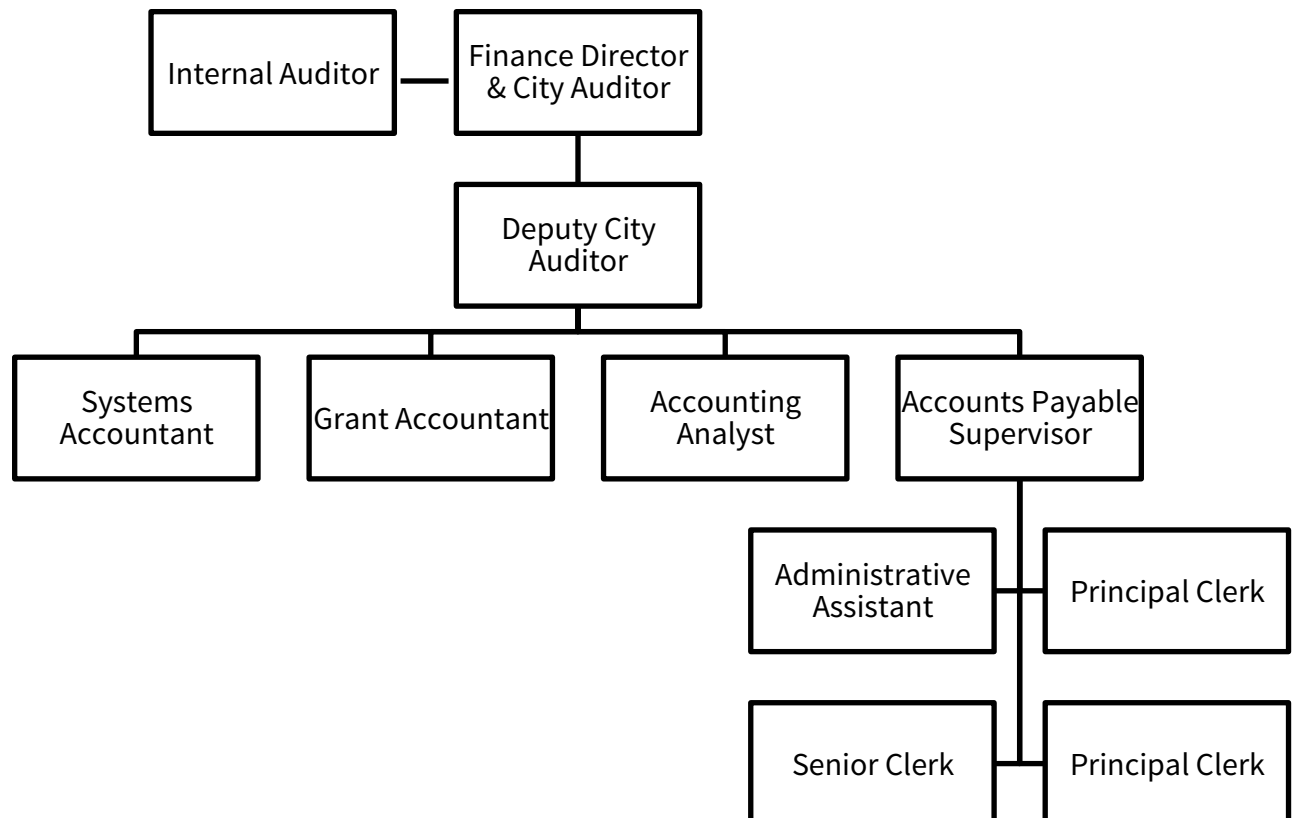
To protect the fiduciary interests of the City by providing independent, timely oversight of the City's finances and by ensuring that financial transactions are executed legally, efficiently, and effectively. The Auditing Division serves as a barrier to potential fraud or misuse of city resources.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	751,685	794,276	826,135	4.0%
Ordinary Maintenance	104,798	108,085	110,100	1.9%
General Fund Expenditures	856,483	902,361	936,235	3.8%

CHANGES BETWEEN FY18 & FY19:

- Additional overtime has been added in this year's budget due to increased volume of transactions.
- Additional actuarial services are required for the implementation of Government Account Standards Board (GASB) #75.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:

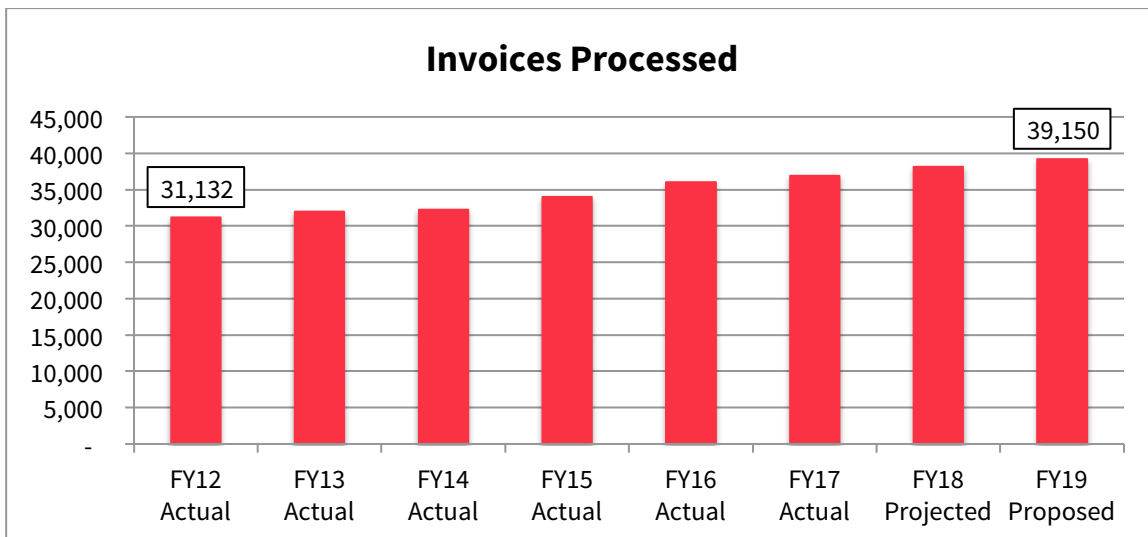


FY18 ACCOMPLISHMENTS:

- Completed the FY17 Comprehensive Annual Financial Report (CAFR).
- Awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY17 CAFR. Sixth Consecutive Year Somerville has received this award.
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City of Somerville FY2018 Municipal Budget
- Upgraded Moody's Bond rating from Aa2 to Aa1. Upgrade reflects "well managed financial position with healthy reserves."
- Maintained an AA+ credit rating with Standard & Poors. Rating reflects "very strong management, with strong financial policies and practices" and "strong budgetary performance, with operating surpluses in the General Fund."
- Attained \$11,621,352 in free cash in State Department of Revenue Certification, the fifth consecutive year exceeding a \$10 million certification.
- Expanded Stabilization Fund Reserves from \$28,852,284 to \$34,180,269.
- Grew the General Fund Equity by \$5,950,978.
- Implemented first offering of Minibonds to Somerville Residents.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
General Fund Equity	\$50,217,701	\$54,684,889	\$60,635,867	\$62,500,000	TBD
Free Cash	\$10,651,386	\$11,512,278	\$10,833,988	\$11,621,352	TBD
Number of Invoices Processed	34,021	36,033	36,934	38,124	39,150
Dollar Value of Invoices Processed	-	\$208,922,291	\$218,233,891	\$225,258,853	TBD
Number of Journal Entries	-	23,235	23,794	23,950	24,100
Number of Municipal Funds	-	-	776	815	TBD
Minibond Investors	-	-	-	84	TBD
Minibond Order Amount	-	-	-	\$557,000	TBD



Auditing

GOALS REVIEW:

1. Undertake long-term financial planning.

1	Work with Retirement Board and consulting actuary to produce a new actuarial valuation for the pension system as of Jan. 1, 2018.	Ongoing
2	Conduct an OPEB actuarial valuation study at June 30, 2018.	In Progress
3	Update the 10-year General Fund projection of revenues and expenditures upon passage of the FY2018 Budget.	Complete
4	Update the 10-year General Fund projection of revenues and expenditures upon passage of the FY2019 Budget.	In Progress
5	Continue to build reserves and evaluate funding strategies to implement the City's \$50 million commitment to the Green Line Extension Project and the \$257 million Somerville High School Construction Project.	Ongoing
6	Formulate plan to address snow and ice deficit.	Complete
7	Develop investment policy for OPEB and formalize funding plan.	In Progress
8	Coordinate with the Water & Sewer Department to conduct a new five-year cost of service/rate study of water and sewer use charges.	New for FY19
9	Develop and present a fiscal condition case analysis before the Joint Labor Management Committee.	Complete
10	Evaluate and potentially expand successful Minibonds Program offering more residents the opportunity to invest in city projects.	New for FY19

2. Provide state-of-the art solutions to improve financial processes and monitoring.

1	Establish accounts payable mailboxes for each department to encourage vendors to submit invoices electronically.	Ongoing
2	Collaborate on the installation of MUNIS Payroll and MUNIS Utility Billing.	Complete
3	Assist Departments with payroll training, reporting, and budget reconciliations in MUNIS.	Ongoing
4	Develop Motor Vehicle Excise module with third party collector to more effectively manage accounts receivable.	New for FY19
5	Implement electronic signature of bill rolls to eliminate paperwork.	Ongoing

3. Improve City performance by demonstrating accountability and transparency.

1	Collaborate with the Assessing and Communications Departments to increase customer awareness of the City's schedule for mailing tax bills, property values, property taxes, abatements/exemptions, and the City's budget through the publication and distribution of written brochures and notices on the City's website and on cable channel.	Ongoing
2	Publish the City's FY17 Comprehensive Annual Financial Report.	Complete

3	Develop the City's FY18 Comprehensive Annual Financial Report.	New for FY19
4	Develop and implement internal controls for federal grants using an internal control manual per the Committee of Sponsoring Organizations (COSO) framework in order to ensure compliance with new federal grant requirements.	New for FY19
5	Publish financial performance data based on the International City Management Association (ICMA) guide "Evaluating Financial Condition".	Ongoing

BUDGET:

AUDITING	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	734,345	777,143	581,001	811,685	
512000 SALARIES & WAGES TEMPOR'Y	-	-	6,642	-	
513000 OVERTIME	7,659	8,500	5,962	9,000	
514006 LONGEVITY	4,400	4,250	1,300	4,050	
515006 HOLIDAYS NON-UNION	2,063	1,431	1,731	-	
515011 HOLIDAYS - S.M.E.A.	1,317	1,552	1,267	-	
515012 PERFECT ATTENDANCE	500	-	-	-	
519004 UNIFORM ALLOWANCE	1,400	1,400	1,400	1,400	
AUDITING PERSONAL SERVICES	751,685	794,276	599,303	826,135	4.0%
524007 R&M - OFFICE EQUIPMENT	259	-	-	-	
524034 R&M - SERVICE CONTRACTS	1,015	1,100	341	1,100	
527019 RENTAL-WATER COOLER	79	174	117	195	
530008 EMPLOYEE TRAINING COURSES	1,755	2,500	1,190	1,755	
530009 ACCOUNTING AND AUDITING	89,499	89,725	62,155	93,000	
534003 POSTAGE	-	36	-	-	
534015 FEE	-	550	550	550	
542000 OFFICE SUPPLIES	2,268	2,500	1,390	2,500	
542001 PRINTING & STATIONERY	224	200	381	200	
542005 OFFICE EQUIPMENT NOT CAP	578	500	-	-	
542008 BOOKS & BOOKBINDING	-	300	61	300	
558004 MAGAZINES/SUBSCRIPTS/PUB	-	300	-	300	
558013 DEPARTMENTAL REPORTS	6,984	7,500	-	7,500	
571000 IN STATE TRAVEL	36	200	117	200	
571001 IN STATE CONFERENCES	460	900	685	900	
573000 DUES AND MEMBERSHIPS	1,642	1,600	867	1,600	
AUDITING ORDINARY MAINTENANCE	104,798	108,085	67,854	110,100	1.9%
AUDITING TOTAL	856,483	902,361	667,157	936,235	3.8%

Auditing

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FINANCE DIRECTOR/CITY AUDITOR	BEAN, EDWARD	2,706.08	140,716.16	140,716.16
DEPUTY CITY AUDITOR	CODY, IDA	2,081.60	108,243.20	108,243.20
MANAGER OF ACCOUNTS PAYABLE	TAM, COLLEEN	1,800.69	93,635.88	93,635.88
INTERNAL AUDITOR	GODIN, DAVID	1,250.00	65,000.00	65,000.00
ACCOUNTING ANALYST	CRUZ, CHERYL	1,299.42	67,569.84	67,569.84
SYSTEMS ACCOUNTANT	JOHNSON, MONIQUE	1,416.43	73,654.36	73,654.36
GRANT ACCOUNTANT	MACMULLEN, DIANE	1,299.81	67,590.12	68,190.12
ADMINISTRATIVE ASSISTANT	LIBERATORE, JO-ANN	1,071.44	55,714.88	57,664.88
PRINCIPAL CLERK I	CARRON,CORRIE	912.10	47,429.20	48,379.20
PRINCIPAL CLERK I	LANDRY, KATHRYN	912.10	47,429.20	48,379.20
PRINCIPAL CLERK I	TONER, KAREN	844.71	30,747.44	45,701.96
		894.52	13,954.51	

MISSION STATEMENT:

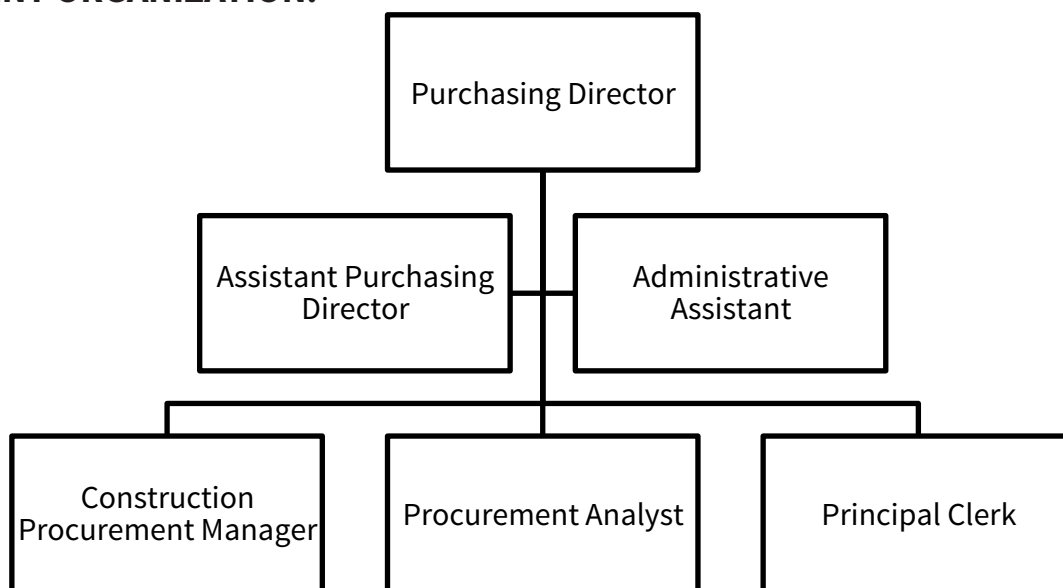
To assist City departments in obtaining the best possible value of services and supplies in a timely fashion. To ensure compliance with all state statutes and local ordinances as well as to flag areas for potential abuse.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	325,033	413,916	420,048	1.5%
Ordinary Maintenance	26,345	30,100	30,650	1.8%
General Fund Expenditures	351,378	444,016	450,698	1.5%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

- Efficaciously completed a highly competitive bid process for one of the City's largest infrastructure projects in recent memory – the Somerville Avenue Utility and Streetscape Improvements Project. Capital Planning and Projects along with Engineering played a leading role in this work, while Purchasing oversaw and coordinated all communication with prospective bidders to ensure open and fair competition and a seamless process from the pre-bid announcement through to contract execution.
- Managed 74 sealed bids as of May 2018. This volume is slightly higher than the volume as of May FY17, yet lower than annual sealed bid volumes between FY13 and FY15, which was a period that saw notable growth in procurement volume. In November 2016, the threshold for sealed public bids increased from \$35,000 to \$50,000 as part of the Municipal Modernization Act.
- As of May 2017, prepared and executed approximately 400 contracts, including new contracts, renewals, amendments, and change orders. Approved and issued 6,320 purchase orders.
- In close collaboration with the Office of Sustainability and Environment (OSE), Purchasing advanced the effort to increase the sustainability of the City's purchases through a priority-setting meeting in the fall and incorporating sustainability principles into purchasing decisions throughout the year. As a result of this initiative, each participating department has been asked to highlight its sustainability goals and

Purchasing

accomplishments in the FY19 budget. These goals have been marked with a green leaf symbol (🌿).

- Reduced by 50% the number of hard copy originals required for vendor contracts from four sets to two.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY18 PROPOSED
Number of purchase orders processed	7,203	7,481	7,557	7,953	7,400 - 7,700	7,400-7,700
Number of contracts, change orders, and amendments processed*	536	645	636	524	430-470	430-470
Number of sealed bids**	99	108	89	77	75	70-80

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

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

GOALS REVIEW:

1. Increase the number and quality of bids on City contracts.

1	Identify steps for receiving sealed bids online.	Complete
2	Develop and implement procedures for online sealed bids.	In Progress
3	Roll out and implement online procurement (sealed bids and quotes) procedures.	New for FY19

2. Facilitate procurement of sustainable, environmentally friendly supplies and services.

1	Prepare and implement sustainable procurement policies.	In Progress
2	Identify and prioritize sustainable procurement opportunities. 🌿	In Progress


3. Improve the City's access to competitive pricing.

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

4. Improve understanding of and compliance with procurement regulations.

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

5. Improve operational efficiency of purchasing functions.

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

6. Improve and streamline documentation of vendor performance across all contracts.

- | | | |
|---|---|--------------|
| 1 | Develop a new form for vendor evaluation that all department-level managers must complete at time of contract closeout. | New for FY19 |
|---|---|--------------|

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

- | | | |
|---|--|--------------|
| 1 | Prepare and disseminate outreach materials to local area vendors about opportunities to submit quotes and bids on City contracts. | In Progress |
| 2 | Improve documentation and tracking of vendors that offer goods and services and who meet supplier diversity criteria so that they can be directly contacted about bids and opportunities for City contracts. | New for FY19 |

BUDGET:

PURCHASING		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	322,108	411,129	306,664	418,748	
513000	OVERTIME	-	-	743	-	
514006	LONGEVITY	550	500	300	600	
515006	HOLIDAYS NON-UNION	1,285	1,193	2,135	-	
515011	HOLIDAYS - S.M.E.A.	390	394	604	-	
519004	UNIFORM ALLOWANCE	700	700	700	700	
PURCHASING PERSONAL SERVICES		325,033	413,916	311,146	420,048	1.5%
524007	R&M - OFFICE EQUIPMENT	-	100	-	100	
527015	RENTALS EQUIPMENT	6,576	-	-	-	
527019	RENTAL-WATER COOLER	235	400	79	450	
530008	EMPLOYEE TRAINING COURSES	-	200	-	200	
530011	ADVERTISING	5,926	9,000	6,005	9,500	
530024	TUITION	795	3,800	2,580	3,800	
530028	SOFTWARE SERVICES	133	1,750	133	1,750	
542000	OFFICE SUPPLIES	10,778	11,900	8,226	11,900	
542001	PRINTING & STATIONERY	180	100	180	100	
542006	OFFICE FURNITURE NOT CAP	835	1,000	-	1,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	129	150	129	150	
571000	IN STATE TRAVEL	419	400	202	400	
571001	IN STATE CONFERENCES	190	500	150	500	

Purchasing

PURCHASING	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
573000 DUES AND MEMBERSHIPS	150	800	200	800	
PURCHASING ORDINARY MAINT	26,345	30,100	17,883	30,650	1.8%
PURCHASING TOTAL	351,378	444,016	329,030	450,698	1.5%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PURCHASING DIRECTOR	ALLEN, ANGELA	2,040.78	106,120.56	106,120.56
ASSISTANT PURCHASING DIRECTOR	RICHARDS, MICHAEL	1,561.20	81,182.40	81,182.40
CONST. PROCUREMENT MGR	WADITWAR, PRAJKTA	1,275.00	66,300.00	66,300.00
PROCUREMENT ANALYST	CHUKHATSANG, THUPTEN	1,275.00	66,300.00	66,300.00
ADMINISTRATIVE ASSISTANT	TANNER, BONNIE	1,071.43	55,714.57	56,564.57
PRINCIPAL CLERK	BONAVENTURA, SHEENA	829.42	43,129.84	41,968.65

MISSION STATEMENT:

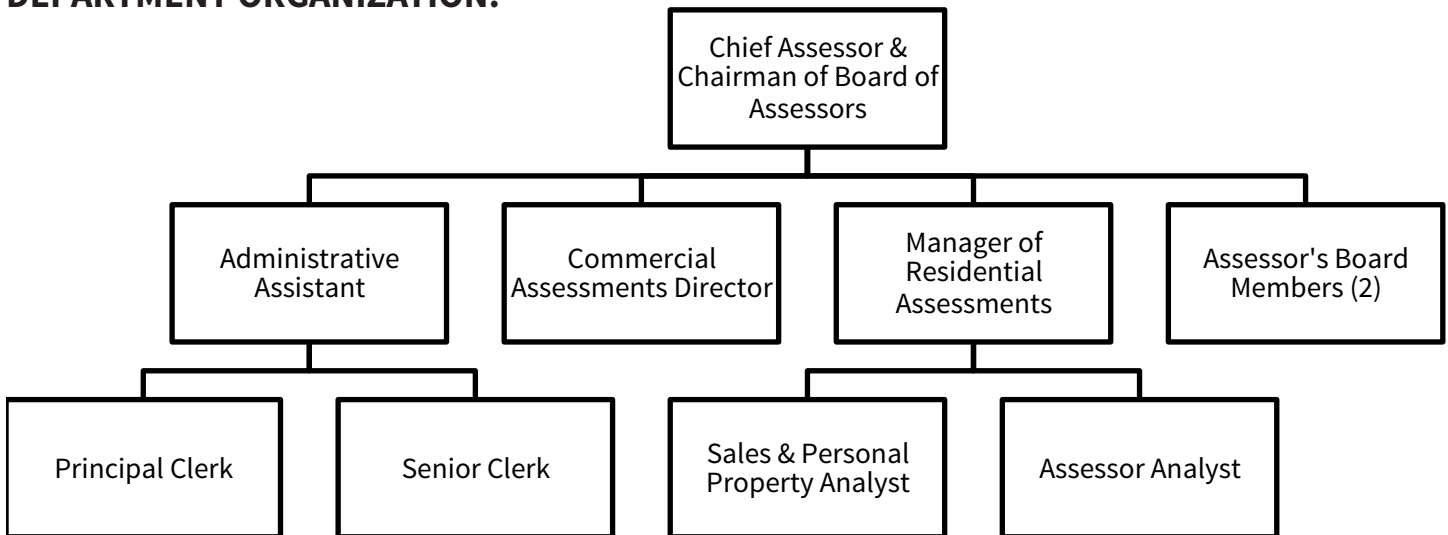
To provide taxpayers and the general public with the best professional service and information available about property assessments in the City. Efficient and effective assistance allows taxpayers, the public, other City departments, and state agencies to maintain the highest level of confidence in the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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	521,652	567,611	569,107	0.3%
Ordinary Maintenance	114,708	85,800	96,600	12.6%
General Fund Expenditures	636,361	653,411	665,707	1.9%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:



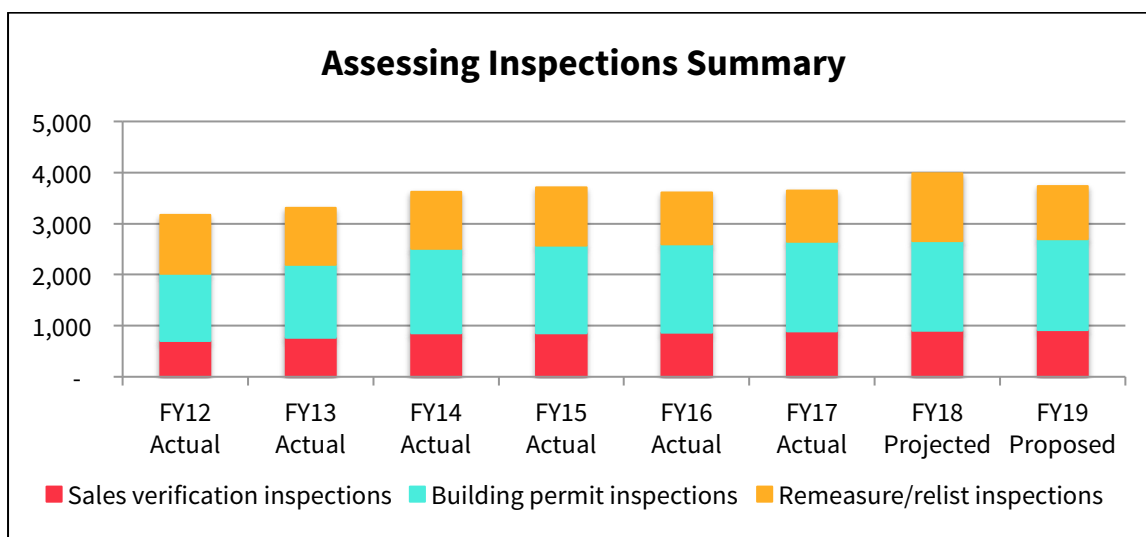
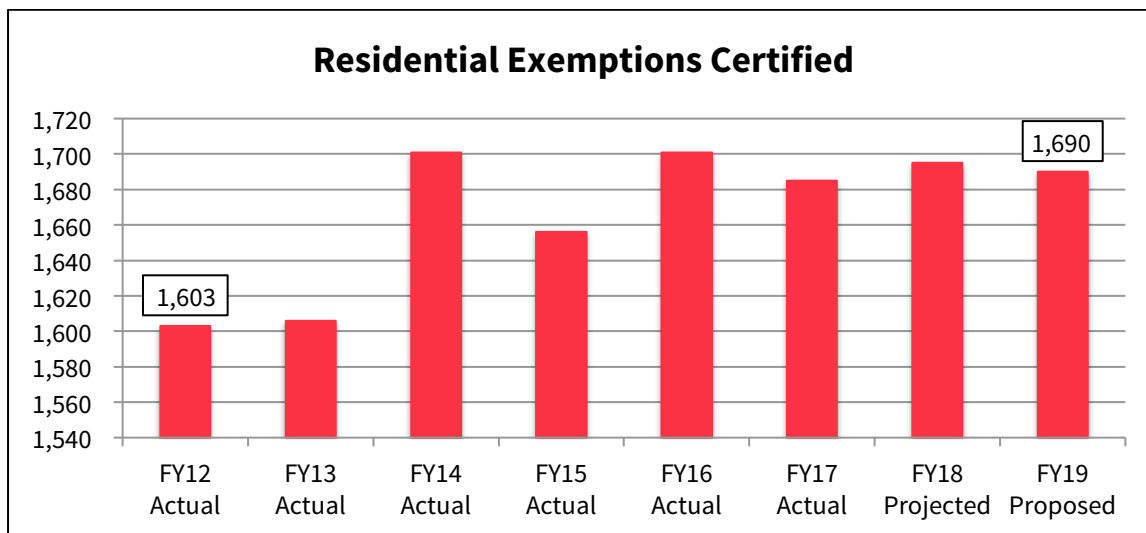
FY18 ACCOMPLISHMENTS:

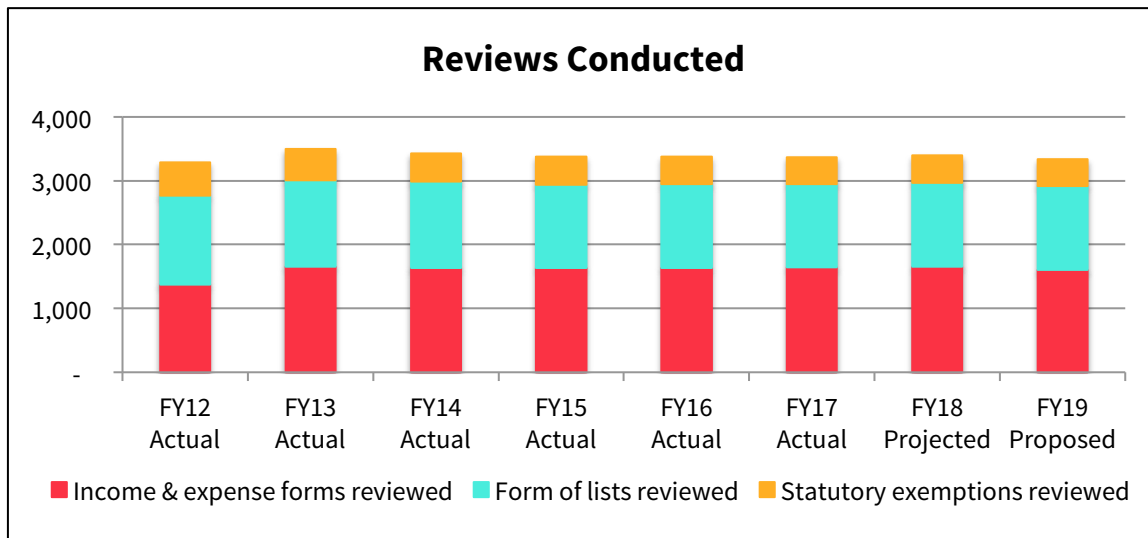
- Completed on-time the FY18 interim year revaluation with all DOR approvals.
- Determined City-wide tax base growth - (FY18 growth is the highest in Somerville's history.)
- Published and mailed the fourth annual property tax update newsletter to all residents.
- Updated website information on statutory exemptions and mailed targeted newsletter to seniors in an attempt to increase participation.
- Presented at a Council on Aging event about statutory exemption opportunities. A video of this presentation is available online.
- Continued collaboration with the Union Square DIF consultant to develop captured revenue projections.
- Implemented and trained entire staff on GIS & pictometry integrations for assessing purposes.

Assessing

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Sales verification inspections	849	861	891	900	920
Building permit inspections	1,716	1,729	1,747	1,760	1,780
Remeasure/relist inspections	1,141	1,022	1,010	1,325	1,040
Residential exemptions certified	1,656	1,701	1,685	1,695	1,690
Potential building permit issues sent to ISD	44	35	35	40	37
Income & expense forms reviewed	1,633	1,636	1,640	1,650	1,600
Form of lists reviewed	1,305	1,307	1,311	1,320	1,315
Statutory exemptions reviewed	442	432	421	425	420





GOALS REVIEW:

1. Comply with all DOR standards of performance.

- | | |
|---|--------------|
| 1 Complete the DOR required interim certification (revaluation) for FY18. | Complete |
| 2 Complete the DOR required interim year adjustment for FY19. | New for FY19 |

2. Determine Assembly Square captured tax increment.

- | | |
|--|--------------|
| 1 Inspect and assess DIF blocks as of 6/30/2017 to calculate construction completion value for FY18. | Complete |
| 2 Inspect and assess DIF blocks as of 6/30/2018 to calculate construction completion value for FY19. | New for FY19 |

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

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

Assessing

BUDGET:

BOARD OF ASSESSORS		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	487,455	542,167	436,293	545,749	
511002	SALARIES - MONTHLY	18,215	19,308	16,090	19,308	
512000	SALARIES & WAGES TEMPOR'Y	9,915	-	-	-	
513000	OVERTIME	-	500	-	500	
514006	LONGEVITY	2,500	2,500	1,250	2,500	
515006	HOLIDAYS NON-UNION	1,975	1,544	1,112	-	
515011	HOLIDAYS - S.M.E.A.	542	542	542	-	
519004	UNIFORM ALLOWANCE	1,050	1,050	1,050	1,050	
ASSESSING PERSONAL SVC		521,652	567,611	456,336	569,107	0.3%
524007	R&M - OFFICE EQUIPMENT	179	500	-	500	
524034	R&M - SERVICE CONTRACTS	-	500	-	500	
527019	RENTAL-WATER COOLER	175	-	107	400	
530000	PROF & TECHNICAL SVC	44,673	45,000	21,904	45,000	
530010	LEGAL SERVICES	-	-	-	10,000	
530011	ADVERTISING	189	500	-	500	
530016	PROPERTY DATA SERVICES	38,407	20,000	13,080	20,000	
530024	TUITION	860	1,500	1,240	1,500	
534003	POSTAGE	6,584	6,500	7,063	6,500	
542000	OFFICE SUPPLIES	2,549	2,750	1,542	2,750	
542001	PRINTING & STATIONERY	1,020	1,200	788	1,500	
542007	COMP EQUIPMENT NOT CAP	-	1,000	-	1,000	
542008	BOOKS & BOOKBINDING	450	500	450	500	
558002	ONLINE SUBSCRIPTION	16,643	1,500	666	1,500	
558004	MAGAZINES/SUBSCRIPTS/PUB	984	1,050	984	1,050	
558006	UNIFORMS	745	500	-	500	
571000	IN STATE TRAVEL	366	1,000	349	1,000	
571001	IN STATE CONFERENCES	385	800	534	800	
573000	DUES AND MEMBERSHIPS	500	550	650	650	
578010	RECORDINGS	-	450	-	450	
ASSESSING ORDINARY MAINT		114,708	85,800	49,357	96,600	12.6%
ASSESSING TOTAL		636,361	653,411	505,693	665,707	1.9%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF ASSESSOR/CHAIRMAN	GOLDEN, FRANK	2,115.38	109,999.76	109,999.76
BOARD MEMBER/ASSESSOR (PT)	FLYNN, MICHAEL	804.49	9,653.84	9,653.84
BOARD MEMBER/ASSESSOR (PT)	MULHERN, THOMAS	804.49	9,653.84	9,653.84
DIRECTOR OF COMMERCIAL ASSESSMENTS	MORALES, HERIBERTO	1,569.23	81,599.96	81,599.96
MANAGER OF RESIDENTIAL ASSESSMENTS	MATHEWS, DANIEL	1,500.58	78,030.16	78,030.16
SALES/PERSONAL PROPERTY ANALYST	D'AURIA, RUSSELL	1,300.50	67,626.00	67,626.00
ASSESSOR ANALYST	HOGAN, MICHAEL	1,300.50	67,626.00	67,626.00
ADMINISTRATIVE ASSISTANT	HALEY, CAROL	1,071.43	55,714.36	57,314.36
PRINCIPAL CLERK II	NUNZIATO, TERESA	896.81	46,634.12	48,234.12
SENIOR CLERK	VACANT	740.73	38,517.96	38,867.96

Grants Development

MISSION STATEMENT:

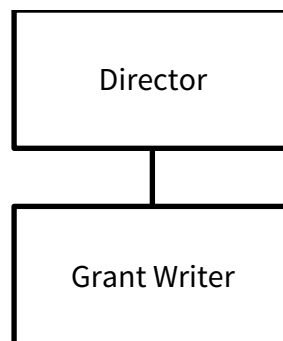
To assist City departments with the development, preparation, and submission of proposals to public and private funders. Grants Development provides a broad range of services at differing levels of intensity, in order to help departments of all sizes and resource levels obtain specialized funding. This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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	148,779	154,084	159,676	3.6%
Ordinary Maintenance	3,489	5,760	7,275	26.3%
General Fund Expenditures	152,269	159,844	166,951	4.4%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

Received over \$1.7 million from federal and state agencies to continue Housing's Lead Abatement Program and Health & Human Services' regional tobacco compliance program, the Six-City Tobacco Initiative.

- Awarded \$30,000 from the Mass. Dept. of Environmental Protection to establish a comprehensive district-wide School Recycling policy and program.
- Worked with 14 city departments and divisions, including Capital Projects, Shape Up Somerville, Fire, Office of Prevention, Housing, Economic Development, Sustainability & Environment, and Council on Aging, to assess funding opportunities and develop and submit over 30 proposals to secure \$6 million (projected) for new and existing city projects and programs.
- Secured \$61,000 from MassDevelopment for Somerville Arts Council to build out the Nibble Kitchen space at Bow Market, guaranteeing that the City's immigrant entrepreneurs will have a dedicated spot to develop culinary businesses in Union Square.
- Prepared renewals for Somerville Police's Dept. of Mental Health CIT-TTAC grant, resulting in a funding

Grants Development

increase for COHR from \$89,000 per year to \$256,000 for FY18 and \$298,000 for FY19.

- Obtained \$300,000 from the US Department of Environmental Protection for Economic Development to launch and conduct brownfields assessment activities in Inner Belt to help identify parcels that require remediation prior to redevelopment.
- Reviewed departmental publications, unrelated to specific grant submissions, for City staff; examples include the Housing Division's "Affirmatively Furthering Fair Housing" and Health & Human Services' "Wellbeing of Somerville 2017".
- Presented a workshop on the basics of proposal development and grant management to Economic Development staff; provided similar information to new staff in one-on-one meetings.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Grant Opportunities Researched and Analyzed	125	130	130	130	135
Awarded Success Rate	76%	76%	93%	75%	75-80%
Grant Dollars Received	\$3.9 million	\$5.4 million	\$17.4 million	\$6 million	\$6 million

GOALS REVIEW:

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

1 Monitor political and economic developments at local, state, and national levels to help municipal departments position themselves effectively within the current grant climate.	Ongoing
2 Work with Department Heads and Project Leads to determine if identified opportunities support the mayoral agenda and align with departmental goals and capabilities.	Ongoing

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

1 Serve as consultants to city departments for project analysis, grant writing, editing, budget development, attachment preparation, and submission assistance.	Ongoing
2 Assist city departments in reaching out to other departments, local non-profits, and community-based organizations to support the development of fundable projects.	Ongoing
3 Monitor grant preparation and submission processes to ensure that all grant components meet funder requirements.	Ongoing

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

1 Maintain a database to record the City's grant submissions and track funding outcomes for all departments.	Ongoing
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Grants Development

- 2 Assess the contents of hard-copy grant files, prepare and archive older grant records, and review retention and storage policies to minimize paper consumption and utilize staff time more efficiently.

Updated for FY19

BUDGET:

GRANTS DEVELOPMENT		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	146,281	149,208	120,640	152,570	
515006	HOLIDAYS NON-UNION	842	581	574	-	
519104	SALARY STIPEND	1,656	4,295	3,579	7,106	
GRANTS DEV PERSONAL SERVICES		148,779	154,084	124,794	159,676	3.6%
530000	PROF & TECHNICAL SVC	995	1,000	995	1,000	
530008	EMPLOYEE TRAINING COURSES	486	800	-	1,500	
542000	OFFICE SUPPLIES	284	1,000	206	750	
542001	PRINTING & STATIONERY	-	120	-	125	
542004	COMPUTER SUPPLIES	-	440	-	400	
542006	OFFICE FURNITURE NOT CAP	-	-	785	-	
558004	MAGAZINES/SUBSCRIPTS/PUB	1,724	2,000	429	2,000	
572000	OUT OF STATE TRAVEL	-	400	-	1,500	
GRANTS DEV ORDINARY MAINT		3,489	5,760	2,415	7,275	26.3%
GRANTS DEV TOTAL		152,269	159,844	127,209	166,951	4.4%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF GRANTS DEVELOPMENT	HARTKE, KATE	1,665.28	86,594.56	86,594.56
GRANT WRITER (PT)	HAAS, LAURA	1,268.75	65,975.00	73,080.54

MISSION STATEMENT:

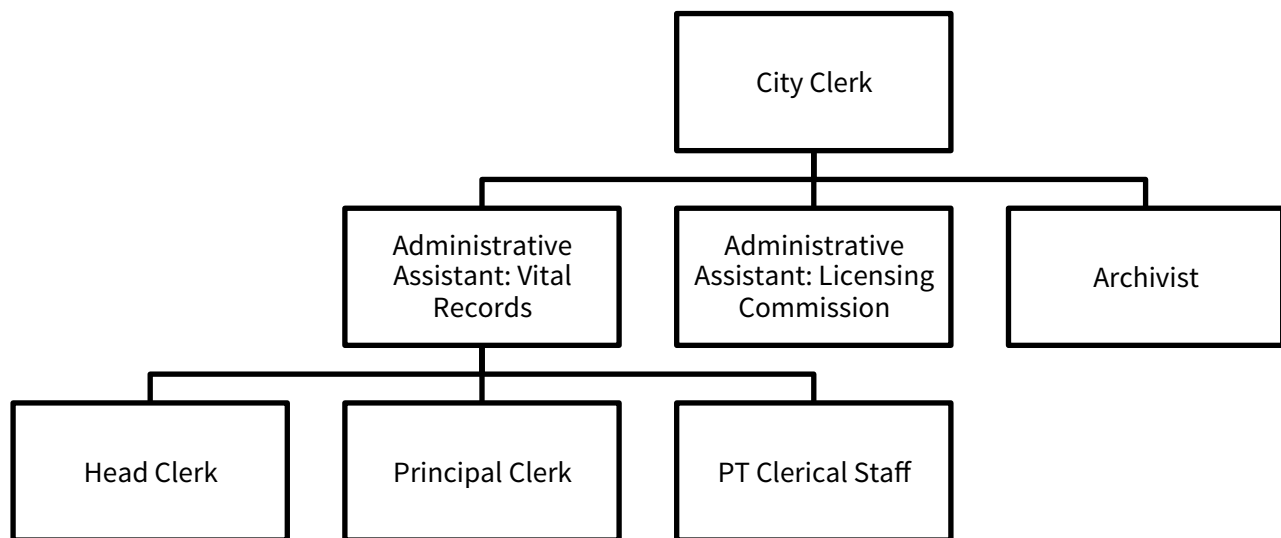
To record, maintain, and certify municipal records, including resident vital statistics, business licenses and permits, and legislative acts. We provide technical assistance to individuals and businesses, and professional support to public officials. We also provide professional and clerical support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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	427,585	449,775	462,059	2.7%
Ordinary Maintenance	124,157	169,737	165,328	-2.6%
General Fund Expenditures	551,742	619,512	627,387	1.3%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

- The City Clerk's Office successfully launched its online CitizenServe Business Licensing module for Licensing Commission licenses. All restaurant, package store, and other Licensing Commission licenses citywide are now processed and renewed online. This gives all City staff with access to CitizenServe the ability to check the status of licenses, and electronically review and approve applications. It offers businesses the convenience of online applications, renewals, and payments. Now, for the first time, all licenses issued through the City Clerk's Office can be applied for online and processed electronically. 🌿
- The City Clerk's Archivist provided support to the City's 175th anniversary celebration, creating physical and digital historical displays, and conducting oral history workshops.
- The City Clerk's Office organized and institutionalized training for all Board and Commission liaisons in conjunction with the City Solicitor's Office, ensuring compliance with relevant state laws and offering training and tips to promote more effective and efficient Boards and Commission meetings Citywide.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Vital records requests	4,813	4,542	5,276	5,080	5,080
Board of Aldermen Licenses	467	499	421	420	415
Licensing Commission Licenses	472	598	492	274	287
Archived records (in cubic feet)	3,300	4,600	6,160	7,000	7,500

GRANT SUMMARY:

GRANT NAME	GRANTING AGENCY	AMOUNT
City of Somerville Archives: Preservation & Access of Election Records	Somerville Community Preservation Committee	\$85,100

GOALS REVIEW:

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

1	Allow dog owners to license and re-license their dogs online.	Underway, Completion in FY19
2	Create an online portal to pay or appeal noncriminal tickets online.	New for FY19

2. Provide consistent administrative support for municipal government.

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

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

1	Preserve and publish all City board and commission minutes online.	New for FY19
2	Process and digitize appropriate permanent records, and roll out mechanisms to properly archive the City's born-digital records.	Ongoing

BUDGET:

CITY CLERK	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	401,579	418,185	335,756	426,760	
512000 SALARIES & WAGES TEMPOR'Y	16,244	20,930	15,375	26,128	
513000 OVERTIME	1,883	2,500	462	2,571	
514006 LONGEVITY	4,300	4,800	2,150	4,850	
515006 HOLIDAYS NON-UNION	649	633	782	-	
515011 HOLIDAYS - S.M.E.A.	1,180	977	973	-	
519004 UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	

CITY CLERK	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
CITY CLERK PERSONAL SERVICES	427,585	449,775	357,248	462,059	2.7%
524007 R&M - OFFICE EQUIPMENT	339	1,100	-	900	
524033 R&M - SOFTWARE	21,548	25,540	10,150	27,052	
524034 R&M - SERVICE CONTRACTS	464	680	301	1,570	
527013 RENTAL - STORAGE SPACE	9,152	10,400	4,903	9,601	
527018 POSTAGE MACHINE RENTAL	9,256	9,400	4,923	9,320	
527019 RENTAL-WATER COOLER	111	240	123	240	
530000 PROF & TECHNCAL SVC	4,999	7,500	5,493	7,600	
530011 ADVERTISING	560	750	944	1,170	
534003 POSTAGE	41,872	65,952	49,700	61,246	
542000 OFFICE SUPPLIES	8,237	11,100	4,558	11,500	
542001 PRINTING & STATIONERY	2,931	4,000	2,928	4,000	
542005 OFFICE EQUIPMENT NOT CAP	4,256	8,000	1,613	8,000	
542006 OFFICE FURNITURE NOT CAP	3,304	-	-	-	
542008 BOOKS & BOOKBINDING	11,027	15,425	7,464	14,825	
558012 BADGES, EMBLEMS, TROPHIES	2,795	3,000	3,450	3,000	
571001 IN STATE CONFERENCES	-	600	-	800	
572001 OUT OF STATE CONFERENCES	-	-	266	-	
573000 DUES AND MEMBERSHIPS	475	750	410	750	
574000 INSURANCE PREMIUMS	268	300	268	300	
578001 CREDIT CARD CONV FEE	2,565	5,000	1,304	3,454	
CITY CLERK ORDINARY MAINT	124,157	169,737	98,796	165,328	-2.6%
CITY CLERK TOTAL	551,742	619,512	456,044	627,387	1.3%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CITY CLERK	LONG, JOHN J	2,040.78	106,120.56	106,120.56
ARCHIVIST	DIXSON, NADIA	1,248.96	64,945.92	64,945.92
ADMN ASST	PAGLIARO, JENNEEN	1,071.43	55,714.36	57,664.36
ADMN ASST	BATZEK, LORI	1,071.43	55,714.36	57,664.36
HEAD CLERK	PIWINSKI, PEGGY	980.69	50,995.88	51,945.88
PRINCIPAL CLERK II	RILEY, DAN	896.81	46,634.12	47,534.12
PRINCIPAL CLERK II	LANDRY, THERESA	896.81	46,634.12	47,484.12

Licensing Commission

MISSION STATEMENT:

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

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

BUDGET:

LICENSING COMMISSION	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	9,000	11,310	6,510	11,628	
LIC COMM PERSONAL SERV	9,000	11,310	6,510	11,628	2.8%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHAIRMAN	UPTON, ANDREW	333.00	3,996.00	3,996.00
COMMISSIONER	VACANT	318.00	3,816.00	3,816.00
COMMISSIONER	MCKENNA, JOHN	318.00	3,816.00	3,816.00

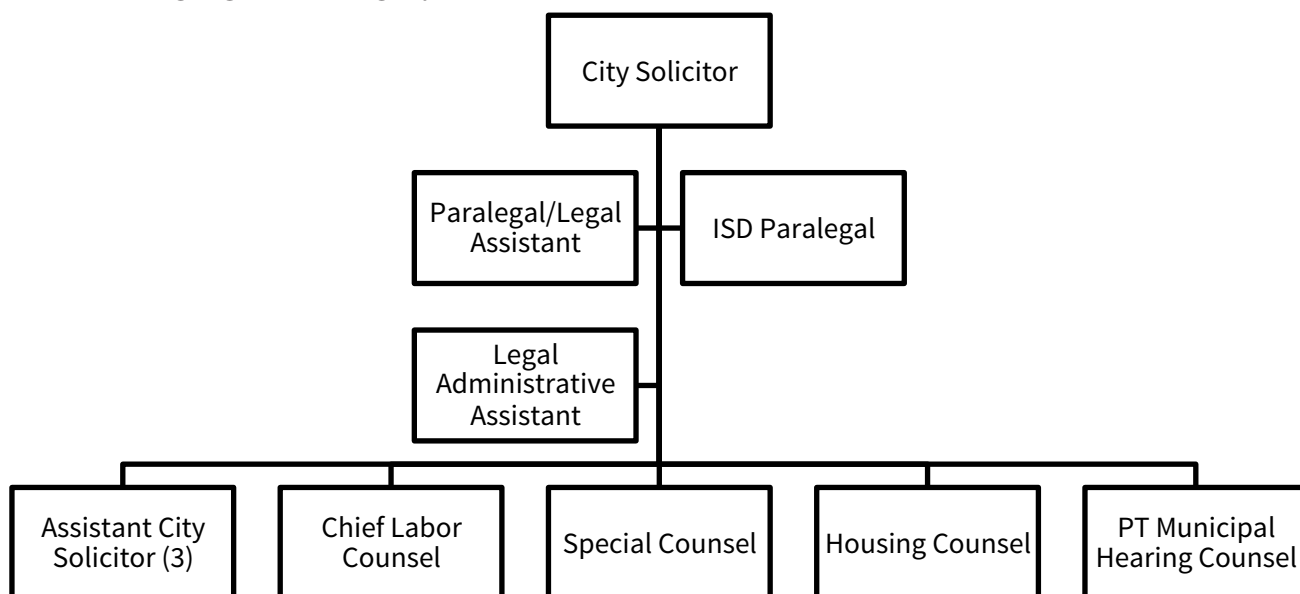
MISSION STATEMENT:

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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	667,774	799,499	824,715	3.2%
Ordinary Maintenance	563,575	180,975	180,975	0.0%
General Fund Expenditures	1,231,349	980,474	1,005,690	2.6%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:**FY18 ACCOMPLISHMENTS:**

- Reviewed 513 contracts to date.
- Received 254 public records request to date.
- Participating in 75 pending lawsuits, including 31 new lawsuits in FY 18, to date.
- Received 116 new claims to date, with 175 pending claims in total.
- Worked with Board of Aldermen and Somerville Retirement Board to allow divestment of fossil fuel industry investments.
- Collaborated with various City departments on the GLX Interconnection Agreement – allowing City to interconnect with the GLX project drainage system.
- Drafted the ArtFarm Greenhouse & World Crops Agreement, with Groundwork Somerville.
- Initiated filing of cases at newly enabled Eastern Division of the Housing Court.
- Assisted with drafting and passage of the Transfer Tax Home Rule Petition.

Law

- Assisted with drafting a connection-based Inflow/Infiltration Fee on new development.

GOALS REVIEW:

1. Assist with the Union Square revitalization and development.

1	Coordinate with GLX team on construction progress.	Ongoing
2	Continue to work with MBTA on Green Line extension.	Ongoing

2. Support defense of sanctuary city status and immigrant resident rights.

1	Join other municipal counsel in signing amici briefs challenging Executive Order(s).	Ongoing
2	Continue to join other Sanctuary Cities in support of DACA and opposing efforts to require municipalities to assist ICE with detainers and administrative warrants.	Ongoing

3. Assist with labor-related matters.

1	Assist the Personnel Director and other department heads and managers on a variety of matters including appointments, promotions, collective bargaining agreement negotiation and interpretation, and disciplinary matters.	Ongoing
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6. Assist the administration and BOA in the development of new policies and ordinances.

1	Implement Short Term Rental Ordinance and protocols.	Ongoing
2	Establish Community Land Trust guidelines and practices.	Ongoing
3	Finalize revisions to Condominium Conversion Review ordinance.	Ongoing
4	Assist in the implementation of retail sale of so-called recreational marijuana.	Ongoing

BUDGET:

LAW	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	653,549	783,328	632,977	813,011	
511002 SALARIES - MONTHLY	10,328	11,704	9,753	11,704	
514006 LONGEVITY	-	1,400	-	-	
515006 HOLIDAYS NON-UNION	3,897	2,757	3,014	-	
515011 HOLIDAYS - S.M.E.A.	-	310	-	-	
LAW PERSONAL SERVICES	667,774	799,499	645,744	824,715	3.2%
524007 R&M - OFFICE EQUIPMENT	439	800	-	800	
524034 R&M - SERVICE CONTRACTS	-	-	870	-	
527019 RENTAL-WATER COOLER	377	700	75	700	

LAW		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
530000	PROF & TECHNCAL SVC	5,444	14,800	8,085	14,800	
530010	LEGAL SERVICES	531,786	125,000	307,065	125,000	
530024	TUITION	1,240	-	-	-	
534003	POSTAGE	24	400	30	400	
542000	OFFICE SUPPLIES	1,758	2,300	1,532	2,300	
542001	PRINTING & STATIONERY	300	400	595	400	
542002	PHOTOCOPYING	-	200	227	200	
542005	OFFICE EQUIPMENT NOT CAP	-	2,000	-	2,000	
542006	OFFICE FURNITURE NOT CAP	4,855	5,000	3,355	5,000	
542008	BOOKS & BOOKBINDING	9,797	19,375	4,156	13,375	
558002	ONLINE SUBSCRIPTION	-	-	2,702	6,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	668	500	439	500	
571000	IN STATE TRAVEL	1,450	4,000	1,248	4,000	
571001	IN STATE CONFERENCES	544	-	1,172	-	
573000	DUES AND MEMBERSHIPS	2,351	4,000	2,350	4,000	
578010	RECORDINGS	2,542	1,500	652	1,500	
LAW ORDINARY MAINTENANCE		563,575	180,975	334,552	180,975	0.0%
LAW TOTAL		1,231,349	980,474	980,296	1,005,690	2.6%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CITY SOLICITOR	WRIGHT, JR., FRANCIS X.	2,914.24	151,540.48	151,540.48
ASSISTANT CITY SOLICITOR	SHAPIRO, DAVID	2,244.86	116,732.72	116,732.72
CHIEF LABOR COUNSEL	MCKENZIE, JULIE	2,040.78	106,120.56	106,120.56
ASSISTANT CITY SOLICITOR	GROSSFIELD, JASON	2,040.78	106,120.56	106,120.56
ASSISTANT CITY SOLICITOR	PHILLIPS, SHANNON	2,040.78	106,120.56	106,120.56
SPECIAL COUNSEL	MCGETTIGAN, EILEEN	2,081.60	108,243.20	27,060.80
PARALEGAL/LEGAL ASSISTANT	TKACZUK, SUSAN M.	951.55	49,480.60	49,480.60
LEGAL ADMINISTRATIVE ASSISTANT	SPEZZAFERO, KIM	1,299.42	67,569.84	67,569.84
ISD PARALEGAL	ZAINO, MATTHEW	1,248.96	64,945.92	64,945.92
PROGRAM MANAGER / HOUSING	DONATO, KELLY	1,665.28	86,594.56	17,318.91
MUNICIPAL HEARING OFFICER	ROCHE, WILLIAM	975.26	11,703.16	11,703.16

OSPCD: Administration

MISSION STATEMENT:

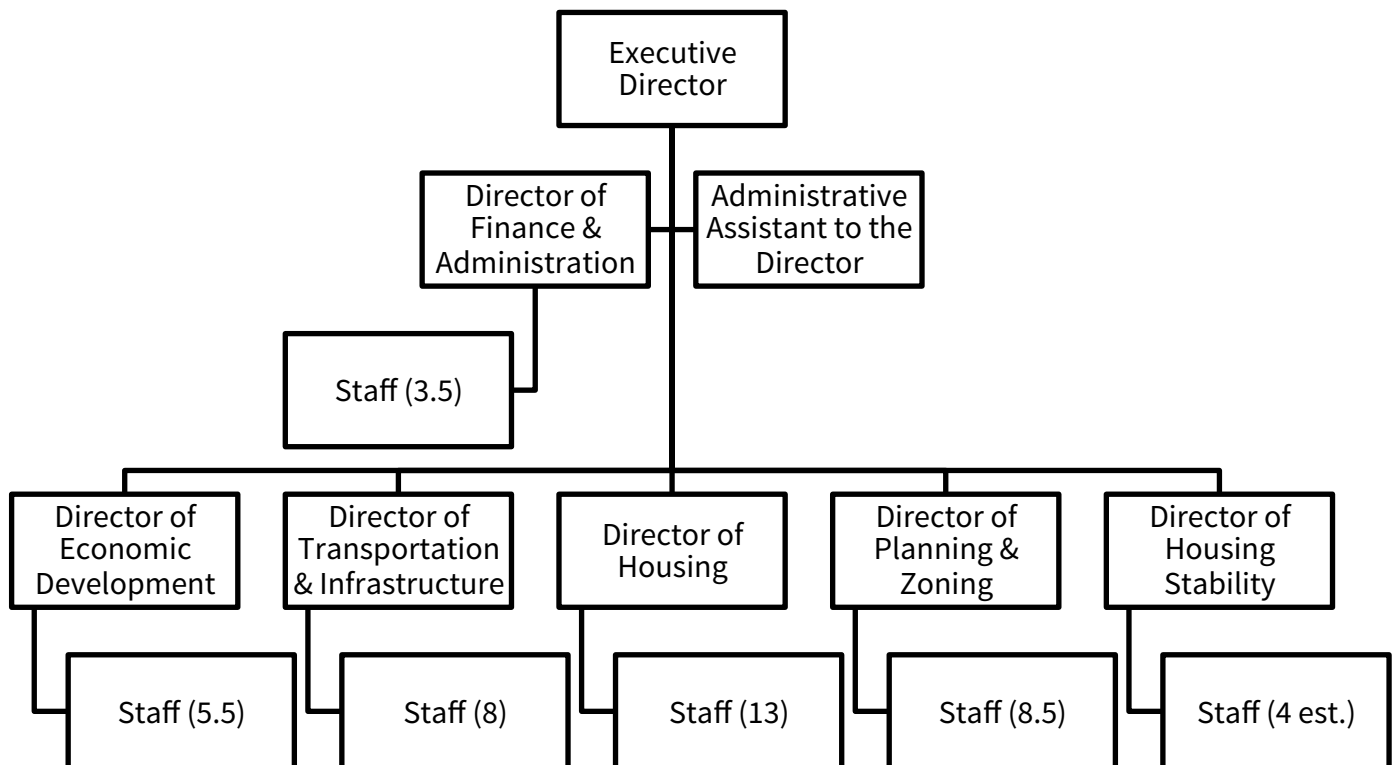
The Mayor's Office of Strategic Planning and Community Development (OSPCD) is committed to making Somerville an even more exceptional place to live, work, play and raise a family by implementing the goals, policies, and actions of the SomerVision comprehensive plan. OSPCD seeks to enhance low and moderate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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	315,829	383,557	385,443	0.5%
Ordinary Maintenance	13,344	23,550	24,800	5.3%
General Fund Expenditures	329,173	407,107	410,243	0.8%

CHANGES BETWEEN FY18 & FY19:

- Personal Services General Fund allocations are affected by adjustments to CDBG funding levels.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:



OSPCD: Administration

GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Community Development Block Grant	US Department of Housing & Urban Development	\$2,472,527
Emergency Solutions Grant	US Department of Housing & Urban Development	\$202,461 (est)

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Number of grants administered	5	8	9	13	13

GOALS REVIEW:

1. Administer HUD-based grant programs.

1	Hold annual RFP process to select Public Service Grant recipients.	Ongoing & Annual
2	Submit HUD Annual Action Plan.	Ongoing & Annual
3	Submit annual CAPER.	Ongoing & Annual
4	Submit HUD 5-Year Consolidated Plan and Annual Action Plan.	New for FY19

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

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

OSPCD: ADMINISTRATION	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	313,610	382,087	295,641	382,943	
512000 SALARIES & WAGES TEMPOR'Y	-	-	-	2,500	
515006 HOLIDAYS NON-UNION	2,219	1,470	942	-	
OSPCD-ADMIN PERSONAL SERVICES	315,829	383,557	296,583	385,443	0.5%
524034 R&M - SERVICE CONTRACTS	-	2,000	2,962	2,750	
530000 PROF & TECHNICAL SVC	7,956	18,550	11,294	16,050	
530011 ADVERTISING	1,013	1,250	243	1,250	
534003 POSTAGE	864	500	-	500	
538010 ADMINISTRATION COSTS	1,100	-	800	-	
542000 OFFICE SUPPLIES	901	1,000	41	2,000	
542001 PRINTING & STATIONERY	-	-	1,107	-	
542006 OFFICE FURNITURE NOT CAP	-	-	-	1,500	
571000 IN STATE TRAVEL	40	-	-	-	
571001 IN STATE CONFERENCES	-	-	-	250	
572000 OUT OF STATE TRAVEL	921	-	-	-	

OSPCD: Administration

OSPCD: ADMINISTRATION	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
572001 OUT OF STATE CONFERENCES	550	-	-	-	
573000 DUES AND MEMBERSHIPS	-	250	-	250	
578010 RECORDINGS	-	-	400	250	
OSPCD-ADMIN ORDINARY MAINT	13,344	23,550	16,847	24,800	5.3%
OSPCD-ADMIN TOTAL	329,173	407,107	313,430	410,243	0.8%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	GLAVIN, MICHAEL	2,914.24	151,540.48	136,386.43
DIRECTOR OF FINANCE & ADMIN	INACIO, ALAN	1,800.69	93,635.88	28,090.76
LEGAL COUNSEL	MCGETTIGAN, EILEEN	2,081.60	108,243.20	86,594.56
SENIOR ACCOUNTANT	MENGESTU, ZEWDITU	1,500.58	78,030.16	31,212.06
SENIOR ACCOUNTANT	CARVALHO, JENNIFER	1,530.59	79,590.68	39,795.34
PROGRAM COMPLIANCE OFFICER	TWOMEY, ELIZABETH	1,200.46	62,423.92	-
ADMIN ASST TO DIRECTOR	LYNCH, NANCY	1,300.50	67,626.00	60,863.40
PROGRAM SPECIALIST	SNYDER, PENNY	698.82	36,338.64	-

OSPCD: Planning & Zoning

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	767,952	848,420	867,677	2.3%
Ordinary Maintenance	249,804	302,338	295,350	-2.3%
General Fund Expenditures	1,017,756	1,150,758	1,163,027	1.1%

CHANGES BETWEEN FY18 & FY19:

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

FY18 ACCOMPLISHMENTS:

- Completed the Davis Square Neighborhood Plan draft for public comments.
- Issued a new draft of the zoning overhaul and started public review of this draft.
- Completed review of over 250 cases before Planning Board, Zoning Board and Historic Commission, including:
 - Two commercial buildings in Boynton Yards,
 - Hotel and housing at Assembly Edge in Assembly Square,
 - The Coordinated Development Special Permit (CDSP) for the D-block parcels in Union Square,
 - The new Somerville High School.
- Introduced updated demolition review ordinance to the Board of Aldermen.
- Continued successful historic preservation events.

GOALS REVIEW:

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

1	Maintain and improve SomerVision monitoring and reporting mechanism.	Ongoing
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2. Ensure that the Somerville Zoning Ordinance reflects the vision and goals of the Comprehensive Plan and clearly establishes the City's expectations for development.

1	Complete the review and hearing process for the Somerville Zoning Ordinance overhaul.	In Progress, expected completion in FY19
2	Implement the Zoning Ordinance overhaul.	New for FY19
3	Establish additional zoning amendments to implement neighborhood planning efforts.	As needed after Zoning Overhaul

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

1	Continue to serve the Planning Board, ZBA and Historic Preservation Commission with an orderly system that allows projects to be scheduled and advertised, allowing staff recommendations to be available to the public for comment as soon as projects are complete. Continue to post zoning reports, plans and decisions on the city website for easy review.	Ongoing
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OSPCD: Planning & Zoning

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| 2 Continue collaboration with ISD Zoning Review Planner to ensure efficient and timely review of zoning for all permits. | Ongoing |
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4. Apply the “Somerville by Design” neighborhood planning process to neighborhoods in need of a new physical design plan that can inform zoning and provide predictable outcomes based upon a physical design plan built through community consensus.

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|--|--|
| 1 Continue implementation of plans for Gilman Square, Lowell Street/Magoun Square, Union Square, Winter Hill and Davis Square. | Ongoing |
| 2 Complete a neighborhood plan for Brickbottom, in preparation for establishment of a future zoning amendment to permit additional development by the forthcoming Green Line station at Washington St. | New for FY19 |
| 3 Undertake a major planning effort in conjunction with the Economic Development Department to examine the highest and best uses for balance of the Assembly Square Urban Renewal Area. | Subject to additional appropriations in FY19 |

5. Promote and protect the historic elements of Somerville.

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|---|--------------|
| 1 Provide support to the Somerville Historic Preservation Commission. | Ongoing |
| 2 Administer historic events, including Patriots’ Day and walking tours. | Ongoing |
| 3 Continue efforts to preserve Milk Row Cemetery through CPA and MHC funding. | Ongoing |
| 4 Pursue updates to the demolition review ordinance. | In Progress |
| 5 Develop an expanded historic district within the Union Square area. | New for FY19 |

BUDGET:

OSPCD: PLANNING & ZONING		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	693,549	766,722	605,953	783,928	
511002	SALARIES - MONTHLY	70,176	78,749	65,764	78,749	
512000	SALARIES & WAGES TEMPOR'Y				5,000	
515006	HOLIDAYS NON-UNION	4,227	2,949	2,949	-	
OSPCD-PLANNING PERSONAL SVC		767,952	848,420	674,665	867,677	2.3%
527001	RENTAL - BUILDINGS	500	-	700	-	
530000	PROF & TECHNICAL SVC	204,179	275,500	64,717	270,000	
530011	ADVERTISING	1,831	2,210	208	2,500	
530028	SOFTWARE SERVICES	905	1,000	240	3,000	
534003	POSTAGE	-	400	-	400	
540000	SUPPLIES	207	-	-	-	
542000	OFFICE SUPPLIES	4,166	2,000	1,079	2,250	
542001	PRINTING & STATIONERY	8,448	2,200	1,865	2,700	
542005	OFFICE EQUIPMENT NOT CAP	(83)	-	-	-	
542006	OFFICE FURNITURE NOT CAP	9,855	8,000	1,797	3,000	

OSPCD: Planning & Zoning

OSPCD: PLANNING & ZONING		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
542008	BOOKS & BOOKBINDING	1,109	500	4,212	-	
549000	FOOD SUPPLIES & REFRESHMT	282	-	103	-	
558002	ONLINE SUBSCRIPTION	4,007	1,500	5,023	2,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	-	28	-	-	
558019	PROMOTIONAL MATERIALS	259	-	-	-	
571000	IN STATE TRAVEL	384	-	118	-	
571001	IN STATE CONFERENCES	1,216	500	685	500	
572000	OUT OF STATE TRAVEL	7,228	5,000	4,568	5,000	
572001	OUT OF STATE CONFERENCES	3,510	2,000	3,798	2,000	
573000	DUES AND MEMBERSHIPS	1,651	1,500	875	2,000	
578010	RECORDINGS	150	-	-	-	
OSPCD-PLANNING ORDINARY MAINT		249,804	302,338	89,987	295,350	-2.3%
OSPCD-PLANNING TOTAL		1,017,756	1,150,758	764,653	1,163,027	1.1%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF PLANNING & ZONING	PROAKIS, GEORGE	2,081.60	108,243.20	108,243.20
SENIOR PLANNER	LEWIS, SARAH ANN	1,734.67	90,202.84	90,202.84
SENIOR PLANNER - ZONING	BARTMAN, DANIEL	1,734.67	90,202.84	90,202.84
SENIOR PLANNER - STATION AREA	MELISSA WOODS	1,734.67	90,202.84	90,202.84
DIRECTOR OF HISTORIC PRESERVATION (PT)	WILSON, BRANDON	1,149.13	59,754.76	59,754.76
PLANNER HISTORIC PRESERVATION	CHASE, KRISTI	1,500.58	78,030.16	78,030.16
PLANNER	MELLO, ALEXANDER	1,471.15	76,499.80	76,499.80
PLANNER - PLANNING & HISTORIC PRESERVATION	WHITE, SARAH	1,530.59	79,590.68	79,590.68
COMMUNITY OUTREACH COORDINATOR	NASCIMENTO, VICTOR	1,176.92	61,199.84	61,199.84
ADMINISTRATIVE ASSISTANT	VACANT	961.54	50,000.08	50,000.08
BOARD MEMBER PLANNING / CHAIR	PRIOR, KEVIN	518.69	6,224.28	6,224.28
BOARD MEMBER PLANNING	KELLY GAY, DOROTHY	495.33	5,943.96	5,943.96
BOARD MEMBER PLANNING	COOPER, REBECCA LYNN	495.33	5,943.96	5,943.96
BOARD MEMBER PLANNING	FAVALARO, JOSEPH	495.33	5,943.96	5,943.96
BOARD MEMBER PLANNING	CAPUANO, MICHAEL	495.33	5,943.96	5,943.96
BOARD MEMBER PLANNING	AMARAL, GERARD	233.65	2,803.80	2,803.80
BOARD MEMBER PLANNING MPO REP	BENT, THOMAS	833.33	9,999.96	9,999.96
BOARD MEMBER ZBA / CHAIR	FONTANO, ORSOLA	518.69	6,224.28	6,224.28
BOARD MEMBER ZBA	SAFDIE, JOSH	495.33	5,943.96	5,943.96

OSPCD: Planning & Zoning

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
BOARD MEMBER ZBA	SEVERINO, ELAINE	495.33	5,943.96	5,943.96
BOARD MEMBER ZBA	EVANS, DANIELLE	495.33	5,943.96	5,943.96
BOARD MEMBER ZBA	ROSSETTI, RICHARD	495.33	5,943.96	5,943.96
ASSOC BOARD MEMBER ZBA	BROCKELMAN, CYNTHIA	247.67	2,972.04	2,972.04
ASSOC BOARD MEMBER ZBA	PHALTANKAR, POOJA	247.67	2,972.04	2,972.04

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	443,801	500,532	512,408	2.4%
Ordinary Maintenance	15,844	54,450	73,900	35.7%
General Fund Expenditures	459,645	554,982	586,308	5.6%

CHANGES BETWEEN FY18 & FY19:

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

GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
HUD Lead Hazard Reduction Demonstration Grant	U.S. Department of Housing and Urban Development (HUD)	New \$1,703,572.00 grant awarded in August 2017
Continuum of Care	HUD	\$1,921,026
HOME Program	HUD	\$541,004
Community Initiative Grant (CY 2018)	National Grid	\$32,526
Unaccompanied Youth Count	Massachusetts Department of Housing and Community Development (DHCD)	\$5,000

FY18 ACCOMPLISHMENTS:

FY18 Goal 1 was to “Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units.” Specific metrics under this goal and progress toward them include:

- Build on FY18 acquisition of multifamily property by expanding to larger multifamily properties: Significant progress was made in meeting this goal. OSPCD Housing and the Somerville Affordable Housing Trust (SAHT) funded SCC’s acquisition of a 16-unit multifamily property, expanding on the prior year’s acquisition of a 5-unit multifamily property. For the year, the Housing Division and SAHT funded acquisition of 25 units under 100 Homes, bringing the total acquired under the initiative to 45 over 30 months of program operation.
- Support Clarendon Hill public housing reconstruction, including goals identified by Clarendon Residents United (CRU) tenants’ organization: The City has worked with CRU, SHA, and its selected development team to implement the goal of redeveloping Clarendon Hill. A funding conditions letter, which would accompany a request for selected BOA approvals needed for the project, is in draft form and is expected to be considered in late May.
- Preserve and expand safe and environmentally sound...units by pursuing collaboration with Somerville’s other energy utility (Eversource) to replicate successful effort with National Grid; OSPCD-Housing staff fostered connections with Eversource in two areas. Staff worked with the Eversource Community Relations Program to arrange participation in a Residential Energy Assistance Resource Fair in July 2017. The Fair was organized and promoted by OSPCD-Housing staff and featured information about energy assistance programs available to Somerville residents, including fuel assistance, discounted bills, payment plans, and income-eligible adders available through Mass Save®. OSPCD-Housing staff also cultivated a collaborative relationship with Eversource’s Energy Efficiency consultant team. Eversource personnel that Housing staff worked with served a critical role in responding to Somerville resident

OSPCD: Housing

inquiries and concerns regarding the Mass Save® program. 

FY18 Goal 2 was to, “promote mixed-use, mixed-income transit-oriented development to provide new housing and employment options.” Work under the identified objective, to “identify use for Challenge Grant funds for acquisition, once funds recycle back from 163 Glen Street” is ongoing, with construction of homeownership units at 163 Glen Street expected to occur in FY19.


FY18 Goal 3 to, “mitigate displacement of low and moderate income residents by retaining existing affordable housing stock and by policies that allow residents to remain in Somerville...”, included 3 specific objectives. (The updates below are condensed to two points, as last year’s second and third objectives both related to inclusionary issues pertaining to zoning overhaul work.)

- Implement Universal waitlist for affordable rental opportunities; Universal waitlist implementation is pending conclusion of work to process and reconcile SNWG recommendations on waitlist preferences and priorities. That work is being resumed with the start in June of a post-graduate intern hired specifically for this work. Capacity to pursue sooner than that was affected by other deadline driven mandates in 2017-2018, including HUD Affirmatively Further Fair Housing submittal and Millbrook Lofts conversion proposal.
- Implement changes to inclusionary zoning, as determined by the zoning work being conducted by the Planning Division. The most significant change in this area occurred in May 2016, when the BOA adopted changes that include a 20% inclusionary zoning requirement for projects 18 units and above in size. Other work is ongoing, in conjunction with zoning overhaul efforts that are in progress.

Milestones reached under the Mayor’s Sustainable Neighborhoods Initiative (SNI) and/or 2018 Housing Initiatives include:

- Real Estate Transfer Charge: A task force formed in 2016 considered issues associated with such a fee, including financial impacts. On May 24th the BOA unanimously passed a Home Rule Petition seeking state legislative authorization to enact a transfer fee on the local level. If approved, the Board would then consider passage of a local ordinance establishing such a fee.
- Condominium Conversion Ordinance: Follow-up on this item is in progress. The Administration has recommended updates to the existing conversion ordinance, in order to enhance tenant protections. A draft updated ordinance was transmitted for BOA consideration on March 22nd, 2018.
- Linkage Fee: A nexus study completed in September 2017 concluded that an increase in housing linkage fees would not deter development or investment in Somerville. The BOA subsequently voted in December, 2017 to increase the fee from \$5.15/square feet to \$10/square feet (to be triggered at 30,000 square feet).
- Housing Land Trust: The Community Land Trust Working Group launched in May 2018, with a first meeting held May 30th. The Working Group is exploring land trust models and researching related issues in anticipation of submitting recommendations on creation of a land trust in Somerville by the end of 2018.
- Office of Housing Stability: Upon BOA approval of a funding request submitted in January 2018, the City undertook and has completed the hiring process for a Director of a newly established Office of Housing Stability (OHS).
- Metro-Mayor’s Regional Housing Task Force: This Task Force was established in January 2018 and consists of representatives from 14 local municipalities, with Mayor Curtatone serving as Chair. The Task Force is examining housing issues on a regional scale and will set a unit-production target for the region, rather than for individual municipalities. The Task Force, working in conjunction with Metropolitan Area Planning Council (MAPC), seeks to identify that target number by June 2018 and will continue to research various tools municipalities can utilize to help meet its target.

Miscellaneous other programmatic accomplishments and milestones include:

- **Managing Inclusionary Housing Program:** Thirty-one (31) new affordable units were created through Inclusionary Housing requirements (30 rental and 1 homeownership). Additionally, 3 previously created affordable units were resold to new eligible first-time homebuyers, and 1 affordable rental unit was re-rented to an eligible household. Inclusionary Housing staff served 493 households through information sessions and individual meetings prior to the lottery for 56 inclusionary rental units being created at Montaje in Assembly Row; 28 remaining units at Montaje are expected to be completed and occupied shortly after the close of FY18. Staff counseled 206 households on a homeownership opportunity involving two (2) affordable units at 70 Prospect St., those units also expected to close soon after June 30, 2018.
- **Housing Rehabilitation and Heat System Replacement:** Participation in the City's Rehabilitation and Heat Replacement programs continued the increase seen in FY17. Eight (8) units currently in or entering construction are expected to be complete by June 30th, 2018. Three (3) households have been certified as income-eligible and are moving toward construction starts. And fifteen (15) additional units are in the process of being certified, for a total of 26 units completed or qualified for the Rehab program in FY2018. Three (3) units have had heating systems replaced, and three (3) other properties are in the process of being qualified for Heat System Replacement.
- **Energy Efficiency and Alternative Energy.** Selected highlights of Housing Division energy-related work include: 

National Grid Community Initiative: In the first half of FY18 for which data is available 1,113 inquiries were fielded, 443 assessments completed or scheduled, 58 air sealing jobs completed, 89 insulation jobs completed, 47 heating systems replaced, and 71 wireless thermostats installed through the Mass Save program – all serving to reduce energy use, greenhouse gas, and resident heating and cooling costs. As a result, Somerville earned a Shining Community Award and \$27,541.37 in grant funding from National Grid for future energy programs.

Carbon Neutral Cities Alliance (CNCA) Regional Renewable Heating and Cooling System Program (HeatSmart CoolSmart Somerville): CNCA sponsored this limited-time group-buy program to educate residents and encourage adoption of cold-climate air source heat pumps. Work during FY18 produced 246 site visits, 213 resident sign-ups, 59 contracts signed with participating installers, and two projects utilizing the City's income-eligible housing rehab program. The grant was secured and implemented through a collaboration of the Office of Sustainability and Environment and OSPCD Housing Division.

U.S. Department of Energy SolSmart Initiative: The City of Somerville earned the highest designation available under SolSmart, a national designation and technical assistance program aimed at lowering the soft-costs of going solar. Somerville is the first community in Massachusetts to earn Gold designation.

- **Homelessness Prevention:** Nine (9) households at risk of homelessness were stabilized through Tenant Based Rental Assistance provided by Housing Division to the Somerville Homeless Coalition's PASS Program (Prevention and Stabilization Services).
- **Middle Income Housing:** Housing Division staff is working with MAPC on follow-on technical assistance secured to expand on an initial study of middle-income housing issues. Phase 1 work had confirmed the need for increased support for middle-income earners. Under 2018 Phase 2 work, MAPC is to identify new resources and policies Somerville can utilize to promote middle-income housing.

OSPCD: Housing

GOALS REVIEW:

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

1	Preserve and expand: “affordable...rental and homeownership units”	Ongoing (updated for FY19): Further build on acquisitions of multifamily properties by expanding to (still) larger multifamily properties for acquisition by partner organization.
2	Preserve and expand: “[a] mix of...units for households of all sizes and types from diverse social and economic groups”	Ongoing (updated): Commit funding to support redevelopment of SHA reconstruction of Clarendon Hill public housing, consistent with goals identified by Clarendon Residents United tenants’ organization.
3	Preserve and expand: “safe and environmentally sound...rental and homeownership units”	New for FY19: Implement HUD grant secured in 2017. Ongoing: Rehab and Heat System Replacement – Build on pipeline pace by having 30 projects in the system, encompassing income review, budget and spec preparation, and construction. Continue collaboration with City’s other energy utility (Eversource) to replicate efforts w/ National Grid.

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

1	Identify use for Challenge Grant funds for acquisition, once funds recycle back from 163 Glen Street.	Ongoing
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3. Mitigate displacement of low and moderate income residents by retaining existing affordable housing stock and by policies that allow residents to remain in Somerville in the face of a changing city.

1	Implement universal waitlist for affordable rental opportunities.	Ongoing
2	Implement changes to inclusionary zoning as determined by the zoning work being conducted by the Planning Division.	Ongoing

BUDGET:

OSPCD: HOUSING		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	425,179	479,428	365,274	493,148	
511002	SALARIES - MONTHLY	15,300	19,260	15,096	19,260	
515006	HOLIDAYS NON-UNION	3,322	1,844	1,559	-	
OSPCD-HOUSING PERSONAL SVC		443,801	500,532	381,929	512,408	2.4%
530000	PROF & TECHNICAL SVC	11,840	50,000	3,000	65,000	
530011	ADVERTISING	-	250	111	500	
530023	STAFF DEVELOPMENT	769	1,000	99	1,000	
534003	POSTAGE	87	100	-	250	
542000	OFFICE SUPPLIES	-	2,000	64	2,500	
542001	PRINTING & STATIONERY	381	-	170	-	
542006	OFFICE FURNITURE NOT CAP	2,370	-	-	3,000	
549000	FOOD SUPPLIES & REFRESHMT	97	200	111	500	
571000	IN STATE TRAVEL	-	-	-	250	
573000	DUES AND MEMBERSHIPS	300	900	300	900	
OSPCD-HOUSING ORDINARY MAINT		15,844	54,450	3,855	73,900	35.7%
OSPCD-HOUSING TOTAL		459,645	554,982	385,783	586,308	5.6%

OSPCD: Housing

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF HOUSING	FELONEY, MICHAEL	2,000.77	104,040.04	93,636.04
ASSISTANT DIRECTOR OF HOUSING & HOUSING COUNSEL	DONATO, KELLY	1,665.28	86,594.56	43,297.28
HOUSING GRANTS MANAGER	PERSOFF, EVELYN	1,530.59	79,590.68	47,754.41
HOUSING PROGRAMS MANAGER	KOTY, RUSSELL	1,500.58	78,030.00	19,507.50
REHAB PROGRAM MANAGER	JOYCE, KENNETH	1,325.41	68,921.32	-
HOUSING COORDINATOR	ANDREWS, CHRISTINE	1,248.96	64,945.92	32,472.96
HOUSING COMPLIANCE COORDINATOR	VACANT	1,153.85	60,000.20	54,000.18
HOUSING PROGRAM COORDINATOR	BURBRIDGE, HEIDI	1,176.92	61,199.84	55,079.86
SUSTAINABLE NEIGHBORHOODS COORDINATOR	CARRILLO, HANNAH	1,176.92	61,199.84	61,199.84
INCLUSIONARY HOUSING	PALANCO-CABADAS, ITHZEL	1,176.92	61,199.84	61,199.84
LEAD PROGRAM COORDINATOR	CARRINGTON, GERRY	1,248.96	64,945.92	-
PROGRAM SPECIALIST	BUENO, ANDRES	961.54	50,000.08	25,000.04
PROGRAM SPECIALIST	GASPARD, BRYANT	961.54	50,000.08	-
BOARD MEMBER	MEDEIROS, WILLIAM	318.00	3,816.00	3,816.00
BOARD MEMBER	SMITHERS, MARLENE	318.00	3,816.00	3,816.00
BOARD MEMBER	MALTZMAN, DANIEL	318.00	3,816.00	3,816.00
BOARD MEMBER/ CHAIR	ZASLOFF, ZACHARY	333.00	3,996.00	3,996.00
BOARD MEMBER	SILVA, VICTOR	318.00	3,816.00	3,816.00

OSPCD: Housing Stability

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	-	-	224,000	NEW
Ordinary Maintenance	-	-	10,000	NEW
General Fund Expenditures	-	-	234,000	NEW

CHANGES BETWEEN FY18 & FY19:

- The Office of Housing Stability is a new division of OSPCD in FY19.

GOALS REVIEW:

The overall goal of the Office of Housing Stability is to create a one-stop shop for residents, offering a combination of preventive, protective, and proactive services ranging from eviction prevention to tenant rights and housing acquisition. The Director of OHS will be responsible for the development of a comprehensive “business plan” for the office that will identify the specific strategies, inter-departmental and external partnerships, staffing responsibilities, resource needs, and measurable short and long term goals and objectives for the office. The focus areas will include but are not limited to:

- Providing an open door to answer questions and provide information and support for a wide range of housing needs and concerns.
- Providing information on tenant rights and the housing complaint process.
- Connecting residents to tenant supports and providing referrals to tenant legal services.
- Helping residents understand, access, and navigate the various services and housing opportunities provided by the full range of providers: City of Somerville’s Housing Division, the Somerville Housing Authority and area authorities, the Somerville Community Corporation, CAAS, the Somerville Homeless Coalition, and others.
- Maintaining a clearinghouse of current housing opportunities and promoting these housing opportunities.
- Helping residents access financial housing assistance programs.
- Connecting residents to financial planning opportunities.
- Referring residents to fair housing and housing improvement programs maintained by the housing division.
- Coordinating with community partners to help homeless and near-homeless residents access programs that provide support services, case management, and housing -- including emergency, transitional, and permanent supportive housing.
- Assisting households with the completion of housing applications as needed.

OSPCD: Housing Stability

BUDGET:

OSPCD: HOUSING STABILITY	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	-	-	-	224,000	
OSPCD- HOUSING STAB PERSONL SVC	-	-	-	224,000	NEW
542005 OFFICE EQUIPMENT NOT CAP	-	-	-	10,000	
OSPCD- HOUSING STAB ORDINRY MNT	-	-	-	10,000	NEW
OSPCD- HOUSING STABILITY TOTAL	-	-	-	234,000	NEW

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF HOUSING STABILITY	SHACHTER, ELLEN	2,076.92	107,999.84	98,999.85
DEPUTY DIRECTOR OF HOUSING STABILITY	VACANT (NEW)	1,538.46	79,999.92	39,999.96
HOUSING COUNSELOR/CASE MANAGER	VACANT (NEW)	1,153.85	60,000.20	30,000.10
HOUSING COUNSELOR/CASE MANAGER	VACANT (NEW)	1,153.85	60,000.20	30,000.10
HOUSING INTAKE SPECIALIST	VACANT (NEW)	961.54	50,000.08	25,000.04

OSPCD: Economic Development

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	308,644	421,776	470,946	11.7%
Ordinary Maintenance	148,985	331,300	321,500	-3.0%
General Fund Expenditures	457,629	753,076	792,446	5.2%

CHANGES BETWEEN FY18 & FY19:

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

FY18 ACCOMPLISHMENTS:

- Developed two, coordinated regional proposals responding to the Amazon HQ2 RFP. Somerville, along with Boston, is among 20 shortlisted candidate regions under consideration for Amazon HQ2.
- Marketed Somerville as a destination for Life Science industry cluster to over 2,000 attendees and decision-makers during the 2018 Bio International Conference, as a partner to the Life Sciences Corridor Initiative, working with other municipalities along the MBTA Red Line.
- Completed the Somerville Talent Equity Playbook, Somerville's first strategic workforce development plan.
- The Greentown Grand opening of the expansion of Greentown Labs Global Center for Cleantech Innovation opened in May of 2018, utilizing financial assistance of an IFund working capital loan.
- Officially achieved Massachusetts BioReady® Communities Platinum status. 🌿
- Assisted with drafting the proposed Community Benefits Ordinance.
- Initiated community listening sessions within Winter Hill and Gilman Square in anticipation of community-focused implementation of the neighborhood plans.
- Initiated and ran Tech Goes Home® entrepreneur technology training program.
- Launched the Somerville Entrepreneur Network in collaboration with the Somerville Public Library.
- Provided \$64,000 in small prototyping grants to nine early stage startups utilizing an Economic Development Administration grant, leveraging an additional \$45,000 in additional private funding.
- Supported 58 businesses seeking space in Somerville, with 7 businesses successfully finding space.
- With Capital Projects department, completed appraisals in order to understand fair market value for public use of properties around the city.
- Secured a \$300,000 grant from the EPA to support site assessment of Brownfields site in Somerville.
- Provided \$71,028 to 9 businesses, leveraging \$34,512 in private funding for technical assistance and storefront improvement.
- Closed a loan with Somerville Brewing Company for working capital to assist with the opening of the company's second location at 490 Foley Street (Assembly Row).
- Worked with the Board of Alderman and the Somerville Municipal Job Creation and Retention Task force to implement the job linkage fee and creation of the Municipal Job Creation and Retention Trust.
- Established a monthly newsletter to promote resources to small businesses and entrepreneurs.
- Negotiated lease terms, procurement of real estate, and assisted the Somerville Arts Council with real estate proforma and contractor bidding for the new Nibble Kitchen, which nurtures the growth of immigrant entrepreneurs.

OSPCD: Economic Development

GOALS REVIEW:

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

1	Continue to advance revitalization of Union Square area in conjunction with the City's Master Developer partner.	Ongoing
2	Undertake a major planning initiative in conjunction with planning and zoning efforts to examine highest and best uses for balance of the Assembly Square Urban Renewal Area.	Ongoing
3	Work with local partners to develop a comprehensive marketing plan, including focus on attracting/expanding Clean Tech, Life Sciences and Creative industry clusters as tenants in transformational districts.	New for FY19
4	Facilitate implementation of the Winter Hill Neighborhood and Gilman Square Neighborhood Plan.	New for FY19
5	Coordinate with the Capital Projects & Planning Department to transform surplus municipal facilities into sources of economic growth and public revenue.	Ongoing
6	With the Planning & Zoning division, ensure permit approval of new development in transformational areas reflect SomerVision goals.	New for FY19

2. Provide assistance to local businesses.


1	Implement comprehensive small business support program to encourage investment by existing businesses and attract new development to income-eligible areas of the City.	Ongoing
2	Continue to make I-Fund loans to assist the creative economy and maker movement in locating here in Somerville.	Ongoing
3	Continue business support programs with local and regional economic development partners, especially opportunities to provide capital and technical assistance to small businesses.	Ongoing
4	Explore city policy that incentivizes or encourages small business and creative cluster shared equity ownership models.	New for FY19
5	Strategize with businesses in commercial squares impacted by construction to strengthen business viability and attract customers during upcoming GLX and public infrastructure construction disruption.	New for FY19
6	Collaborate with the Somerville Arts Council's Nibble Entrepreneurship Program Nibble Kitchen project to support immigrant entrepreneurs to navigate the licensing and permitting process of starting a business.	New for FY19

OSPCD: Economic Development

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

1	Implement the Somerville Talent Equity Playbook, which will help to coordinate, streamline, and strengthen local and regional job training efforts.	Ongoing
2	Continue to assist with promoting Assembly Row local hiring efforts.	Ongoing
3	Launch the Somerville Municipal Job Creation and Retention Trust, and provide staff support to ensure expenditures produce effective results.	New for FY19

4. Manage the remediation and redevelopment of brownfield properties.

1	Utilize new \$200,000 EPA grant award to undertake environmental assessments of selected brownfields sites. 	New for FY19
2	Advance plan for interim use of the former Waste Transfer Facility.	Ongoing

BUDGET:

OSPCD: ECONOMIC DEVELOPMENT		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	306,792	420,154	332,895	450,946	
512000	SALARIES & WAGES TEMPOR'Y				20,000	
515006	HOLIDAYS NON-UNION	1,851	1,622	1,633	-	
OSPCD-EC DEV PERSONAL SERVICES		308,644	421,776	334,528	470,946	11.7%
527001	RENTAL - BUILDINGS	-	-	100	-	
530000	PROF & TECHNICAL SVC	54,892	315,000	114,834	295,000	
530011	ADVERTISING	-	-	45	-	
530023	STAFF DEVELOPMENT	-	-	350	-	
534003	POSTAGE	-	500	-	500	
542000	OFFICE SUPPLIES	-	1,000	-	1,000	
542001	PRINTING & STATIONERY	658	300	1,390	500	
549000	FOOD SUPPLIES & REFRESHMT	508	-	1,091	-	
558002	ONLINE SUBSCRIPTION	3,283	-	2,450	7,750	
558004	MAGAZINES/SUBSCRIPTS/PUB	-	-	60	-	
571000	IN STATE TRAVEL	236	-	-	250	
571001	IN STATE CONFERENCES	635	-	933	500	
572000	OUT OF STATE TRAVEL	2,394	5,000	202	5,000	
572001	OUT OF STATE CONFERENCES	550	3,500	675	5,000	
573000	DUES AND MEMBERSHIPS	5,555	6,000	5,000	6,000	
578010	RECORDINGS	275	-	-	-	
581001	LAND ACQUISITION	80,000	-	-	-	
OSPCD-EC DEV ORDINARY MAINT		148,985	331,300	127,130	321,500	-3.0%
OSPCD-EC DEV TOTAL		457,629	753,076	461,658	792,446	5.2%

OSPCD: Economic Development

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR, ECONOMIC DEVELOPMENT	GALLIGANI, THOMAS	2,040.78	106,120.56	95,508.50
ECONOMIC DEVELOPMENT SPECIALIST	SOMMER, BEN	1,734.67	90,202.84	90,202.84
URBAN REVITALIZATION SPECIALIST	DRAGO, LAUREN	1,634.62	85,000.24	85,000.24
SENIOR PLANNER	THOMAS, SUNAYANA	1,700.65	88,433.80	88,433.80
ECONOMIC DEVELOPMENT ASSISTANT	SCHONBERGER, NICHOLAS	1,471.15	76,499.80	38,249.90
ECONOMIC DEVELOPMENT ASSISTANT	VACANT	1,442.31	75,000.12	52,500.08

OSPCD: Redevelopment Authority

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	14,932	19,260	19,260	0.0%
General Fund Expenditures	14,932	19,260	19,260	0.0%

BUDGET:

REDEVELOPMENT AUTHORITY	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	14,932	19,260	14,142	19,260	
REDEVELOPMENT AUTHORITY TOTAL	14,932	19,260	14,142	19,260	0.0%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
BOARD MEMBER / CHAIR	BUSNACH, ANN NANCY	333.00	3,996.00	3,996.00
BOARD MEMBER	BONNEY, IWONA	318.00	3,816.00	3,816.00
BOARD MEMBER	ERCOLINI, PHILIP	318.00	3,816.00	3,816.00
BOARD MEMBER	GAGE, WILLIAM	318.00	3,816.00	3,816.00
BOARD MEMBER	VACANT	318.00	3,816.00	3,816.00

OSPCD: Transportation & Infrastructure

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	342,751	404,396	583,011	44.2%
Ordinary Maintenance	86,391	113,280	142,000	25.4%
General Fund Expenditures	429,142	517,676	725,011	40.1%

CHANGES BETWEEN FY18 & FY19:

- This budget includes two new positions funded mid-year during FY18, a GLX Liaison and a Streetscape and Public Space Planner.
- A new Transportation Planner position is proposed for FY19. This position will be funded by special revenue from the state surcharge on Transportation Network Company operations. Revenue for 2017 is estimated at over \$270,000 and can be used to reimburse transportation network related expenditures. The City plans on using the remainder of this funding to support Vision Zero Initiative efforts.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

FY18 ACCOMPLISHMENTS:

TRANSPORTATION

- Led the Administration's efforts to save the MBTA Green Line Extension from cancellation and ensured preservation of the Community Path Extension.
- Managed construction of Union Square Early Action project, including conversion of Prospect Street and Webster Avenue to two-way travel.
- Delivered Somerville's first protected bicycle lanes on Washington Street in Union Square. 🌿
- Installed Somerville's first priority bus lane on Prospect Street in Union Square.
- Secured \$100,000 grant from Massachusetts Gaming Commission to collect air pollution data for Winter Hill and East Somerville. 🌿
- Secured \$150,000 grant from Massachusetts Gaming Commission to plan and design road safety improvements at Interstate 93 / McGrath Highway interchange.
- Modernized City's reporting and analysis framework for crash data as part of Somerville's Vision Zero commitment, which aims to eliminate traffic fatalities and serious injuries.
- Oversaw Somerville's first winter season operations for Hubway regional bike share program; procured new bike share contract that includes major system expansion in Somerville. 🌿
- Completed resurfacing of Community Path between Willow Avenue and Cedar Street.
- Served as staff to Somerville Bicycle Advisory Committee.

PARKS

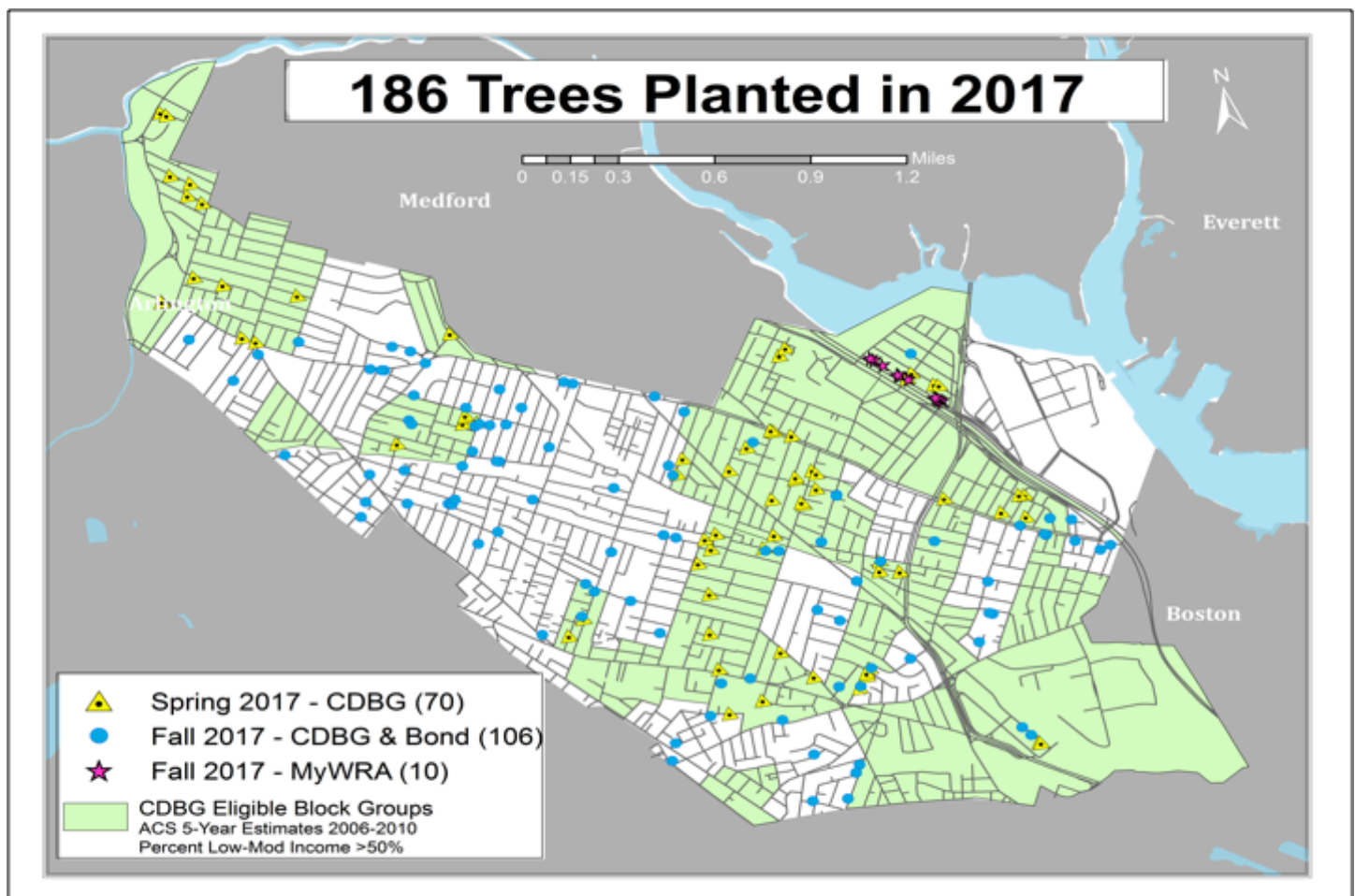
- Prepared and published citywide Open Space and Recreation Plan to guide policy and project work around open space and recreation resources.
- Completed Winter Hill Schoolyard playing field installation on-time and on-budget.
- Secured \$400,000 state PARC grant funding to support Prospect Hill Park rehabilitation.
- Secured state Department of Conservation & Recreation financing for full design of state-controlled Draw 7 Park, and collaborated to ensure design development serves Somerville's climate resilience priorities and athletic field needs.
- Managed ongoing construction of 6.5 acre, \$9.5 million Lincoln Park reconstruction.
- Completed construction of \$1 million Hoyt-Sullivan Playground renovation.

OSPCD: Transportation & Infrastructure

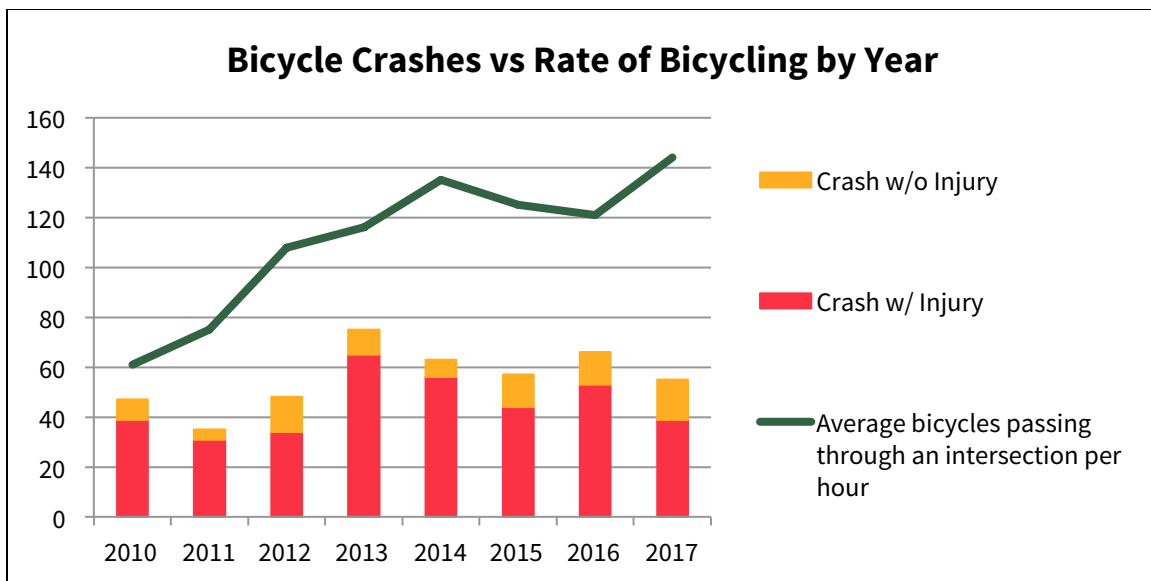
- Managed design processes -- including community engagement, site investigations, and landscape architecture -- for seven open space facilities including Allen Street Playground; ArtFarm; Conway Park; Healey School schoolyard; Henry Hansen Park; Prospect Hill Park and Nunziato Field.
- Supported design processes for open space partnership projects including Blessing of the Bay park; Draw 7 Park; Somerville Community Growing Center and Powder House School.
- Served as staff to Community Preservation Committee and Conservation Commission.

FORESTRY

- Strategized, bid and supervised planting of 115 new street trees in Fall 2017 planting cycle.
- Strategized, bid and supervised planting of 165 new street trees in Spring 2018 planting cycle. 🌿
- Managed ongoing Emerald Ash Borer prevention and detection program, treating 800 ash trees with organic pesticide.
- Performed asset inventory of 6,000 City-owned street trees for the first time since 2009, and updated database specifications to capture greater detail on tree health and pit characteristics.
- Served as primary point-of-contact for 311 / Constituent Services requests for arborist evaluation and tree maintenance.
- Supported storm response for three major storm events by conducting hazard tree assessments, pruning, and emergency removals.
- Received National Arbor Day Foundation “Tree City USA Growth Award” acknowledging capacity-building investments in municipal urban forestry program.
- Secured \$20,000 grant from MA Department of Conservation & Recreation to prepare a citywide Urban Forestry Management Plan.



OSPCD: Transportation & Infrastructure



GOALS REVIEW:

1. Continue working toward the community goal of becoming the most walkable, bikeable, transit accessible city in the United States. 🌿

1	Support Design-Build construction process (under MassDOT Contract) of MBTA Green Line Extension and Community Path Extension.	Ongoing
2	Support construction coordination improvements (under MassDOT contract) of Beacon Street reconstruction.	Ongoing
3	Support design and installation (under MassDOT contract) of Kensington Underpass safety and placemaking improvements.	Ongoing
4	Install new protected bicycle lanes (under MassDOT contract) on Washington Street in East Somerville and Broadway at Trum Field.	New for FY19
5	Prepare community-based Vision Zero Action plan to guide multimodal safety policies, programs and projects.	New for FY19
6	Implement neighborhood traffic calming treatments consistent with data collected during petition process.	Ongoing
7	Install a protected bike lane on Webster Ave south of Prospect St.	New for FY19
8	Install 9 new Blue Bikes bike share stations to fill in service gaps in underserved neighborhoods.	New for FY19

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

1	Manage federal and state regulatory processes for assessment and remediation of contaminated soils at Conway Park and prepare designs for athletic field reconstruction.	New for FY19
2	Complete reconstruction of Winter Hill Schoolyard Phase 2.	Ongoing
3	Manage bidding and construction of Prospect Hill Park rehabilitation.	New for FY19

OSPCD: Transportation & Infrastructure

4	Manage bidding and construction of Allen Street Playground renovation.	New for FY19
5	Continue strategic repositioning of municipal urban forestry program .	Ongoing
6	Complete asset inventory of 6,000 City-owned street and park trees not captured in FY18 data collection budget.	New for FY19
7	Prepare an Urban Forestry Management Plan based on extensive technical and community processes.	New for FY19
8	Initiate design development for rehabilitation of schoolyards funded through the Community Preservation Act.	New for FY19
9	Support land acquisition efforts for open space.	Ongoing

BUDGET:

OSPCD: TRANSPORTATION & INFRASTRUCTURE		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	340,131	402,847	320,297	583,011	
515006	HOLIDAYS NON-UNION	2,620	1,549	1,228	-	
OSPCD-TRANS PERSONAL SERVICES		342,751	404,396	321,525	583,011	44.2%
527001	RENTAL - BUILDINGS	-	-	900	-	
530000	PROF & TECHNICAL SVC	65,576	100,000	32,345	125,000	
530011	ADVERTISING	-	400	-	400	
530018	POLICE DETAIL	-	-	6,563	-	
530023	STAFF DEVELOPMENT	-	-	385	-	
530028	SOFTWARE SERVICES	1,000	2,000	3,000	2,000	
540000	SUPPLIES	-	-	274	-	
542000	OFFICE SUPPLIES	227	250	-	1,000	
542001	PRINTING & STATIONERY	1,123	-	265	500	
542002	PHOTOCOPYING	-	30	-	-	
542012	OTH EQUIPMENT NOT CAP	8,753	-	-	-	
553001	SIGNS AND CONES	664	-	1,711	-	
558002	ONLINE SUBSCRIPTION	-	-	37	-	
571000	IN STATE TRAVEL	432	300	-	300	
571001	IN STATE CONFERENCES	119	300	565	300	
572000	OUT OF STATE TRAVEL	1,096	2,000	789	2,500	
572001	OUT OF STATE CONFERENCES	500	500	685	2,000	
573000	DUES AND MEMBERSHIPS	6,683	7,500	428	8,000	
578015	AWARDS	120	-	-	-	
584000	SITE IMPROVEMENTS	-	-	9,400	-	
584002	TREE PLANTING	98	-	-	-	
OSPCD-TRANS ORDINARY MAINT		86,391	113,280	57,346	142,000	25.4%
OSPCD-TRANS TOTAL		429,142	517,676	378,871	725,011	40.1%

OSPCD: Transportation & Infrastructure

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR TRANS & INFRASTRUCTURE	RAWSON, BRAD	2,040.78	106,120.56	95,508.50
DIRECTOR OF PARKS & OPEN SPACE	FRANZEN, ARN	1,700.65	88,433.80	88,433.80
SENIOR PLANNER LANDSCAPE	OLIVEIRA, LUISA	1,700.65	88,433.80	48,638.59
SENIOR PLANNER TRANSPORTATION	TREMBLAY, MICHAEL	1,667.31	86,700.12	65,025.09
PLANNER TRANSPORTATION	POLINSKI, ADAM	1,500.58	78,030.16	78,030.16
PLANNER TRANSPORTATION	NEW	1,442.30	74,999.60	-
URBAN FORESTRY AND LANDSCAPE PLANNER	BOUKILI, VANESSA	1,471.15	76,499.80	57,374.85
STREETSCAPE AND PUBLIC SPACE PLANNER	KIRK, COURTNEY	1,442.30	74,999.60	74,999.60
GLX PROJECT LIAISON	VACANT	1,442.30	74,999.60	74,999.60

Inspectional Services

MISSION STATEMENT:

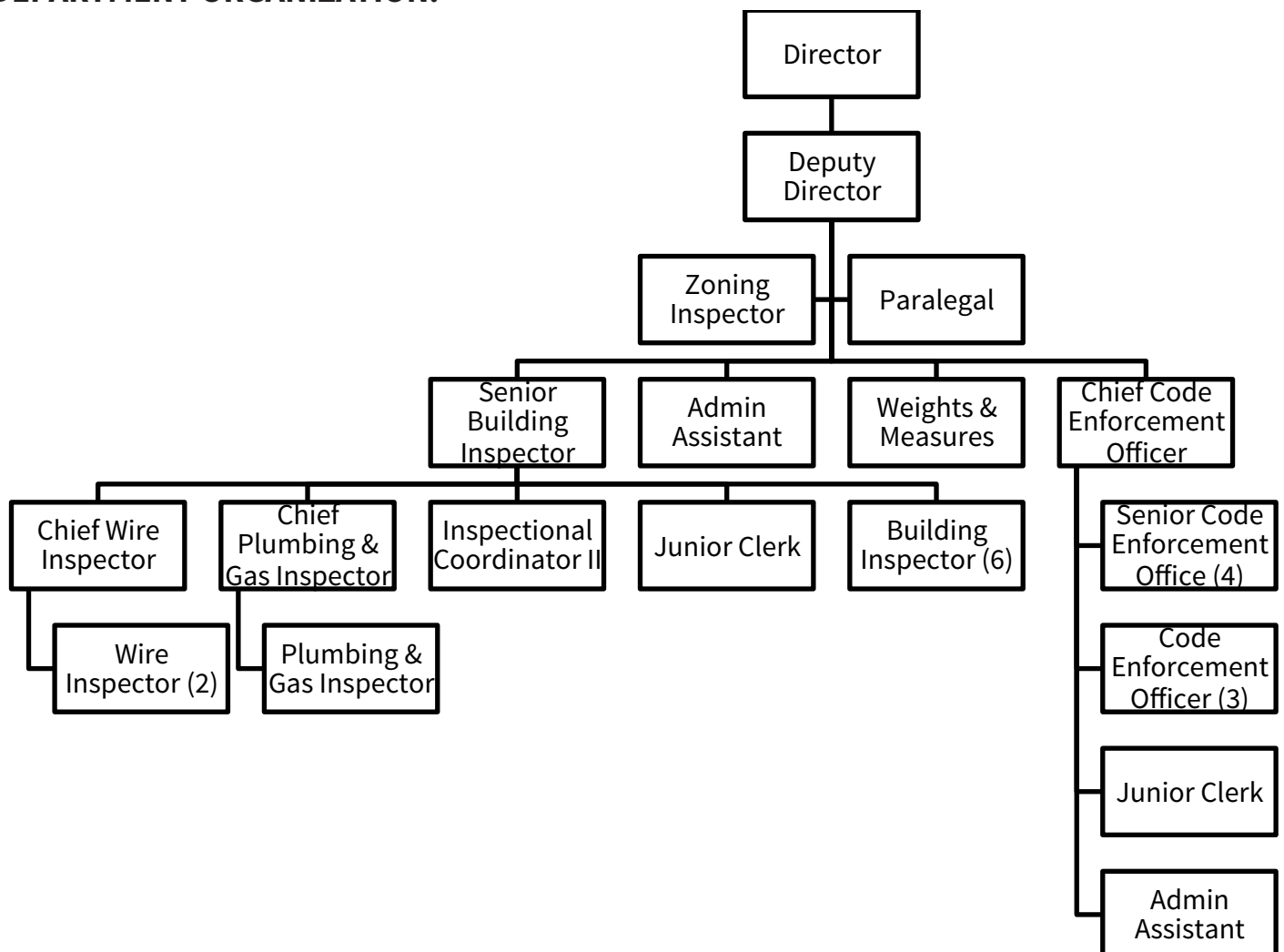
To ensure the safety of residents and community members by enforcing all laws and regulations pertaining to building construction and health. ISD provides residents and community members with consistent and high quality education; local, state and federal code enforcement; emergency services and support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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	1,893,691	2,009,364	2,075,788	3.3%
Ordinary Maintenance	181,901	217,082	211,414	-2.6%
General Fund Expenditures	2,075,592	2,226,446	2,287,202	2.7%

CHANGES BETWEEN FY18 & FY19:

- This budget includes one new position, zoning review planner.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:



Inspectional Services

FY18 ACCOMPLISHMENTS:

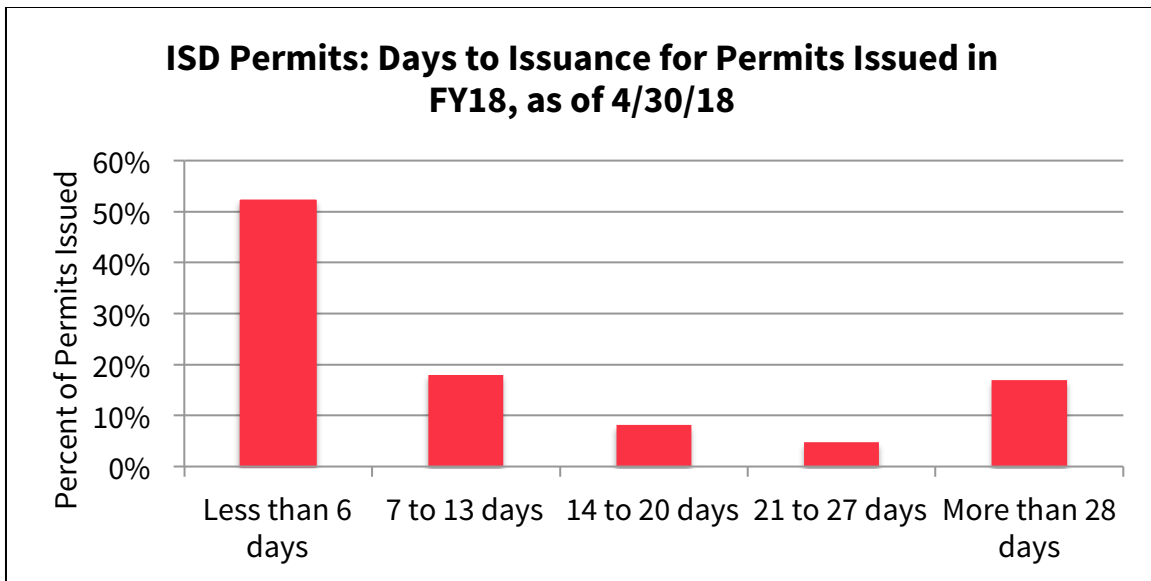
- Following the creation of the Eastern Division Housing Court (formerly Boston Housing Court), ISD staff completed training seminars so that Somerville can properly utilize the Court's newly expanded services.
As of May 1, 2018, ISD has filed 10 cases through the Eastern Division Housing Court.
- The Neighborhood Impact Team (NIT) oversaw the management of 50 code compliance cases, resolving 26 of them. 16 cases were resolved through court action. Of the 24 cases that are still active, 15 are in court, 5 are being handled in collaboration with the State Attorney General's Abandoned Housing Initiative, and 4 are being monitored by NIT staff.
- Implemented improvements to work flow for food establishment inspections.
Increased the number of food inspections by 35%.
- Developed a more user-friendly application for Temporary Food Event permits, improving field logic and incorporating more detailed question descriptions.
- Offered food safety trainings as a new remediation step in the food safety protocol.
- Continued enforcement of State mandated Certificate of Inspection Program for over 1,300 buildings.
- Collaborated with Police, Fire, and Constituent Services to develop a new protocol for after-hours code enforcement complaints.
- Weights and Measures completed 137 inspections, enforcing the accuracy requirements and other standards relating to weighing and measuring devices used in the sale of food, fuels, and other products.
- Participated in the Rodent Action Team to coordinate citywide rodent control efforts.

Electronic permitting and code enforcement system (CitizenServe):

- Continued to modify and improve the integrated online system to meet ISD staff and customer service needs.
- Greater office efficiency, accountability, and sophisticated data reporting is now possible for the department.
- CitizenServe portal allows customers to search open building permits and licenses, streamlines the permitting process, and allows for interdepartmental coordination.
- All Weights & Measures licenses and inspections are filed online.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Building Permits	1,831	1,856	2,163	1,850	1,950
Electrical Permits	1,816	1,850	2,303	1,900	2,000
Food Inspections (Routine) *By Calendar Year	227	568	465	630	660



GOALS REVIEW:

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

1	Expand city housing inspection program (C of I) per 780 CMR 110.7, and improve compliance rate with all applicable code violations.	Ongoing
2	Collaborate with the Board of Health on the continued development of a comprehensive food protection program to meet federal, state and local inspection requirements and increased demand for Somerville temporary food event permits.	Ongoing
3	Enforce and expand the City's Rodent Control and Trash Enforcement initiatives: Residential Property Rodent Control Assistance Program and Dumpster Licensing/Enforcement.	Complete & Ongoing
4	Create a new scanner inspection program within Weights & Measures to protect consumers by ensuring scanner price accuracy.	Complete
5	Collaborate with Rodent Action Team to review Integrated Pest Management Plan and implement more robust monitoring and evaluation.	New for FY19

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

1	Collaborate with the Planning Department on improved communication between Planning and ISD, including clear, consistent interpretations of the Zoning Ordinance and coordination on construction projects requiring special permits.	Complete & Ongoing
2	Increase compliance for issued code violations by collaborating with the Law Department on more efficient and effective court strategies.	Complete & Ongoing

3. Provide excellent customer service and communication with constituents.

Inspectional Services

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

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

1	Offer community classes on best practices in food safety.	Complete
2	Create an instructional video that translates the food safety course curriculum into multiple languages.	Complete
3	Create an electronic food recall notification system.	Ongoing

BUDGET:

INSPECTIONAL SERVICES		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	1,705,248	1,826,524	1,385,671	1,901,533	
513000	OVERTIME	80,127	80,000	83,134	80,000	
514006	LONGEVITY	17,975	17,775	9,100	16,175	
514008	OUT OF GRADE	11,099	9,270	8,961	9,270	
514015	OTHER DIFFERENTIALS	39,430	43,481	37,692	43,560	
515006	HOLIDAYS NON-UNION	2,147	1,083	6,736	-	
515011	HOLIDAYS - S.M.E.A.	11,331	5,981	32,285	-	
515012	PERFECT ATTENDANCE	2,200	-	1,800	-	
519004	UNIFORM ALLOWANCE	7,600	8,250	7,900	8,250	
519013	OTHER LUMP SUM PAYMENTS	7,000	7,000	4,000	7,000	
519015	AUTO ALLOWANCE	9,533	10,000	8,654	10,000	
ISD PERSONAL SERVICES		1,893,691	2,009,364	1,585,932	2,075,788	3.3%
524013	R&M - TOOLS & EQUIPMENT	-	1,000	-	1,000	
524034	R&M - SERVICE CONTRACTS	655	1,000	655	1,000	
527019	RENTAL-WATER COOLER	88	300	110	300	
529011	DEMOLITION SERVICES	-	2,550	-	2,550	
530000	PROF & TECHNICAL SVC	103,244	44,600	29,570	45,000	
530023	STAFF DEVELOPMENT	8,485	13,325	9,578	15,000	
530028	SOFTWARE SERVICES	-	1,000	-	1,000	
534003	POSTAGE	7,000	12,000	12,000	12,000	
538004	EXTERMINATION	36,590	97,100	24,588	97,364	
542000	OFFICE SUPPLIES	4,531	5,500	3,520	5,500	
542001	PRINTING & STATIONERY	4,329	3,000	1,390	3,000	
542005	OFFICE EQUIPMENT NOT CAP	-	-	865	1,000	

Inspectional Services

INSPECTIONAL SERVICES	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
542006 OFFICE FURNITURE NOT CAP	6,391	7,000	-	7,000	
542007 COMP EQUIPMENT NOT CAP	1,326	1,400	-	3,000	
542008 BOOKS & BOOKBINDING	2,639	16,000	11,788	4,000	
543011 HARDWARE & SMALL TOOLS	846	1,500	330	1,500	
553001 SIGNS AND CONES	88	-	-	-	
558006 UNIFORMS	330	1,000	538	1,500	
558010 INSPECTION SVC SUPPLIES	217	2,000	589	2,000	
571000 IN STATE TRAVEL	2,325	2,000	1,550	2,000	
572000 OUT OF STATE TRAVEL	780	1,500	775	2,000	
573000 DUES AND MEMBERSHIPS	1,365	1,607	1,435	2,000	
578007 REIMB OF LICENSES	673	700	102	700	
578010 RECORDINGS	-	1,000	-	1,000	
ISD ORDINARY MAINTENANCE	181,901	217,082	99,381	211,414	-2.6%
ISD TOTAL	2,075,592	2,226,446	1,685,314	2,287,202	2.7%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ISD DIRECTOR	SMILJIC, GORAN	2,497.92	129,891.84	129,891.84
ISD DEPUTY DIRECTOR	SOLARIN, ADETOKUNBO	1,600.62	83,232.24	83,232.24
ZONING REVIEW PLANNER	JENSEN, HANS	1,500.58	78,030.16	78,030.16
ZONING REVIEW PLANNER	VACANT (NEW)	1,442.31	75,000.12	56,250.09
SENIOR BUILDING INSPECTOR	NONNI, PAUL	1,746.49	90,817.48	96,371.44
LOCAL BUILDING INSPECTOR	BARGOOT, ALBERT	1,219.14	63,395.28	67,742.16
LOCAL BUILDING INSPECTOR	AURILIO, JAMES	1,219.14	63,395.28	67,592.16
LOCAL BUILDING INSPECTOR	DRISCOLL, JOHN	1,219.14	63,395.28	67,317.16
LOCAL BUILDING INSPECTOR	WALDRON, LUIS	1,219.14	63,395.28	66,842.16
LOCAL BUILDING INSPECTOR	RICHARDSON, FLOYD	1,219.14	63,395.28	66,342.16
LOCAL BUILDING INSPECTOR	SMITH, PAUL	1,195.93	62,188.36	65,095.32
LOCAL BUILDING INSPECTOR	MCDONALD, DENNIS	1,195.93	19,613.25	65,371.99
		1,219.15	43,401.74	
CHIEF PLUMBING & GAS INSPECTOR	KLEIN, KEVIN	1,219.14	63,395.28	66,392.16
GAS & PLUMBING INSPECTOR	BROGAN, DAVID	978.18	36,583.93	54,910.64
		1,081.80	15,794.28	
CHIEF WIRE & ELECTRICAL INSPECTOR	POWER, JOHN	1,219.14	63,395.28	68,092.16
WIRE INSPECTOR	CAHILL, WILLIAM	1,102.79	57,345.08	60,091.84
WIRE INSPECTOR	BRYANT, KEITH	978.18	40,692.29	53,925.48
		1,081.80	11,250.72	

Inspectional Services

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF CODE ENFORCEMENT INSPECTOR	SELFRIDGE, GUY	1,254.27	65,222.04	71,679.38
SR CODE ENFORCEMENT INSPECTOR	BOWLER, MICHELLE	1,219.15	63,395.80	69,592.70
SR CODE ENFORCEMENT INSPECTOR	HAMEL, JOSEPH	1,219.15	63,395.80	68,942.70
SR CODE ENFORCEMENT INSPECTOR	LIPHAM, BENJAMIN	1,219.15	63,395.80	66,342.70
SR CODE ENFORCEMENT INSPECTOR	COLLINS, ELISE KELLY	1,219.15	63,395.80	66,342.70
CODE ENFORCEMENT INSPECTOR	ROSS, STEVEN	1,027.69	53,439.88	56,657.47
CODE ENFORCEMENT INSPECTOR	ROCHE, CHRISTOPHER	934.26	48,581.52	51,538.41
SEALER OF WEIGHTS & MEASURES	HALLORAN, JAMES	1,501.35	78,070.20	82,252.52
ADMINISTRATIVE ASSISTANT	PICKETT, DONNA	1,071.43	55,714.36	58,464.36
ADMINISTRATIVE ASSISTANT	COMO, KELLY	1,071.44	55,714.88	57,314.88
INSPECTIONAL COORDINATOR II	SOUSA, JENNIFER	864.36	44,946.72	45,796.72
JR CLERK	VACANT	744.24	38,700.48	39,050.48
JR CLERK	COMO, ANDREA	744.24	38,700.48	39,050.48

MISSION STATEMENT:

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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	14,836,065	15,085,870	15,227,949	0.9%
Ordinary Maintenance	356,608	460,400	464,400	0.9%
Special Items	924	11,000	11,500	4.5%
General Fund Expenditures	15,193,597	15,557,270	15,703,849	0.9%

CHANGES BETWEEN FY18 & FY19:

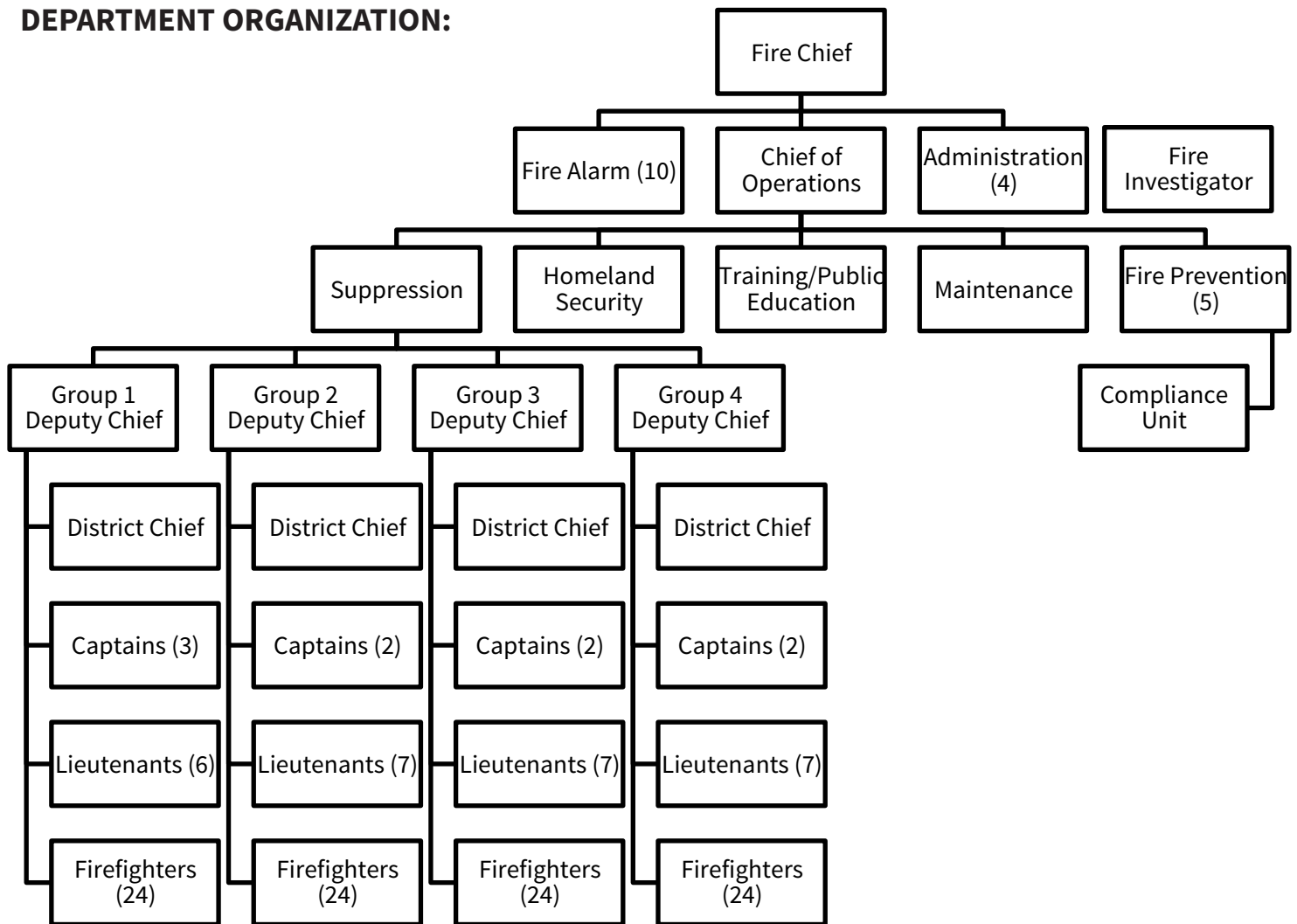
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

FY18 ACCOMPLISHMENTS:

- Hired five new firefighters.
- Hired one new Fire Alarm Operator.
- Placed in service a new fire pumper to replace Engine 2.
- Placed a refurbished support vehicle (Rescue 2) in service. This vehicle carries specialized rescue equipment and responds to all technical rescue incidents such as confined space rescues, collapses, trench rescues, machinery extrications and rope rescues.
- Placed a refurbished box truck in service as a Water/Ice Rescue vehicle.
- Placed a 19-foot center console rescue boat in service to provide a safer working platform for firefighters involved in water rescue incidents replacing an aging inflatable unit.
- Ordered a John Deere Gator utility vehicle (purchased through a grant) to improve the department's ability to handle the challenges of the many neighborhood events hosted in the city (SomerStreets, road races, fireworks, Porchfest, etc...).
- Placed a new, inflatable Zumro decontamination tent into service. This replaced a cumbersome and partially broken tent system. The new system is easier and much quicker to deploy.
- Three firefighters completed an eight-day Structural Collapse Specialist course.
- Two firefighters completed an eighty-hour course to become certified Hazardous Material Technicians.
- Four firefighters completed a two-day course to become certified as Vehicle & Machinery Extrication Technicians.
- Four firefighters completed a four-day course to become Trench Rescue Technicians.
- Ten members of the department participated in a Statewide Collapse Operations Response Exercise held at Camp Edwards. These firefighters utilized their technical rescue skills and worked non-stop during an overnight terrorism response exercise.
- Forty-one firefighters completed training on Basic Boat Handling & Knowledge.
- Thirty-five firefighters completed training on Man Overboard and Boat Towing Operations.
- Completed department-wide training on Active Shooter Threat Awareness.

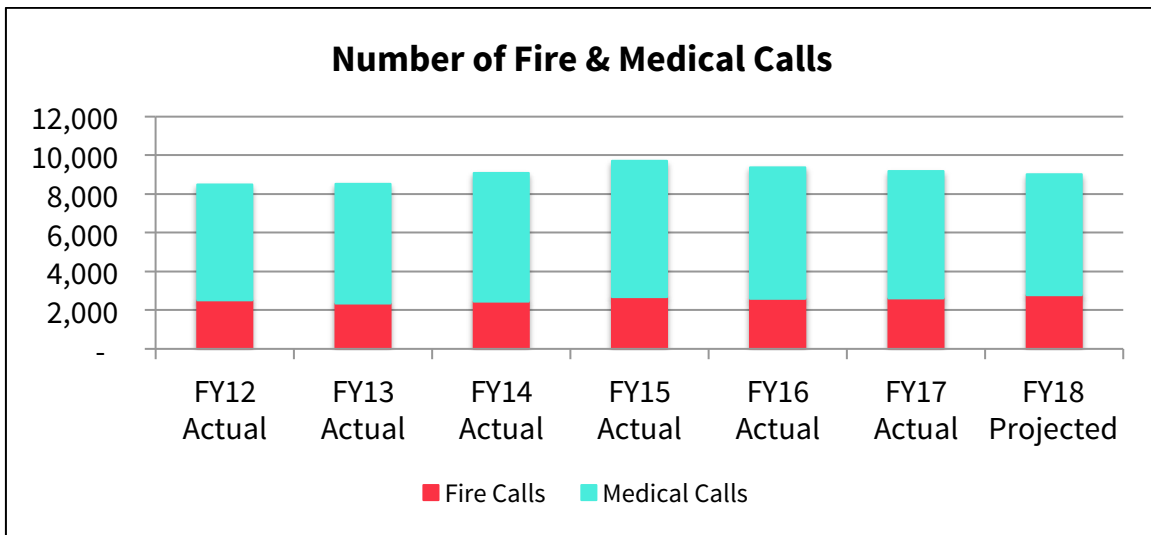
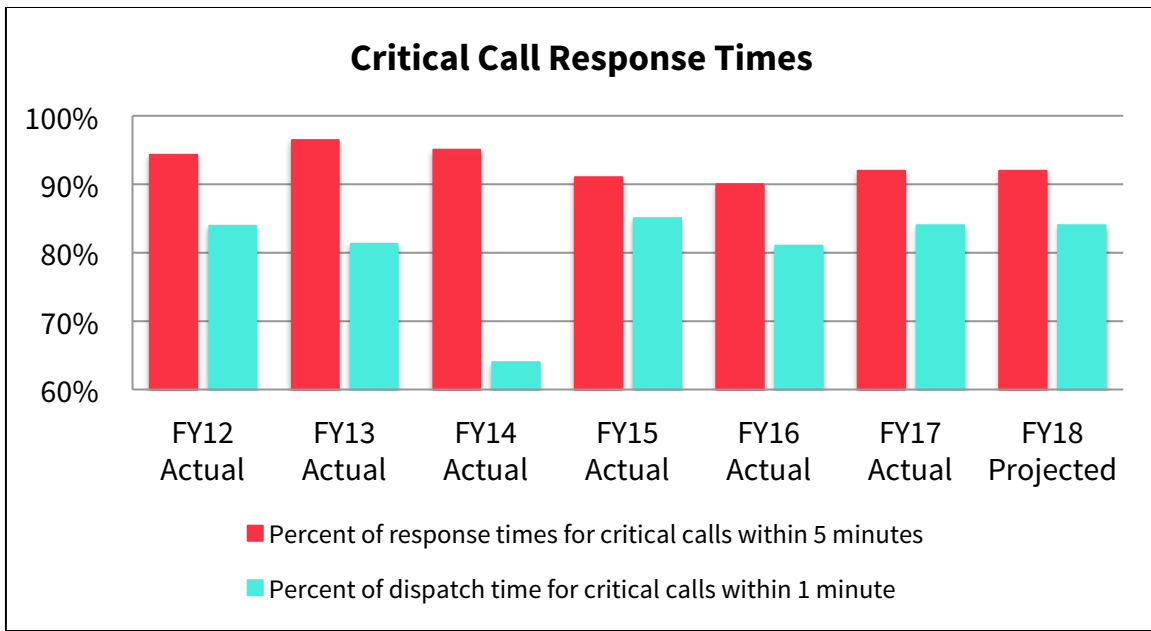
Fire

DEPARTMENT ORGANIZATION:



PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Percent of response times for critical calls under 5 minutes	91.4%	90.4%	92.5%	91.9%	95%
Percent of dispatch times for critical calls under 1 minute	84.7%	81.4%	83.7%	84.2%	90%
Percent of personnel EMT Certified	67%	66%	68%	68%	70%
Percent of personnel with 2 or less 24-hour short-term sick missed shifts	77%	76%	88%	82%	80%
Percent of personnel with 2 or less 24-hour injured missed shifts	98%	89%	93%	90%	95%
Number of fire calls (% of all calls / % of critical calls)	2,676 (20% / 25%)	2,587 (20% / 25%)	2,620 (21% / 25%)	2,767 (21% / 27%)	2,700 (22% / 24%)
Number of medical aid calls (% of all calls / % of critical calls)	7,033 (53% / 67%)	6,792 (52% / 66%)	6,565 (52% / 63%)	6,261 (48% / 62%)	6,500 (53% / 62%)
Total number of calls	13,364	13,093	12,730	13,046	13,000
Overtime	\$1,468,988	\$1,633,424	\$1,108,741	\$1,303,000	\$1,300,000



GOALS REVIEW:

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

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

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

1	Increase specialized training for the members assigned to the technical rescue companies (Rescue and Tower 1) and incorporate specialized training (fentanyl) for other fire companies.	New for FY19
2	Increase training for Active Threat (Shooter) responses.	New for FY19
3	Continue to offer ice rescue and water rescue training due to the increase of water activities along the Mystic waterfront.	Ongoing

3. Improve apparatus maintenance.

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

4. Improve Fire Department facilities.

1	Review options for fire presence at Assembly Square as project develops.	Ongoing as part of Fire Management Study
2	Play a role in reviewing options for relocating Engine 3.	Complete
3	Completion of a long range plan on FD facilities.	Complete
4	Review existing facilities for needed improvements.	Complete & Ongoing

5. Improve the operational efficiency of the Fire Department.

1	Increase use of electronic reporting systems.	Ongoing
2	Acquire and install mobile technology in all front-line fire apparatus.	Ongoing
3	Train personnel to use mobile technology devices.	Not Complete
4	Assist in the regionalization of emergency response (E-911) services.	Ongoing: Report Forthcoming
5	Improve department performance with a more efficient utilization of department data.	New for FY19

BUDGET:

FIRE	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	12,500,528	12,378,177	10,122,568	12,667,610	
513000 OVERTIME	1,028,175	1,300,000	1,134,422	1,150,000	
513001 TRAINING-OVERTIME	70,360	85,000	43,629	85,000	

FIRE	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
514006 LONGEVITY	700	1,500	1,309	2,100	
514008 OUT OF GRADE	83,161	85,000	67,024	85,000	
515004 HOLIDAYS	808,736	827,189	356,132	830,189	
515006 HOLIDAYS NON-UNION	136	287	287	-	
515011 HOLIDAYS - S.M.E.A.	667	667	667	-	
515012 PERFECT ATTENDANCE	41,500	-	39,150	-	
516100 FIRE DETAIL - CITY	2,443	-	1,600	-	
519002 CAREER/EDUC INCENTIVE	24,983	25,000	25,000	25,000	
519003 IN SERVICE TRAINING	18,805	50,000	4,125	50,000	
519004 UNIFORM ALLOWANCE	1,050	1,050	1,600	1,050	
519010 HAZARDOUS DUTY STIPEND	154,000	152,500	153,000	152,500	
519011 REIMBURSEMENT FOR INJURY	79,709	165,000	105,937	165,000	
519012 PHYSICAL EXAMINATION	1,500	14,500	-	14,500	
519013 OTHER LUMP SUM PAYMENTS	19,613	-	-	-	
FIRE PERSONAL SERVICES	14,836,065	15,085,870	12,056,450	15,227,949	0.9%
524003 R&M - VEHICLES	136,731	190,000	78,574	190,000	
524007 R&M - OFFICE EQUIPMENT	-	100	-	100	
524013 R&M - TOOLS & EQUIPMENT	34,801	55,000	25,551	55,000	
524030 R&M - RADIO ALARM	8,270	12,500	1,875	12,500	
524033 R&M - SOFTWARE	-	-	494	-	
524034 R&M - SERVICE CONTRACTS	6,510	6,500	6,496	6,500	
527019 RENTAL-WATER COOLER	919	1,800	945	1,800	
530000 PROF & TECHNICAL SVC	44,300	-	35,650	-	
530011 ADVERTISING	-	200	-	200	
530021 TOWING	430	3,000	95	3,000	
530025 IN SERVICE TRAINING OM	1,629	3,000	1,827	3,000	
530028 SOFTWARE SERVICES	-	-	360	-	
534000 COMMUNICATIONS	1,500	1,500	1,219	1,500	
534003 POSTAGE	-	300	-	300	
534006 EXPRESS/FREIGHT	-	150	21	150	
538005 PHOTOGRAPHY	119	100	-	100	
542000 OFFICE SUPPLIES	4,376	7,000	2,740	7,000	
542001 PRINTING & STATIONERY	406	800	540	800	
542004 COMPUTER SUPPLIES	1,839	3,800	11,810	7,800	
542005 OFFICE EQUIPMENT NOT CAP	791	2,500	314	2,500	
542006 OFFICE FURNITURE NOT CAP	4,050	2,500	408	2,500	
542007 COMP EQUIPMENT NOT CAP	-	9,000	-	9,000	
542008 BOOKS & BOOKBINDING	1,581	800	775	800	

Fire

FIRE	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
542012 OTH EQUIPMENT NOT CAPI	12,098	2,000	-	2,000	
543011 HARDWARE & SMALL TOOLS	7,088	12,000	3,263	12,000	
548001 MOTOR GAS AND OIL	-	2,000	-	2,000	
548002 ANTI-FREEZE	-	500	-	500	
548003 BATTERIES	-	2,000	-	2,000	
548004 TIRES AND TUBES	7,181	20,000	7,375	20,000	
549000 FOOD SUPPLIES & REFRESHMT	-	200	7	200	
550000 MEDICAL & DENTAL SUPPLIES	25,978	35,000	6,055	35,000	
558001 FIRE HOSES-REPAIRS/PARTS	320	9,000	-	9,000	
558003 PUBLIC SAFETY SUPPLIES	19,240	40,000	19,674	40,000	
558011 FLOWERS & FLAGS	1,173	-	47	-	
558015 SUPPLIES FOR MEN/WOMEN	28,913	30,000	15,655	30,000	
558016 COLORGUARD	3,250	3,250	3,250	3,250	
571000 IN STATE TRAVEL	-	100	164	100	
573000 DUES AND MEMBERSHIPS	3,114	3,800	2,675	3,800	
FIRE ORDINARY MAINTENANCE	356,608	460,400	227,857	464,400	0.9%
558020 FIRE GRANT MATCH	924	11,000	10,051	11,500	
FIRE DEPT SPECIAL ITEMS	924	11,000	10,051	11,500	4.5%
FIRE DEPT TOTAL	15,193,597	15,557,270	12,294,359	15,703,849	0.9%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF	BREEN, CHARLES JR	2,614.73	136,339.49	155,075.48
DEPUTY CHIEF	AVERY, MICHAEL	2,225.96	116,067.91	138,305.65
DEPUTY CHIEF	FORREST, WALLACE	2,225.96	116,067.91	133,435.05
DEPUTY CHIEF	HALLINAN, WILLIAM	2,225.96	116,067.91	138,162.16
DEPUTY CHIEF	LUCIA, JAMES	2,225.96	116,067.91	133,443.21
DEPUTY CHIEF	MAJOR, CHRISTOPHER	2,225.96	116,067.91	136,378.15
DEPUTY CHIEF	TIERNEY, SEAN	2,225.96	116,067.91	136,362.16
DEPUTY CHIEF	LAMPLEY, VINCENT	2,157.58	113,049.43	132,257.38
		2,225.96		
DISTRICT CHIEF	KEANE, JOHN JR	1,969.91	102,716.74	121,622.99
DISTRICT CHIEF	LEE, FRANK J	1,969.91	102,716.74	124,066.46
DISTRICT CHIEF	MCCARTHY, ROBERT	1,969.91	102,716.74	122,122.22
DISTRICT CHIEF	WALL, MATTHEW	1,969.91	102,716.74	121,233.66
CAPTAIN	ANZALONE, MICHAEL	1,743.25	90,898.04	108,556.60
CAPTAIN	DOHENEY, JAMES	1,743.25	90,898.04	106,583.85
CAPTAIN	FITZPATRICK, WILLIAM	1,743.25	90,898.04	111,446.28

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CAPTAIN	FRENCH, GREGORY	1,743.25	90,898.04	108,615.93
CAPTAIN	GORMAN, THOMAS	1,743.25	90,898.04	108,888.23
CAPTAIN	GOVER, GIRARD	1,743.25	90,898.04	106,583.85
CAPTAIN	KEANE, SEAN	1,743.25	90,898.04	109,510.21
CAPTAIN	MATTHEWS, MARK	1,743.25	90,898.04	108,615.93
CAPTAIN	MAURAS, STEVEN	1,743.25	90,898.04	108,515.66
CAPTAIN	O'DONOVAN, BRIAN	1,743.25	90,898.04	106,531.41
CAPTAIN	SILVA, KENNETH	1,743.25	90,898.04	107,885.79
CAPTAIN	ARDOLINO, MARK	1,689.71	88,534.63	105,376.49
		1,743.25		
LIEUTENANT	ALCARAZ, BLANCA	1,542.70	80,440.79	93,473.02
LIEUTENANT	BAKEY, TIMOTHY	1,542.70	80,440.79	95,021.46
LIEUTENANT	BELSKI, STEPHEN	1,542.70	80,440.79	94,915.47
LIEUTENANT	BONNER, JUSTIN	1,542.70	80,440.79	94,142.53
LIEUTENANT	BYRNE, JOHN JR	1,542.70	80,440.79	95,424.67
LIEUTENANT	COLBERT, JOHN	1,542.70	80,440.79	100,181.13
LIEUTENANT	DIPALMA, DANIEL R	1,542.70	80,440.79	95,372.23
LIEUTENANT	DONOVAN, JOHN PAUL	1,542.70	80,440.79	93,489.00
LIEUTENANT	FLYNN, TIMOTHY	1,542.70	80,440.79	90,156.57
LIEUTENANT	FRENCH, PAUL	1,542.70	80,440.79	92,064.76
LIEUTENANT	HALLORAN, PATRICK	1,542.70	80,440.79	96,532.79
LIEUTENANT	HOUGHTON, CHARLES	1,542.70	80,440.79	92,989.37
LIEUTENANT	KEANE, PATRICK	1,542.70	80,440.79	92,586.16
LIEUTENANT	KEENAN, JAMES	1,542.70	80,440.79	97,859.97
LIEUTENANT	KERNER, ELLIOT	1,542.70	80,440.79	97,859.97
LIEUTENANT	KHOURY, MICHAEL	1,542.70	80,440.79	92,003.21
LIEUTENANT	LIPPENS, KENNETH	1,542.70	80,440.79	92,007.67
LIEUTENANT	LONGO, STEPHEN	1,542.70	80,440.79	92,989.37
LIEUTENANT	MACLAUGHLAN, ROBERT	1,542.70	80,440.79	95,424.67
LIEUTENANT	MACMULLIN, BRIAN	1,542.70	80,440.79	96,767.83
LIEUTENANT	MARINO, MICHAEL	1,542.70	80,440.79	96,783.71
LIEUTENANT	NOLAN, DEREK	1,542.70	80,440.79	94,500.06
LIEUTANANT	RICHARDSON, CHARLES D.	1,542.70	80,440.79	92,586.16
LIEUTENANT	STILTNER, DAVID	1,542.70	80,440.79	97,456.76
LIEUTENANT	SULLIVAN, DENNIS	1,542.70	80,440.79	96,623.51
LIEUTENANT	TEIXEIRA, GARY	1,542.70	80,440.79	93,480.44
LIEUTENANT	TIERNEY, THOMAS	1,542.70	80,440.79	93,473.02
LIEUTENANT	VELNEY, JOSUE	1,542.70	80,440.79	94,267.49

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIEUTENANT	OTTING, FRANCIS	1,495.31	78,348.86	91,965.95
		1,542.70		
LIEUTENANT	DONOVAN, TIMOTHY	1,495.31	78,348.86	89,765.52
		1,542.70		
FIREFIGHTER	ALFANO, DAVID W	1,307.36	68,169.49	82,277.24
FIREFIGHTER	BARCLAY, RICHARD	1,307.36	68,169.49	82,321.52
FIREFIGHTER	BARRY, JOSEPH	1,307.36	68,169.49	79,894.38
FIREFIGHTER	BARRY, PATRICK	1,307.36	68,169.49	84,361.77
FIREFIGHTER	BELLINI, THOMAS	1,307.36	68,169.49	83,646.35
FIREFIGHTER	BUSI, RAYMOND	1,307.36	68,169.49	78,141.26
FIREFIGHTER	CAHILL, WILLIAM	1,307.36	68,169.49	79,894.38
FIREFIGHTER	CARROLL, CHRISTOPHER	1,307.36	68,169.49	78,775.75
FIREFIGHTER	CASEY, PATRICK	1,307.36	68,169.49	76,472.92
FIREFIGHTER	CHEIMETS, STEVEN	1,307.36	68,169.49	79,496.88
FIREFIGHTER	CICOLINI, ANTONIO	1,307.36	68,169.49	81,059.39
FIREFIGHTER	CLARK, CHRISTOPHER	1,307.36	68,169.49	78,779.17
FIREFIGHTER	CLARK, JAMES	1,307.36	68,169.49	77,061.58
FIREFIGHTER	CONNELLY, ROBERT	1,307.36	68,169.49	82,329.68
FIREFIGHTER	COPPOLA, THOMAS	1,307.36	68,169.49	78,141.26
FIREFIGHTER	COSTA, DANIEL	1,307.36	68,169.49	78,716.35
FIREFIGHTER	COSTA, WILLIAM	1,307.36	68,169.49	77,061.58
FIREFIGHTER	CURTIS, MICHAEL	1,307.36	68,169.49	76,472.92
FIREFIGHTER	DAVIS, JULIAN	1,307.36	68,169.49	79,491.17
FIREFIGHTER	DOMINIQUE, MELVIN	1,307.36	68,169.49	77,055.87
FIREFIGHTER	DONEGAN, DANIEL	1,307.36	68,169.49	78,716.35
FIREFIGHTER	DORANT, JASON	1,307.36	68,169.49	78,908.22
FIREFIGHTER	DORANT, PATRICK	1,307.36	68,169.49	82,329.68
FIREFIGHTER	DRES, JOHN	1,307.36	68,169.49	75,857.62
FIREFIGHTER	ELLIS, WILLIAM	1,307.36	68,169.49	82,329.68
FIREFIGHTER	EPPS, RYAN	1,307.36	68,169.49	79,496.88
FIREFIGHTER	FARINO, DAVID	1,307.36	68,169.49	81,049.09
FIREFIGHTER	FEHLAN, WILLIAM	1,307.36	68,169.49	79,894.38
FIREFIGHTER	FINNEGAN, MICHAEL	1,307.36	68,169.49	76,477.38
FIREFIGHTER	FITZGERALD, JOHN C.	1,307.36	68,169.49	79,491.17
FIREFIGHTER	GALVIN, CHRISTOPHER	1,307.36	68,169.49	80,424.90
FIREFIGHTER	GALVIN, ROBERT	1,307.36	68,169.49	78,779.17
FIREFIGHTER	GILLIS, PAUL	1,307.36	68,169.49	79,886.22
FIREFIGHTER	GUELPA, CHRISTINE	1,307.36	68,169.49	81,112.03

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	GURALNICK ANDREW	1,307.36	68,169.49	75,857.62
FIREFIGHTER	HAMILTON, BARRY	1,307.36	68,169.49	78,912.68
FIREFIGHTER	HAMPTON, RONALD	1,307.36	68,169.49	78,141.26
FIREFIGHTER	HENRY, DOUGLAS	1,307.36	68,169.49	75,402.15
FIREFIGHTER	HODNETT, ROBERT	1,307.36	68,169.49	79,491.17
FIREFIGHTER	HOWARD, CHRISTIAN W	1,307.36	68,169.49	77,950.15
FIREFIGHTER	HUGHES, BRENDAN	1,307.36	68,169.49	76,340.44
FIREFIGHTER	JEFFERSON, MICHAEL	1,307.36	68,169.49	76,472.92
FIREFIGHTER	JOHNSON, EARL	1,307.36	68,169.49	80,378.03
FIREFIGHTER	KANE, MATTHEW	1,307.36	68,169.49	83,646.35
FIREFIGHTER	KELLEY, THOMAS F	1,307.36	68,169.49	81,867.14
FIREFIGHTER	KIRYLO, MATTHEW	1,307.36	68,169.49	76,534.47
FIREFIGHTER	LAUDANO, JOSEPH	1,307.36	68,169.49	77,970.15
FIREFIGHTER	LAYTON, KENNETH	1,307.36	68,169.49	87,192.12
FIREFIGHTER	LAYTON, RYAN	1,307.36	68,169.49	79,969.43
FIREFIGHTER	LAYTON, SEAN	1,307.36	68,169.49	82,243.68
FIREFIGHTER	LAYTON, STEPHEN	1,307.36	68,169.49	79,894.38
FIREFIGHTER	LEVESQUE, JOHN	1,307.36	68,169.49	84,764.98
FIREFIGHTER	LYONS, SHAUN	1,307.36	68,169.49	78,908.22
FIREFIGHTER	MANCUSI, MELISSA	1,307.36	68,169.49	76,766.28
FIREFIGHTER	MARANO, JOEY	1,307.36	68,169.49	79,491.17
FIREFIGHTER	MASSIAH, HALLAM	1,307.36	68,169.49	75,402.15
FIREFIGHTER	MATTERA, MICHAEL	1,307.36	68,169.49	81,405.07
FIREFIGHTER	McINNIS, KEITH	1,307.36	68,169.49	78,779.17
FIREFIGHTER	MCKENZIE, JAY	1,307.36	68,169.49	78,779.17
FIREFIGHTER	MEDEIROS, THOMAS	1,307.36	68,169.49	78,779.17
FIREFIGHTER	MOORE, SYLVESTER	1,307.36	68,169.49	82,125.59
FIREFIGHTER	MOREIRA, PAUL	1,307.36	68,169.49	81,343.52
FIREFIGHTER	NICHOLSON, MARK	1,307.36	68,169.49	79,894.38
FIREFIGHTER	NOONAN, BRENDAN	1,307.36	68,169.49	80,907.73
FIREFIGHTER	O'CONNOR, JOHN	1,307.36	68,169.49	78,624.09
FIREFIGHTER	O'HEARN, DANIELLE	1,307.36	68,169.49	78,969.77
FIREFIGHTER	O'HEARN, TIMOTHY	1,307.36	68,169.49	76,343.87
FIREFIGHTER	PANTANELLA, DAVID	1,307.36	68,169.49	83,649.77
FIREFIGHTER	PAPETTI, JOSEPH	1,307.36	68,169.49	78,141.26
FIREFIGHTER	PATRIQUIN, ANDREW	1,307.36	68,169.49	83,646.35
FIREFIGHTER	PEREZ, ROGER	1,307.36	68,169.49	79,496.88
FIREFIGHTER	PIWINSKI, JAMES M	1,307.36	68,169.49	79,431.84

Fire

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	PIWINSKI, JAMES P.	1,307.36	68,169.49	76,477.37
FIREFIGHTER	POPKEN, KARL	1,307.36	68,169.49	79,894.38
FIREFIGHTER	POWERS, MICHAEL	1,307.36	68,169.49	79,496.88
FIREFIGHTER	REVILLA, RODOLFO	1,307.36	68,169.49	77,958.71
FIREFIGHTER	ROSS, THOMAS	1,307.36	68,169.49	82,321.52
FIREFIGHTER	RUF, JASON	1,307.36	68,169.49	78,843.18
FIREFIGHTER	SANCHEZ, GERMAN	1,307.36	68,169.49	82,321.52
FIREFIGHTER	SAPORITO, TOMMASO	1,307.36	68,169.49	75,857.62
FIREFIGHTER	SAULNIER, ERIC	1,307.36	68,169.49	78,669.76
FIREFIGHTER	THEOPHILE, CHRIST	1,307.36	68,169.49	78,912.68
FIREFIGHTER	TKACZUK, ANDREW	1,307.36	68,169.49	78,141.26
FIREFIGHTER	VELNEY, JOCELYN	1,307.36	68,169.49	78,912.68
FIREFIGHTER	VIVEIROS, FERNANDO	1,307.36	68,169.49	78,908.22
FIREFIGHTER	WALL, MARK	1,307.36	68,169.49	80,378.03
FIREFIGHTER	WHELAN, ROBERT	1,307.36	68,169.49	75,402.15
FIREFIGHTER	WILLIAMS, KEVIN	1,307.36	68,169.49	76,340.44
FIREFIGHTER	NELSON, CARL	1,125.17	62,807.89	70,086.06
		1,307.36		
FIREFIGHTER	SAULNIER, SHAYNE	1,125.17	62,807.89	70,086.06
		1,307.36		
FIREFIGHTER	WALLACE, JOSHUA	1,125.17	62,807.89	70,086.06
		1,307.36		
FIREFIGHTER	MCCANN, JOSHUA	1,125.17	60,595.59	67,737.15
		1,307.36		
FIREFIGHTER	CAFFERKY, STEPHEN	1,089.13	58,479.08	65,529.55
		1,125.17		
FIREFIGHTER	SAULNIER, TROY	1,089.13	58,479.08	65,529.55
		1,125.17		
FIREFIGHTER	COLLINS, ERIC	1,089.13	57,686.20	64,664.59
		1,125.17		
FIREFIGHTER	CONWAY, CHARLES	1,089.13	57,325.80	71,128.09
		1,125.17		
FIREFIGHTER	AMADO, LYSANDER	1,089.13	57,325.80	71,128.09
		1,125.17		
FIREFIGHTER	VACANT	1,089.13	56,790.35	70,565.61
DATA ANALYST	HARDING, JOHN	1,463.36	76,094.72	76,094.72
ADMIN2A	CICCARIELLO, JANET	1,071.43	55,714.36	57,464.36
FIRE APPARATUS MECANIC	DICKIE, PAUL	1,455.20	75,670.40	76,720.40
SENIOR CLERK	MARTIN, JOELLE	806.42	41,933.84	42,783.84

Fire Alarm

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	984,398	1,015,149	1,012,352	-0.3%
General Fund Expenditures	984,398	1,015,149	1,012,352	-0.3%

BUDGET:

FIRE ALARM	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	743,826	760,162	608,389	755,620	
513000 OVERTIME	155,315	150,000	117,333	150,000	
514006 LONGEVITY	6,750	7,500	9,384	6,000	
514008 OUT OF GRADE	898	5,300	3,045	5,300	
515004 HOLIDAYS	49,809	61,387	43,349	61,032	
515012 PERFECT ATTENDANCE	1,200	-	1,500	-	
519004 UNIFORM ALLOWANCE	11,000	11,000	11,275	11,000	
519013 OTHER LUMP SUM PAYMENTS	15,600	19,800	15,375	23,400	
FIRE ALARM PERSONAL SERVICES	984,398	1,015,149	809,650	1,012,352	-0.3%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF FIREALARMOPER	SWANTON, JAMES	1,723.96	89,645.92	103,236.55
SR FIRE ALARM OPER	BREEN, TODD	1,539.25	80,041.00	90,655.85
SR FIRE ALARM OPER	SLOANE, STEPHEN	1,539.25	80,041.00	90,655.85
SR FIRE ALARM OPER	WALSH, DAVID	1,539.25	80,041.00	90,155.85
SR FIRE ALARM OPER	HERMAN, BRIAN	1,539.25	80,041.00	90,655.85
FIRE ALARM OPER	BREEN, SCOTT	1,374.33	71,465.16	80,887.35
FIRE ALARM OPER	BRIEN, KYLE	1,374.33	71,465.16	81,387.35
FIRE ALARM OPER	CASTLE, JASON	1,374.33	71,465.16	80,687.35
FIRE ALARM OPER	ALFANO, DARIO	1,374.33	71,465.16	80,587.35
FIRE ALARM OPER	ENGELSMAN, MARK	1,144.84	59,986.48	68,178.92
		1,182.74		

Fire: Emergency Management

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	20,746	20,667	20,667	0.0%
Ordinary Maintenance	5,493	10,390	10,690	2.9%
General Fund Expenditures	26,239	31,057	31,357	1.0%

BUDGET:

EMERGENCY MANAGEMENT	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	20,746	20,667	16,692	20,667	
EMERG MGMT PERSONAL SERVICES	20,746	20,667	16,692	20,667	0.0%
524003 R&M - VEHICLES	288	-	-	-	
545000 CUSTODIAL & MAINT SUPPLIES	91	100	-	100	
549000 FOOD SUPPLIES & REFRESHMT	700	700	-	700	
558003 PUBLIC SAFETY SUPPLIES	-	4,350	-	4,350	
558006 UNIFORMS	3,274	4,500	5,062	4,500	
558012 BADGES,EMBLEMS,TROPHIES	708	-	-	-	
558015 SUPPLIES FOR MEN/WOMEN	206	500	668	500	
573000 DUES AND MEMBERSHIPS	-	-	-	300	
574000 INSURANCE PREMIUMS	225	240	-	240	
EMERG MGMT ORDINARY MAINT	5,493	10,390	5,730	10,690	2.9%
EMERG MGMT TOTAL	26,239	31,057	22,422	31,357	1.0%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HOMELAND SECURITY COORDINATOR	GRANEY, THOMAS	397.44	20,666.88	20,666.88

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.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	16,198,916	15,303,867	15,473,649	1.1%
Ordinary Maintenance	474,751	613,616	613,616	0.0%
Special Items	43,200	51,314	51,314	0.0%
General Fund Expenditures	16,716,867	15,968,797	16,138,579	1.1%

CHANGES BETWEEN FY18 & FY19:

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

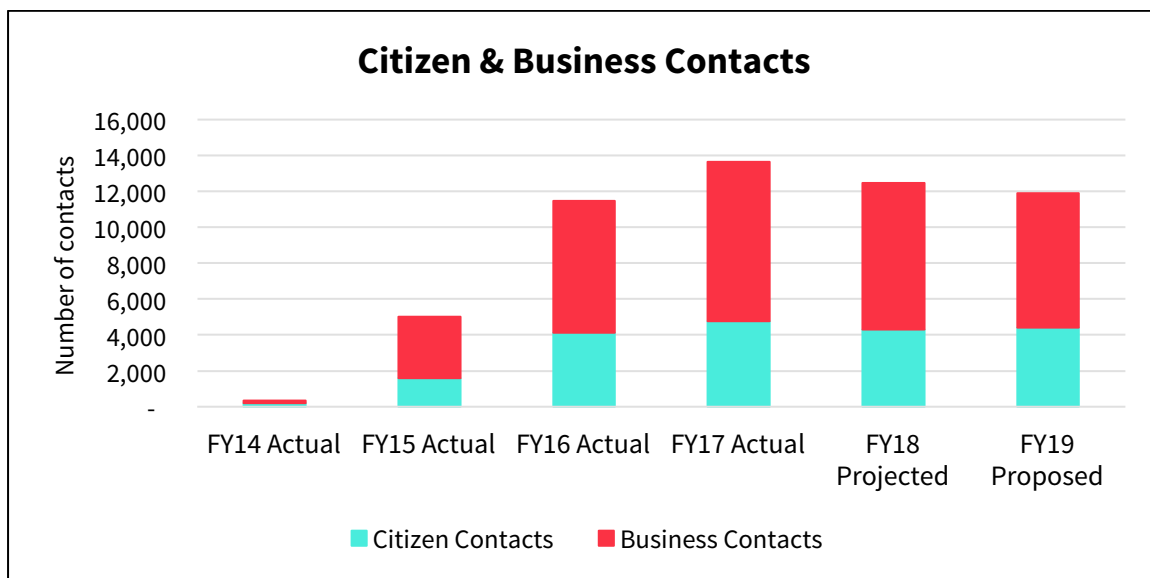
GRANTS AWARDED:

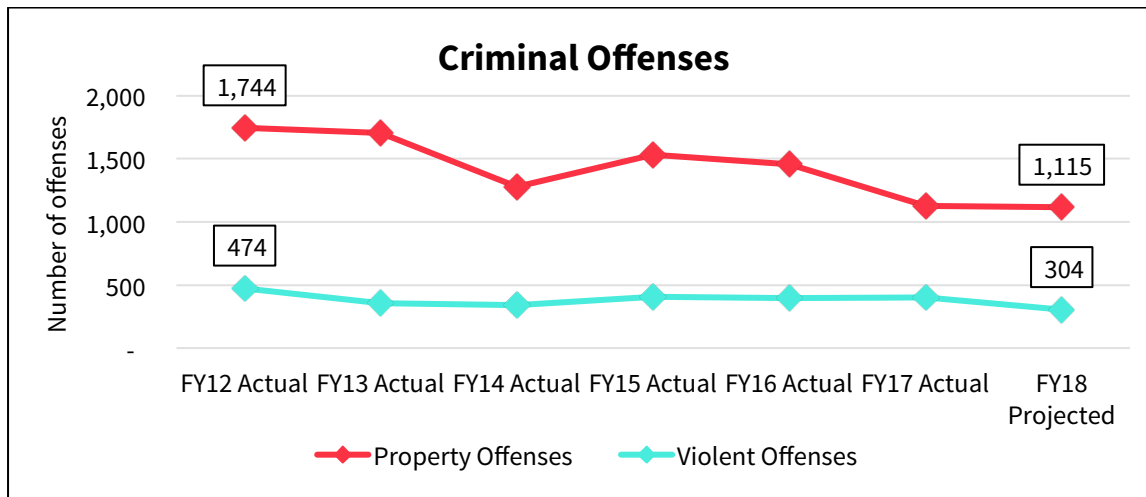
GRANT NAME	GRANTING AGENCY	AMOUNT
CSI Community Safety Initiative (Shannon Grant)	Metropolitan Area Planning Council	\$11,389
DMH/JDP (Jail Diversion Program)	Executive Office of Health & Human Services	\$37,315
DMH/Crisis Intervention Team (CIT)	Executive Office of Health & Human Services	\$256,370
Mass Municipal Police Staffing Grant	Executive Office of Public Safety & Security	\$38,000
UASI-U16-1.2	Mayor's Office of Emergency Management	\$120,000
UASI-U17-1.2	Mayor's Office of Emergency Management	\$133,132

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJ	FY19 PROPOSED
Violent Incidents (Robbery or Assault)	341	404	396	399	304	N/A
Property Incidents (Burglary or Larceny or MV Theft)	1,277	1,534	1,456	1,129	1,115	N/A
Field Interviews/ Observations	261	565	513	393	277	300
Park, Walk, Talk Deployments	N/A	123	717	685	479	550
Certification Standards	74 of 159	109 of 159	159 of 159	Certified	-	-
Accreditation Standards	10 of 180	27 of 180	90 of 180	90 of 180	134 of 180	180 of 180
Citizen Contacts	198	1,575	4,118	4,783	4,289	4,400
Business Contacts	136	3,454	7,368	8,847	8,165	7,500
Community Meetings	64	136	145	188	157	160
STEPS Visits	N/A	N/A	246	667	852	1,150
E-Mail Tips	68	71	82	61	44	-
Website Inquiries	272	228	263	307	162	-
Net New Facebook Likes (Followers)	497	479	559	638	952	950
Net New Twitter Followers	1,723	1,635	886	1,040	1,072	1,100
External Calls for Service	-	31,470	31,592	31,478	25,409*	N/A
Traffic Enforcement	-	4,831	5,234	5,234	3,523*	N/A
Investigative & Admin	-	4,765	5,186	4,555	3,541*	N/A
Proactive Enforcement	-	9,429	11,589	12,065	8,545*	N/A
Proactive Engagement	-	5,314	12,051	14,570	11,289*	N/A

*FY18 CAD data is YTD through April.





GOALS REVIEW:

1. Provide every neighborhood a sense of security and improve the quality of life.

1	Expand community policing programs throughout the city, delivering services and solving problems in an atmosphere of collaboration between police and residents.	Ongoing & Continuous Effort
2	Maintain the use of Neighborhood Policing Officers outside of patrol deployment formula.	Complete
3	Maximize interactions, increase visibility and accessibility, and establish a trusting relationship with the community through sub-stations, neighborhood policing, ResiStat, immigrant task force meetings, and community activities.	Ongoing
4	Track and evaluate community policing programs in neighborhoods through the use of Citizen and Business Contact Data	Ongoing
5	Schedule and plan 12 walking dialogues with Teen Empowerment and community stakeholders. Create new initiatives to engage Teen Empowerment.	Complete
6	Work collaboratively with City partners on Vision Zero.	New for FY19
7	Enhance school safety and collaboration efforts.	New for FY19

2. 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.

1	Prepare for CELEA on-site assessment for accreditation.	New for FY19
2	Achieve CELEA accreditation.	New for FY19
3	Conduct a comprehensive evaluation of officer core responsibilities. Integrate data in conjunction with performance analysis, resource allocation, and high visibility policing.	Ongoing

4 Install GPS in cruisers to enhance officer safety and call response.

New for FY19

3. Continue to provide in-service training that meets all criteria for the MA Training Council. Provide training in areas that are unique to the needs of the community.

1	Provide career development opportunities for all personnel through specialized training and executive training sessions.	Ongoing & Continuous Effort
2	Build a strong community partnership between law enforcement and mental health providers. Provide training to officers to address issues and improve response for individuals and families impacted by mental illness and drug addiction.	Complete & Ongoing
3	Access service and response capabilities regarding law enforcement and City's changing dynamics.	New for FY19

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

1	Develop Somerville Rapid Response Unit.	In Progress
2	Develop methods to maintain and improve interoperability between regional partners and City Departments.	New for FY19
3	Work collaboratively with all stakeholders to develop internal City and external UASI processes for requesting and accepting UASI equipment and funding	Ongoing

5. Expand the use of and improve the Department's presence on social media.

1	Provide assistance to criminal investigators through the use of social media.	Ongoing
2	Coordinate and track analytics on social media (followers, likes, etc.) to show trends in involvement and answer questions directed to the department.	Ongoing
3	Review Twitter, Tip 411 and Facebook accounts for relevance and utilization.	Complete & Ongoing

BUDGET:

POLICE		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	10,438,600	11,392,313	8,623,750	11,408,820	
511003	CROSSING GUARDS	281,710	380,000	232,680	430,000	
512000	SALARIES & WAGES TEMPOR'Y	1,300	30,000	32,901	30,000	
513000	OVERTIME	1,122,343	1,064,100	1,013,970	1,150,000	
513001	TRAINING-OVERTIME	161,361	124,500	115,536	150,000	
514004	SHIFT DIFFERENTIALS	864,628	970,484	694,580	990,310	
514006	LONGEVITY	73,075	59,650	56,475	66,300	
514007	COURT TIME	180,723	308,377	145,599	308,377	
514008	OUT OF GRADE	5,661	11,500	7,816	11,500	

Police

POLICE	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
515004 HOLIDAYS	654,924	727,094	337,294	702,121	
515006 HOLIDAYS NON-UNION	5,847	4,452	4,453	-	
515011 HOLIDAYS - S.M.E.A.	1,045	1,051	1,052	-	
515012 PERFECT ATTENDANCE	11,400	-	15,550	-	
519002 CAREER/EDUC INCENTIVE	1,500	4,500	1,000	4,500	
519004 UNIFORM ALLOWANCE	1,400	1,750	6,200	1,400	
519005 SICK LEAVE BUYBACK	17,167	-	60,578	-	
519006 WEAPONS PAY	70,125	77,400	66,700	77,400	
519007 5/2 BUYBACK	62,330	82,196	73,619	78,421	
519013 OTHER LUMP SUM PAYMENTS	2,179,278	-	103,372	-	
519022 WEAPONS OF MASS DESTRUC	64,500	64,500	61,500	64,500	
POLICE PERSONAL SERVICES	16,198,916	15,303,867	11,654,625	15,473,649	1.1%
524003 R&M - VEHICLES	16,988	-	-	-	
524007 R&M - OFFICE EQUIPMENT	1,643	7,000	2,584	7,000	
524017 R&M - OTHER EQUIPMENT	7,445	16,500	4,091	16,500	
524030 R&M - RADIO ALARM	14,208	15,000	10,134	15,000	
524033 R&M - SOFTWARE	8,879	30,000	10,645	30,000	
527015 RENTALS EQUIPMENT	2,116	1,791	1,552	1,791	
527019 RENTAL-WATER COOLER	650	-	979	-	
530000 PROF & TECHNCAL SVC	67,468	35,000	33,574	35,000	
530001 MEDICAL & DENTAL SERVICES	39,461	125,000	73,196	125,000	
530019 DETENTION ATTENDANTS	8,300	15,000	5,952	15,000	
530025 IN SERVICE TRAINING OM	29,368	50,000	23,249	50,000	
530028 SOFTWARE SERVICES	31,607	35,350	10,464	32,250	
534003 POSTAGE	3,500	3,500	3,524	3,500	
534007 PSTN-USAGE	21,983	21,900	17,378	25,000	
534008 WEB SITE COSTS	297	-	232	-	
542000 OFFICE SUPPLIES	17,284	17,200	12,988	17,200	
542001 PRINTING & STATIONERY	5,999	5,500	2,558	5,500	
542004 COMPUTER SUPPLIES	2,076	13,000	378	13,000	
542005 OFFICE EQUIPMENT NOT CAP	8,003	3,500	1,704	3,500	
542006 OFFICE FURNITURE NOT CAP	4,246	4,000	2,779	4,000	
542007 COMP EQUIPMENT NOT CAP	1,748	1,000	71	1,000	
549000 FOOD SUPPLIES & REFRESHMT	3,198	1,200	738	1,200	
558003 PUBLIC SAFETY SUPPLIES	112,719	148,000	58,934	148,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	100	2,000	4,424	2,000	
558011 FLOWERS & FLAGS	-	-	210	-	
558012 BADGES,EMBLEMS,TROPHIES	4,521	4,000	1,226	4,000	

POLICE	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
558014 PHOTOGRAPHIC SUPPLIES	500	1,000	134	1,000	
558015 SUPPLIES FOR MEN/WOMEN	32,434	20,000	8,864	20,000	
558016 COLORGUARD	3,500	3,500	3,500	3,500	
558017 TRAFFIC SUPV SUPPLIES	4,992	8,000	5,549	8,000	
572000 OUT OF STATE TRAVEL	-	-	589	-	
572001 OUT OF STATE CONFERENCES	4,021	2,000	1,403	2,000	
573000 DUES AND MEMBERSHIPS	10,070	14,000	11,170	14,000	
573001 BAPERN MEMBERSHIP	2,651	2,675	2,651	2,675	
578013 CARE OF PRISONERS	2,776	7,000	608	7,000	
POLICE ORDINARY MAINTENANCE	474,751	613,616	318,031	613,616	0.0%
527001 RENTAL - BUILDINGS	43,200	51,314	40,750	51,314	
POLICE SPECIAL ITEMS	43,200	51,314	40,750	51,314	0.0%
POLICE TOTAL	16,716,867	15,968,797	12,013,406	16,138,579	1.1%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF	FALLON, DAVID	4,044.26	210,301.52	210,301.52
DEPUTY CHIEF	CARRABINO, STEPHEN	3,580.75	186,199.00	186,199.00
DEPUTY CHIEF	STANFORD, JAMES	3,580.75	186,199.00	186,199.00
CAPTAIN	WARD, CHRISTOPHER	2,450.36	127,418.72	148,268.24
CAPTAIN	COTTER, BERNARD D	2,450.36	127,418.72	148,268.24
CAPTAIN	DONOVAN, JAMES	2,450.36	127,418.72	148,268.24
CAPTAIN	TRANT, PAUL	2,450.36	127,418.72	148,268.24
LIEUTENANT	DIGREGORIO, JEFFREY	2,085.41	108,441.32	125,715.26
LIEUTENANT	DEOLIVEIRA, DIOGO	2,085.41	108,441.32	125,459.26
LIEUTENANT	LAVEY, RICHARD	2,085.41	108,441.32	125,459.26
LIEUTENANT	MITSAKIS, TIMOTHY	2,085.41	108,441.32	126,349.61
LIEUTENANT	POLITO, JAMES	2,085.41	108,441.32	126,349.61
LIEUTENANT	RYMILL, A WILLIAM	2,001.99	104,103.48	121,161.01
LIEUTENANT	RYMILL, GERARD J	2,085.41	108,441.32	126,349.61
LIEUTENANT	SHEEHAN, SEAN	2,085.41	108,441.32	125,715.26
LIEUTENANT	VIVOLO, CARMINE C	2,085.41	108,441.32	126,349.61
LIEUTENANT	VACANT	2,085.41	108,441.32	128,237.61
LIEUTENANT	KENNELLY, MICHAEL	2,001.99	104,103.48	121,699.36
SERGEANT	CAPASSO JR., MICHAEL R.	1,703.82	88,598.64	102,838.93

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SERGEANT	CHAILLE, WARREN	1,561.84	81,215.68	95,565.33
SERGEANT	FUSCO, SALVATORE	1,419.85	73,832.20	87,689.02
SERGEANT	GOBIEL, JOHN J	1,774.82	92,290.64	107,695.51
SERGEANT	HOLLAND, MICHAEL	1,703.82	88,598.64	103,478.93
SERGEANT	ISIDORO, RICO J	1,774.82	92,290.64	107,125.62
SERGEANT	KIELY, MICHAEL R	1,774.82	92,290.64	107,695.51
SERGEANT	PERRONE, MICHAEL	1,419.85	73,832.20	87,850.10
SERGEANT	MARINO, JOHN	1,703.82	88,598.64	103,222.93
SERGEANT	MONTE, DAVID	1,703.82	88,598.64	103,737.61
SERGEANT	REGO, DANIEL	1,703.82	88,598.64	104,985.61
SERGEANT	SHACKELFORD, KEVIN	1,774.82	92,290.64	107,564.82
SERGEANT	TAM, JOHN Q	1,774.82	92,290.64	107,695.51
SERGEANT	WHALEN, SCOTT	1,774.82	92,290.64	107,564.82
SERGEANT	MCCAREY, MICHAEL	1,419.85	73,832.20	87,777.02
SERGEANT	SLATTERY, JAMES, JR.	1,419.85	73,832.20	88,216.18
SERGEANT	SYLVESTER, SEAN	1,703.82	88,598.64	103,606.93
PATROL04	AMERAL, MICHAEL A	1,532.54	79,692.08	97,970.08
PATROL04	ANDERSON, PAUL	1,532.54	79,692.08	94,882.08
PATROL04	BECKFORD, PAUL	1,471.24	76,504.48	92,320.87
PATROL04	BERROUET, WOLFF E	1,532.54	79,692.08	95,682.08
PATROL04	BORK, CHRISTINE	1,379.28	71,722.56	87,194.56
PATROL04	BRIOSO, DOUGLAS	1,226.03	63,753.56	77,795.68
PATROL04	BROWN, MICHAEL D	1,471.24	76,504.48	95,891.32
PATROL04	CANTY, PATRICK	1,471.24	76,504.48	91,464.91
PATROL04	CATATAO, ASHLEY	1,532.54	79,692.08	96,396.29
PATROL04	CICERONE, FERNANDO	1,532.54	79,692.08	95,436.29
PATROL04	CLARK, SHAUN	1,226.03	63,753.56	78,651.64
PATROL04	COLLAZO, ARIEL I	1,226.03	63,753.56	78,443.66
PATROL04	COLLETTE, CHRISTOPHER	1,226.03	63,753.56	77,571.68
PATROL04	COLLETTE, WALTER , JR.	1,471.24	76,504.48	91,240.91
PATROL04	COSTA, JASON	1,226.03	63,753.56	78,002.25
PATROL04	DERVISHIAN, GEORGE	1,226.03	63,753.56	85,751.64
PATROL04	DIFAVA, MARC	1,471.24	76,504.48	91,464.91
PATROL04	DOTTIN, DERRICK	1,348.63	70,128.76	83,071.64
PATROL04	DOTTIN, SHANNON N	1,226.03	63,753.56	77,598.25
PATROL04	DRISCOLL, ROBERT	1,471.24	76,504.48	95,520.87
PATROL04	DUCASSE-AYALA, JUAN A.	1,471.24	76,504.48	91,464.91

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL04	DUFFY, PAUL C	1,532.54	79,692.08	95,932.29
PATROL04	ELPIDOFOROS, PATRICIA	1,532.54	79,692.08	94,332.29
PATROL04	FARIA, MICHAEL	1,471.24	76,504.48	89,245.59
PATROL04	FUSCO, CHRISTOPHER	1,226.03	63,753.56	78,331.43
PATROL04	GEE, ALBERT	1,471.24	76,504.48	91,256.91
PATROL04	GONCALVES, CASSANDRA COSTA	1,532.54	79,692.08	95,436.29
PATROL04	GOULART, KEVIN	1,226.03	63,753.56	78,331.43
PATROL04	HICKEY, ROBERT W	1,471.24	76,504.48	90,045.59
PATROL04	HOWE, JOHN J	1,471.24	76,504.48	89,245.59
PATROL04	HYDE, JAMES P	1,471.24	76,504.48	92,445.59
PATROL04	ISAACS, RANDY R	1,532.54	79,692.08	94,674.08
PATROL04	JEAN-JACQUES, YVON	1,471.24	76,504.48	91,256.91
PATROL04	JOHNSON, STEVEN	1,226.03	63,753.56	80,598.24
PATROL04	JONES, STEPHEN	1,532.54	79,692.08	96,620.29
PATROL04	KHOURY, MATTHEW	1,226.03	63,753.56	78,651.64
PATROL04	KIM, ELI	1,471.24	76,504.48	91,464.91
PATROL04	LEGROS, GUERDY	1,226.03	63,753.56	78,002.25
PATROL04	LEGUISAMON DEL ROSARIO, KILSARYS	1,471.24	76,504.48	89,245.59
PATROL04	LORENTI, ALEX	1,226.03	63,753.56	78,443.64
PATROL04	MANFRA, MARYANNE	1,471.24	76,504.48	93,064.91
PATROL04	MANZELLI, ANTHONY	1,471.24	76,504.48	94,664.91
PATROL04	MARTINEZ, OSWALDO	1,348.63	70,128.76	82,271.64
PATROL04	MARTINI, LEO D	1,471.24	76,504.48	94,664.91
PATROL04	MCDALD, KATHRYN M	1,471.24	76,504.48	92,264.91
PATROL04	MCGRATH, MICHAEL	1,471.24	76,504.48	92,712.91
PATROL04	-	1,532.54	79,692.08	98,636.29
PATROL04	MESSAOUDI, SAMIR	1,348.63	70,128.76	85,485.98
PATROL04	MONACO, ALAN	1,348.63	70,128.76	85,430.02
PATROL04	MONTINA-GARCIA, NATACHA	1,471.24	76,504.48	89,245.59
PATROL04	MOREIRA, JOSEPH A.	1,226.03	63,753.56	77,795.68
PATROL04	NEVIN, MARK	1,226.03	63,753.56	77,795.68
PATROL04	O'BRIEN, ERIC	1,348.63	70,128.76	85,375.73
PATROL04	OLIVEIRA, JOHN L	1,226.03	63,753.56	77,598.25
PATROL04	OMEARA, ROSS D	1,532.54	79,692.08	96,482.08
PATROL04	PASQUALINO, ROBERT	1,226.03	63,753.56	78,978.25
PATROL04	PAVAO, BRIAN	1,226.03	63,753.56	77,795.68
PATROL04	PROPHETE, FRANDIANE	1,226.03	63,753.56	78,651.64
PATROL04	PULLI, MARK	1,471.24	76,504.48	89,245.59

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL04	RADOCHIA, JAMES	1,226.03	63,753.56	78,651.64
PATROL04	RAMIREZ, JOSE	1,226.03	63,753.56	78,651.64
PATROL04	REECE, COURTNEY	1,379.28	71,722.56	86,228.35
PATROL04	RIVERA, JOSEPH	1,226.03	63,753.56	77,795.68
PATROL04	DAVID RUF	1,226.03	63,753.56	78,651.64
PATROL04	SCHNEIDER, DEVIN	1,226.03	63,753.56	77,587.68
PATROL04	SOARES, EDUARDO	1,471.24	76,504.48	91,256.91
PATROL04	SOUSA, TYLER	1,471.24	76,504.48	92,320.87
PATROL04	ST HILAIRE, STEVE	1,348.63	70,128.76	86,230.02
PATROL04	SULLIVAN, TIMOTHY F.	1,348.63	70,128.76	84,630.02
PATROL04	TEVES, JOSEPH	1,226.03	63,753.56	77,587.68
PATROL04	THERMIDOR, JONATHAN	1,532.53	79,691.56	95,681.52
PATROL04	TORRES, JAMES	1,379.28	71,722.56	87,194.56
PATROL04	UBEDA, ERICK	1,226.03	63,753.56	77,685.43
PATROL04	VAN NOSTRAND, TIMOTHY	1,471.24	76,504.48	91,464.91
PATROL04	WYATT, MICHAEL J	1,226.03	63,753.56	83,095.68
PATROL03	DESROCHERS, ROGER	1,191.03	43,591.70	76,449.14
PATROL04		1,226.03	18,880.86	
PATROL03	HALEY, DANIEL	1,191.03	43,591.70	79,423.11
PATROL04		1,348.63	20,768.90	
PATROL03	HARTSGROVE, ROBERT	1,191.03	43,591.70	77,305.50
PATROL04		1,226.03	18,880.86	
PATROL02	BROWN, JUSTIN	1,028.51	37,437.76	70,145.12
PATROL03		1,191.03	18,580.07	
PATROL02	MCLAUGHLIN, MARK	1,028.51	37,437.76	70,145.12
PATROL03		1,191.03	18,580.07	
PATROL02	O'DONNELL, KEITH	1,028.51	37,437.76	70,145.12
PATROL03		1,191.03	18,580.07	
PATROL02	RICHARDSON, MACKENZIE	1,028.51	37,437.76	70,145.12
PATROL03		1,191.03	18,580.07	
PATROL02	BUSWELL, JUSTIN	1,028.51	47,722.86	68,215.60
PATROL03		1,191.03	6,669.77	
PATROL02	COSTA, SERGIO	1,028.51	47,722.86	68,215.60
PATROL03		1,191.03	6,669.77	
PATROL02	SCRUGLI, STEVEN	1,028.51	19,541.69	72,465.53
PATROL03		1,191.03	39,303.99	

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL01	DACOSTA, EDNA	996.38	9,565.25	66,489.60
PATROL02		1,028.51	43,608.82	
PATROL01	LAMBERT, THOMAS	996.38	39,058.10	65,478.39
PATROL02		1,028.51	13,164.93	
PATROL01	ANAYA, ROBERT	996.38	39,058.10	65,478.39
PATROL02		1,028.51	13,164.93	
PATROL01	CANTY, MARK	996.38	39,058.10	65,478.39
PATROL02		1,028.51	13,164.93	
PATROL01	CLEARY, MICHAEL	996.38	39,058.10	65,478.39
PATROL02		1,028.51	13,164.93	
PATROL01	LAMBERT, DYLAN	996.38	39,058.10	65,478.39
PATROL02		1,028.51	13,164.93	
PATROL01	MOREIRA, NICHOLAS	996.38	39,058.10	65,478.39
PATROL02		1,028.51	13,164.93	
PATROL01	LABONTE, ALLISHA	996.38	39,058.10	65,478.39
PATROL02		1,028.51	13,164.93	
PATROL01	RIBEIRO, PRISCILLA	996.38	39,058.10	65,478.39
PATROL02		1,028.51	13,164.93	
PATROL01	VACANCY	996.38	51,811.76	64,785.84
PATROL01	VACANCY	996.38	51,811.76	64,785.84
PATROL01	VACANCY	996.38	51,811.76	64,785.84
IT/COMMUNICATIONS CIVILIAN	DESMOND, MATTHEW	1,800.69	93,635.88	93,635.88
IT/COMMUNICATIONS JR. CLERK	ORTEGA, DENISE	1,200.46	62,423.92	62,423.92
FINANCIAL ANALYST	CASSESSO, DOROTHY	1,530.59	79,590.68	79,590.68
SR. CRIME ANALYST	WILLIS, MEREDITH	1,538.46	79,999.92	79,999.92
CRIME ANALYST	VACANT	1,153.85	60,000.20	60,000.20
VICTIM WITNESS ADVOCATE	DIPAULO, MAUREEN	1040.80	54,121.60	54,121.60
RECORDS CLERK	COOK, LORI	900.35	46,818.20	46,818.20
RECORDS CLERK-PART TIME	JOHNSON, ANN	361.00	18,772.00	18,772.00
JR. CLERK-SUBSTATION	GUARDADO, DIANA	729.65	37,941.80	37,941.80
JR. CLERK-SUBSTATION	ROMANO, PATRICIA	744.24	38,700.48	39,550.48
ADMIN ASST	D'ANGELI, DIANE	1,050.73	54,637.96	56,237.96
JR. CLERK	MASIELLO, CHRISTINE	744.24	38,700.48	39,200.48
DETAIL CLERK	ROCHE, ELIZABETH	1,229.43	63,930.36	64,780.36
JR. DETAIL CLERK	CARANFA, JENNIFER	822.39	42,764.28	43,364.28

Police

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COHR DIRECTOR	CONTENTE, PATRICIA	1,500.58	78,030.16	78,030.16
CLINICAL COORDINATOR	DELAFANO, CHERYL	271.60	14,123.20	14,123.20
PROJECT AAST CIT TTAC	JOHNSON, GREGORY	1,000.00	52,000.00	-
COORDINATOR OF LAW ENFORCMNT PARTNERSHIPS	OZIT, SABRINA	1,000.00	52,000.00	-
CO DIRECTOR MB CIT TTAC	WALSH, AILEEN	1,442.31	75,000.12	-

Animal Control

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	103,593	109,847	107,189	-2.4%
Ordinary Maintenance	9,541	18,050	18,050	0.0%
General Fund Expenditures	113,134	127,897	125,239	-2.1%

BUDGET:

ANIMAL CONTROL	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	91,851	100,015	77,421	95,855	
513000 OVERTIME	6,888	4,000	4,201	6,000	
514006 LONGEVITY	1,000	1,100	500	1,200	
514015 OTHER DIFFERENTIALS	3,171	3,347	3,189	3,134	
515004 HOLIDAYS	184	385	184	-	
519004 UNIFORM ALLOWANCE	500	1,000	1,000	1,000	
POLICE-ANIMAL CTL PERSONAL SVC	103,593	109,847	86,496	107,189	-2.4%
529010 KENNELS	1,346	4,000	480	4,000	
530000 PROF & TECHNICAL SVC	602	8,000	2,742	8,000	
530011 ADVERTISING	-	1,300	388	1,300	
530025 IN SERVICE TRAINING OM	250	200	-	200	
534003 POSTAGE	2,000	-	-	-	
542000 OFFICE SUPPLIES	1,000	1,000	-	1,000	
542001 PRINTING & STATIONERY	-	500	-	500	
558003 PUBLIC SAFETY SUPPLIES	2,768	2,000	741	2,000	
558006 UNIFORMS	1,000	1,000	-	1,000	
558012 BADGES, EMBLEMS, TROPHIES	50	50	-	50	
572001 OUT OF STATE CONFERENCES	525	-	-	-	
POLICE-ANIMAL CTL ORD MAINT	9,541	18,050	4,351	18,050	0.0%
POLICE-ANIMAL CTL TOTAL	113,134	127,897	90,847	125,239	-2.1%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ANIMAL CONTROL OFFICER	MICHAEL LAPIANA	921.68	47,927.36	50,594.22
ANIMAL CONTROL OFFICER	RACHEL TAYLOR	921.68	47,927.36	50,594.22

E-911

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	718,001	907,827	1,003,352	10.5%
General Fund Expenditures	718,001	907,827	1,003,352	10.5%

BUDGET:

E-911	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	534,630	718,603	425,515	752,538	
513000 OVERTIME	119,337	119,000	101,385	140,000	
514004 SHIFT DIFFERENTIALS	18,097	23,401	13,243	53,839	
514006 LONGEVITY	3,500	4,000	4,000	10,900	
515004 HOLIDAYS	35,438	35,823	33,508	39,075	
519004 UNIFORM ALLOWANCE	7,000	7,000	7,000	7,000	
519013 OTHER LUMP SUM PAYMENTS	-	-	3,628	-	
POLICE-E911 PERSONAL SERVICES	718,001	907,827	588,279	1,003,352	10.5%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
E-911 OPERATOR	CORNELIO, CHRISTINE	1,068.38	55,555.76	65,273.73
E-911 OPERATOR	DEFranzo, ROBYN	1,068.38	55,555.76	63,466.04
E-911 OPERATOR	DESCHENES, JEANNE	1,042.50	54,210.00	61,763.88
E-911 OPERATOR	DESOUSA, SUSAN	1,068.38	55,555.76	63,969.88
E-911 OPERATOR	HICKEY, JOHN	953.49	49,581.48	56,562.37
E-911 OPERATOR	RIVERA, BETSY	953.49	49,581.48	57,369.02
E-911 OPERATOR	KIELY, JULIE	1,068.38	55,555.76	63,466.04
E-911 OPERATOR	LENNON, SCOTT	1,068.38	55,555.76	63,066.04
E-911 OPERATOR	LECCese, JOSEPH	953.49	49,581.48	55,755.71
E-911 OPERATOR	MCKENNA, JOAN	1,068.38	55,555.76	64,267.88
E-911 OPERATOR	MEDEIROS, THERESA	1,068.38	55,555.76	64,369.88
E-911 OPERATOR	MOBILIA, JANEEN	953.49	49,581.48	56,385.98
E-911 OPERATOR	VALLERY, KRISTINE	1,068.38	55,555.76	64,167.54
E-911 OPERATOR	WARD, KENNETH	1,068.38	55,555.76	63,466.04

MISSION STATEMENT:

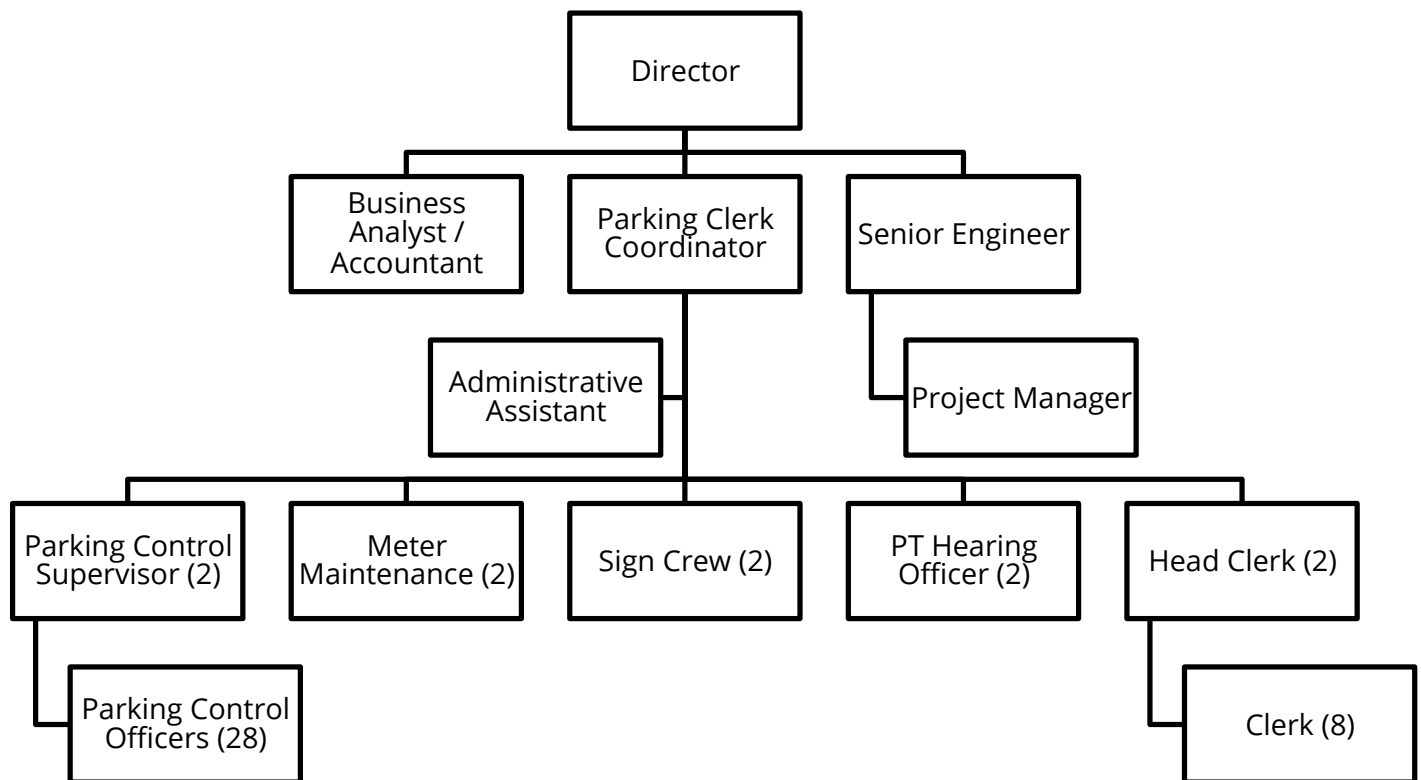
Traffic and Parking maintains an extensive network of traffic and parking regulations and equipment that ensures the public right of way is as safe and accessible as possible, for as many types of users as possible. Traffic and Parking enforces the City's traffic and parking regulations through engineering analysis and by maintaining all traffic control signage, roadway signs, pavement markings and parking meters. The department advises and coordinates with every department in the City on all matters related to traffic and parking. In addition, the department advises the City's Traffic Commission in developing rules and regulations.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	2,503,714	2,633,080	2,640,254	0.3%
Ordinary Maintenance	1,402,868	1,598,625	1,660,424	3.9%
General Fund Expenditures	3,906,582	4,231,705	4,300,678	1.6%

CHANGES BETWEEN FY18 & FY19:

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

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

- Implemented and installed pickup/drop-off zones in Central Business districts to minimize the amount of passengers loading/unloading in travel lanes.
- In collaboration with Transportation and Infrastructure, implemented additional safety zones around schools, playgrounds, senior centers and places of worship, etc., reducing the speed limit in these areas to 20MPH.
- Collaborated with City Hall and School Department in planning and implementing parking strategies

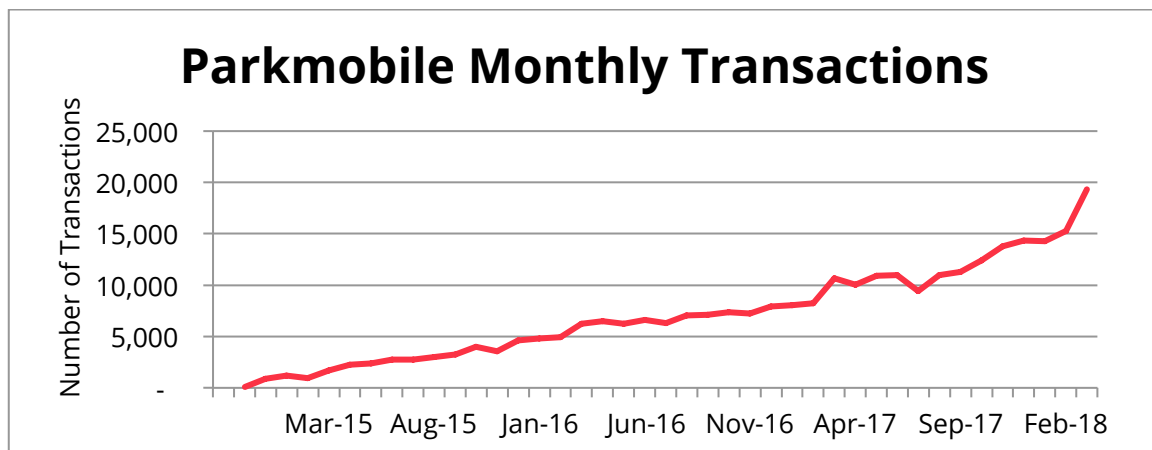
Traffic & Parking

during the construction of the new High School.

- Established regular communication with the Somerville Bicycle Committee.
- Implemented new process for Parking Control Officers to report sign and meter outages enabling the department to efficiently track and dispatch repairs.
- Collaborated with contractors, event planners and City Departments to review and approve Traffic Management Plans aiming for enhanced public safety services in all construction areas (including buildings and roads) and all special events including road races to ensure vehicle, bicycle, and pedestrian safety.
- In this past pavement marking season from April 2017 through early June 2018 (which spans parts of two fiscal years), Traffic and Parking concentrated on enhancing and upgrading bicycle facilities as well as repainting crosswalks and other pavement markings.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Parking meter revenue	\$1,662,209	\$1,914,088	\$1,922,587	\$1,909,000	\$1,900,000
Parking violation revenue (includes delinquent violations)	\$5,459,135	\$6,063,919	\$6,067,750	\$5,513,000	\$5,244,900
Parking warnings issued	10,068	10,448	9,981	8,164	8,097
Parking violations issued (including warnings and guest pass checks)	270,672	274,823	273,918	248,330	236,550
Percent of transactions completed online	63%	62%	61%	65%	65%



GOALS REVIEW:

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

1	Upgrade ParkSomerville.com website.	Ongoing
2	Collaborate with public safety and communications departments to inform constituents of alternating snow plowing policy.	Complete & Ongoing
3	Incorporate new dashboard for permit and ticket processing to the City Data Farm.	Complete & Ongoing
4	Install new meters in the recently built areas of Assembly Row and upgrade meters in business districts.	Ongoing
5	Upgrade citywide parking lot signage.	New for FY19
6	Identify new market opportunities and cost saving ideas.	New for FY19

2. Improve customer service.

1	Continue to cross-train staff members to ensure each staff member's knowledge of permits and SOP (Standard Operating Procedures) is consistent throughout the department.	Ongoing
2	Implement KPI (Key Performance Indicators) to ensure professional delivery of customer services with improved accuracy and efficiency.	Ongoing
3	Develop and incorporate universal responses to 311 requests to improve communication with constituents.	Ongoing

3. Improve accessibility and safety of streets.

1	Provide continuous education to the public regarding traffic and safety rules, including construction detours, changes in parking policies, installation of new pavement markings, and reduction in speed limits.	Ongoing
2	Maintain the meter fleet, signage, and pavement markings, including bike lanes, and crosswalks.	Ongoing
3	Coordinate with other departments to establish a Transportation Demand Management plan for central business districts.	Ongoing
4	Collaborate with Economic Development to develop alternatives to the Business Parking Permit Program.	New for FY19
5	Collaborate with OSPCD and Public Safety on the Vision Zero initiative.	New for FY19

Traffic & Parking

BUDGET:

TRAFFIC & PARKING		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	2,250,837	2,387,565	1,803,382	2,402,173	
511002	SALARIES - MONTHLY	3,300	3,498	2,915	3,498	
513000	OVERTIME	125,765	120,000	106,079	120,000	
514006	LONGEVITY	22,725	24,925	11,725	24,150	
514008	OUT OF GRADE	4,432	3,500	5,662	3,500	
514015	OTHER DIFFERENTIALS	49,073	50,512	46,839	50,333	
515006	HOLIDAYS NON-UNION	1,836	1,261	1,115	-	
515011	HOLIDAYS - S.M.E.A.	5,161	5,219	5,526	-	
515012	PERFECT ATTENDANCE	2,100	-	2,900	-	
519004	UNIFORM ALLOWANCE	22,050	20,100	20,179	20,100	
519013	OTHER LUMP SUM PAYMENTS	1,128	-	-	-	
519015	AUTO ALLOWANCE	15,307	16,500	12,787	16,500	
TRAFFIC & PARKING PERSONAL SVC		2,503,714	2,633,080	2,019,108	2,640,254	0.3%
524001	R&M - BUILDINGS & GROUNDS	-	2,500	148	2,500	
524003	R&M - VEHICLES	-	2,000	-	2,000	
524006	R&M - COMMUN. EQUIP.	150	10,000	-	10,000	
524007	R&M - OFFICE EQUIPMENT	-	-	352	-	
524028	R&M - PARKING METERS	53,738	50,000	23,244	50,000	
524029	R&M - HIGHWAYS	267,411	244,125	220,675	268,538	
524034	R&M - SERVICE CONTRACTS	1,822	3,000	1,175	3,000	
527000	RENTALS	88,900	90,550	28,500	90,550	
527019	RENTAL-WATER COOLER	153	1,000	327	1,000	
530000	PROF & TECHNICAL SVC	411,518	548,600	193,359	535,244	
530008	EMPLOYEE TRAINING COURSES	-	250	-	250	
530011	ADVERTISING	2,355	8,500	2,010	8,500	
534003	POSTAGE	15,331	15,576	8,000	16,000	
542000	OFFICE SUPPLIES	7,352	5,300	3,554	6,500	
542001	PRINTING & STATIONERY	34,732	40,000	26,918	42,000	
542005	OFFICE EQUIPMENT NOT CAP	-	250	1,270	250	
542006	OFFICE FURNITURE NOT CAP	1,734	-	-	-	
542007	COMP EQUIPMENT NOT CAP	1,845	850	-	850	
543011	HARDWARE & SMALL TOOLS	1,817	3,800	2,422	3,800	
553001	SIGNS AND CONES	78,539	97,250	8,085	97,250	
558006	UNIFORMS	2,454	2,500	207	2,500	
558012	BADGES, EMBLEMS, TROPHIES	125	500	-	500	
571000	IN STATE TRAVEL	-	-	20	-	
571001	IN STATE CONFERENCES	220	300	1,200	300	
573000	DUES AND MEMBERSHIPS	970	600	300	600	

Traffic & Parking

TRAFFIC & PARKING	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
578001 CREDIT CARD CONV FEE	431,703	471,174	240,094	518,292	
TRAFFIC & PARKING ORD MAINT	1,402,868	1,598,625	761,859	1,660,424	3.9%
TRAFFIC & PARKING TOTAL	3,906,582	4,231,705	2,780,967	4,300,678	1.6%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	RINFRET, SUZANNE	2,497.92	129,891.84	129,891.84
PARKING CLERK COORDINATOR	REBELO, ANNA	1,561.20	81,182.40	81,182.40
ACCOUNTANT	SHARON PU	1,442.30	74,999.60	74,999.60
SENIOR ENGINEER	SMITH, TERENCE	1,392.92	72,431.84	76,327.66
PT HEARING OFFICER	JOSEPH, WIDLINE	642.85	33,428.20	33,428.20
PT HEARING OFFICER	SUSI, DELIO	527.45	27,427.40	27,427.40
PROGRAM ANALYST	CARRILLO,DANIELA	639.95	33,277.40	33,277.40
PT OFFICE STAFF	LESAGE, EVELYN	387.21	20,134.92	20,134.92
ADMINISTRATIVE ASSISTANT	ACCAPUTO, LAURA	1,071.43	55,714.36	57,764.36
HEAD CLERK	SULLIVAN, BARBARA	980.69	50,995.88	52,595.88
HEAD CLERK	AMENTA, DONNA	980.69	50,995.88	52,745.88
PRINCIPAL CLERK	DEBONA, JULLIANE	879.23	40,092.89	46,682.47
		896.81	5,739.58	
PRINCIPAL CLERK	FORD, KIMBERLY	896.81	46,634.12	47,584.12
JUNIOR CLERK	SLATTERY, STEPHANIE	701.90	9,124.70	37,931.05
		729.65	28,456.35	
JUNIOR CLERK	BEDI, NAVNIT	701.90	7,720.90	37,986.55
		729.65	29,915.65	
JUNIOR CLERK	LORENZO, JERRY	729.65	37,941.80	38,291.80
JUNIOR CLERK	POSADA, DINA	729.65	37,941.80	38,291.80
JUNIOR CLERK	SHAPS, JACOB	729.65	37,941.80	38,291.80
JUNIOR CLERK	PARZIALE, LISA	744.24	38,700.48	39,050.48
PARKING METER REPAIRMAN	COLLETTE, JOSEPH	959.02	49,869.04	53,568.55
PARKING METER REPAIRMAN	DODIN, DELINCE	901.68	46,887.36	49,388.25
SIGN REPAIRMAN	HALLETT, EDWARD	919.02	47,789.04	51,419.75
SIGN REPAIRMAN	ZAMBAKIS, THEOFANIS	919.02	47,789.04	50,319.75
PCO WORKING SUPERVISOR	DOE, TAMMY	966.50	50,258.00	54,370.38
PCO WORKING SUPERVISOR	SMITH, LINDA	1,063.15	55,283.80	59,762.42
PARKING CONTROL OFFICER	ANDERSON, LEE	789.49	41,053.48	43,711.40
PARKING CONTROL OFFICER	HAYNES, ANDREW	789.49	41,053.48	43,711.40
PARKING CONTROL OFFICER	COMO, ANDREW	789.49	41,053.48	43,461.40
PARKING CONTROL OFFICER	CARUSO,WILLIAM	852.90	44,350.80	46,867.79

Traffic & Parking

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PARKING CONTROL OFFICER	BRESCIA, RICHARD	789.49	41,053.48	44,911.40
PARKING CONTROL OFFICER	KILLOREN, MARY	789.49	41,053.48	44,061.40
PARKING CONTROL OFFICER	SAINT CYR, DENIS	868.44	45,158.88	47,702.60
PARKING CONTROL OFFICER	VERGE, NATHAN	775.36	40,318.72	42,702.34
PARKING CONTROL OFFICER	NADILE, BRIAN	790.70	4,744.20	46,494.59
		852.90	39,233.40	
PARKING CONTROL OFFICER	MELLO, JAMES	868.44	45,158.88	47,702.60
PARKING CONTROL OFFICER	SILVESTRI, ANTHONY	789.49	41,053.48	44,061.40
PARKING CONTROL OFFICER	SOARES, ANA	789.49	41,053.48	44,061.40
PARKING CONTROL OFFICER	MAHAN PRATT, KATHERINE	789.49	41,053.48	43,961.40
PARKING CONTROL OFFICER	CAPUANO, DAVID	868.44	45,158.88	48,202.60
PARKING CONTROL OFFICER	SINGH, DALVIR	868.44	45,158.88	48,552.60
PARKING CONTROL OFFICER	HAYNES, OLYVER	852.90	44,350.80	46,867.79
PARKING CONTROL OFFICER	MASCI, JASON	868.44	45,158.88	49,152.60
PARKING CONTROL OFFICER	PAUL, JEANEDDY	790.70	26,251.24	44,704.47
		852.90	16,034.52	
PARKING CONTROL OFFICER	PAIVA, GREGG	789.49	41,053.48	44,061.40
PARKING CONTROL OFFICER	KROUCH, BRAHIM	790.70	29,255.90	44,459.40
		852.90	12,793.50	
PARKING CONTROL OFFICER	VENTURA, WILBUR	790.70	25,302.40	44,786.58
		852.90	17,058.00	
PARKING CONTROL OFFICER	LALEE, ROBERT	868.44	45,158.88	47,952.60
PARKING CONTROL OFFICER	MORRIS, PAUL	868.44	45,158.88	48,302.60
PARKING CONTROL OFFICER	FUCILE, SALVATORE	868.44	45,158.88	48,202.60
PARKING CONTROL OFFICER	EDOUARD, FEDLER	789.49	41,053.48	43,961.40
PARKING CONTROL OFFICER	PORTES, JUAN	789.49	41,053.48	43,961.40
PARKING CONTROL OFFICER	CAREY, THOMAS	789.49	41,053.48	43,961.40

Health & Human Services

MISSION STATEMENT:

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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	1,855,959	2,172,374	2,179,183	0.3%
Ordinary Maintenance	510,405	621,942	661,942	6.4%
General Fund Expenditures	2,366,364	2,794,316	2,841,125	1.7%

CHANGES BETWEEN FY18 & FY19:

- Merged the responsibilities, goals, and deliverable of SomerPromise and By All Means to create the division of Somerville Community Cabinet for Children.
- In the coming fiscal year, HHS will implement strategies defined through the By All Means partnership with SPS and community partners focusing on out of school time, SomerBaby and wrap around services.
- Evaluated CDBG fund distribution to ensure goals align with 2017 Wellbeing Report Recommendations.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

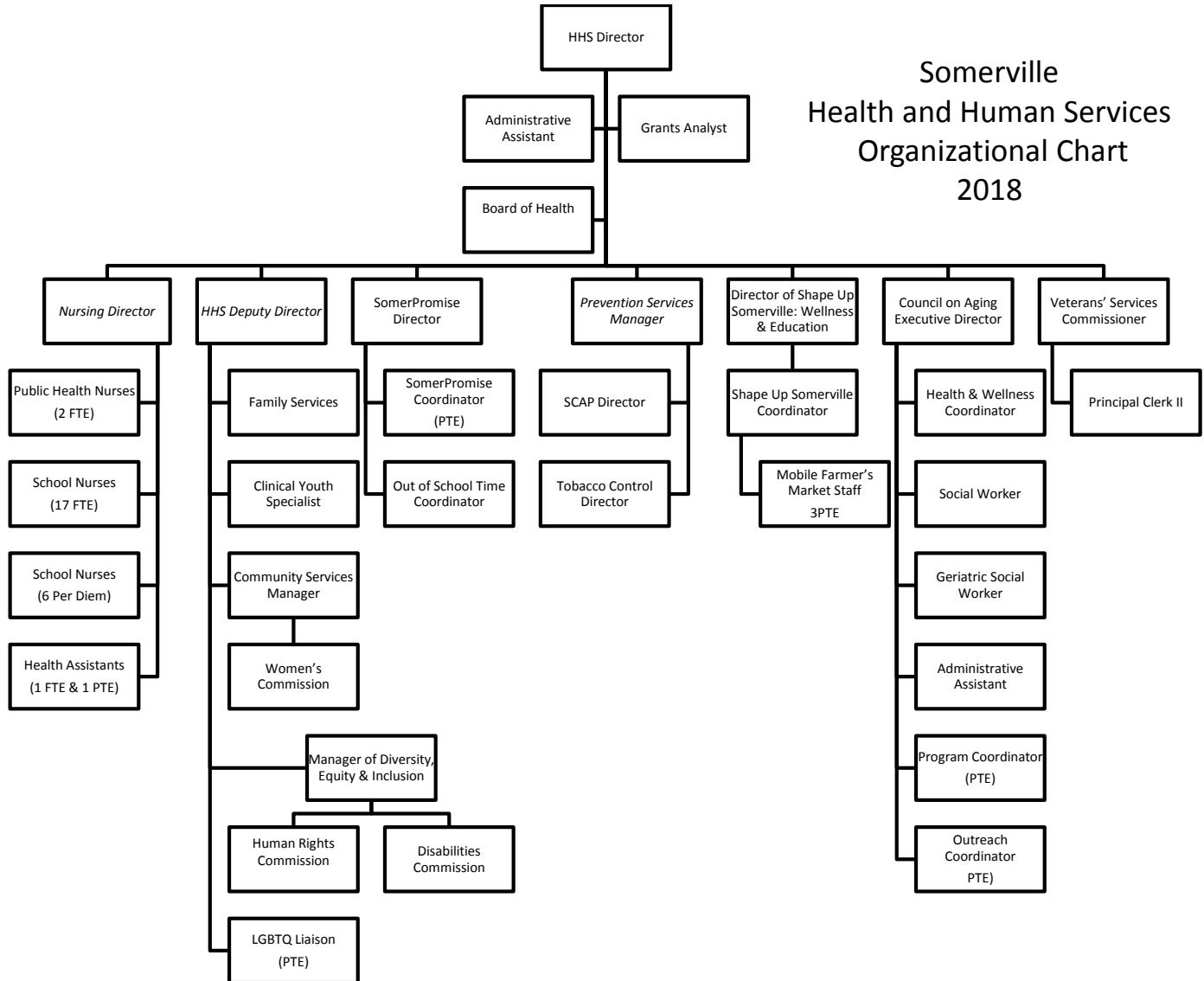
GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
6 City Tobacco Control Collaborative	MA DPH/CDC	\$95,000
Project Bread	Project Bread	\$4,000
MassCall3	City of Cambridge/MADPH	\$11,000
Youth Summer Employment	Metro North Regional Employment Board/HHS	\$32,000
Local Cultural Council	Somerville Arts Council	\$1,500
SNAP Support Grant	Federation of Mass Farmers Market	\$1,560
TB Case Management	CHA/MADPH	Pending State Availability
Underage Drinking Prevention Collaborative	BSAS	\$100,000

Health & Human Services

DEPARTMENT & DIVISION ORGANIZATION:

Somerville Health and Human Services Organizational Chart 2018



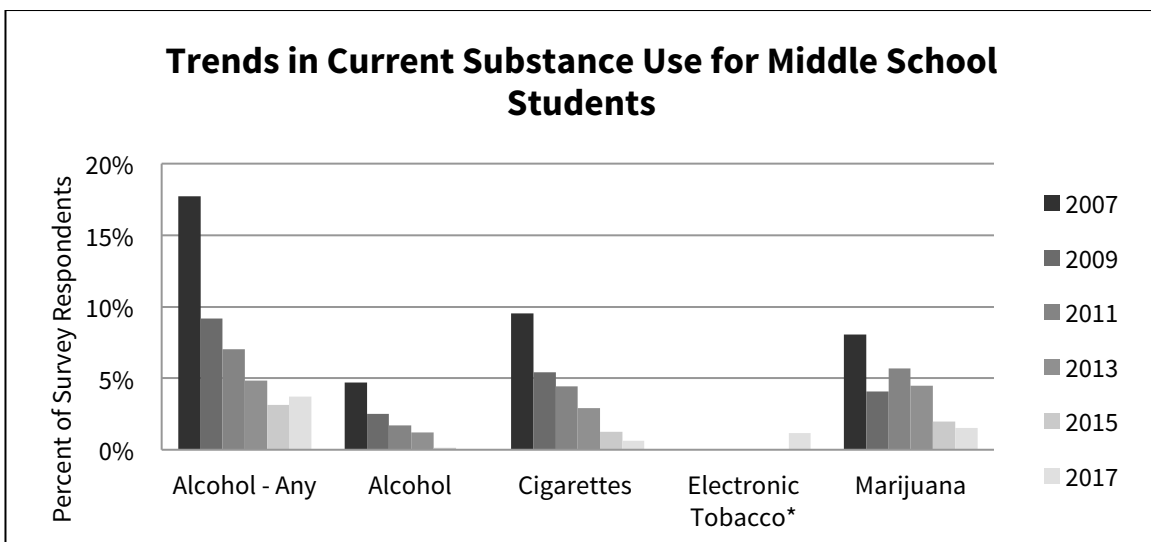
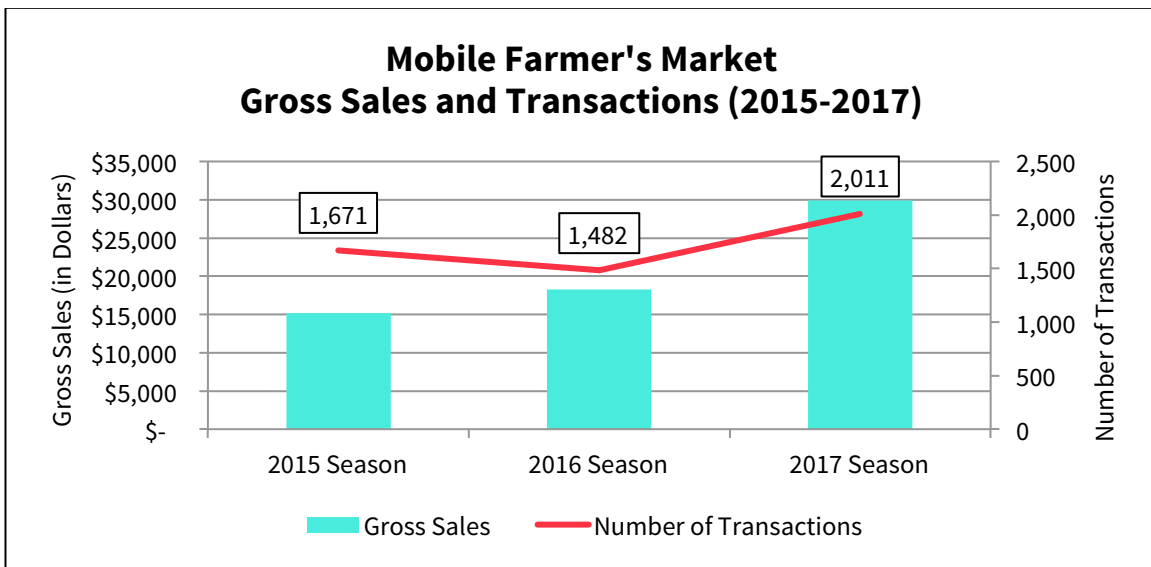
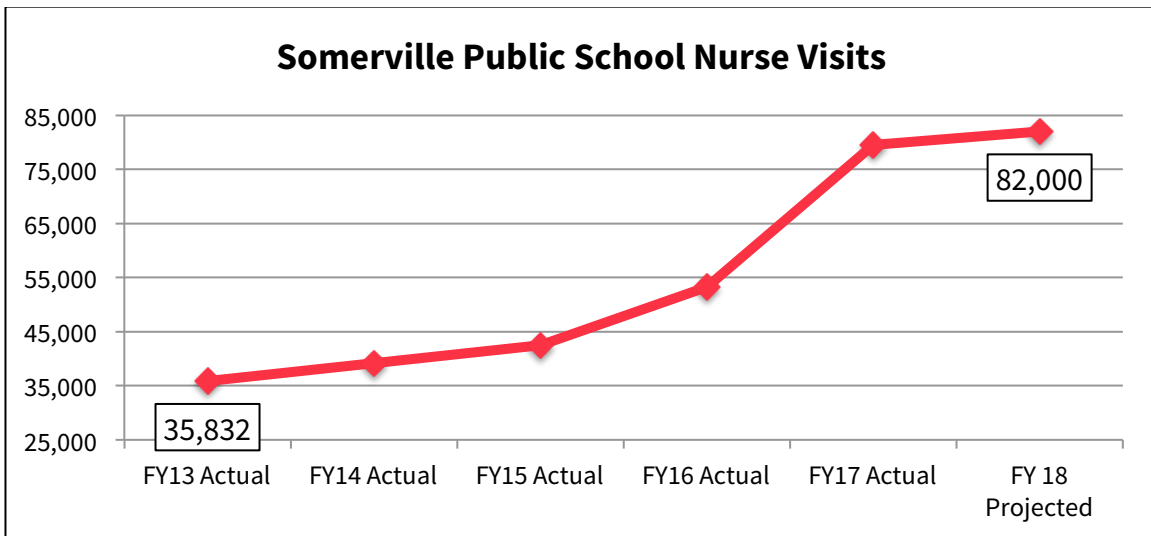
FY18 ACCOMPLISHMENTS:

- Completed and published the 2017 Wellbeing Report of Somerville, a community health needs assessment.
- Coordinated and led a citywide department emergency preparedness table top training exercise.
- Created Medical Marijuana Working Group to prioritize Community Benefit Agreement fund distribution.
- Adopted new regulations for drug paraphernalia.
- Hired new Prevention manager and LGBTQ Liaison.
- Expanded the impact of the Somerville Mobile Farmer's Market, increasing gross sales by 68%, in part due to operational improvements and participation in the federally funded Massachusetts Healthy Incentives Program. 🌱
- Updated the "City of Somerville's Parks" map – last update was in 2008.
- Completed comprehensive food system assessment and published the report.
- In collaboration with OSPCD, began the Adult Use Marijuana ordinance process and Housing Stability Office development.
- Provided 132 vaccines to school aged children for entrance into Somerville Public Schools.
- 966 Flu Vaccines administered to employees and residents of Somerville by Public Health and School nurses.
- Engaged 107 new/renewed volunteers in the SomerServe Program; providing 1109 volunteer hours.
- Established weekly blood pressure clinics at each of the Council on Aging sites.
- School Nursing (SY17/18) had a return to class rate average of 93.6%; higher than the state average of 92%.
- Initiated "Stop the Bleed" educational training to health care professionals within HHS and SHS health careers students.
- Trained 44 staff on ADA regulations.
- In partnership with Somerville High School coordinated the First Annual Wellness Fair in recognition of Mental Health Month.
- Engaged over 210 social work clients on issues including housing, health care access, and local resource information.
- Completed 22 clinical assessments or referrals for high risk youth at SPS.
- Connected 62 youth with 103 seniors participating in the Snow Shoveling Program (100% compliance).
- Established a partnership with Somerville Media Center to create PSA/short documentary videos .

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Influenza Vaccinations	684	609	620	966	1,000
Somerville Public School Nurse visits	42,468	53,245	79,608	82,000	82,000
Number of employees trained (ADA)	164	133	122	49	TBD
Social Worker Clients	N/A	N/A	173	210+	230

Health & Human Services



*Substance abuse is categorized as usage within the 30 days prior to the survey

GOALS REVIEW:

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

1	Evaluate Youth Leadership strategies used on education about the dangers of underage drinking and other drug use for students, parents, and community members including Sticker Shock and Shoulder Tap Surveys.	Ongoing/New FY19 YRBS data collection
2	Implement student led social marketing campaigns to correct misperceptions around peer use of alcohol and/or other drugs.	Complete
3	Develop educational materials and workshops for students and parents on new Marijuana regulations.	New for FY19
4	Initiate awareness and strategies to support children's mental health, build resiliency, and prevent bullying.	Complete & Ongoing

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

1	Work with the Council on Aging to manage health in the elderly through blood pressure clinics, medication management classes, and nurse's corner in monthly newsletter. New – add classes on health care navigation and care logs	Complete & Updated for FY19
2	Train and activate Public Nurse staff to conduct SomerBaby home health visits.	New for FY19
3	Implement “Stop the Bleed” training for City staff and community members.	New for FY19

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

1	Expand and sustain network of psychiatrists and adolescent clinicians that we can call upon and engage in the event of a crisis, including the Riverside Trauma Center and community providers.	Ongoing
2	Organize and implement targeted trainings for TRN members. Quarterly Trainings on various topics (Violence, Childhood Trauma, Mental Health First Aide, Equity).	Complete
3	Establish a protocol with the Somerville Pubic Schools around utilizing the TRN for responses and ongoing support.	New for FY19

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

1	Increase the number and scope of volunteer opportunities available to SomerServe volunteers by establishing Memorandums of Understanding with local non-profit partners.	New for FY19
2	Partner with Communications on social media to raise awareness and engage the community on the contributions from our diverse community.	Ongoing

5. Shape Up Somerville will lead the charge on interdepartmental and multi-sector collaborations to assess and improve food access and active living opportunities for all

Health & Human Services

residents and visitors of Somerville.

1	Evaluate program impacts of the Somerville Mobile Farmer's Market.	Ongoing
2	Implement data collection tools and metrics that support active living programs including the Mayor's Wellness Challenge, Vision Zero/Safe Routes to School and Activating the Parks.	Ongoing
3	Support Urban Agriculture Ambassadors Program.	New for FY19
4	Develop action plan to increase equitable food access and food security based on the findings of the citywide comprehensive food system assessment.	New for FY19
5	Increase produce offered to meet the demand at Somerville Mobile Market 2019 season.	New for FY19

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

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

7. Provide ongoing nursing services for students in Public Schools through the School Nurse program.

1	Provide school nurses with new patient management computer program to track school nurse health visits.	Complete
2	Engage and collaborate with School Administration to support ongoing efforts on immunization compliance, screenings, and care policies.	Ongoing
3	Expand Medical Health Record system to include State Immunization Registry.	New for FY19

8. Increase emergency preparedness planning & activities.

1	Expand partnerships with SFD and SPD to ensure community emergency readiness.	Ongoing
2	Test and evaluate emergency preparedness EDS plan; modify as needed.	Complete
3	Train staff on new Federal Reporting tools to ensure compliance.	New for FY19

9. Foster the work of the Human Services Division.

1	Expand Human Services to offer Social Worker family and adult services	Complete
2	Partner with Somerville Public Libraries to supplement social services offerings.	New for FY19
3	Reallocate staff responsibilities to adult and family access to services and equity & inclusion.	Complete

Health & Human Services

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| 4 | Establish a youth enrichment program focusing on employment preparation training. | New for FY19 |
| 5 | Partner with City departments to access equity and inclusionary assistance, needs, and supports. | New for FY19 |

10. Evaluate and re-engage program and policy work of Somerville Cares About Prevention (SCAP).

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| 1 | Increase the number of coalition members among SCAP. | Ongoing |
| 2 | Evaluate existing activities to ensure they are meeting the needs of students, families, and community. | New for FY19 |

BUDGET:

HEALTH & HUMAN SERVICES		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	1,746,724	2,024,492	1,428,398	2,039,365	
511002	SALARIES - MONTHLY	19,558	18,968	10,913	18,968	
512000	SALARIES & WAGES TEMPOR'Y	69,886	102,000	103,150	102,000	
513000	OVERTIME	3,924	7,800	6,037	7,800	
514006	LONGEVITY	9,200	10,200	4,225	9,850	
514008	OUT OF GRADE	21	-	-	-	
515006	HOLIDAYS NON-UNION	4,852	3,647	3,646	-	
515011	HOLIDAYS - S.M.E.A.	793	4,067	797	-	
519015	AUTO ALLOWANCE	1,000	1,200	1,000	1,200	
HHS PERSONAL SVC		1,855,959	2,172,374	1,558,167	2,179,183	0.3%
524007	R&M - OFFICE EQUIPMENT	683	1,000	-	500	
524034	R&M - SERVICE CONTRACTS	290	400	213	-	
524035	R&M - RECONDITIONING EQUIP	-	-	1,923	3,000	
527000	RENTALS	977	1,000	-	-	
527019	RENTAL-WATER COOLER	199	400	149	400	
530000	PROF & TECHNCAL SVC	444,046	532,595	362,026	572,595	
530008	EMPLOYEE TRAINING COURSES	3,451	12,039	983	10,000	
530011	ADVERTISING	135	550	135	550	
530029	CUSTODIAL DETAIL	210	300	-	300	
534003	POSTAGE	700	700	-	700	
534006	EXPRESS/FREIGHT	13	100	-	100	
542000	OFFICE SUPPLIES	4,997	5,000	2,917	5,639	
542001	PRINTING & STATIONERY	9,896	6,963	1,117	6,963	
542005	OFFICE EQUIPMENT NOT CAP	489	2,000	-	2,000	
542006	OFFICE FURNITURE NOT CAP	1,141	500	-	2,400	
549000	FOOD SUPPLIES & REFRESHMT	1,590	5,150	1,214	3,500	
550000	MEDICAL & DENTAL SUPPLIES	30,861	35,000	21,226	37,000	

Health & Human Services

HEALTH & HUMAN SERVICES		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
551000	EDUCATIONAL SUPPLIES	108	400	-	400	
553001	SIGNS AND CONES	-	150	-	-	
558004	MAGAZINES/SUBSCRIPTS/PUB	40	250	46	100	
558006	UNIFORMS	1,463	1,000	-	1,000	
558011	FLOWERS & FLAGS	150	300	-	100	
558012	BADGES,EMBLEMS,TROPHIES	-	-	107	200	
558018	PROGRAM SUPPLIES & MATLS	4,438	10,400	4,213	5,550	
571000	IN STATE TRAVEL	336	1,000	58	400	
571001	IN STATE CONFERENCES	279	300	359	300	
572000	OUT OF STATE TRAVEL	1,105	1,350	1,820	3,000	
572001	OUT OF STATE CONFERENCES	-	-	775	1,000	
573000	DUES AND MEMBERSHIPS	1,559	1,945	1,435	2,095	
578007	REIMB OF LICENSES	1,248	1,150	-	2,150	
HHS ORDINARY MAINT		510,405	621,942	400,715	661,942	6.4%
HHS TOTAL		2,366,364	2,794,316	1,958,882	2,841,125	1.7%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR, HHS	KRESS, DOUGLAS	2,289.76	119,067.52	119,067.52
DEPUTY DIRECTOR, HHS	BACCI, NANCY	1,769.36	92,006.72	92,006.72
MANAGER OF DIVERSITY, EQUITY & INCLUSION	SALAMOUN, NENCY	1,471.15	76,499.80	76,499.80
COMMUNITY SERVICES MANAGER	HOSMAN, CHRISTOPHER	1,248.96	64,945.92	64,945.92
SOCIAL WORKER/FAMILY SERVICES MANAGER	QUINTANILHA, LUCIANA	1,248.96	64,945.92	64,945.92
CLINICAL YOUTH SPECIALIST	SKONIECZNY, SARA	1,471.15	76,499.80	76,499.80
PREVENTION SERVICES MANAGER	MITCHELL, MATTHEW	1,442.31	75,000.12	75,000.12
SCAP DIRECTOR	-	1,224.47	63,672.44	63,672.44
TOBACCO CONTROL DIRECTOR	CARROLL, BONNY	1,224.47	63,672.44	-
SHAPE UP SOMERVILLE DIRECTOR	ROBINSON, LISA	1,561.20	81,182.40	81,182.40
SHAPE UP SOMERVILLE COORDINATOR	SATIN-HERNANDEZ, ERICA	1,104.51	57,434.52	57,434.52
NURSING DIRECTOR	KOTY, GAY	1,836.71	95,508.92	95,508.92
GRANTS ANALYST - 36 HOURS	HOLLAND, DENISE	1,119.47	58,212.44	58,212.44
PUBLIC HEALTH NURSE MANAGER	HARRIS, SARA	1,323.33	41,552.56	70,877.03
		1,370.12	28,224.47	
ADMINISTRATIVE ASSISTANT	TEIXEIRA, KATHY	1,497.90	26,063.46	79,624.01
		1,501.75	51,960.55	

Health & Human Services

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PUBLIC HEALTH NURSE	BARTLETT, MARLENE	1,219.48	35,852.71	64,949.97
		1,223.33	27,647.26	
SCHOOL NURSE	BINGAY, WILLIAM	1,057.69	54,999.88	56,249.88
SCHOOL NURSE	MACHADO, DANIELLE	807.69	41,999.88	41,999.88
SCHOOL NURSE	CHAMALLAS, LYNN	1,057.69	54,999.88	55,599.88
SCHOOL NURSE	CONNELLY, KERRI	1,038.46	53,999.92	54,499.92
SCHOOL NURSE	DIXON, WENDY	1,038.46	53,999.92	53,999.92
SCHOOL NURSE	EMENS, THERESA	1,057.69	54,999.88	56,249.88
SCHOOL NURSE	SHARMA, RUJA	807.70	42,000.40	42,000.40
SCHOOL NURSE	LOGAN, SHANNON	1,038.46	53,999.92	54,499.92
SCHOOL NURSE	LUKAN, YETUNDE	923.08	48,000.16	48,500.16
SCHOOL NURSE	VACANT	1,057.69	54,999.88	54,999.88
SCHOOL NURSE	VACANT	1,057.69	54,999.88	54,999.88
SCHOOL NURSE	VACANT	1,057.69	54,999.88	54,999.88
SCHOOL NURSE	QUARATIELLO. ELIZABETH	1,038.46	53,999.92	54,849.92
SCHOOL NURSE	VACANT	1,057.69	54,999.88	54,999.88
SCHOOL NURSE	VACANT	1,057.69	54,999.88	54,999.88
SCHOOL NURSE	TULLY, MARIA	1,038.46	53,999.92	54,849.92
SCHOOL NURSE	WOODS, NYDIA	1,038.46	53,999.92	54,599.92
DATA ENTRY CLERK (PT)	PRENDERGAST, IRENE	380.00	19,760.00	19,760.00
HEALTH ASSISTANT	ROSENFELD, KELLY	800.31	41,616.12	41,616.12
BOARD OF HEALTH / CHAIRPERSON	GREEN, BRIAN	333.00	3,996.00	3,996.00
BOARD OF HEALTH / MEMBER	MACHADO, PAULA	318.00	3,816.00	3,816.00
BOARD OF HEALTH / MEMBER	CICCIA, ROBERT	318.00	3,816.00	3,816.00
GAY/LESBIAN/TRANSGENDER, LIAISON	ALTER, JESSICA	611.66	7,339.92	7,339.92

HHS: 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	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	349,456	394,127	413,734	5.0%
Ordinary Maintenance	95,888	99,327	99,327	0.0%
General Fund Expenditures	445,344	493,454	513,061	4.0%

CHANGES BETWEEN FY18 & FY19:

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

FY18 ACCOMPLISHMENTS:

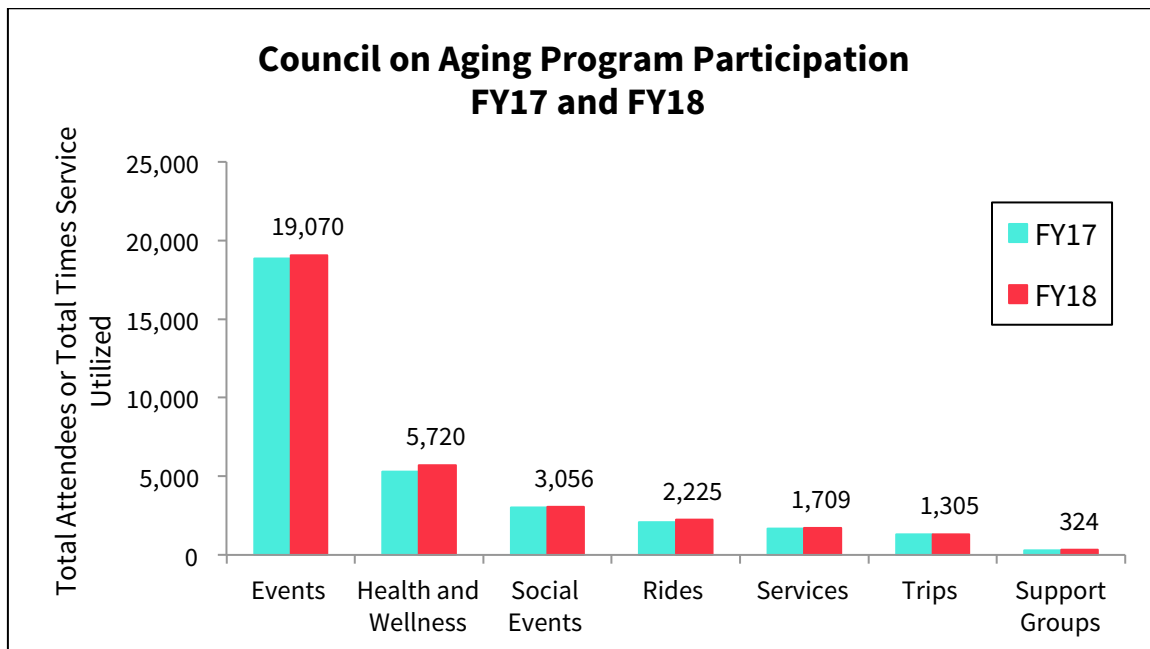
- Continued working with the Somerville Fire Department to install 515 smoke and CO detectors, including bed shaker alarms for hearing impaired clients.
- Held a decluttering series for older adults on the verge of eviction; helped six clients avoid eviction and assisted one client and caregiver move from a building being demolished to a safe and healthy environment.
- Increased our intergenerational program by including life skills students in the performance of a play, Grandparents Day, and a monthly breakfast with the Culinary Arts Students.
- Created a partnership with the Somerville Theater where the older adults may attend the movies once a month for just \$1.00.
- Increased the number of “cooking for one (or two)” classes and sample recipes that are healthier prepared with our nutritionist.
- Expanded the exercise program by adding two sessions to the Fit 4 Life program, which brings us to 10 sessions a week at 4 locations, including Tai Chi, Yoga, and mindfulness.
- Hosted our 3rd annual Mayor’s Thanksgiving dinner with 300 veterans and older adults attending.
- Developed and hosted the first housing fair to help elders “Age in Place”, in addition to hosting COA’s annual multi-cultural, nutrition, and health fairs.
- Added new residents to the Silver Alert Program through the Police Department for a total enrollment of 83 older adults.
- The social workers assisted 432 clients with 1,593 working hours.
- Expanded COA’s Ride program for medical appointments.
- Obtained grants from the Arts Council to provide 10 art programs with 348 older adults, including individuals with disabilities from the Triangle, vinfin and Walnut Street programs, as part of our equity and inclusion initiative.
- Held a mental health series on depression, anxiety, and how to live mentally well.
- Held a second round of Diabetic Shoe Clinics, which allowed older adults to receive free specialized shoes.
- Increased participation in the bowling program to 26 and for the Teen Shoveling Program to 62 students and 103 older adults.
- Completed age-friendly and dementia-friendly applications to qualify the city as an “age and dementia friendly community.”

FY17 PROGRAMMING YEAR IN REVIEW:

PROGRAM	ATTENDANCE
Housing Fair: "Aging in Place"	50 clients attending with 7 vendors
Decluttering programs	4 programs with 40 sessions
Monthly outreach for mental health clients	15 participants 52 hours
Multi-Cultural , health, and nutrition fairs	312 participants
Adventure Club starting with hiking, biking and walking	35 participants
Engage study publication for mobility/ disability research	40 participants
Exercise in the parks	40 participants
Luncheon with the Police and/ or Fire talk on safety and DA Ryan	108 participants
Driving Symposium with Officer Manfra and RMV	45 participants
Live Your Life Well Seminar on bike safety and pavement markings with Officer Manfra	60 participants

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Exercise Program Participants	125	150	250	280	280
Group Participants	40	85	143	324	375
Social Service Clients	656	533	523	512	525



GOALS REVIEW:

1. Improve Health & Wellness for the Elders of Somerville.

- 1 Introduce kettle bells and sand disc weights to step up our exercise program. | New for FY19
- 2 Introduce an Adventure Club, to include boating and hiking. | Ongoing

HHS: Council on Aging

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| 3 | Create Mobile Mini Senior Centers as part of outreach at senior buildings and other community locations. | Ongoing |
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2. Implement and Enhance Educational & Daily Living Programs.

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| 1 | Develop bullying program and mediation for older adults, | New for FY19 |
| 2 | Increase education programs on retirement for baby boomers. | New for FY19 |
| 3 | Create an ongoing support group for diabetic clients. | New for FY19 |

3. Implement Programs to Focus on Mental Health Wellness.

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| 1 | Create educational program for behavioral health and aging. | New for FY19 |
| 2 | Hold group sessions on wellness and recovery action planning. | New for FY19 |
| 3 | Host six informational workshops on older adults with mental health issues. | New for FY19 |

BUDGET:

HHS: COUNCIL ON AGING		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	347,378	392,616	315,198	413,734	
515006	HOLIDAYS NON-UNION	2,078	1,511	1,549	-	
COA PERSONAL SERVICES		349,456	394,127	316,747	413,734	5.0%
524000	REPAIRS AND MAINTENANCE	425	1,000	-	1,000	
524034	R&M - SERVICE CONTRACTS	260	450	195	450	
527001	RENTAL - BUILDINGS	78,878	78,877	34,823	78,877	
527019	RENTAL-WATER COOLER	99	100	99	100	
530000	PROF & TECHNICAL SVC	800	800	250	800	
534003	POSTAGE	3,971	4,000	3,258	4,000	
542000	OFFICE SUPPLIES	777	2,000	1,524	2,000	
542001	PRINTING & STATIONERY	3,495	4,100	3,290	4,100	
549000	FOOD SUPPLIES & REFRESHMT	5,287	6,000	4,226	6,000	
558018	PROGRAM SUPPLIES & MATLS	1,897	2,000	155	2,000	
COA ORDINARY MAINTENANCE		95,888	99,327	47,819	99,327	0.0%
COA TOTAL		445,344	493,454	364,566	513,061	4.0%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	HICKEY, CINDY	1,600.62	83,232.24	83,232.24
ADMINISTRATIVE ASSISTANT	LORENTI, CONCETTA	1,020.39	53,060.28	53,060.28
HEALTH & WELLNESS COORDINATOR	KOWALESKI, CHRISTOPHER	1,020.39	53,060.28	53,060.28
SOCIAL WORKER	SPELIOTIS, ASHLEY	1,224.47	63,672.44	63,672.44
GERIATRIC SOCIAL WORKER	NAIM, NATASHA	1,273.94	66,244.88	66,244.88
PROGRAM COORDINATOR - 30 HRS	BASTARDI, MAUREEN	796.21	41,402.92	41,402.92
OUTREACH COORDINATOR	HIGGINS, DEBRA	1020.4	53,060.80	53,060.80
SENIOR CTR COORDINATOR (PT)	CALVEY, JUDY	252.45	13,127.40	-
RECEPTIONIST (PT)	RACZOWSKI, JOSEPHINE	285.00	14,820.00	-

HHS: SomerPromise

MISSION STATEMENT:

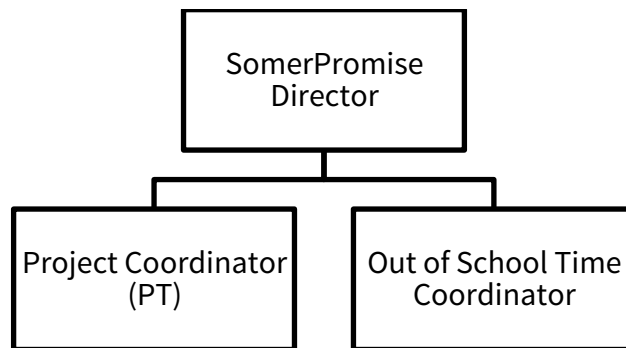
The Somerville Promise Alliance is a community-wide effort that focuses on aligning and mobilizing resources to address the academic, social, and environmental factors that affect student success. We are committed to equity and excellence in children's lives during and out of school, from cradle to career.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	79,157	82,832	173,124	109.0%
Ordinary Maintenance	105,800	120,320	189,600	57.6%
General Fund Expenditures	184,956	203,152	362,724	78.5%

CHANGES BETWEEN FY18 & FY19:

- This budget includes a new position, Out of School Time Coordinator. This position will support a new single point of entry, consolidated calendar, space planning, program expansion, systems communication, and transportation for community wide out of school time efforts.
- The SomerPromise Coordinator position has been increased to full time and reclassified as SomerPromise Director.
- \$55,000 has been added to the OM budget to fund an expansion of the work of the By All Means working group, including out of school time office start up, and professional development and a single point of entry to support early childhood and out of school time initiatives and coordination.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

- Expanded the scope of the contracted Wraparound Coordinator to support more students and families.
- Supported SomerBaby pilot that reached over 100 families with new babies and leveraged local resources to support cost of program.
- Contributed to the Early Education Steering Committee Report, a three-year strategic plan for early education work and co-wrote three grants to support early childhood programs.
- Co-hosted Week of the Young Child Event with over 200 young children and their caregivers.
- Served on statewide Essentials for Childhood collective impact policy team to identify how municipalities can prioritize policies, programming, and funding to support children and families.
- Co-facilitated inaugural Out of School Time Taskforce, which met monthly and engaged approximately 30 local providers.
- Co-hosted summer camp and activity fair with over 450 participants and 40 presenters.
- Collaborated with Superintendent's Office to support 10-month Harvard fellow and build relationships with Harvard Graduate School of Education, leading to new resources.

- Assisted with grant development and successful rollout of SHS's Envisioning the Future two-year Barr Foundation \$300,000 planning grant.
- Contributed to writing, editing, and research for the Wellbeing report and conducted presentations and focus groups with 50+ staff from diverse organizations.
- Provided integrated health and wellbeing wraparound services to over 300 families, with a focus on connecting with English language learning families and newcomer students and families.
- Served in key logistics role around production and distribution of over 20 sets of multilingual resource materials, which reached thousands of Somerville families.

GOALS REVIEW:

1. Improve educational outcomes for Somerville's children and youth through increased coordination of City, Schools, and Community work. Work with stakeholder groups on an ongoing basis to identify children and youth needs, and the ability of the community to meet needs.

1	Participate as a key broker for Harvard Graduate School of Education's By All Means Project, and hold leadership roles within: Early Education Steering Committee, Early Childhood Advisory Council, Shape Up/Shape Up Under 5, Envisioning the Future of SHS, and other activities throughout the year.	Complete & Ongoing
2	Use data to determine scope of intervention, including the number of students to be served, intensity and duration of service(s), and cost.	Complete & Ongoing
3	Advance new phase of By All Means and SomerPromise work: Build off of 5+ years of foundational work to scale existing initiatives.	Complete, Ongoing & Expanding
4	Co-facilitate SomerVision for Learning yearlong community engagement visioning process.	New for FY19

2. Advance comprehensive early childhood (prenatal-grade 3) work.

1	Disseminate Shape Up Under 5 materials and serve as a point of contact (with Shape Up Somerville) to sustain work done under Robert Wood Johnson grant with Tufts University.	New for FY19
2	Collaborate with SPS, community, and consultants to develop and carry out recommendations. Priorities include: quality, access, strategic investment	Ongoing
1	Advance development of SomerBaby, including outreach to 400+ families with anticipated new resources, identifying new collaborators, and developing a pipeline of early screening and identification.	Pilot Completed & New for FY19

3. Initiate efforts to expand SomerPromise's work to address older elementary, middle and high school student needs

1	Support Out of School Time Taskforce to achieve identified metrics, increase access, coordinate between schools and community-based programs, and develop consistent policies.	New for FY19
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HHS: SomerPromise

2	Maintain and update expanded Somerville Hub, somervillehub.org, a website that centralizes information on local resources and services for families, caregivers, and childcare providers.	Ongoing
3	Support wraparound coordinator's work with students, families, school staff, and community members to address identified priority areas.	Ongoing

BUDGET:

HHS: SOMERPROMISE	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	78,698	82,514	66,251	173,124	
515006 HOLIDAYS NON-UNION	458	318	394	-	
SOMERPROMISE PERSONAL SVCS	79,157	82,832	66,645	173,124	109.0%
530000 PROF & TECHNICAL SVC	96,366	118,670	54,872	175,000	
542000 OFFICE SUPPLIES	97	100	419	100	
549000 FOOD SUPPLIES & REFRESHMT	136	150	32	150	
558018 PROGRAM SUPPLIES & MATLS	8,930	900	3,993	14,000	
571001 IN STATE CONFERENCES	270	500	300	350	
SOMERPROMISE ORDINARY MAIN	105,800	120,320	59,616	189,600	57.6%
SOMERPROMISE TOTAL	184,956	203,152	126,261	362,724	78.5%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PROJECT DIRECTOR	DOHERTY, ANNA	1,538.46	79,999.92	79,999.92
COORDINATOR	SANTOS, RUTH	636.97	33,122.44	33,122.44
OUT OF SCHOOL COORDINATOR	VACANT (NEW)	1,153.85	60,000.20	60,000.20

MISSION STATEMENT:

The Somerville Department of Veterans' Services honors the service and sacrifice of veterans and their families through advocacy, engagement and service.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	120,796	131,229	132,367	0.9%
Ordinary Maintenance	562,223	634,335	634,335	0.0%
General Fund Expenditures	683,019	765,564	766,702	0.1%

CHANGES BETWEEN FY18 & FY19:

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

FY18 ACCOMPLISHMENTS:

- Provided more than \$500k in Chapter 115 benefits to veterans and their families.
- Enrolled 32 veterans in the Chapter 115 financial assistance program; 67 Veterans and or families receiving assistance.
- Successfully obtained benefits for veterans facing financial hardship, thus relieving stress and anxiety related to medical and utility bills.
- SomerVets (Phase I) yielded 160 veterans registered for the program; 25 businesses have pledged participation to honor veterans with discounts.
- Coordinated with special events to facilitate the 215th Army Band performing at the City's Independence Day Celebration.
- Coordinated with the Veterans' Commission on Monuments, Memorials and Dedications to begin the redesign of the Henry O. Hansen Memorial Park.
- Successfully executed 5 Hero Square Dedications and honored two Somerville Heroes during the 2018 Somerville Heroes Salute for worthy and notable sons and daughters of Somerville.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
New Chapter 115 applications	25	30	26	32	30
Total Chapter 115 recipients	75	66	74	70	74
Chapter 115 benefit dollars distributed	\$425,000	\$497,000	\$525,000	\$516,000	\$525,600
Number of chapter 115 cases closed after finding employment for the veteran	5	6	5	14	20
Number of VA disability and pension claims filed or appealed	16	20	10	14	24
Percent of VA disability and pension claims/appeals with successful outcome	100%	90%	85%	87%	90%
Number of public events	21	23	12	32	40
Number of partner organizations	9	14	8	20	24

HHS: Veterans' Services

GOALS REVIEW:

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

- | | | |
|---|--|---------|
| 1 | BENEFITS EDUCATION. Implement comprehensive social media and event outreach campaign to educate the community on what services we provide and how Somerville's veterans and dependents can get them. | Ongoing |
| 2 | CARE. Always take the time and give effort to speak to Somerville's veterans; learn their concerns, and constantly work to improve their lives and our responsiveness – Veterans come first; cultivate "Vets at Home" project that brings Veterans' Services to the veteran's home in order to strengthen relationships. | Ongoing |

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

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| 1 | IMPROVE SUBMISSION. Improve proficiency 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 |
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3. ENGAGEMENT – Increase public awareness of the history, service, and sacrifice of all veterans.

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| 1 | SOMERVETS Program (Phase II). Department will begin issuing service-verified veteran identification cards. Commissioner will conduct "Vet-2-gether" in each ward throughout the year to encourage conversations regarding needs of veterans in the City. | New for FY19 |
| 2 | COMMUNITY EDUCATION. Through partnership with Somerville Access Television, develop a monthly television program dedicated to veteran and military issues. Develop in-school reading program with 1st-3rd grade students to educate about the importance of veterans. | Ongoing |
| 3 | HISTORICAL ENGAGEMENT. With the assistance of the Veterans' Commission on Monuments, Memorials and Dedications, complete the design of the new Henry O. Hansen Memorial Park. | New for FY19 |

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

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| 1 | DIGITAL ARCHIVE. Create a digital archive of historic and old veterans' documents under the Department's charge – eliminate thousands of pounds of old paper! | Ongoing |
| 2 | DIGITAL CASE FILES – Scan client information into online server to eliminate paper and streamline case management. | Ongoing |

HHS: Veterans' Services

BUDGET:

HHS: VETERANS' SERVICES	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	118,113	128,235	103,574	129,867	
513000 OVERTIME	493	900	-	900	
514006 LONGEVITY	1,250	1,250	625	1,250	
515006 HOLIDAYS NON-UNION	410	314	314	-	
515011 HOLIDAYS - S.M.E.A.	179	180	179	-	
519004 UNIFORM ALLOWANCE	350	350	350	350	
VETERANS PERSONAL SVC	120,796	131,229	105,042	132,367	0.9%
524001 R&M - BUILDINGS & GROUNDS	-	2,200	-	2,200	
524007 R&M - OFFICE EQUIPMENT	-	200	-	200	
524034 R&M - SERVICE CONTRACTS	141	550	98	550	
530000 PROF & TECHNICAL SVC	78,569	98,000	-	98,000	
534003 POSTAGE	192	1,000	98	1,000	
542000 OFFICE SUPPLIES	401	850	357	850	
542001 PRINTING & STATIONERY	620	800	-	800	
542006 OFFICE FURNITURE NOT CAP	357	-	-	-	
549000 FOOD SUPPLIES & REFRESHMT	4,410	1,000	-	1,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	-	200	-	200	
558011 FLOWERS & FLAGS	3,131	2,300	300	2,300	
558012 BADGES, EMBLEMS, TROPHIES	1,030	250	96	250	
571001 IN STATE CONFERENCES	-	1,000	-	1,000	
573000 DUES AND MEMBERSHIPS	70	85	50	85	
577000 VETERANS BENEFITS	473,054	525,600	348,655	525,600	
585017 SOFTWARE	249	300	249	300	
VETERANS ORDINARY MNT	562,223	634,335	349,903	634,335	0.0%
VETERANS TOTAL	683,019	765,564	454,945	766,702	0.1%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COMMISSIONER	BISHOP, BRYAN	1,600.62	83,232.24	83,232.24
PRINCIPAL CLERK II	CAREY, KATHLEEN	896.81	46,634.12	48,234.12

Libraries

MISSION STATEMENT:

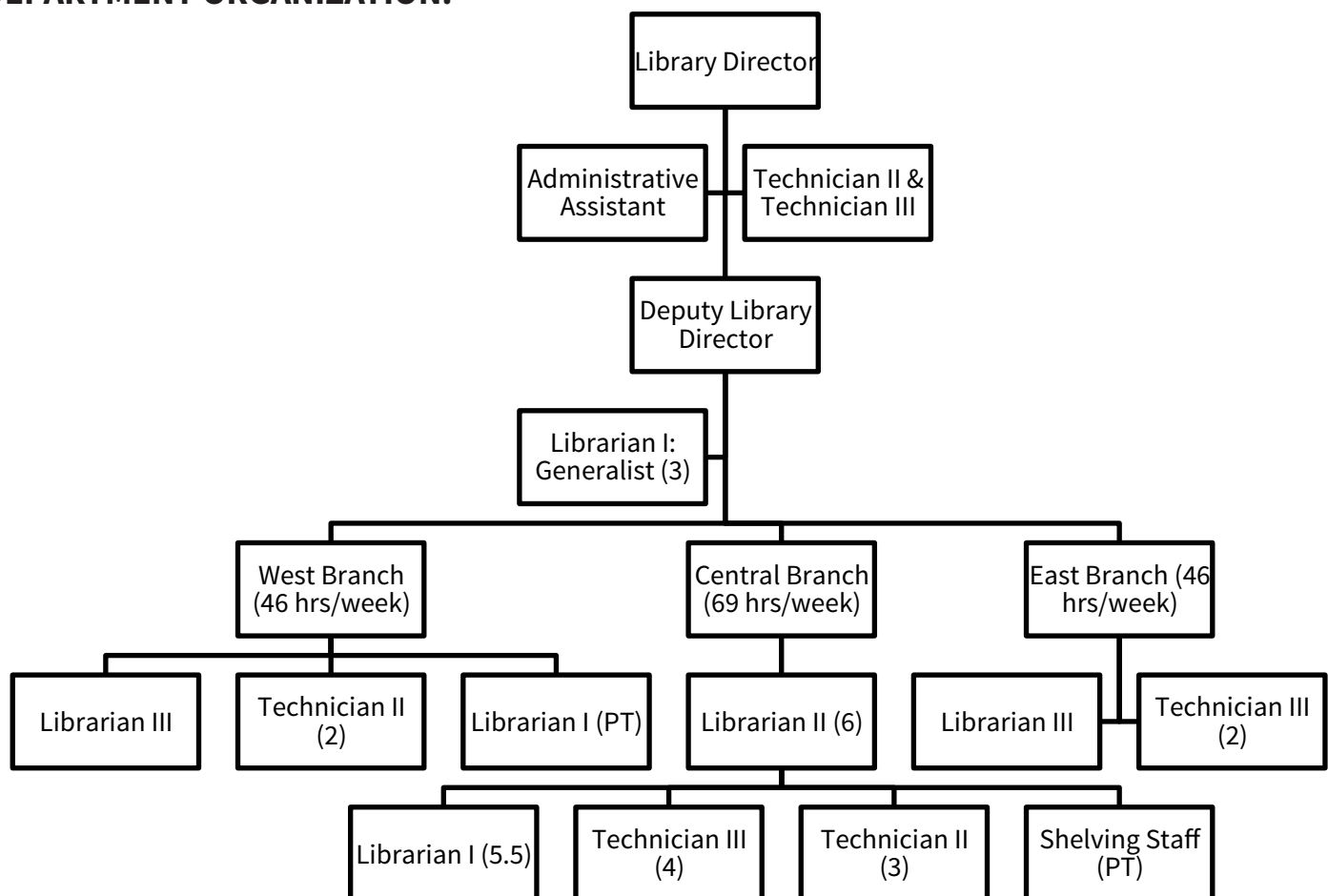
To provide services, materials, and space that meet the educational, cultural, recreational, and informational needs of all residents. From introducing libraries to young children and their families, to supporting their needs in school, and meeting educational and recreational needs as adults, the Library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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	1,778,862	1,984,541	2,053,167	3.5%
Ordinary Maintenance	332,466	361,800	389,559	7.7%
General Fund Expenditures	2,111,327	2,346,341	2,442,726	4.1%

CHANGES BETWEEN FY18 & FY19:

- This budget includes one new position, a Librarian I: Generalist. This position was negotiated as part of the most recent collective bargaining agreement.
- An increase in the Ordinary Maintenance budget by \$17,250 is included in this budget in order to maintain compliance with the MBLC State Aid requirement for library materials.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:



FY18 ACCOMPLISHMENTS:

Visitors

- 2.7 % increase in visitors across all libraries.
- 18% increase at East, 3.6% increase at West and a 1% increase at Central.

Collections

- 3.74% increase in circulation of physical items (e.g., books, music CDs, DVDs, etc.).
- Completed an extensive weeding of outdated material at West, in advance of the upcoming renovation, and launched a small pilot collection of toys.
- 35% increase in ebook usage (and nearly 600% increase in circulation of library-owned ebook titles) compared to last year.
- Nearly 30% increase in circulation of music CDs (Central) compared to last year.
- Launched one-of-a-kind Small Press Collection (aka “Zines”) featuring Somerville-based publications dating from the 1980s to the present.
- Increased volume of materials in multiple languages at East, especially Spanish, Portuguese, and Haitian Creole, for both children and adults.
- Increased the quantity of new adult non-fiction at Central, in response to demand.
- Added Flipster, a digital magazine service, to the collection for library and remote access.
- Added online version of Consumer Reports to the collection, which has more than 1,300 page views through January.

Services

- 1,000% increase in technology instruction sessions (FY17: 12 / FY18: 138).
- Hired a part-time Health Services Coordinator (under contract with CHA) to provide referral and case management services for library visitors in need.
- Launched a new “Book a Librarian” service in March to provide individual instruction in use of ebooks and online databases.

Programs

- 69% increase in the number of adult programs, and a 375% increase in attendance (through 1st half of FY18) compared to last year (Central).
- Launched “Gallery at SPL” a juried art competition featuring works of local artists in the auditorium at Central.
- “Eclipse Party” at West Branch attracted nearly 300 participants to view the solar eclipse.
- Added a second weekly children’s storytime, a monthly (evening) storytime a monthly kids book discussion group and a monthly “GoodCRAFTERNOON” programs at West.
- Increased adult programming at West, beginning with two “Getting Cozy at the Library” crafting events.
- Launched new summer reading programs for adults, and for teens, respectively, which drew 70, and 25 participants.
- Continued successful partnership with Teen Empowerment, offering two teen programs per month: a game day and one focused on social justice topics.
- Launched successful “Books and Brews” book discussion group, in conjunction with Aeronaut Brewery, and “Getting Cozy in the Library” crafting programs, targeting twenty and thirty something year-olds.
- Introduced new programs and events at East, including chair yoga, crafting programs for all ages, improv literature program, bicycle safety, monthly adult book group, family game nights, drop-in knitting and coloring, chess, etc.
- Began offering homework help two days a week at East, in conjunction with a SHS student.
- Have served nearly 1,300 people in our English as a Second or Other Language classes.

Libraries

- Launched an “Entrepreneurs Meetup” support group, in conjunction with the department of Economic Development.
- Hosted “Summer Jam on the Lawn” teen program which attracted close to 100 participants.

Technology

- Tripled wifi speed and number of simultaneous connections across all libraries.
- Deployed wireless printing across all locations.
- Added or replaced a total of 24 public and staff computers across all three libraries.
- Deployed three laptop computers and a color printer for Children’s Room, and a color printer for the main floor, at West.
- Deployed new printer/scanner, portable printer, barcode scanner and PCs in the Tech Services department for improved productivity.
- Deployed six Chromebooks for use in group instruction and for in-house use for library patrons.
- Deployed a Mac computer featuring Adobe Cloud graphics studio software in main reading room at Central.
- Completed build-out of “Teen” page on library website.

Staff

- Hired new Generalist / Adult Programming Librarian and Generalist / Technology Librarian.
- Contracted for the hire of a part-time Health Services Coordinator position.

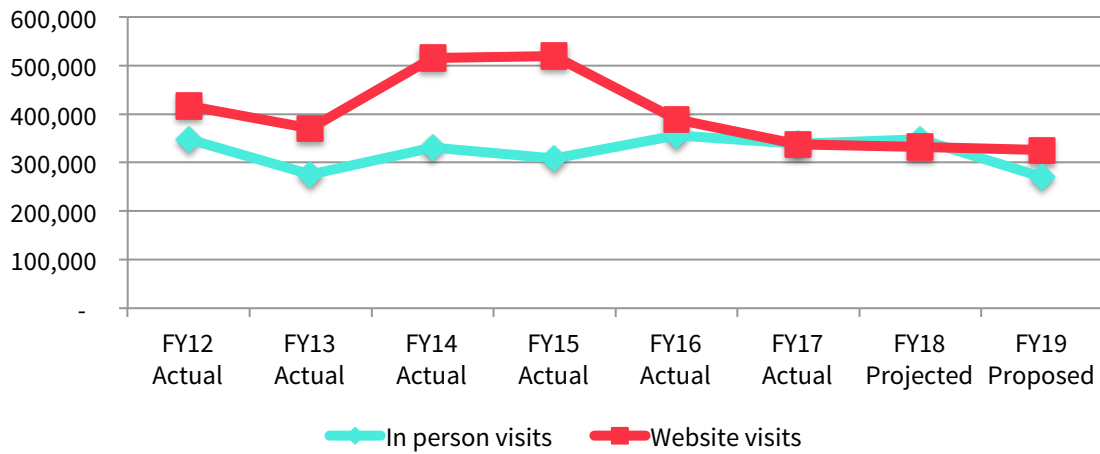
Facilities

- Completed the design and development phase of the West Branch library renovation.
- Replaced seventeen 40-year-old lounge chairs and one couch in main reading room at Central.
- Conducted on-site risk assessments with Somerville Police Department at all library locations.

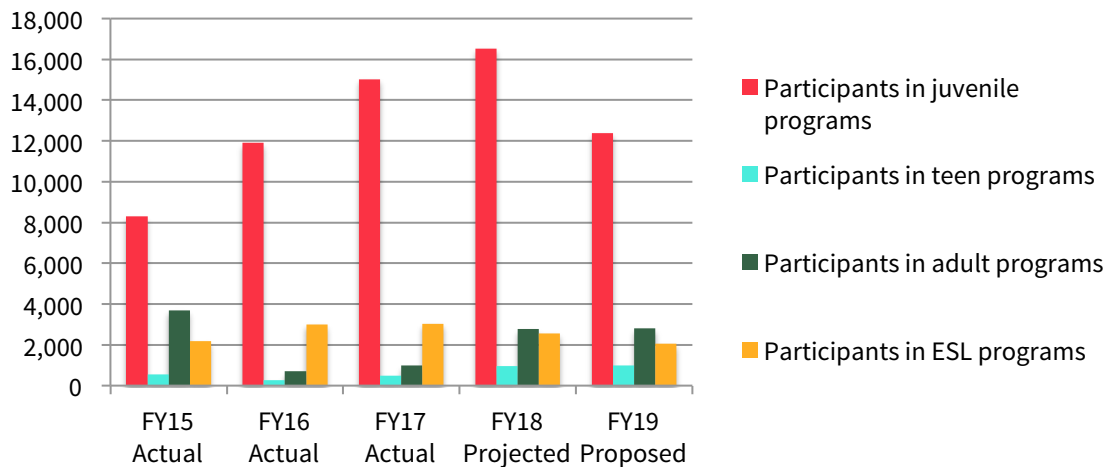
Marketing & Outreach

- Participated in Word of Mouth Marketing campaign, sponsored by the American Library Association and the Massachusetts Library Association, to increase awareness of and participation in library programs and events.
- Successfully debuted a mobile, or “pop-up” library at City-wide festivals, farmers markets, and local community organizations. Mobile library services include library card registration, circulation of materials (a small bookshelf full of books is brought to each location), storytime, etc.
- Were awarded Somerville Media Center (SCATV) “Community Partner of the Year” award, in recognition of our many joint ventures throughout the year.
- Launched a monthly library eNewsletter.

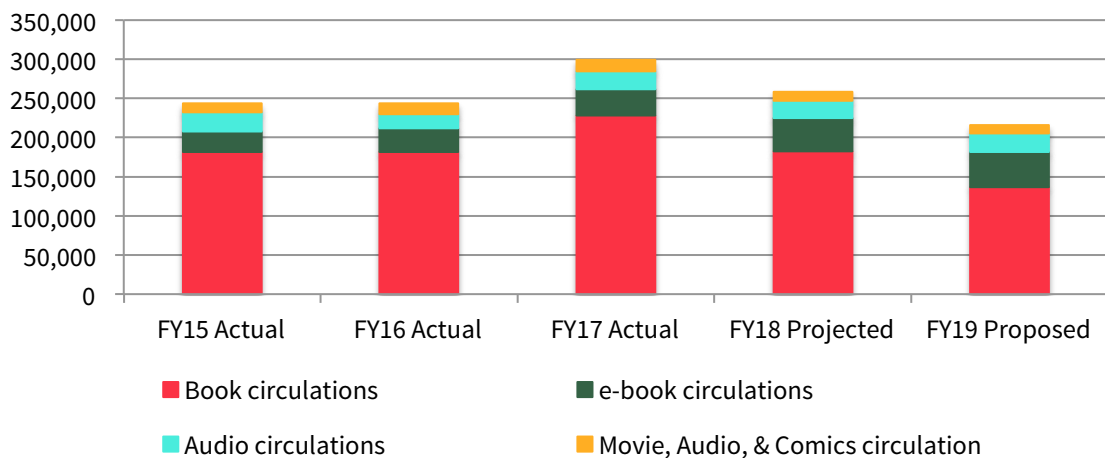
Library Visits: In Person & Website



Participants in Library Programs



Annual Circulation by Type



Libraries

PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
In-person visits	356,480	339,355	348,525	269,860
Website visits	388,287	337,902	332,836	326,000

MEASURE: PROGRAMS	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Juvenile programs	394	452	564	500
Participants in juvenile programs	11,905	15,033	16,528	12,396
Teen programs	15	35	30	32
Participants in teen programs	266	484	960	980
Adult programs	70	185	256	251
Participants in adult programs	3,694	1,002	2,764	2,800
ESL Classes	196	189	184	145
Participants in ESL classes	2,999	3,034	2,568	2,054

MEASURE: ACCESS	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Book circulations	181,670	228,450	182,322	136,742
e-book circulations	30,359	33,574	42,246	45,000
Audiobook circulations	17,643	22,287	22,800	23,225
Research database searches	16,755	26,232	13,794	11,035
Movie, Music, Audiobks & Comics downloads	14,125	14,953	11,306	11,000
Items borrowed via Minuteman network	62,845	61,636	66,680	68,000
Items loaned to libraries within Minuteman network	41,872	34,249	33,714	26,635
Items added to the collection	10,703	10,467	9,722	7,778
Items withdrawn from the collection	12,947	25,968	23,076	17,307

MEASURE: SERVICES	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Reference questions answered	36,904	29,734	27,914	20,382
Computer usage (users / hours)	43,793 / 33,510	47,078 / 35,013	30,568 / 26,869	24,454 / 21,495
Volunteer hours	859	1,015	1,366	1,038
Museum passes distributed	1,848	1,236	1,948	1,975
Technology instruction sessions	189	104	138	110

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

GOALS REVIEW:**1. Develop collections that are diverse and easily accessible.**

1	Increase diversity of children's collections (e.g., language, gender, race, ethnicity, disability, LGBTQ+, etc.) at West.	New for FY19
2	Increase acquisition appropriations for the following formats in response to demand: library-owned ebooks, audiobooks, and movies on DVD; and increase marketing efforts to shore up circulation in areas which are lagging.	New for FY19
3	Subscribe to additional movie streaming service (Kanopy) which features popular independent films.	New for FY19
4	Create a new collection development report, highlighting usage, date of publication, etc. to assist in decision-making ability.	New for FY19
5	Increase library materials budget to be in compliance with MBLC State Aid requirements, and update Collection Development Plan.	Complete
6	Create additional booklists to encourage more reading and of different genres & increase awareness and use of print, digital reference, and a/v sources through the development of signage, and pathfinders, and post the latter on the library website.	Ongoing
7	Grow a) Local History Collection via solicited donations and purchases, b) business collection with emphasis on books of interest to entrepreneurs and start-up businesses, and c) Introduce current events book displays in Central Children's.	Ongoing
8	Evaluate a/v collections, and analyze usage data, to identify high and low usage area, and to fill gaps, where needed.	Ongoing

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

1	Offer individual and group instruction in use of online resources both on-site and off-site.	New for FY19
2	Collaborate with SHS to provide after school tutoring / homework help, at East.	New for FY19
3	Offer one-on-one and group tech instruction, and group and one-on-one 21st century literacy instruction.	Ongoing

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

1	Install public fax machine at West.	New for FY19
2	Install coat hooks, cellphone charging stations, new window shades and purchase new stackable chairs for events at East.	New for FY19
3	Place West Branch collections and equipment in storage during construction, and move into temporary quarters.	New for FY19

Libraries

4	Develop a library disaster plan.	Ongoing
5	Complete library visioning process.	Ongoing
6	Replace Reference Desk at Central, update furniture at Central and East Branch, and install new book drop at Central.	Ongoing

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

1	Debut an adult book discussion group, and additional 'drop-in' programs (e.g., crafting, coloring, knitting, etc.) at West.	New for FY19
2	Develop an adult programming framework for continued success that advances the library as a 'third space' and which meets the needs of as many segments of the community as possible.	New for FY19
3	Develop a program evaluation plan to receive feedback and to ensure community needs are being met.	New for FY19
4	Offer regularly scheduled "pop-up playgroups" for children at East.	New for FY19
5	Offer series of "Adult 101" courses targeting teens, in conjunction with Teen Empowerment.	New for FY19
6	Explore offering a media production course in conjunction with Somerville Media Center.	New for FY19
7	Develop and implement a strategic plan for library programming, and introduce new presenters and performers to increase the variety of programming.	Ongoing
8	Partner with local civic organizations and community groups to provide adult programming for diverse and underserved communities.	Ongoing
9	Offer summer teen reading program, and develop a series of programs designed to help teens transition to adulthood.	Ongoing

5. Update Library Technology.

1	Replace older public and staff computers across the library system, and upgrade wifi on 1st floor and basement at Central.	Ongoing
2	Develop a library technology plan.	Ongoing

6. Increase public awareness of the library.

1	Create a library marketing plan	Ongoing
2	Re-organize counter at Central circulation to accommodate placement of printed marketing materials for improved awareness and access to information about upcoming programs and events	New for FY19

7. Develop library staff, board, and friends.

1	Send Youth Services staff to attend MLA Teen Summit.	New for FY19
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| 2 | Hold monthly library department head meetings to share and exchange information and ideas, and for planning purposes. | Ongoing |
| 3 | Develop and implement customer service standards for library staff. | Complete |
| 4 | Hire two additional full-time staff to meet demand, and contract with a local social service agency to hire a social worker on a part-time basis, to provide counseling and referral services to at-risk patrons. | Ongoing |

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

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| 1 | Increase community outreach to schools, housing developments, etc. at West. | New for FY19 |
| 2 | Continue to attend monthly meetings of Somerville Youth Workers Network. | Ongoing |
| 3 | Partner with Media Center (i.e., SCATV) to develop a variety of programming related to library collections, services, and programs. | Ongoing |
| 4 | Continue outreach to local public and charter schools, to provide programs and other services to children of all ages. | Ongoing |

9. Increase financial resources for community services, collections, and programs.

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

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| 1 | Evaluate existing metrics and modify as needed, and develop a library scorecard and evaluate quarterly. | Ongoing |
| 2 | Use data to inform decision-making on allocation of resources. | Ongoing |

BUDGET:

LIBRARIES		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	1,453,460	1,649,655	1,292,388	1,709,461	
512000	SALARIES & WAGES TEMPOR'Y	120,447	133,259	110,492	140,000	
513000	OVERTIME	121,348	121,993	96,059	127,717	
514004	SHIFT DIFFERENTIALS	27,116	36,539	24,056	38,239	
514006	LONGEVITY	25,425	26,250	13,050	26,900	
514008	OUT OF GRADE	265	-	-	-	
515006	HOLIDAYS NON-UNION	669	765	765	-	
515011	HOLIDAYS - S.M.E.A.	5,138	5,580	5,349	-	
515012	PERFECT ATTENDANCE	2,200	-	3,100	-	
519004	UNIFORM ALLOWANCE	8,400	10,500	9,800	10,850	
519005	SICK LEAVE BUYBACK	14,393	-	-	-	
LIBRARIES PERSONAL SERVICES		1,778,862	1,984,541	1,555,060	2,053,167	3.5%
524007	R&M - OFFICE EQUIPMENT	-	500	-	-	

Libraries

LIBRARIES	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
527019 RENTAL-WATER COOLER	488	900	407	1,659	
530000 PROF & TECHNCAL SVC	58,510	60,000	57,258	60,000	
534003 POSTAGE	1,299	1,300	811	1,300	
534009 INTERNET MAINTENANCE	2,965	2,800	3,222	4,100	
534011 LICENSING FEES	-	-	1,196	-	
538007 MICROFILMING	570	600	439	600	
542000 OFFICE SUPPLIES	11,490	12,000	9,675	6,000	
542001 PRINTING & STATIONERY	170	600	134	600	
542004 COMPUTER SUPPLIES	10,548	5,000	4,385	19,200	
542007 COMP EQUIPMENT NOT CAP	-	-	1,594	-	
549000 FOOD SUPPLIES & REFRESHMT	1,270	1,000	994	1,500	
551000 EDUCATIONAL SUPPLIES	1,767	1,000	994	2,500	
551004 BOOKS	114,024	142,000	89,663	124,000	
551010 AUDIO VISUAL SUPPLIES	32,529	39,000	25,234	32,000	
551012 MUSIC SUPPLIES/INSTRUMNT	7,847	9,000	4,766	6,500	
558002 ONLINE SUBSCRIPTION	64,900	60,000	82,058	102,500	
558004 MAGAZINES/SUBSCRIPTS/PUB	17,200	21,000	15,510	21,000	
558009 BOOK THEFT SYSTEM	1,265	900	1,732	1,400	
571000 IN STATE TRAVEL	451	350	295	350	
571001 IN STATE CONFERENCES	3,434	1,000	1,153	1,500	
572000 OUT OF STATE TRAVEL	1,464	2,500	2,386	2,500	
573000 DUES AND MEMBERSHIPS	275	350	275	350	
LIBRARIES ORDINARY MAINTENANCE	332,466	361,800	304,181	389,559	7.7%
LIBRARIES TOTAL	2,111,327	2,346,341	1,859,241	2,442,726	4.1%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIBRARY DIRECTOR	FERDMAN, GLENN	2,244.86	116,732.72	116,732.72
DEPUTY LIBRARY DIRECTOR	PIANTIGINI, CATHERINE	1,700.65	88,433.80	88,433.80
ADMINISTRATIVE ASSISTANT	DEVIN, TIM	1,050.73	54,637.96	55,987.96
WEST BRANCH LIBRARIAN	KRAMER, KAREN	1,013.26	52,689.52	56,088.45
EAST BRANCH LIBRARIAN	COOMBS, MARITA	1,013.26	52,689.52	55,878.78
LIBRARIAN II, ADULT SERVICES	WALKER, JULIE	978.86	50,900.72	52,300.72
LIBRARIAN II, Young Adult	CASTILE, RONALD	997.81	51,886.12	54,686.12
LIBRARIAN II, TECHNICAL SERVICES	WOOD, WENDY	997.81	51,886.12	55,036.12
LIBRARIAN II, CHILDREN	CASSESSO, ANN	997.81	51,886.12	55,236.12
LIBRARIAN II, CIRCULATION	VENTURA, JAMES	997.81	51,886.12	56,186.12
LIBRARIAN II, REFERENCE	O'KELLY, KEVIN	978.86	50,900.72	53,150.72

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIBRARIAN I	DOWNING, HEIDI	949.22	49,359.44	50,709.44
LIBRARIAN I	PECK, PHILIP	949.22	49,359.44	51,559.44
LIBRARIAN I	RAGLAND, MEG	931.52	48,439.04	49,789.04
LIBRARIAN I	TERRY, MARY	931.52	48,439.04	51,239.04
LIBRARIAN I	NEW	931.52	48,439.00	50,675.34
LIBRARIAN I, GENERALIST	GRAESSER, CASSANDRA	931.52	48,439.04	50,489.04
LIBRARIAN I, GENERALIST	SUNDELL-THOMAS, LILLIAN	931.52	48,439.04	50,489.04
LIBRARIAN I, GENERALIST	STEVENS, KAREN	931.52	48,439.04	50,489.04
LIBRARIAN I, YOUTH SERVICES	JACOBS, ELLEN	949.22	49,359.44	52,159.44
LIBRARY TECHNICIAN III, EAST BRA	JONES, RITA	918.33	47,753.16	51,053.16
LIBRARY TECHNICIAN III, TECH SERV	HALL, PATRICIA	918.33	47,753.16	50,853.16
LIBRARY TECHNICIAN III, CHILDREN	ALMEIDA, ANNAMARIE	918.33	47,753.16	50,703.16
LIBRARY TECHNICIAN III, CIRC	PIERCE, GEORGE	918.33	47,753.16	51,053.16
LIBRARY TECHNICIAN III, CHILDREN	MITCHELL, ALISON	900.63	46,832.76	48,382.76
LIBRARY TECHNICIAN III, CHILDREN	FORSELL, MEGHAN	918.33	47,753.16	49,903.16
LIBRARY TECHNICIAN III, CIRC	IMPERIOSO, RAMO	918.33	47,753.16	50,503.16
LIBRARY TECHNICIAN III, PAYROLL	PERRIELLO, JAMES	918.33	47,753.16	49,703.16
LIBRARY TECHNICIAN III CIRC	MURPHY, MARIA	918.33	47,753.16	50,703.16
LIBRARY TECHNICIAN II, WEST BRANCH	SANCHEZ, CARLOS	808.58	42,046.16	44,446.16
LIBRARY TECHNICIAN II, TECH SERV	GHEBREMICAEL, FREWEINI	808.58	42,046.16	44,146.16
LIBRARY TECHNICIAN II, CIRC	TOEUM, THY	808.58	42,046.16	43,896.16
LIBRARY TECHNICIAN II, BUSINESS	VASQUEZ, CHRISTINA	792.73	41,221.96	42,971.96

Parks & Recreation

MISSION STATEMENT:

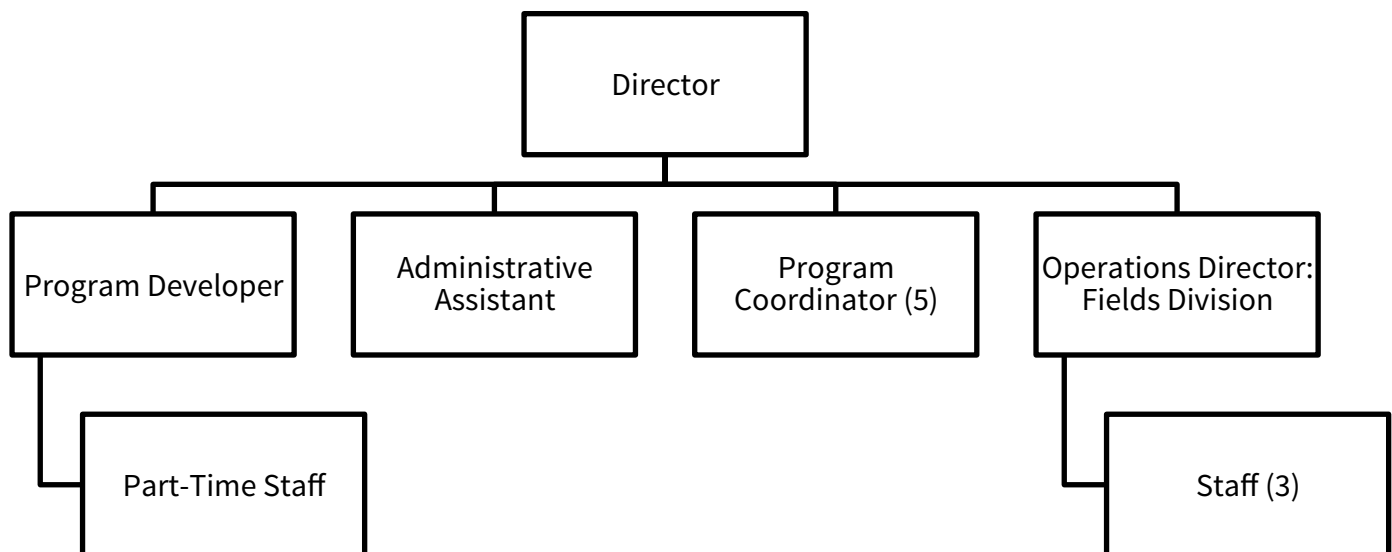
The Parks & Recreation Department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	610,567	745,571	828,000	11.1%
Ordinary Maintenance	172,322	256,300	282,300	10.1%
General Fund Expenditures	782,890	1,001,871	1,110,300	10.8%

CHANGES BETWEEN FY18 & FY19:

- Additional Temporary Wages dollars have been allocated to continue the successful Champions program as well as adjustments for the new living wage of \$12.80/hr.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

DEPARTMENT ORGANIZATION:

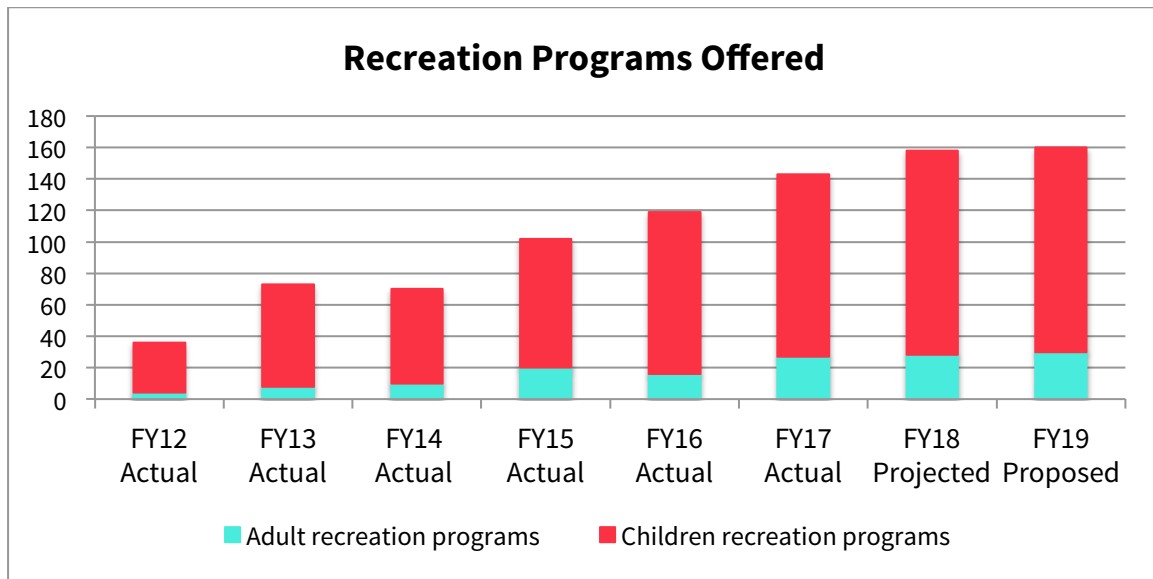


FY18 ACCOMPLISHMENTS:

- Successful renovated the Trum Field baseball and softball infields.
- Successfully increased soil health through aeration and slice seeding for Conway, Dilboy Auxiliary, Trum, and Hodgkins fields.
- A new Challenger Female Soccer Development program was successful in helping players improve their athletic skill sets.
- A new Girls Club created creative expression for interest other than athletics.
- The Veteran's Rink Pro Shop has been renovated and provides new quality services to the skating community.
- The Veteran's Rink function room upgrade has created opportunities for passive recreation such as events, game nights, etc.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJ	FY19 PROP
Adult recreation programs	10	20	16	27	28	30
Children recreation programs	60	82	103	116	130	130
Somertime Day Program registrations (* denotes totals)	673	700	700	700	700	700
	982*	1,960*	1,960*	1,960*	1,960*	1,960*
Online credit card payments as percent of total payments	70%	80%	85%	85%	85%	-



GOALS REVIEW:

1. Maximize the availability of City facilities and fields for youth/adult leagues and special events.

1	Utilize the small rink for programming during the summer months by creating partnerships with 1-3 leagues. Programing will include but not be limited to indoor soccer, floor hockey, dodgeball, broomball, etc.	Ongoing
2	Design programming that increases low-income participants' ability to afford activities by using the program and break-even analysis format.	Ongoing
3	Coordinate with school district facilities to ensure 100% of available gym space is utilized for recreational programs benefiting Somerville residents.	Ongoing
4	Create sustainability by providing programs that are not only affordable but that are cognizant of fiscal responsibility and accountability.	New for FY19
5	As part of the Fields' Master Plan, acquire 1-2 more open spaces to promote leisure and recreational programing using passive and active parks.	Ongoing
6	Add adult indoor women's soccer league.	Ongoing

Parks & Recreation

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

1	As part of the Fields Master Plan, over the next 1-2 years develop plans to use permit revenue to improve energy efficient lighting at least 1 field per year.	Ongoing
2	As part of the Fields Master Plan, develop plans to use permit revenue to improve the maintenance of 1-2 fields per year.	Ongoing
3	As part of the Fields Master Plan, develop fiscal accounting that links permit fees to improvement of fields.	Ongoing

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

1	Create the Champion's workforce development program to provide employment and long-term leadership training for 30 Somerville youth.	New for FY19
2	Create opportunities for female participants to be more involved in various recreation activities, including expanding athletic opportunities and gender equity policy development.	Ongoing
3	Look for community partnerships in new development in Somerville in which a new rec space can be provided.	Ongoing
4	Develop inclusive programming for those with special needs by creating partnerships with experts in the field.	New for FY19

4. Improve recreation department's outreach capacity.

1	Continue development of Rec Yard a space for older youth to foster fellowship and solidify a sense of belonging.	New for FY19
2	Continue to partner with compatible community departments and/or organizations that will improve accessibility to leisure and recreational opportunities for Somerville residents of all ages.	Ongoing
3	Increase department's ability to reach out to immigrant community by providing translations in guides/flyers, website accessibility, having bilingual staff, and participation in multicultural events and/or organizations.	Ongoing
4	Create 1-2 new sustainable programs that target the interests of Somerville's diverse community.	Ongoing

BUDGET:

PARKS & RECREATION		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	450,841	514,193	409,806	523,100	
512000	SALARIES & WAGES TEMPOR'Y	154,155	207,000	184,999	282,000	
513000	OVERTIME	945	700	2,325	700	
514006	LONGEVITY	1,350	1,350	675	1,850	
515006	HOLIDAYS NON-UNION	2,372	1,425	1,426	-	
515011	HOLIDAYS - S.M.E.A.	553	553	553	-	
515012	PERFECT ATTENDANCE	-	-	1,000	-	

Parks & Recreation

PARKS & RECREATION		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
519004	UNIFORM ALLOWANCE	350	350	350	350	
519104	SALARY STIPEND	-	20,000	13,750	20,000	
PARKS & REC PERSONAL SVC		610,567	745,571	614,884	828,000	11.1%
521005	OIL	135	1,000	-	1,000	
524001	R&M - BUILDINGS & GROUNDS	1,081	40,000	-	70,000	
524003	R&M - VEHICLES	-	2,000	-	2,000	
524007	R&M - OFFICE EQUIPMENT	1,582	1,250	-	1,250	
524027	R&M - FLOOR COVERING	1,230	-	-	-	
527002	RENTAL-BUILDINGS SCHOOL	1,785	3,500	3,500	5,000	
527019	RENTAL-WATER COOLER	193	-	92	-	
527020	RENTAL - EQUIPMENT	-	-	3,420	-	
530000	PROF & TECHNICAL SVC	66,730	88,300	68,724	78,300	
530023	STAFF DEVELOPMENT	2,073	2,750	410	4,750	
535003	RECREATN - ADMISSION FEES	5,726	2,000	2,369	2,000	
535005	RECREATN - TRANSPORTATION	7,629	3,000	7,412	3,000	
542000	OFFICE SUPPLIES	3,000	3,300	1,081	4,000	
542001	PRINTING & STATIONERY	18,930	12,000	5,480	15,000	
545000	CUSTODIAL & MAINT SUPPLIES	-	2,000	-	2,000	
549000	FOOD SUPPLIES & REFRESHMT	1,409	2,500	761	2,500	
550000	MEDICAL & DENTAL SUPPLIES	2,422	4,200	-	3,000	
551006	ATHLETIC SUPPLIES	17,949	43,500	15,982	43,500	
551010	AUDIO VISUAL SUPPLIES	679	-	-	-	
553001	SIGNS AND CONES	-	-	618	-	
558005	RECREATION SUPPLIES	18,611	14,500	7,915	14,500	
558006	UNIFORMS	20,897	30,000	7,180	30,000	
572000	OUT OF STATE TRAVEL	208	-	35	-	
573000	DUES AND MEMBERSHIPS	55	500	75	500	
PARKS & REC ORDINARY MAINT		172,322	256,300	125,053	282,300	10.1%
PARKS & REC TOTAL		782,890	1,001,871	739,938	1,110,300	10.8%

Parks & Recreation

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF PARKS & RECREATION	LATHAN, JILL	2,081.60	108,243.20	115,743.20
OUTREACH COORDINATOR	QUERUSIO, ALICIA	1,061.62	55,204.24	55,204.24
OUTREACH COORDINATOR	OSOY, MARCO	1,061.62	55,204.24	55,204.24
OUTREACH COORDINATOR	TORRES, MIGUEL	1,040.80	54,121.60	54,121.60
OUTREACH COORDINATOR	VALLESIO, JEREMEY	1,040.80	54,121.60	54,121.60
OUTREACH COORDINATOR	KEATING, LAWRENCE	1,008.38	52,435.76	52,435.76
PROGRAM DEVELOPER	SCARPELLI, GEORGE	1,693.36	88,054.73	96,154.73
ADMINISTRATIVE ASSISTANT	PALAZZO, DANIELLE	1,071.43	55,714.36	62,314.36

P&R: Field Maintenance

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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	41,538	188,754	210,330	11.4%
Ordinary Maintenance	113,901	433,000	333,400	-23.0%
General Fund Expenditures	155,439	621,754	543,730	-12.5%

GOALS REVIEW:

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

1	Implement aggressive aeration and topdressing program to begin long term process of changing soil profile.	Ongoing
2	Begin a deep tine aeration program to break up compacted soil deeper into the soil profile of City-owned playing fields. This process may be limited in some areas by irrigation.	New for FY19
3	Work with a fertilization contractor (via DPW through transition period) to insure their objective is aligned with our environmentally conscious initiatives. 🌱	Ongoing
4	Continue fertilization contract success into year two of with a focus on managing application time frames to maximize over-seeding benefit.	New for FY19
5	Re-grade and resurface Trum infields for both Baseball and Softball.	Complete
6	Start conversations regarding the replacement of Dilboy turf and discuss what fields will need future attention beyond.	Ongoing
7	Set a maintenance schedule for contract work on our synthetic turf surfaces in order to extend the life of our fields and put the City in a strong position when making warranty claims by having them serviced by approved vendors.	Ongoing

2. Improve non-field playing surfaces and amenities.

1	Resurface one or more court site(s) in FY19	New for FY19
2	Make improvements to Boathouse infrastructure to make site more secure including fencing, security, and motion light systems. Assess boat storage and dock areas for further aesthetic improvements.	In Progress
3	Repaint the locker room at the Veterans Ice Arena to increase longevity and maintain the DCR's asset.	Complete
4	Replace the skate mats in the Veterans and Founders Ice Rinks in order to prevent bunching of mats, create a more uniform appearance, and make the facility easier to clean.	New for FY19

P&R: Field Maintenance

BUDGET:

FIELD MAINTENANCE	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	41,538	183,490	64,615	205,537	
514015 OTHER DIFFERENTIALS	-	4,093	-	4,093	
515006 HOLIDAYS NON-UNION	-	-	308	-	
515011 HOLIDAYS - S.M.E.A.	-	471	-	-	
519004 UNIFORM ALLOWANCE	-	700	-	700	
RECREATION - FIELDS PERSONAL SVC	41,538	188,754	64,923	210,330	11.4%
524002 R&M - REC FACIL/PARKS/PLAYG	14,560	25,000	1,250	25,000	
524013 R&M - TOOLS & EQUIPMENT	-	7,000	-	7,000	
524017 R&M - OTHER EQUIPMENT	-	10,000	409	10,000	
524031 REPAIRS TO PARK LIGHTING	-	20,500	-	20,500	
527001 RENTAL - BUILDINGS	-	-	18,779	-	
530000 PROF & TECHNCAL SVC	65,850	293,000	149,675	193,400	
542000 OFFICE SUPPLIES	580	2,500	-	1,700	
542012 OTH EQUIPMENT NOT CAPI	6,586	-	-	-	
543007 PAINT	2,600	10,000	-	10,000	
546000 GROUNDSKEEPING SUPPLIES	23,725	30,000	4,565	30,000	
546003 LOAM,SOD,FERTILIZER	-	30,000	5,415	30,000	
558006 UNIFORMS	-	5,000	-	5,000	
571000 IN STATE TRAVEL				800	
RECREATION - FIELDS ORDNRY MAINT	113,901	433,000	180,093	333,400	-23.0%
RECREATION - FIELDS TOTAL	155,439	621,754	245,016	543,730	-12.5%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
OPERATIONS DIRECTOR	WINSOR, JEFF	1,600.62	83,232.24	83,232.24
PARKS & REC FOREMAN	VACANT	878.26	45,669.52	47,197.69
PARKS & REC LABORER	VACANT	736.87	38,317.24	39,949.39
PARKS & REC LABORER	VACANT	736.87	38,317.24	39,949.39

MISSION STATEMENT:

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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	547,379	651,008	661,103	1.6%
Ordinary Maintenance	637,604	939,100	986,500	5.0%
General Fund Expenditures	1,184,983	1,590,108	1,647,603	3.6%

CHANGES BETWEEN FY18 & FY19:

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

FY18 ACCOMPLISHMENTS:

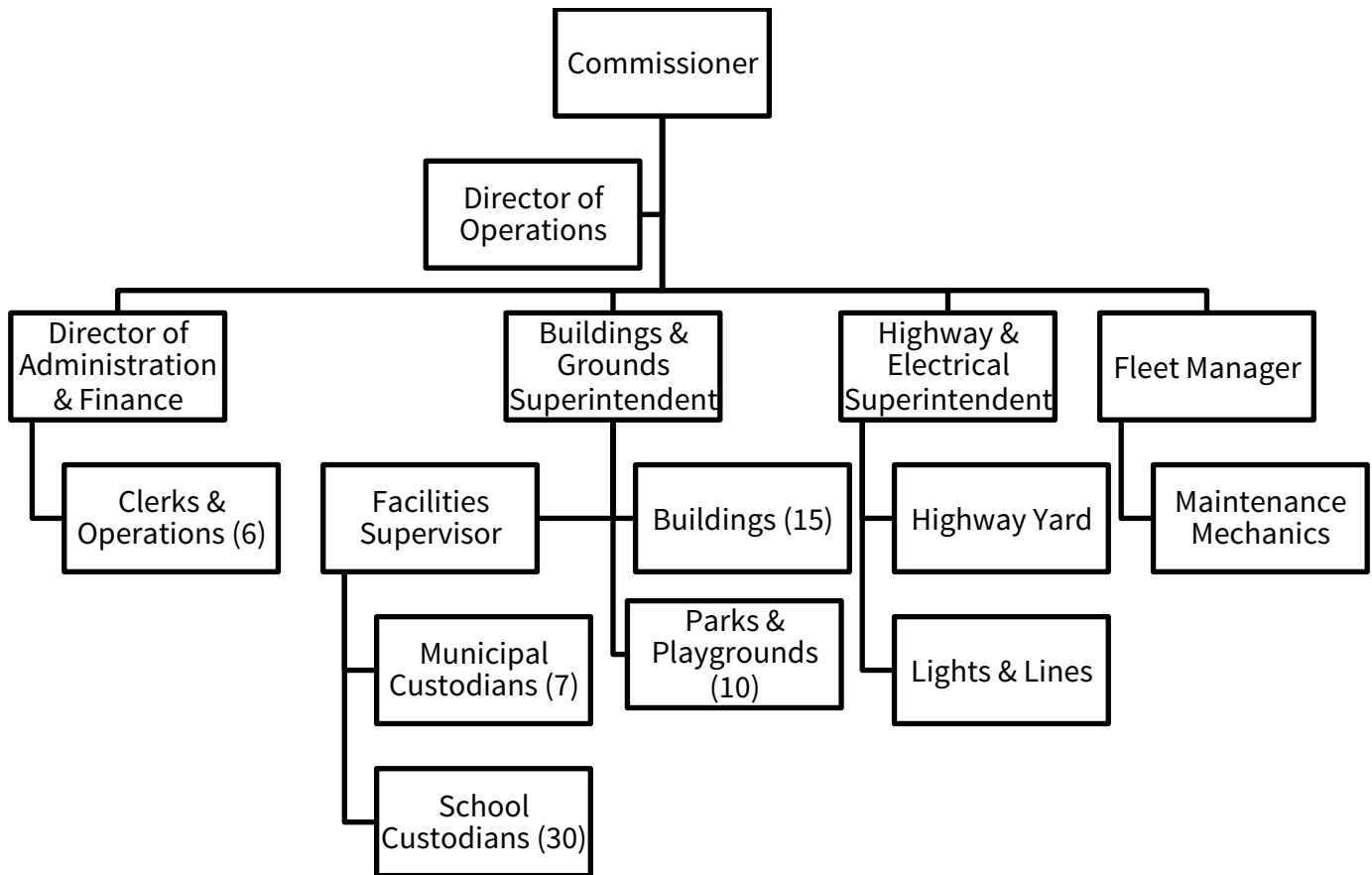
- Streamlined snow operations including the contractor sign-in processes and GPS assignment process. Contractors were promptly paid for their services and all documentation for snow plowing was correct.
- Completed implementation of online transactions for White Goods, removing the treasury department as an intermediary to process requests for residents in a more timely manner.
- Collaborated with Constituent Services on biweekly meetings between DPW, SomerStat and Constituent Services staff to ensure proper customer service intake and to concisely communicate responses to the public.
- Worked with the State to develop and implement a debris management plan to assist the city if a disaster should hit.
- DPW has worked with all city agencies to better secure our public buildings to better protect our employees and students. DPW will continue the completion of securing more locations through July 1st.
- Managed multiple emergency projects including emergency repairs to the Brown School, City Hall Annex, Fire Station 7, and 42 Cross Street.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
DPW Calls for Information and Work Orders	27,288	27,136	25,951	26,453	27,000
Sanitation Related Requests	8,988	10,487	10,079	9,609	10,000
% Sanitation requests closed on time	n/a	79%	77%	75%	80%
Average closed work orders per day	106	75	88	80	85
Number of contracts managed	206	208	201	200	200

DPW: Administration

DEPARTMENT ORGANIZATION:



GOALS REVIEW:

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

- | | | |
|---|---|---------|
| 1 | Working with the Purchasing department and SomerStat to create an automated contract management system, enabling the department to plan ahead for services and reduce prices. | Ongoing |
| 2 | Upgrading equipment to better maintain our city streets including bike lanes (debris and snow removal) and cycle tracks. The recent upgrade should allow for safer and better paths for our bicyclists. | Ongoing |
| 3 | Offer the opportunity for staff to attend State-run programs and conferences to improve overall knowledge of MCPPO guidelines. | Ongoing |
| 4 | Refine and expand the standard operating procedures across divisions, including Highway, Buildings & Grounds, Lights & Lines, and School Custodians. | Ongoing |

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

- | | | |
|---|---|---------|
| 1 | Hold daily meetings with DPW Superintendents to prioritize customer needs and services as well as financial and operational requests. | Ongoing |
|---|---|---------|

DPW: Administration

- | | | |
|---|---|--------------|
| 2 | Develop training manuals and procedures for Customer Service operations to help improve communication with constituents and offer more customer-focused resolutions. | Ongoing |
| 3 | Research and implement other existing City-based online programs to enhance the ability of constituents to meet their needs from home (e.g. white goods sticker purchasing) | New for FY19 |
| 4 | Increase communication to constituents with more detailed responses and more informative status updates. | Ongoing |

BUDGET:

DPW: ADMINISTRATION	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	527,224	631,334	506,755	643,253	
513000 OVERTIME	9,878	10,000	3,285	10,000	
514006 LONGEVITY	4,150	3,000	2,000	3,600	
514008 OUT OF GRADE	1,524	2,500	-	2,500	
515006 HOLIDAYS NON-UNION	1,711	1,258	1,258	-	
515011 HOLIDAYS - S.M.E.A.	1,141	1,166	1,152	-	
519004 UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	
DPW-ADMIN PERSONAL SERVICES	547,379	651,008	516,200	661,103	1.6%
524000 REPAIRS AND MAINTENANCE	63,170	62,500	1,779	62,500	
524034 R&M - SERVICE CONTRACTS	1,177	2,200	753	2,200	
527006 LEASE - PHOTOCOPIER EQUIP	3,958	4,500	-	4,500	
527018 POSTAGE MACHINE RENTAL	1,032	1,200	774	1,200	
527019 RENTAL-WATER COOLER	350	-	307	-	
529007 HAZARDOUS WASTE REMOVAL	135,723	150,000	62,722	200,000	
530000 PROF & TECHNICAL SVC	102,384	256,500	86,619	256,500	
530008 EMPLOYEE TRAINING COURSES	2,914	5,000	3,030	5,000	
530011 ADVERTISING	-	500	-	500	
530018 POLICE DETAIL	8,768	48,000	19,618	48,000	
530020 FIRE DETAIL	863	2,500	-	2,500	
530028 SOFTWARE SERVICES	2,561	-	-	-	
534003 POSTAGE	24	3,500	3,500	3,500	
542000 OFFICE SUPPLIES	4,891	6,000	3,656	6,000	
542001 PRINTING & STATIONERY	625	2,000	113	2,000	
548001 MOTOR GAS AND OIL	300,046	350,000	242,633	350,000	
553001 SIGNS AND CONES	-	30,000	3,490	30,000	
558003 PUBLIC SAFETY SUPPLIES	4,702	10,000	-	10,000	
571000 IN STATE TRAVEL	-	100	-	100	
573000 DUES AND MEMBERSHIPS	1,352	2,000	400	2,000	
578007 REIMB OF LICENSES	3,064	2,600	674	-	

DPW: Administration

DPW: ADMINISTRATION	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
DPW-ADMIN ORDINARY MAINT	637,604	939,100	430,068	986,500	5.0%
DPW-ADMIN TOTAL	1,184,983	1,590,108	946,268	1,647,603	3.6%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DPW COMMISSIONER	KOTY, STANLEY	2,497.92	129,891.84	129,891.84
DIR OPERATIONS	WILLETTE, RICHARD	2,200.85	114,444.20	114,444.20
DIR ADMN & FINANCE	HALLORAN, JAMES	1,800.69	93,635.88	93,635.88
ADMIN ASST	MORIN, CHRISTINE	1,255.09	32,632.34	65,114.68
		1,230.09	31,982.34	
ADMIN ASST	RINGER, DIANE	1,071.44	55,714.88	57,564.88
HEAD CLERK	KELLY, JULIA	961.46	49,995.92	50,845.92
PC1	FOSTER, SUSAN	912.09	47,428.68	48,378.68
PC1	REED, STEPHANIE	894.52	46,515.04	47,365.04
SR CLERK	SCARPELLI, DINA	790.61	41,111.72	41,461.72

DPW: Buildings & Grounds

MISSION STATEMENT:


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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	2,137,550	2,271,099	2,278,212	0.3%
Ordinary Maintenance	6,338,027	9,080,531	9,324,100	2.7%
General Fund Expenditures	8,475,577	11,351,630	11,602,312	2.2%

CHANGES BETWEEN FY18 & FY19:

- Fuel price fluctuation remains highly variable at this time. DPW has budgeted for marginal increases.
- Recycling costs continue to rise. DPW has budgeted a significant increase based on current trends.
- With several oil to gas conversions in FY18, the natural gas line has been increased.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

FY18 ACCOMPLISHMENTS:

- In accordance with City sustainability goals, Building and Grounds has reduced its reliance on heating oil. There are currently only two remaining buildings left to convert to natural gas. The Department of Public Works building, Edgerly School, and the Water and Sewer Department building have all been converted to gas from oil. 
- Removed multiple underground oil storage tanks within the city, including 3 at the DPW yard and from school buildings.
- Renovated the City Hall Annex after storm damage in order to get displaced City departments back into a permanent office. Employees were distributed all over the city at 5 different locations. Re-opening the Annex will allow city services to resume as usual and is anticipated this summer.
- Refinished multiple gym floors within the schools enhancing both safety and cosmetics.
- Addressed the emergency mold situation at the Brown School and at Engine 7 within a short time period ensuring the health and safety of students, employees, and the public.

PERFORMANCE METRICS:

MEASURE	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Total city building repair orders completed	965	828	838	850
Total school building repair orders completed	2,513	2,195	2,097	2,100
%SLAs met for school and building repairs	58%	65%	58%	65%
Total moving requests completed	208	205	164	200
Total requests completed for event set up/clean up	212	205	184	200


DPW: Buildings & Grounds

GOALS REVIEW:

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

1	In coordination with CPPM, increase the preventive maintenance program and address any deferred maintenance within city buildings.	New for FY19
2	Use the 311 system to track on-call contractors to provide easily accessible data.	Ongoing

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

1	Upgrade equipment to ensure school buildings exceed fire code and safety regulation.	Ongoing
2	Make security improvements in conjunction with the Purchasing Department and the Federal Department of Homeland Security in all city buildings in order to protect users and facilities.	Ongoing
3	Conserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems. 	Ongoing

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

1	Irrigate and landscape the East Somerville Community School grounds to make the space inviting and usable for both the school community and neighbors.	New for FY19
2	Provide landscaping improvements at school entry points and walkways, which may include more robust plant species, improved irrigation, or playground surfaces.	Complete & Ongoing

BUDGET:

DPW: BUILDINGS & GROUNDS	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	392,336	437,960	359,334	444,516	
511300 WAGES - HOURLY PERMANENT	1,175,241	1,233,270	972,147	1,237,586	
513000 OVERTIME	98,572	132,000	63,499	132,000	
513002 OVERTIME - LABOR	375,451	365,000	297,666	365,000	
514006 LONGEVITY	6,675	6,550	4,000	8,050	
514009 LONGEVITY-LABOR	17,300	17,025	8,600	18,650	
514010 OUT OF GRADE-LABOR	5,066	8,000	4,142	8,000	
514015 OTHER DIFFERENTIALS	47,953	52,464	50,899	52,210	
515006 HOLIDAYS NON-UNION	351	589	392	-	
515011 HOLIDAYS - S.M.E.A.	5,855	6,041	6,041	-	
515012 PERFECT ATTENDANCE	2,600	-	2,200	-	

DPW: Buildings & Grounds

DPW: BUILDINGS & GROUNDS		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
519004	UNIFORM ALLOWANCE	10,150	11,200	10,850	11,200	
519013	OTHER LUMP SUM PAYMENTS	-	1,000	1,000	1,000	
DPW-BLGD&GRNDS PERSONAL SVC		2,137,550	2,271,099	1,780,771	2,278,212	0.3%
521001	ELECTRICITY	2,424,249	3,146,531	1,709,374	3,100,000	
521002	NATURAL GAS	339,523	560,000	434,127	650,000	
521005	OIL	309,178	550,000	268,806	300,000	
524001	R&M - BUILDINGS & GROUNDS	30,612	100,000	25,803	100,000	
524002	R&M - REC FACIL/PARKS/PLAYG	48,755	92,500	8,298	92,500	
524010	R&M - HVAC	1,067,339	1,442,000	905,140	1,514,100	
524013	R&M - TOOLS & EQUIPMENT	4,908	35,000	1,215	35,000	
524018	R&M - FENCE	74,115	100,000	39,040	100,000	
524019	R&M - INTERIOR BUILDING	350,396	725,000	432,129	825,000	
524020	R&M - EXTERIOR BUILDING	165,828	300,000	99,971	300,000	
524021	R&M - FIRE ALARM	83,371	175,000	99,407	175,000	
524022	R&M - PROGRAM TIME CLOCKS	2,736	72,000	-	50,000	
524023	R&M - INTERCOM EQUIPMENT	-	-	-	22,000	
524024	R&M - ELEVATORS	79,152	130,000	48,609	130,000	
524025	R&M - PLUMBING	6,120	-	-	-	
524026	R&M - ROOFING	73,607	100,000	82,273	200,000	
524027	R&M - FLOOR COVERING	93,139	75,000	73,699	150,000	
524031	REPAIRS TO PARK LIGHTING	-	20,000	-	20,000	
527001	RENTAL - BUILDINGS	21,350	45,000	8,960	45,000	
527014	RENTAL - TABLES & CHAIRS	3,695	20,000	5,419	20,000	
527015	RENTALS EQUIPMENT	28,090	12,000	47,587	30,000	
529009	ALARMS	74,790	100,000	54,925	100,000	
530000	PROF & TECHNCAL SVC	110,896	125,000	43,995	175,000	
538004	EXTERMINATION	58,707	90,000	28,041	90,000	
538008	MOVING SERVICES	59,983	100,000	49,015	120,000	
542006	OFFICE FURNITURE NOT CAP	7,819	12,000	33,657	12,000	
542012	OTH EQUIPMENT NOT CAP	129	15,000	20,411	15,000	
543002	PLUMBING SUPPLIES	109,931	130,000	70,633	130,000	
543006	ELECTRICAL SUPPLIES	71,686	90,000	37,437	90,000	
543007	PAINT	11,378	26,500	4,292	26,500	
543008	GLASS	27,447	45,000	4,923	60,000	
543011	HARDWARE & SMALL TOOLS	70,520	20,000	21,224	20,000	
545000	CUSTODIAL & MAINT SUPPLIES	260,452	325,000	128,546	325,000	
546000	GROUNDKEEPING SUPPLIES	53,689	48,000	22,980	48,000	
546003	LOAM,SOD,FERTILIZER	21,920	25,000	9,335	25,000	

DPW: Buildings & Grounds

DPW: BUILDINGS & GROUNDS		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
548001	MOTOR GAS AND OIL	523	-	-	-	
548006	MOTOR PARTS & ACCESSORIES	1,095	1,500	31	1,500	
549000	FOOD SUPPLIES & REFRESHMT	3,114	11,000	4,963	11,000	
553001	SIGNS AND CONES	744	-	-	-	
553004	LUMBER & WOOD PRODUCTS	-	-	125	-	
558006	UNIFORMS	23,416	16,500	12,831	16,500	
558011	FLOWERS & FLAGS	67,907	100,000	29,210	100,000	
572000	OUT OF STATE TRAVEL	593	-	-	-	
578009	CHRISTMAS LIGHTING	95,128	100,000	106,218	100,000	
585019	CABLING	-	-	6,800	-	
DPW-BLGD&GRNDS ORDINARY MAINT		6,338,027	9,080,531	4,979,451	9,324,100	2.7%
DPW-BLGD&GRNDS TOTAL		8,475,577	11,351,630	6,760,222	11,602,312	2.2%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SUPT BLDG&GROUNDS	WHITNEY, WALTER	2,000.77	104,040.04	104,040.04
PV SR BLDG CUSTODIAN	KOSLOFSKY, ALAN	919.11	47,793.72	51,324.59
JR BLDG CUSTODIAN	MITCHELL, MARK	862.59	44,854.68	47,938.33
JR BLDG CUSTODIAN	VIERA, MATTHEW	845.67	43,974.84	45,779.39
JR BLDG CUSTODIAN + 10%	HANSCOM, MARK	948.85	49,340.20	52,797.22
JR BLDG CUSTODIAN + 10%	KEATING, DAVID	990.46	51,503.92	55,032.51
JR BLDG CUSTODIAN + 10%	SILVA, JAMES	990.46	51,503.92	54,957.51
JR BLDG CUSTODIAN + 10%	LOGRIPPO, PATRICIA	990.46	51,503.92	54,407.51
PV PUBLIC BLDG FOREMAN	RODERICK, JAMES	1,446.66	54,973.08	80,518.48
		1,450.51	20,307.14	
PUBLIC BLDG FOREMAN	QUINN, STEVEN	1,379.60	67,600.40	76,073.66
		1,383.45	4,150.35	
DPW FOREMAN B&G	PANTANELLA, MARTHA	1,080.55	56,188.60	59,797.15
DPW FOREMAN B&G	SANTANGELO, FRANK	1,080.55	56,188.60	59,647.15
WKFM1\SHMEO\PWL	ARDOLINO, MARK	958.04	49,818.08	53,065.91
WKFM/CARPENTER/PWL	FULCO, FRANK	986.61	51,303.72	54,800.69
WKFM/PLUMBER/PWL	MCKENZIE, STEWART	1,013.42	52,697.84	56,190.92
PLUMBER	HARDY, STEPHEN	983.47	51,140.44	53,907.01
ELECTRICIAN	POTHIER, GERALD	965.80	50,221.60	52,232.78
ELECTRICIAN	SLATTERY CHRISTOPHER	983.47	51,140.44	53,432.01
CARPENTER PLASTERER	WALSH, JOHN	940.28	48,894.56	51,711.84
SHMEO/PWL	FALAISE, JEAN CLAUDE	879.23	45,719.96	48,182.24

DPW: Buildings & Grounds

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SHMEO/PWL	O'REGAN, CORNEILUS	867.06	19,942.38	47,796.00
		879.23	25,497.67	
PWMAINTMECH/PWL	MITRANO, VINCENT	856.56	44,541.12	46,364.40
HMEO/MAINT MECH/PWL	CORBETT, STEPHEN	873.70	45,432.40	48,735.16
HMEO/MAINT MECH/PWL	JOHNSON, MATTHEW	856.56	15,418.08	46,976.64
		873.70	29,705.80	
HMEO/MAINT MECH/PWL	NORMAN, TENNYSON	873.70	45,432.40	47,285.16
MECH EQUIP RPMN	KOSTOPOULOS, CAMERON	796.80	796.80	45,444.78
		840.25	42,852.75	
HMEO/PWL	ANGIULO JR, ANTHONY	857.06	44,567.12	47,866.26
HMEO/PWL	KALTON, JOHN	857.06	44,567.12	47,241.26
HMEOPWL	KEENAN, THOMAS	857.06	44,567.12	46,391.26
HMEO/PWL	PELLIGRINI, EDWARD	857.07	44,567.64	46,991.80
PUBLIC GROUNDS GARDENER	HUNT, ANDREW	834.88	43,413.76	45,699.75
PUBLIC GROUNDS MAINTENANCE MAN	MERCIER, ROBERT	834.88	43,413.76	45,699.75
PUBLIC WORKS LABORER	PREVAL, JAQUES	817.79	42,525.08	44,881.68

DPW: School Custodians

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	1,772,278	1,908,672	1,826,975	-4.3%
Ordinary Maintenance	887,904	906,272	950,000	4.8%
General Fund Expenditures	2,660,182	2,814,944	2,776,975	-1.3%

CHANGES BETWEEN FY18 & FY19:

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

BUDGET:

DPW: SCHOOL CUSTODIANS	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	1,611,279	1,717,370	1,286,915	1,673,461	
511002 SALARIES - MONTHLY	15,000	15,000	7,500	-	
513000 OVERTIME	64,752	70,000	44,413	70,000	
514006 LONGEVITY	22,425	22,725	9,775	20,375	
514008 OUT OF GRADE	1,410	4,000	717	4,000	
514015 OTHER DIFFERENTIALS	4,474	4,526	4,473	4,474	
515004 HOLIDAYS	12,466	19,351	17,079	215	
515011 HOLIDAYS - S.M.E.A.	520	-	520	-	
515012 PERFECT ATTENDANCE	3,000	-	5,000	-	
519004 UNIFORM ALLOWANCE	700	700	700	700	
519013 OTHER LUMP SUM PAYMENTS	36,250	40,000	37,500	38,750	
519104 SALARY STIPEND	-	15,000	-	15,000	
DPW-SCHL CUSTDN PERSONAL SVC	1,772,278	1,908,672	1,414,593	1,826,975	-4.3%
530000 PROF & TECHNCAL SVC	887,904	906,272	679,247	950,000	
SCHL CUSTO ORDINARY MAINTENANC	887,904	906,272	679,247	950,000	4.8%
SCHL CUSTO TOTAL	2,660,182	2,814,944	2,093,840	2,776,975	-1.3%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FACILITIES SUPERVISOR	BOWLER, MICHAEL	1,507.78	78,404.56	97,397.94
ASST SUPER OF NIGHT CUSTODIANS	MOORE, HARRY S.	1,092.93	56,832.36	60,312.20
SR CUSTODIAN 1	CONSOLO, JOSEPH	1,072.77	55,784.04	57,884.04
SR CUSTODIAN 1	COLLETTE, CHRISTOPHER	1,021.52	13,892.67	55,903.17
		1,041.94	40,010.50	
SR CUSTODIAN 2	MCDONALD, ROY	1,052.53	14,735.42	57,351.44
		1,072.79	40,766.02	

DPW: School Custodians

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SR CUSTODIAN 2	ROGERS, MICHAEL	1,072.79	55,785.08	58,285.08
SR CUSTODIAN 2	SHEA, STEPHEN	1,072.79	55,785.08	58,724.64
SR CUSTODIAN 1	WHITE, PAUL	1,072.79	55,785.08	57,885.08
JR BLDG CUSTODIAN	AULT, JOHN	977.88	50,849.76	53,424.76
JR BLDG CUSTODIAN	BAUGH, PATRICK	821.18	13,467.35	45,744.53
		871.55	31,027.18	
JR BLDG CUSTODIAN	BLAIKIE, PETER	977.88	50,849.76	52,824.76
JR BLDG CUSTODIAN	BOCART, MILLER BEN	977.88	50,849.76	52,099.76
JR BLDG CUSTODIAN	CALIORO, PETER	897.88	1,257.03	48,214.01
		903.30	45,706.98	
JR BLDG CUSTODIAN	COLMAN, RONALD	888.98	46,226.96	48,726.96
JR BLDG CUSTODIAN	CONSOLO, WILLIAM	958.71	36,622.72	51,367.47
		977.88	13,494.74	
JR BLDG CUSTODIAN	DONOVAN, JAMES	958.71	37,581.43	51,348.30
		977.88	12,516.86	
JR BLDG CUSTODIAN	FINIGAN, MICHAEL	888.98	46,226.96	48,326.96
JR BLDG CUSTODIAN	FITZGERALD, ROBERT	821.18	32,847.20	44,555.80
		871.55	10,458.60	
JR BLDG CUSTODIAN	GAFFNEY, PAUL	977.88	50,849.76	52,599.76
JR BLDG CUSTODIAN	GUARINO, JASON	888.98	46,226.96	48,076.96
JR BLDG CUSTODIAN	HARDY, JOHN	977.87	50,849.24	52,949.24
JR BLDG CUSTODIAN	HODGDON, JAMES	888.98	46,226.96	48,076.96
JR BLDG CUSTODIAN	LOGRIPPO, VINCENT	888.98	46,226.96	47,976.96
JR BLDG CUSTODIAN	MCDALD, THOMAS	888.98	46,226.96	48,726.96
JR BLDG CUSTODIAN	PENA, MARCO	958.71	37,581.43	51,348.30
		977.88	12,516.86	
JR BLDG CUSTODIAN	REYES, RODRIGO	903.30	38,841.90	49,220.29
		958.71	8,628.39	
JR BLDG CUSTODIAN	SHEA, JOHN	977.87	50,849.24	53,349.24
JR BLDG CUSTODIAN	STURNIOLO, JAMES	977.88	50,849.76	52,099.76
JR BLDG CUSTODIAN	SZYMKOWSKI, ROMAN	897.88	13,647.78	48,139.22
		903.30	33,241.44	
JR BLDG CUSTODIAN	VALENTE, COSMO	977.87	50,849.24	53,349.24
JR BLDG CUSTODIAN	WHITE, KIERAN	897.88	19,035.06	48,106.70
		903.30	27,821.64	
JR BLDG CUSTODIAN	WHITLOCK, JOSEPH JR.	888.98	46,226.96	48,326.96
JR BLDG CUSTODIAN	WASHINGTON, STANLEY	903.30	13,910.82	50,249.61
		958.71	35,088.79	

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:

DPW: SANITATION		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
529003	RUBBISH REMOVAL	1,271,996	1,380,000	850,475	1,350,000	
529006	RECYCLING	109,264	199,500	193,498	750,000	
529013	COMPOSTING	2,699	-	4,498	-	
530000	PROF & TECHNICAL SVC	3,267,820	3,490,000	2,459,498	3,390,000	
534003	POSTAGE	10,000	6,500	-	6,500	
542001	PRINTING & STATIONERY	12,326	12,000	1,420	8,000	
553008	RECYCLING CARTS	33,925	35,000	7,744	20,000	
558008	BENCHES & BARRELS	-	50,000	-	25,000	
558014	PHOTOGRAPHIC SUPPLIES	-	-	596	-	
DPW-SANITATION ORDINARY MAINT		4,708,029	5,173,000	3,517,729	5,549,500	7.3%
DPW-SANITATION TOTAL		4,708,029	5,173,000	3,517,729	5,549,500	7.3%

MISSION STATEMENT:



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

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	2,399,320	2,648,755	2,651,708	0.1%
Ordinary Maintenance	1,056,103	1,250,595	1,341,050	7.2%
General Fund Expenditures	3,455,422	3,899,350	3,992,758	2.4%

CHANGES BETWEEN FY18 & FY19:

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

FY18 ACCOMPLISHMENTS:

- Worked with Mayor's Office of Sustainability and Environment to implement a textile recycling program as well as increasing recycling at our schools and exploring the idea of implementing a curb side composting program. 
- Completed the second year of the odd/even snow emergency parking switch with minimal disruption to city residents and the business community.
- Improved cleanliness of roadways and traffic management during public events by utilizing a new, portable trailer filled with roadway assets.
- Continued ongoing Ash Borer treatment throughout the city to prevent the spread of the emerald ash borer in the healthy ash trees that remain throughout the city.
- Completed phase two of the LED streetlight implementation, saving the city electricity and maintenance costs over time, and updated the city squares and buildings with the most efficient and high-tech lighting available today. 

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 PROJECTED	FY19 PROPOSED
Number of Highway work orders closed	11,791	5,013	6,027	6,523	6,750
Number of potholes repaired	4,204	1,833	2,433	3,031	3,250
Indicidents of graffiti removed	502	556	582	347	400
Tree limbs cleared from roads and sidewalks	531	370	558	590	600
Work orders completed within service level agreement	65%	69%	68%	61%	70%
Constituent pothole requests completed within 5 days	N/A	68%	75%	61%	70%
Constituent reported graffiti sightings cleaned within 3 days	N/A	46%	59%	35%	70%

DPW: Highway

GOALS REVIEW:

1. Develop and upgrade division policies and procedures.

1	Complete and continue monthly inspections of sidewalks and brick walkways in squares to eliminate trip hazards and be proactive with sidewalk maintenance and repair.	Ongoing
2	Provide cross-training to Highway Department crew to allow operation of all Highway vehicles and equipment.	Ongoing
3	Upgrade equipment to better clean our entire city including bike lanes (debris and snow removal) and cycle tracks. Recent upgrades will allow for safer and better paths for our bicyclists.	Complete & Ongoing
4	Working with members of the Transportation & Infrastructure team and the bicycle committee, develop clear operating procedures during snow storms or bad weather situations and prioritize which bicycle routes should be made available during heavy rain, snow, or other difficult conditions.	New for FY19

2. Maintain, preserve, and protect the City's green canopy.

1	Re-evaluate trees to be treated to prevent the infestation of Emerald Ash Borer pests. Continue with planned removals as needed.	Complete & Ongoing
2	Work with the OSPCD to plant 33 bare-rooted trees in conjunction with the Mystic River Watershed organization	New for FY19

3. Manage ADA compliance and training.

1	Working with the Architectural Access Barrier Board to provide on-site training on the installation of ADA compliant sidewalk ramps and tactile pads. Train and educate the concrete crew to be proficient new ADA standards when replacing sidewalk panels.	Ongoing
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BUDGET:

DPW: HIGHWAY		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000	SALARIES	172,306	206,041	167,458	214,365	
511300	WAGES - HOURLY PERMANENT	1,635,170	1,858,005	1,393,675	1,856,717	
513002	OVERTIME - LABOR	490,844	465,000	401,716	465,000	
514009	LONGEVITY-LABOR	21,450	23,425	10,575	26,600	
514010	OUT OF GRADE-LABOR	6,349	13,500	4,417	15,000	
514015	OTHER DIFFERENTIALS	54,601	62,245	58,658	61,426	
515006	HOLIDAYS NON-UNION	996	793	792	-	
515011	HOLIDAYS - S.M.E.A.	6,054	7,146	6,724	-	
515012	PERFECT ATTENDANCE	700	-	1,300	-	
519004	UNIFORM ALLOWANCE	10,850	12,600	11,200	12,600	
DPW HIGHWAY PERSONAL SVCS		2,399,320	2,648,755	2,056,516	2,651,708	0.1%

DPW: Highway

DPW: HIGHWAY		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
524003	R&M - VEHICLES	28,240	-	-	-	
524013	R&M - TOOLS & EQUIPMENT	4,481	2,500	3,789	2,500	
524014	R&M - PAVING	-	15,000	-	15,000	
524018	R&M - FENCE	4,992	15,000	5,937	15,000	
524029	R&M - HIGHWAYS	801	5,000	-	5,000	
527015	RENTALS EQUIPMENT	-	9,000	-	15,000	
527016	RENTALS - VEHICLE	1,000	5,000	4,750	5,000	
529003	RUBBISH REMOVAL	89,774	125,000	153,813	200,000	
529005	CARE OF TREES	74,892	175,000	82,196	175,000	
530000	PROF & TECHNICAL SVC	376,914	550,000	211,929	570,000	
530008	EMPLOYEE TRAINING COURSES	760	5,000	-	5,000	
530011	ADVERTISING	-	1,000	162	1,000	
530021	TOWING	4,715	-	-	-	
530028	SOFTWARE SERVICES	3,608	10,000	1,500	2,500	
542000	OFFICE SUPPLIES	1,213	1,850	-	1,850	
542001	PRINTING & STATIONERY	2,420	5,000	4,570	5,000	
543003	TOOLS	92,419	9,500	4,738	9,500	
543007	PAINT	78	5,000	-	5,000	
543008	GLASS	1,036	-	-	-	
543011	HARDWARE & SMALL TOOLS	11,057	10,000	9,642	10,000	
546000	GROUNDKEEPING SUPPLIES	205	-	-	-	
548004	TIRES AND TUBES	8,266	-	-	-	
548006	MOTOR PARTS & ACCESSORIES	113,319	-	-	-	
553000	PUBLIC WORKS SUPPLIES	470	1,200	-	1,200	
553001	SIGNS AND CONES	16,185	-	-	-	
553002	BITUMINOUS SUPPLIES	54,174	95,000	24,746	95,000	
553003	READY MIX CONCRETE	92,412	175,000	45,970	175,000	
553004	LUMBER & WOOD PRODUCTS	457	5,000	-	5,000	
553006	MASONRY SUPPLIES	-	5,000	-	5,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	999	5,545	-	2,500	
558006	UNIFORMS	8,743	15,000	9,599	15,000	
585000	EQUIPMENT	62,472	-	-	-	
DPW HIGHWAY ORDINARY MAINT		1,056,103	1,250,595	563,342	1,341,050	7.2%
DPW HIGHWAY TOTAL		3,455,422	3,899,350	2,619,857	3,992,758	2.4%

DPW: Highway

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HIGHWAY SUPT.	MACEACHERN, STEVEN	2,081.60	108,243.20	108,243.20
HIGHWAY YARD FOREMAN	BARRY, THOMAS	1,429.36	35,734.00	78,992.87
		1,433.21	38,696.67	
WASTE COLL INSP	MURPHY, BRIEN K	1,302.21	67,714.92	72,054.72
WASTE COLL INSP	O'CONNELL, JOHN	1,302.21	67,714.92	72,129.72
WASTE COLL INSP	ROCHE, CHARLES	1,302.21	67,714.92	71,704.72
WKFM1\SHMEO\PWL	BUNKER, DAVID	958.04	49,818.08	53,065.91
WKFM1\SHMEOCURBSETTER\PWL	CORBIN, FRANK	1,008.04	52,418.08	55,976.91
WKFM1\SHMEO\CEMENTFINISHER\PWL	DIFRAIA, JAMES M	1,013.42	52,697.84	56,265.92
WKFM1\SHMEO\TREE CLIMBER	NURSE, RICHARD	1,008.40	52,436.80	55,121.25
SHMEO\CEMENTFINISHER\PWL	BARBIERE, JEFFREY	929.23	48,319.96	50,868.24
SHMEO\CEMENTFINISHER\PWL	DIORIO, JASON	929.23	48,319.96	50,268.24
SHMEO\CEMENTFINISHER\PWL	MCDEVITT, KEVIN	929.23	48,319.96	50,818.24
SHMEO\CEMENTFINISHER\PWL	MORIARTY, MICHAEL	929.23	48,319.96	50,268.24
SHMEO\CEMENTFINISHER\PWL	STANTON, MATTHEW	929.23	48,319.96	50,868.24
SHMEO\CURBSETTER\PWL	DILL, ROBERT	940.29	48,895.08	51,362.38
SHMEO\CURBSETTER\PWL	HALLORAN, EDWARD	940.29	48,895.08	52,337.38
SHMEO\CURBSETTER\PWL	HUCKINS, STEVE	940.29	48,895.08	51,612.38
SHMEO\CURBSETTER\PWL	WOOD, JAMES	940.29	48,895.08	52,462.38
SHMEO\TREE CLIMBER\PWL	SYLVAIN, JUDE	940.29	48,895.08	51,462.38
SHMEO\TREE CLIMBER\PWL	MCAIN, JOSEPH	940.29	48,895.08	51,612.38
SHMEO\PWL+10%	GADSBY, MICHAEL	948.19	5,309.86	52,198.64
		967.14	44,875.30	
SHMEO\PWL +10%	HARDY, EDWARD	967.14	50,291.28	52,954.76
SHMEO\PWL+10%	MORALES, JUAN	948.19	49,305.88	51,286.77
SHMEO\PWL	ARRIA, CHARLES	861.99	15,171.02	47,278.81
		879.23	30,245.51	
SHMEO\PWL	CANTY, MARK	861.99	28,445.67	46,983.66
		879.23	16,705.37	
SHMEO\PWL	GOODE, PAUL	861.99	19,825.77	47,826.75
		879.23	25,497.67	
SHMEO\PWL	SCIMEMI, JAMES	861.99	26,204.50	47,035.38
		879.23	18,991.37	
HMEO\PWL	HARDY, DANIEL	857.07	44,567.64	46,991.80
TEMP LABORER	CASSESSO, CHRIS	818.51	42,562.52	44,920.36
WATCHMAN	KENNEDY, JOHN	802.06	41,707.12	43,936.66

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FLEET MANAGER	BONNEY, RONALD	2,040.78	106,120.56	106,120.56
MOTOREQUIPRPMNFOREMAN	BROWNE, MICHAEL	1,388.82	22,221.12	76,352.63
		1,392.67	50,136.12	
MOTOREQUIPRPMN	DOLSON, ZACKARY	918.64	22,231.09	51,139.32
		968.57	26,926.25	
MOTOREQUIPRPMN	MCDONOUGH, TIMOTHY	986.60	51,303.20	54,200.15
MOTOREQUIPRPMN	PANTANELLA, ANTHONY	986.60	51,303.20	53,950.15
MOTOREQUIPRPMN	THORNTON, RICHARD	986.60	51,303.20	54,800.15
MOTOREQUIPRPMN	WINGATE, THOMAS	968.57	50,365.64	52,381.58
MOTOREQUIPRPMN	WINTER, KARL	986.60	51,303.20	53,850.15

DPW: Lights & Lines

MISSION STATEMENT:

To ensure electrical systems under the Department's purview, including fire alarm pull boxes, traffic signals, street lighting, publicly displayed information systems (i.e. blue lights, traffic speed message boards, etc.), and the City's radio system, are well maintained, safe, 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	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Personal Services	312,679	341,820	343,070	0.4%
Ordinary Maintenance	171,076	243,500	263,500	8.2%
General Fund Expenditures	483,755	585,320	606,570	3.6%

CHANGES BETWEEN FY18 & FY19:

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

FY18 ACCOMPLISHMENTS:

- Worked in collaboration with SomerStat and the LED lighting contractor to implement phase II of the LED streetlight installation.
- Worked with lighting contractor to convert street and external city building lighting to LED.
- Completed approximately 90% of a citywide fire box conversion.

GOALS REVIEW:

1. Provide safe environment for pedestrians, bicyclists, and motorists.

- | | |
|--|---------|
| 1 Work with Neighborways Programs and Safeway to Schools, and other cross-departmental groups to ensure the safety of all modes of travel. | Ongoing |
| 2 Repair and replace inferior quality pedestrian buttons, countdown timers and emergency call boxes. | Ongoing |

2. Identify energy efficient and cost effective lighting opportunities.

- | | |
|---|---------|
| 1 Work towards installing citywide solar fire boxes. | Ongoing |
| 2 Install electric vehicle charging stations at selected locations throughout the City. | Ongoing |

3. Provide a safe working environment for emergency personnel.

- | | |
|--|--------------|
| 1 Implement the Z-Tron system in citywide fire station notification system so that every fire house will know when a call comes out. This increases coordination between fire stations and for personnel, making them aware of any situations happening throughout the city. | New for FY19 |
|--|--------------|

DPW: Lights & Lines

BUDGET:

DPW: ELECTRICAL		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511300	WAGES - HOURLY PERMANENT	179,878	221,026	170,240	223,120	
513002	OVERTIME - LABOR	117,861	100,000	109,646	100,000	
514009	LONGEVITY-LABOR	3,200	3,150	1,575	3,150	
514010	OUT OF GRADE-LABOR	3,080	8,000	2,764	8,000	
514015	OTHER DIFFERENTIALS	5,695	7,394	7,309	7,400	
515011	HOLIDAYS - S.M.E.A.	666	850	850	-	
515012	PERFECT ATTENDANCE	900	-	900	-	
519004	UNIFORM ALLOWANCE	1,400	1,400	1,050	1,400	
DPW-ELEC PERSONAL SERVICES		312,679	341,820	294,334	343,070	0.4%
524004	R&M - TRAFFIC CONTROL	17,227	30,000	6,872	40,000	
524006	R&M - COMMUN. EQUIP.	11,204	20,000	3,172	20,000	
524021	R&M - FIRE ALARM	24,828	30,000	1,781	40,000	
524032	R&M - LIGHTING	-	65,000	16,353	65,000	
530000	PROF & TECHNCAL SVC	110,508	75,000	-	75,000	
542000	OFFICE SUPPLIES	30	-	-	-	
542006	OFFICE FURNITURE NOT CAP	764	-	-	-	
542008	BOOKS & BOOKBINDING	259	2,000	-	2,000	
543006	ELECTRICAL SUPPLIES	-	10,000	9,700	10,000	
543007	PAINT	79	1,500	-	1,500	
543011	HARDWARE & SMALL TOOLS	6,177	10,000	2,755	10,000	
DPW-ELEC ORDINARY MAINT		171,076	243,500	40,632	263,500	8.2%
DPW-ELEC TOTAL		483,755	585,320	334,966	606,570	3.6%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PV FOREMAN	DEVELLIS, VINCENT	1,468.03	54,317.11	81,220.32
		1,471.88	22,078.20	
ELECTRICAN	RIBEIRO, RICHIE	917.00	12,104.40	51,588.62
		965.80	37,473.04	
SIGNAL MAINTAINER	GOODE, JOSEPH	884.74	46,006.48	48,478.23
ELECTRICAN	CALI, KRISTOFER	983.47	51,140.44	53,782.01

DPW: Fleet Management

MISSION STATEMENT:

The Fleet Management Division is responsible for strategic planning, acquisition and maintenance of vehicles and large equipment to support citywide functions. Fleet Management is responsible for the acquisition, assignment and maintenance of approx. 400 vehicles and heavy equipment. Fleet Management maintains vehicles for 22 departments, maintaining all emergency operations and safety vehicles including snow removal equipment, police and fire vehicles and other departmental vehicles.

ACCOUNT	FY2017 ACTUAL	FY2018 BUDGETED	FY2019 PROPOSED	% CHANGE
Ordinary Maintenance	-	461,000	468,500	1.6%
General Fund Expenditures	-	461,000	468,500	1.6%

CHANGES BETWEEN FY17 & FY18:

- The Fleet Management budget was created in FY18 and is used as the cost center for the division's Ordinary Maintenance expenditures. Personal Services are allocated within the DPW: Highway budget.
- Differences in salaries are due to negotiated collective bargaining agreements and merit increases based on annual performance reviews.

FY18 ACCOMPLISHMENTS:

- Continued to improve health and safety in the workplace by installing mobile carbon monoxide detection units in police cruisers and regularly inspecting and monitoring the functionality of various safety equipment such as seatbelts and airbags.
- Improved the air quality of the repair garage work area by installing a Plymol vent system that removes harmful toxins from the air.
- Improved worker safety by replacing aging and outdated equipment with safer and more modern tools and technology.
- Worked with the Mayor's Office of Sustainability and Environment to increase the number of electric vehicles available to city employees. 🌱
- Trained the workforce on the appropriate procedures to service electric and hybrid vehicles.
- Implemented vendor requirements for training to provide on-site training on all new vehicles and equipment purchased.
- Expanded the garage bay area with the latest equipment to be able to service the entire city fleet including the Police vehicles.

GOALS REVIEW:

1. Support and maintain the City's fleet of vehicles.

1	Implement a scanning system to track vehicle inventory, track repairs made on vehicles, and automate the fleet management data collection.	New for FY19
2	Increase long term strategic planning (vehicle and equipment purchases) with more departments to help them meet the city's goals.	Ongoing
3	Reduce idle time of all city vehicles. 🌱	New for FY19

DPW: Fleet Management

BUDGET:

DPW: FLEET MANAGEMENT		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
524003	R&M - VEHICLES	-	120,000	32,451	126,000	
524013	R&M - TOOLS & EQUIPMENT	-	5,000	1,700	5,000	
530021	TOWING	-	10,000	3,123	10,000	
530028	SOFTWARE SERVICES	-	41,000	-	31,000	
543008	GLASS	-	10,000	2,320	10,000	
543011	HARDWARE & SMALL TOOLS	-	10,000	4,432	10,000	
548004	TIRES AND TUBES	-	35,000	4,161	35,000	
548006	MOTOR PARTS & ACCESSORIES	-	230,000	89,856	241,500	
DPW FLEET ORDINARY MAINTENANCE		-	461,000	138,043	468,500	1.6%
DPW FLEET TOTAL		-	461,000	138,043	468,500	1.6%

Snow Removal

BUDGET:

SNOW REMOVAL		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
529002	SNOW REMOVAL	2,159,977	1,262,500	2,718,915	1,262,500	
530018	POLICE DETAIL	39,815	36,360	103,334	38,192	
DPW-SNOW REMVL ORDINARY MAINT		2,199,792	1,298,860	2,822,248	1,300,692	0.1%
DPW-SNOW REMVL TOTAL		2,199,792	1,298,860	2,822,258	1,300,692	0.1%

This allotment is to finance the debt service on all City bonds with the exception of Water, Sewer, and Ice Rink Enterprise debt issues. Funds to cover Enterprise debt service are included in the respective Enterprise Fund Budgets. Funds budgeted in the cost codes below cover debt on a wide variety of projects, including Schools, equipment, street improvements, renovations to public buildings, and improvements to the City's many recreational facilities.

In March 2014, Standard & Poor's conducted a credit review and upgraded the City's rating two notches to AA+, the highest rating in City history and one notch shy of AAA. The City rating from Moody's, which was last reviewed in September 2017, also received an upgrade to Aa1, one notch shy of AAA. Both rating agencies cite the City's "strong budget performance", "strong reserves" and "ongoing redevelopment efforts."

PRINCIPAL ON LONG TERM DEBT

This allotment covers the cost of principal payments on the City's existing bonded debt with the exception of Enterprise debt service, which is included in their respective budgets.

PRINCIPAL ON NOTES

This allotment covers the cost of interest-only payments on the City's new Bond Anticipation Notes (BANs) with the exception of Enterprise fund BAN interest.

INTEREST

The interest the City pays on Bond Anticipation Notes and bond issues is determined primarily by market conditions, the City's credit rating, the maturity schedule of the issue, and the supply of bonds at the time of the issue. The overall market interest rates have remained near historic lows for some time and coupled with the City's strong credit rating have benefited the City with very favorable rates.

BUDGET:

DEBT SERVICE		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
591000	PRINCIPAL ON LNG TRM DEBT	7,852,674	6,873,624	5,867,798	6,404,823	
591500	INTEREST ON LTD	3,037,408	2,896,514	2,561,032	3,222,241	
592500	INTEREST ON NOTES-BAN	601,365	792,657	-	2,009,194	
593000	INTEREST ON TAX ABATEMENT	793	10,000	-	10,000	
DEBT SERVICE TOTAL		11,492,240	10,572,795	8,428,830	11,646,258	10.2%

In November of 2017, the City refinanced an older debt issue, saving taxpayers over \$1 million over the remaining life of the bonds.

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 FY2019 Cherry Sheet.

RETIRED EMPLOYEE HEALTH INSURANCE

This item is intended to reimburse the state for the costs of providing a health insurance plan for governmental retirees who were pensioned prior to the implementation of Chapter 32B by their local governmental unit. Chapter 32B enabled municipalities to establish a mechanism for group insurance for retirees. Each participating municipality is assessed for the governmental share of health insurance premiums paid on behalf of its retirees by the state. The state pays 90 percent of the total premium; the retiree's co-payment is 10 percent of the total premium as well as full payment for catastrophic illness coverage. A proportionate share of administrative expenses is also assessed to each municipality.

AIR POLLUTION CONTROL

The Department of Environmental Protection supervises six districts statewide. The Metropolitan Boston Control District, of which Somerville is a member, has a staff of 35 pollution inspectors. The Commission is empowered through the Office of the Governor and has a mandate to control air pollution through the enforcement of the Metropolitan Boston Air Pollution Control Acts.

METROPOLITAN AREA PLANNING COUNCIL

Assessments are made to municipalities to finance the Metropolitan Area Planning Council (MAPC), which serves 101 communities. The MAPC promotes urban planning, regional collaboration and responds to common urban problems of member communities.

MBTA

The Massachusetts Bay Transportation Authority (MBTA) provides bus/minibus, trackless trolley and underground subway transportation across the city. The MBTA is composed of 175 communities: the 14 original member communities of the Metropolitan Transit Authority and 161 additional communities that are receiving MBTA service. The MBTA is required to assess each community's share of the overall assessment. All communities associated with the Authority must contribute to the MBTA State and Local Assistance Fund an amount not less than \$136,026,868. Beginning in FY07, this amount is adjusted each July 1 by the rate of inflation unless the total assessment exceeds 102.5 percent of the previous year's assessment. An individual community's assessment is determined based on the following formula: each community's assessment shall equal its weighted share of the total population of the 175 communities in the MBTA. Chapter 161A of the Acts of 2000, which increased the number of communities in the MBTA from 78 to 175, also determined the share for each community in conjunction with the 2000 U.S. Census. A portion of the total MBTA assessment supports the Boston District Commission (the District), which is responsible for bonds issued by the Transportation Authority prior to the creation of the Metropolitan Transit Authority in 1947. This assessment pays for administrative costs incurred by the District and is charged to the 14 cities and towns of the Boston Metropolitan District in proportion to their share of the District's total equalized valuation. The MBTA covers the District's debt service costs.

REGISTRY OF MOTOR VEHICLES-HOLD PROGRAM

Since February 1985, the Parking Violations Bureau has implemented a provision of Massachusetts General Laws, Chapter 90, which enables the City to request that the state Registry of Motor Vehicles not renew the license and registration of an operator/owner of a motor vehicle who has two or more outstanding parking tickets. This provision is imposed after the motorist has failed to pay the parking tickets and had an

opportunity for a hearing. This program has resulted in a significant decrease in the number of delinquent payments.

EDUCATION

The primary component of this allocation is the Charter School Sending Tuition assessment which is the amount charged for Somerville students who attend charter schools. The amount is based on the number of students multiplied by the tuition rate of the charter school as calculated by the state. The other assessments contained in this allotment are for grandfathered costs for special education services (Chapter 766 of the Acts of 1972) provided by other districts for students who are state wards who reside in Somerville and school choice tuition charges (Chapter 71 of the Acts of 1993), which are for Somerville residents attending another school district under school choice.

BUDGET:

STATE ASSESSMENTS		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
563100	SPECIAL EDUCATION C/SHT	16,142	16,184	-	11,094	
564000	AIR POLLUTION CONTL DIST	24,570	25,774	12,888	26,503	
564100	METROPOLTN PLANNG CONCL	39,965	40,754	20,382	41,845	
564600	RMV NON-RENEWAL SURCH	73,260	73,260	36,630	73,260	
565002	SCHOOL CHOICE ASSESSMENT	29,875	30,100	23,802	50,200	
565003	CHARTER SCH SENDING TUIT	8,234,336	8,891,621	4,249,053	8,656,144	
566100	MBTA ASSESSMENTS	5,112,951	5,156,283	2,578,146	5,309,973	
566200	BOSTON METRO TRANSIT	1,102	1,041	522	1,041	
STATE ASSESSMENTS TOTAL		13,532,201	14,235,017	6,921,423	14,170,060	-0.5%

Health Insurance, Life Insurance & Medicare Payroll

This budget organization provides a centralized cost center for several employee and retiree benefits.

HEALTH INSURANCE

The City participates in the Commonwealth of Massachusetts Group Insurance Commission (GIC). The GIC offers a number of health maintenance organization (HMO), preferred provider (PPO), and indemnity health plan options to employees and retirees delivered through Tufts Health Plan, Harvard Pilgrim, and Unicare. Beginning in FY16, the City funds 80% of the premium costs for HMO and PPO plans and 75% of the premium costs for indemnity plans; the subscribers contribute 20% and 25% respectively. The budgetary item is the City's share of health insurance costs and does not represent the full cost of health insurance. The full cost of health insurance is financed through a combination of city appropriations, employee and retiree contributions, and grant reimbursements. In FY2019, the City will use all of these sources to meet its obligation to fund health insurance.

MEDICARE PAYROLL TAX

Pursuant to federal law, all employees hired after April 1, 1986 are subject to a 1.45% payroll tax to pay for future Medicare coverage. The City is obligated to match this 1.45% payment.

LIFE INSURANCE

Employees can elect to enroll in a \$5,000 life insurance policy offered through **Boston Mutual Life Insurance** where the City contributes half the cost of the premium. Additional life insurance can be purchased at the employees' expense.

BUDGET:

HEALTH INSURANCE		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
517003	HEALTH INSURANCE	21,688,915	23,075,311	18,654,335	22,540,499	
517050	GIC HEALTH OPT OUT	179,119	250,000	164,499	280,000	
HEALTH & LIFE INS PERSONAL SVC		21,868,034	23,325,311	18,818,833	22,820,499	-2.2%
530000	PROF & TECHNICAL SVC	28,832	42,000	9,256	42,000	
578032	MEDICARE PENALTIES	225,963	257,000	187,158	257,000	
HEALTH & LIFE INS ORDINARY MAI		254,795	299,000	196,414	299,000	0.0%
HEALTH & LIFE INS TOTAL		22,122,829	23,624,311	19,015,247	23,119,499	-2.1%

LIFE INSURANCE		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
517005	FLEX SPEND BENEFIT	11,275	20,000	5,957	20,000	
51760*	LIFE INSURANCE	78,668	79,634	59,736	79,918	
LIFE INS & FLEX SPEND PS		89,943	99,634	65,693	99,918	0.3%

MEDICARE		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
517900	MEDICARE INSURANCE	1,686,819	1,581,050	1,419,992	1,739,155	
MEDICARE & SSI PS		1,686,819	1,581,050	1,419,992	1,739,155	10.0%

Worker's Compensation

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

BUDGET:

WORKER'S COMPENSATION	FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	71,915	78,031	63,024	81,183	
512100 WORKERSCOMP REEMPLOY	-	20,000	-	20,000	
515006 HOLIDAYS NON-UNION	421	301	300	-	
517001 WORKER'S COMPENSATION	414,910	370,000	319,922	390,000	
WORKERS COMP PERSONAL SVC	487,247	468,332	383,247	491,183	4.9%
530000 PROF & TECHNCAL SVC	7,459	20,000	5,249	20,000	
530001 MEDICAL & DENTAL SERVICES	140,196	130,000	160,611	130,000	
530008 EMPLOYEE TRAINING COURSES	-	25,000	-	25,000	
530010 LEGAL SERVICES	19,640	30,000	-	30,000	
538012 WELLNESS PROGRAM	6,167	-	4,784	-	
542006 OFFICE FURNITURE NOT CAP	10,407	10,000	6,343	10,000	
542012 OTH EQUIPMENT NOT CAP	14,605	-	-	-	
550000 MEDICAL & DENTAL SUPPLIES	1,471	1,600	2,657	1,600	
558000 OTHER SUPPLIES	-	12,000	-	-	
558003 PUBLIC SAFETY SUPPLIES	15,969	25,000	8,971	25,000	
571000 IN STATE TRAVEL	736	1,100	597	1,100	
576000 JUDGEM/SETTL OF CLAIMS	99,643	110,000	60,479	110,000	
WORKERS COMP ORDINARY MAINT	316,291	364,700	249,690	352,700	-3.3%
WORKERS COMP TOTAL	803,538	833,032	632,937	843,883	1.3%

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
MANAGER OF EMPLOYEE SAFETY & TRAINING	MELLO, RENEE	1561.2	81,182.40	81,182.40

Unemployment Compensation

In Chapter 720 of the Acts of 1977, the Massachusetts Legislature extended unemployment compensation to eligible state and local government employees. The City provides a reimbursement method of payment to the Department of Labor and Workforce Development. This allotment also provides funds for disability insurance for non-union employees who suffer long-term, disabling injuries or illnesses as well as certain other contractually required coverage.

BUDGET:

UNEMPLOYMENT COMPENSATION		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
517002	UNEMPLOYMENT INSURANCE	114,205	125,000	16,278	132,613	
UNEMPLOYMENT COM		114,205	125,000	16,278	132,613	6.1%

The Somerville Retirement System is one of 105 contributory retirement systems for public employees in Massachusetts. A Retirement Board governs each system, and all boards, although operating independently, are bound together under one Retirement Law, Chapter 32 of the Massachusetts General Laws. Chapter 32 establishes benefits, contribution requirements, and an accounting and funds structure for all systems. The Somerville Retirement Board is the Administrator of the Somerville Retirement System. The Public Employee Retirement Administration Commission (PERAC) is the state regulatory authority that oversees all retirement systems in the Commonwealth.

PERAC is required by Chapter 32 to oversee an actuarial valuation of each retirement system every three years. Actuarial funding determines the annual cost to fund a retirement system's cost of benefits that accrue during the current year (normal cost) as well as the costs associated with any past service liability (unfunded actuarial accrued liability). The funding schedule derived from the actuarial valuation determines the series of payments to pay the annual normal cost as well as to amortize the unfunded accrued liability over a period of years. In accordance with Chapter 32, each retirement system's unfunded accrued liability must be fully paid off by 2040. The City is required to pay into the Retirement System the actuarially determined contribution. The budgeted appropriation is the actuarially determined contribution for FY19.

The Non-Contributory Pension Appropriation funds the pension costs for city retirees predating the adoption of Chapter 32 and for special situations requiring home-rule exemption from Chapter 32.

BUDGET:

PENSION - NON CONTRIBUTORY		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
578020	PENSIONS/NON-CONTRIB	121,197	123,597	114,842	123,597	
PENSION/NON-CONTRIB ORD MAINT		121,197	123,597	114,842	123,597	0.0%

PENSION ACCUMULATION FUND		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
517004	RETIREMENT FUND	13,711,675	13,857,795	13,808,937	14,364,292	
PENSION ACCUM FUND PERSONL SVC		13,711,675	13,857,795	13,808,937	14,364,292	3.7%

Salary Contingency

The Salary Contingency funds collective bargaining agreement settlements, salary adjustments not budgeted in departmental accounts, cost of-living allowances, and benefits for both union and non-union employees. Some of the most common benefits are sick-leave buybacks, vacation payouts, and perfect attendance allowances. The City also maintains a Wage and Salary Stabilization Fund for similar purposes.

BUDGET:

CONTINGENCY	FY17 ACTUAL	FY18 BUDGET	BALANCE OF ACCT ON 4/30	FY19 PROPOSED	% CHANGE
511000 SALARIES	107,607	2,800,000		4,000,000	
515012 PERFECT ATTENDANCE	1,500	80,000		80,000	
519005 SICK LEAVE BUYBACK	23,102	50,000		51,500	
CONTINGENCY ACCOUNT	132,209	2,930,000	2,793,942	4,131,500	41.0%

Damages & Building Insurance

The City appropriates money to a “Damages to Persons and Property” account to fund any potential unforeseen litigation settlements. The City’s Law Department represents the City in all pending and newly filed litigation matters. The Department has successfully minimized the amount of judgments and settlements in negligence cases and contract actions. The City holds an insurance policy on its buildings as well.

BUDGET:

DAMAGES TO PERSONS & PROPERTY		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
576000	JUDGEMENT/SETTL OF CLAIMS	53,800	175,000	40,541	175,000	
DAMAGE TO PERSON & PROPERTY		53,800	175,000	40,541	175,000	0.0%

BUILDING INSURANCE		FY17 ACTUAL	FY18 BUDGET	FY18 THRU 4/30	FY19 PROPOSED	% CHANGE
574001	BUILDING INSURANCE	398,067	430,000	379,896	446,770	
BUILDING INSUR ORDINARY MAINT		398,067	430,000	379,896	446,770	3.9%

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		
	FY18	FY19
Planning & Zoning	\$35,000	\$50,000
Council on Aging	\$130,000	\$130,000
Dedication Sign Account	\$2,000	\$2,500
SomerTime Revolving	\$65,000	\$65,000
Mobile Farmer's Market	\$20,000	\$20,000
Special Events	\$20,000	\$20,000
Community Gardens	-	\$1,000

Cable Television PEG Access Fund

FUNDING SOURCE: The Cable Television PEG Access Fund (Formerly Cable/Telco Revolving) is funded by cable franchise fees provided to the City of Somerville as provided by the Cable Franchise Agreements with RCN and Comcast as stipulated by the federal Cable Communications Policy Act.

ESTABLISHED PURPOSE: Payment of salaries, professional and technical services, and equipment for the following purposes: Produce content, program, and administer the City's two municipal cable television channels and related media (YouTube and LiveStreaming); regulate the license agreements with COMCAST and RCN.

RECEIPTS CREDITED: Cable Franchise Fees

AUTHORIZED OFFICER: Director of Communications

BUDGET:

CABLE TELECOMMUNICATIONS		FY18 BUDGET	FY19 PROPOSED	% CHANGE
511000	SALARIES	209,072	215,958	
512000	SALARIES & WAGES TEMPORARY	-	-	
513000	OVERTIME	15,296	10,296	
515000	FRINGE BENEFITS	36,522	38,348	
515006	NON-UNION HOLIDAY	805	-	
519000	OTHER PERSONAL SERVICES	-	-	
SUBTOTAL PERSONAL SERVICES		261,695	264,602	1.1%
524000	REPAIRS AND MAINTENANCE	24,950	24,950	
527015	RENTALS A/V	495	495	
527019	WATER	100	120	
530000	PROF & TECH SERVICES	51,371	55,575	
530008	EMPLOYEE TRAINING COURSES	2,560	2,560	
530010	LEGAL SERVICES	10,000	10,000	
530011	ADVERTISING	600	600	
530029	CUSTODIAL DETAIL	-	-	
534003	POSTAGE	-	150	
534006	EXPRESS/FREIGHT	300	300	
534011	LICENSING FEES	4,500	4,500	
542000	OFFICE SUPPLIES	1,400	1,200	
542001	PRINTING & STATIONERY	870	870	
551010	AUDIO VISUAL SUPPLIES	12,000	11,000	
571000	IN STATE TRAVEL	300	300	
573000	DUES AND MEMBERSHIPS	400	400	
SUBTOTAL ORDINARY MAINTENANCE		109,846	113,020	2.9%
PEG/ACCESS TOTAL		371,541	377,622	1.6%

Cable Television PEG Access Fund

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CABLE MANAGER	DECARLO, STEVEN	1,500.58	78,030.16	78,030.16
SENIOR PROGRAM DIRECTOR	WOOD, GEORGE	1,299.42	67,569.84	67,569.84
EDU CHANNEL MANAGER	CONSTANTINE, JOSEPH	1,353.04	70,358.08	70,358.08

Special Revenue Fund: Community Preservation Act

The Community Preservation Act (CPA) Fund was established after the voters of Somerville overwhelmingly adopted the CPA (M.G.L. Ch. 44b) in November 2012. The CPA creates a dedicated funding source for the City to invest in historic preservation, affordable housing, and open space and recreation projects. Since 2015, over \$21.5 million has been awarded to 55 projects. Key annual revenue sources for the Fund include a 1.5% surcharge on net property taxes, optional discretionary appropriations into the Fund by the City, and matching funds from the state. State matching funds are distributed in November of each year and match total local funding (surcharge revenue and City appropriation) for the previous fiscal year. Somerville will receive its fifth distribution in FY19, which will match FY18 local revenue. The estimated state match of FY18 revenue is \$204,883, which will bring the total state funds received to date to \$2.7 million.

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 part by the enabling state CPA legislation. The legislation allows communities to devote up to 5% of estimated annual CPA revenue to the administrative and operating expenses of the Committee and requires communities to devote a minimum of 10% of estimated annual CPA revenue to each funding category: affordable housing, historic resources, and open space and recreation. The Community Preservation Committee is recommending these minimums be increased to 50% for affordable housing, 15% for historic resources, and 20% for open space/recreational land. This is a change from previous years when the minimum allocation was 45% for affordable housing and 15% each for historic resources and open space/recreational land.

FY18 ACCOMPLISHMENTS:

- Celebrated the fifth anniversary of the adoption of CPA in Somerville with a walking tour and celebration at Prospect Hill Park.
- Completed the first evaluation of the Somerville Community Preservation Act program.
- Hosted a state-wide forum for CPA cities that drew 37 participants from 15 communities.
- Acquired the first open space parcel with CPA funds- 5 Palmer, which will add to the recreational land at the Capuano School/Glen Park.
- Celebrated residents moving into the Mystic Water Works housing project, which created 25 new units of affordable housing for seniors, disabled, and formerly homeless residents and rehabilitated a historic building as well as the groundbreaking at the 163 Glen St. development project, which will create eight new units of affordable housing.
- Marked the acquisition of the 45th fully deed restricted unit under the 100 Homes project, which has acquired ten properties. The program has preserved 23 tenancies, including five that were in danger of losing their Section 8 vouchers. Five units are designated for homeless households.
- Appropriated \$1,201,640 to the Affordable Housing Trust to devote to CPA-eligible projects and programs. Received approval from the Board of Aldermen for a \$6 million bond for the 100 Homes project. To date, CPA funds are supporting the creation of 78 new units of affordable housing.
- Began design processes for Henry Hansen Park, Allen Street Park, Blessing of the Bay Park, and the Community Path. Completed the design process for the Community Growing Center.
- Leveraged FY2017 City appropriation into the CPA Fund to receive \$370,465 in state matching funds.
- Awarded \$158,100 to two historic resources projects and \$2,203,008 to eight open space/recreation projects (including the blended Prospect Hill Park project) through a competitive application process.
- Engaged the community in awarding CPA funds by holding two public meetings and accepting written comments for eleven weeks, ultimately hearing from 146 residents. Engaged 260 Somerville residents during SomerStreets events.

Special Revenue Fund: Community Preservation Act

FY19 BUDGET:

COMMUNITY PRESERVATION ACT FUND		FY19 BUDGET	
Estimated new revenue			
Surcharge revenue	1,781,590		
State match of previous year's local revenue	204,883		
Total	1,986,473		
New appropriations and reserves			
Admin and Operating Expenses of Committee (5% of estimated revenue)	99,324	FY18 ROLLOVER*	TOTAL AVAILABLE FOR FY19 PROJECTS
Open Space and Recreation Reserve (20% of estimated revenue)	397,295	210,000	607,295
Historic Resources Reserve (15% of estimated revenue)	297,971	-	297,971
Community Housing Reserve (50% of estimated revenue)	993,236	-	993,236
Budgeted Reserve (10% of estimated revenue)	198,647	-	198,647
FY18 City Appropriation		-	-
Total	1,986,473	210,000	2,097,149

*FY18 Rollover: \$210,000 open space/recreation earmark for land acquisition

TOTAL CPA FUNDING:

CPA FUND	FY17 ACTUAL	FY18 THRU 5/21	FY19 (EST)
Total Funding Available	2,776,974	4,039,167	2,196,473
Current Fiscal Year Revenue	2,588,146	2,155,362	1,986,473
Surcharge Revenue	1,664,815	1,781,590	1,781,590
City Appropriation*	500,000	0	0
State Match of Previous Year's Local Revenue	420,681	370,465	204,883
Interest	2,650	3,307	0
Rollover from Previous Fiscal Year	188,828	1,883,805	210,000
Appropriations and Encumbrances	2,329,797	3,654,309	99,324
Committee administrative expenses (up to 5% of annual revenue)	85,675	92,799	99,324
Open Space and Recreation Projects	777,239	2,203,008	
Historic Resources Projects	585,467	158,100	
Community Housing Projects	880,416	1,200,402	

*FY19 City Appropriation will be determined at end of FY19

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COMMUNITY PRESERVATION ACT MANAGER	STELLJES, KRISTEN	1,665.28	86,594.57	69,275.66

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.
- b. Equipment - Includes the replacement or addition of major items of equipment with a life expectancy of

Appendix A: Glossary

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; FY2016 is the fiscal year which begins July 1, 2015 and ends June 30, 2016.

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 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 dollars 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.

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.

Appendix A: Glossary

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.