



# City of Somerville Municipal Budget FY2017 *Proposed*

Mayor Joseph A. Curtatone





# City Government

Joseph A. Curtatone, Mayor

Edward Bean, Finance Director

Michael Mastrobuoni, Budget Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Somerville  
Massachusetts**

For the Fiscal Year Beginning

**July 1, 2014**

A handwritten signature in black ink, reading "Jeffrey R. Egan".

Executive Director



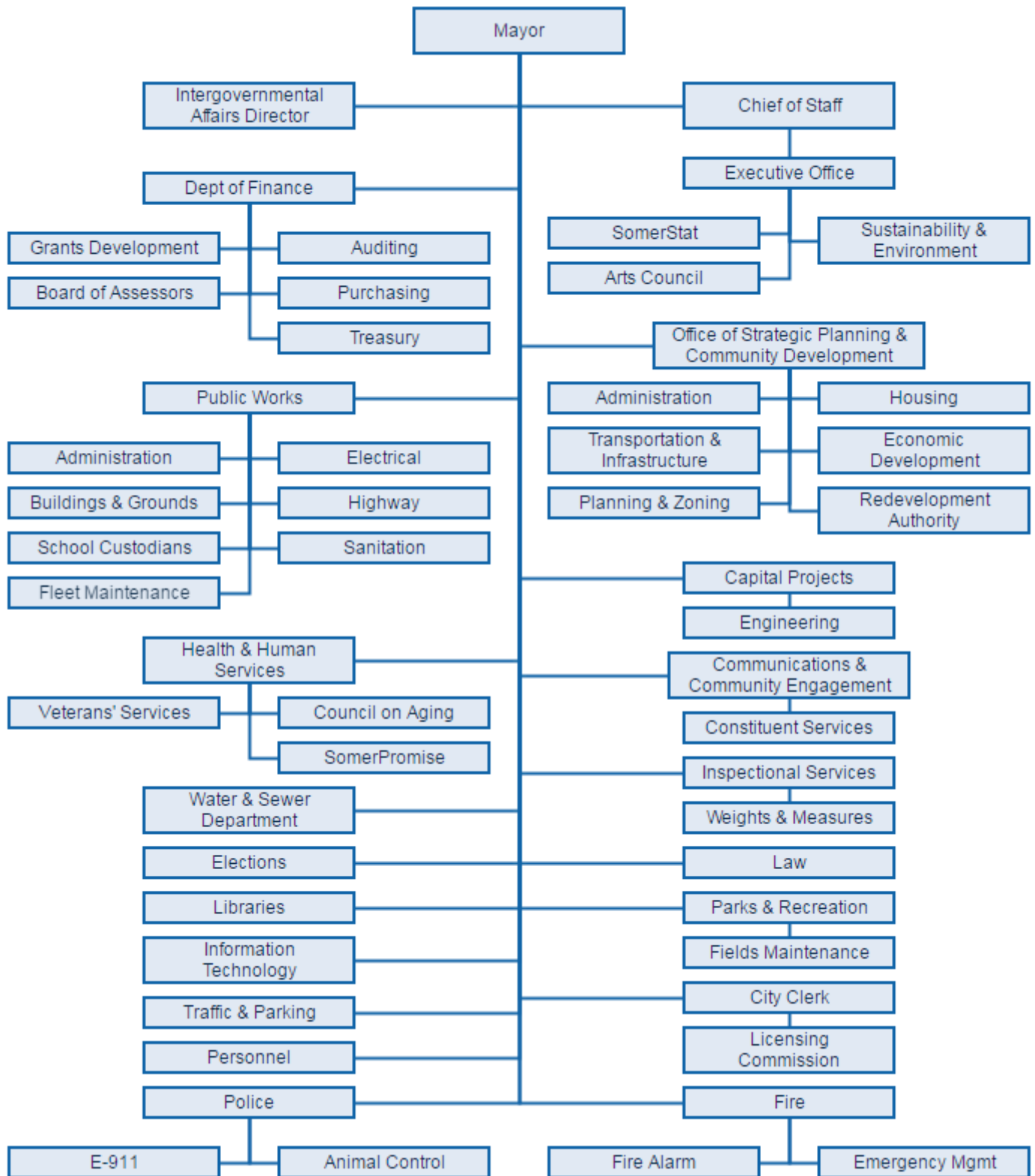
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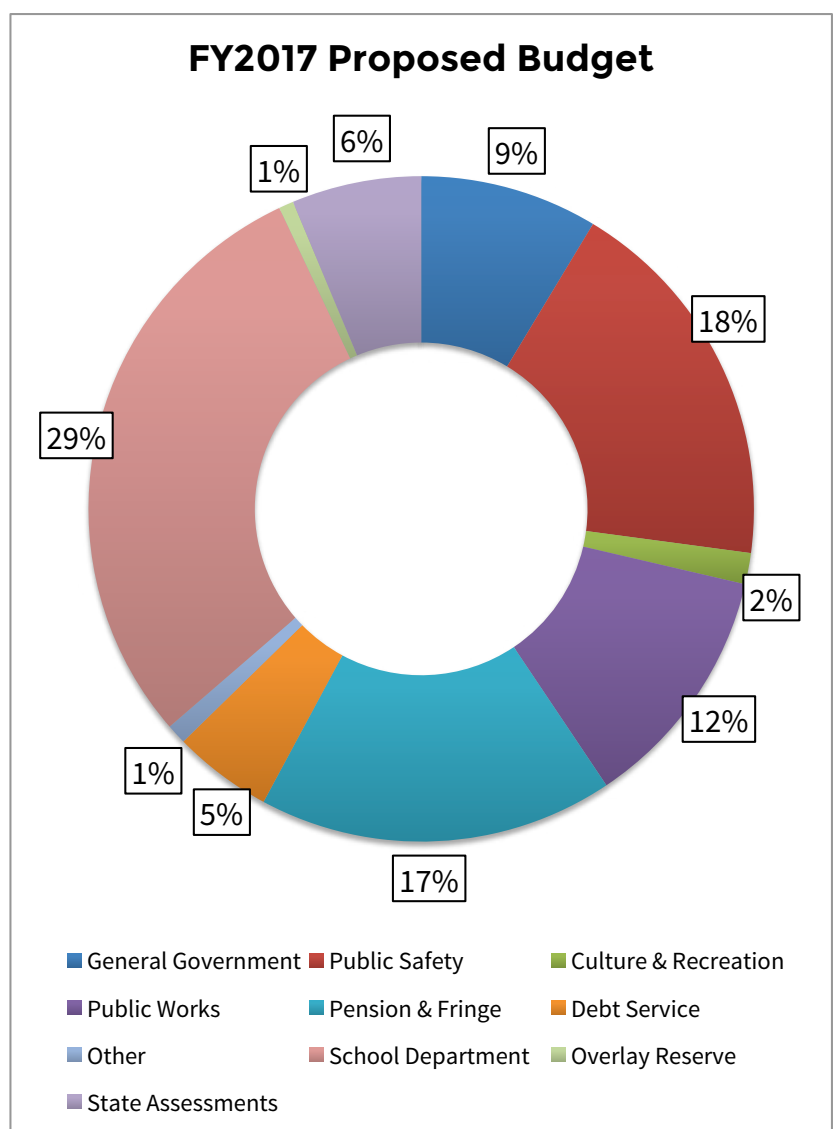
# Departmental Organizational Chart



# Operating Budget Summary

Program Expenditures	FY15 Budgeted	FY16 Budgeted	FY17 Proposed
General Government	\$16,697,372	\$18,134,833	\$19,258,578
Public Safety	\$37,991,487	\$38,280,561	\$41,209,418
Culture & Recreation	\$2,756,291	\$2,847,503	\$3,385,693
Public Works	\$22,910,804	\$24,784,573	\$26,670,163
Pension & Fringe	\$35,669,248	\$37,429,659	\$38,466,076
Debt Service	\$10,665,954	\$9,874,161	\$10,748,066
Other	\$1,292,500	\$1,906,851	\$2,156,507
School Department	\$60,317,201	\$62,512,658	\$65,420,081
Overlay Reserve	\$1,700,000	\$1,680,096	\$1,600,000
State Assessments	\$13,467,279	\$13,409,986	\$14,033,137
Supplemental Appropriations	\$432,500	\$151,890	-
Total	\$203,458,136	\$211,012,771	\$222,947,719

Financing Sources	FY2017 Budget
Taxes	146,743,429
Penalties & Interest on Taxes & Excise	808,000
State Aid	49,977,416
Fines & Forfeits	6,072,944
Licenses & Permits	8,948,753
Fees	1,275,438
Miscellaneous Recurring	1,131,870
Other Revenue Sources	7,989,869
Total	222,947,719





# City of Somerville, Massachusetts

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

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

Somerville continues to thrive. Our investments in our community and our commitment to our residents and business owners continue to yield positive change in our city. With record new growth and commercial investment, our tax base is expanding. Exciting and important development projects are moving forward – the Green Line, Union Square, Assembly Row – and with them the jobs, affordable housing, transit, and open spaces that our community has long sought and long planned for are beginning to be realized. It was no simple task to get here and more challenges lie ahead, but Somerville has proven its greatest resource may be determination.

We weathered difficult financial circumstances including the Great Recession, and we emerged stronger and more driven. We watched as other cities slashed budgets and laid off staff and instead deepened our commitment to strategic, conservative fiscal management and the constant pursuit of efficiencies. We suffered historic cuts to state aid and countered with historic investments to strengthen our self-reliance. As we watched those state funds decline, we bravely invested in Assembly Row and Union Square and citywide in our roads, business districts, and schools, and the return on those investments is visible throughout those key development districts. For example, in FY 2017, we will see substantial new property tax revenue from new development, like the completion of the Partners Healthcare building at Assembly Row which will also feature ground floor retail, and bring more than 4,500 jobs to Somerville and with them, added economic benefits for our community.

Our decisions proved to be prudent. Our free cash and rainy day funds are now at the highest in our history even as we make record investments in our schools, open space, and infrastructure. Our bond rating is the highest in the City's history, as the rating agencies take note of our growth and good management. Commercial taxes and permit revenues continue to grow allowing us to make targeted investments. With ever more strategically applied resources and greater ability to hire for critical needs, services continue to modernize and meet ever higher standards. And each year, we have together laid out the map for these incremental, yearly successes as we meet to discuss and approve the annual operating budget.

# Mayor's Message

The proposed FY17 Annual Budget builds upon the work of previous years while opening up new opportunities to reach new, shared goals. This year, we propose a modest increase of 5.7%, which reflects mainly our increasing fixed costs such as pension obligations and health care as well as a few key improvements.

First and foremost, this budget once again puts emphasis on the schools with strategic investments in both curricula and the social, family, and health services that undergird that learning. The almost \$3 million in increased funding for our schools will cover fixed costs and increase the capacity of our special education programs. This critical investment will begin to allow us to keep Somerville youth in our school district.

The needed renovation and reconstruction of Somerville High School will also need to be addressed during the upcoming fiscal year. Necessary repairs to bring the building up to current code would total nearly \$130 million, without any additional improvements or upgrades to the learning environment, however current estimates put the City's share of a proposed new building with added open and recreational space, energy efficiency, and important upgrades to classrooms and community spaces, at approximately the same cost. Thanks to the diligence and scrutiny of our Somerville High School Building Committee, we will have a fiscally sound plan shortly before the Board for a new high school that will best prepare our students for the demands of the 21st century. Should the Board vote to do so, the proposal to fund the project outside of the annual budget via a one-time debt exclusion, will go before the public on the fall ballot.

Beyond the schools, our proposed additions are few but they are designed to yield the greatest impact. Key investments include a Project Manager for Capital Projects. Our city stands to reap an estimated \$1.2 billion in new value growth over the next ten years as a direct result of the Green Line Extension. But for this growth to take hold, we must make major infrastructure upgrades and improvements to water and sewer systems, utilities, and other physical assets. Project management is key to ensuring this work is done well, on time, and at minimal cost. We expect this position to pay for itself many times over through the benefits of expanding our capacity for quality project oversight.

As we grow and develop as a city, it is essential that we facilitate meaningful and intensive community engagement in our planning efforts. Time and again, we have seen that together, we create the smartest vision for our future. Facilitating broad outreach and methodical community-based planning is highly time intensive. To meet this growing need as we redevelop Union, Gilman, Winter Hill, Assembly, InnerBelt-Brickbottom, and other transformational areas requires additional dedicated staff. This budget thus proposes a Community Outreach Coordinator for Planning and Zoning who will work directly with the community on Neighborhood Plans, soliciting feedback and coordinating neighborhood meetings in each of these key areas.

As our city prospers, we must ensure that all have equal access to the benefits our progress will bring. Last year, at our Conversations Series on Racism, our Sustainable Neighborhoods Working Group, and other community discussions on housing and social equity, yielded great insight into some of these needs as well as a clear indicator of community support to address them. For this reason, this budget proposes staff and investments in the areas of family services, social equity, diversity and inclusion, and housing services. Of particular importance, we are proposing the addition of an Inclusionary Housing Specialist to advance our efforts to both produce and connect residents to affordable housing opportunities.

A critical need also exists for careful and strategic planning and maintenance of our valuable athletic fields. To that end, this budget proposes an administrative change. Through Administrative Order, the Recreation Department's duties would be expanded to include field maintenance and its name would be expanded to



## Mayor's Message

the Parks and Recreation Department. Our Department of Publics Work staff does a tremendous job keeping our city's roads, sidewalks, and open spaces clean and safe year-round, and they will continue to do so. With this change, key DPW fields staff would join the newly expanded department and under our new field maintenance plan will work to ensure the sustainability and quality of our playing surfaces.

As we strive to meet our immediate needs for maintenance, services, and initiatives as well as our mid- and long-term economic development, we must however not lose sight of perhaps the greatest challenge of our time: climate change. To aid in our efforts to meet our Net Zero carbon goals including our efforts to begin to take targeted steps based on our Greenhouse Gas

Inventory, this budget proposes the addition of a Sustainability Coordinator. Our children will thank us for the very small investment in tackling this enormous challenge.

Once built, the Green Line Extension (GLX) too will help us greatly reduce our community's contribution to climate change. It will also finally bring better air quality to our environmental justice zones, better transit access to all, congestion relief for the region, and much needed economic development that will bring the jobs and new tax revenues our community seeks. But beyond this, it will be the greatest testimony of our community's ability to shape its own future. So many of the more than 200 goals in our community-driven SomerVision Comprehensive Plan, require the Green Line to be built to unlock our ability to achieve them. So we fought for the GLX. We demanded the GLX. And, now, we must decide if we will be a key contributor to achieve it.

Though not in this budget, the City's proposed \$50 million contribution to the project, needed to ensure that GLX construction go forward, will need to be approved via a separate vote by the Board at a later time. If passed, we will need to fund that contribution. Together, I will work with the Board and the State to ensure that we drive down the costs to our community through seeking developer funds, options for State reimbursement, and through strategic use of long-range fiscal tools.

Like our investments in the past in Assembly Row, a Green Line contribution will not be painless. But Somerville understands how to play the long game. We know how to invest today for a better tomorrow. The FY17 budget strives to do just this. I submit it humbly and with the greatest respect for the careful review it will receive from my colleagues on the Board who have worked so closely with us and the community to set our priorities and path forward.

Sincerely,



Joseph A. Curtatone  
Mayor

# Budget Table

FY17 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
<b>GENERAL GOVERNMENT</b>					
BOARD OF ALDERMAN	518,317	40,660			558,977
CLERK OF COMMITTEES	74,244	1,000			75,244
EXECUTIVE ADMINISTRATION	617,683	62,900	216,500		897,083
EXECUTIVE: SOMERSTAT	389,015	23,800			412,815
EXECUTIVE: ARTS COUNCIL	340,459	154,125			494,584
OFFICE OF SUSTAIN & ENVIRON	233,146	103,550			336,696
CAPITAL PROJECTS: MANAGEMENT	438,919	32,495		225,000	696,414
CAPITAL PROJECTS: ENGINEERING	178,757	255,588			434,345
COMM & COMMUNITY ENGAGEMENT	353,596	23,125			376,721
COMM - CONSTITUENT SERVICES	640,017	61,250			701,267
PERSONNEL	802,046	318,700	60,000		1,180,746
INFORMATION TECHNOLOGY	733,595	1,593,934			2,327,529
ELECTIONS	506,774	120,145			626,919
FINANCE: TREASURER/COLLECTOR	662,214	264,990			927,204
FINANCE: AUDITING	790,935	112,325			903,260
FINANCE: PURCHASING	395,044	38,050			433,094
FINANCE: ASSESSING	538,953	121,890			660,843
FINANCE: GRANTS DEVELOPMENT	149,299	5,776			155,075
CITY CLERK	431,782	153,737			585,519
LICENSING COMMISSION	10,800				10,800
LAW	696,862	175,275			872,137
OSPCD: ADMINISTRATION	357,298	23,550			380,848
OSPCD: PLANNING & ZONING	810,819	302,338			1,113,157
OSPCD: HOUSING	467,359	54,450			521,809
OSPCD: ECONOMIC DEVELOPMENT	411,798	151,300			563,098
OSPCD: REDEVELOPMENT AUTHORITY	18,000				18,000
OSPCD: TRANSPORTATION & INFRA	394,509	313,280			707,789
INSPECTIONAL SERVICES	1,985,805	300,800			2,286,605
<b>TOTAL GENERAL GOVERNMENT</b>	<b>13,948,045</b>	<b>4,809,033</b>	<b>276,500</b>	<b>225,000</b>	<b>19,258,578</b>
<b>PUBLIC SAFETY</b>					
FIRE	15,629,168	458,600	2500		16,090,268
FIRE ALARM	996,523				996,523
FIRE: EMERGENCY MANAGEMENT	20,747	5,700			26,447
POLICE	14,408,496	667,616	51,314		15,127,426
POLICE: ANIMAL CONTROL	104,581	19,050			123,631
POLICE: E911	846,914				846,914
TRAFFIC AND PARKING	2,561,981	1,543,701			4,105,682
HEALTH & HUMAN SERVICES	2,088,207	371,942			2,460,149

# Budget Table

FY17 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
HHS: COUNCIL ON AGING	378,345	99,227			477,572
HHS: SOMERPROMISE	79,157	120,320			199,477
HHS: VETERANS' SERVICES	121,294	634,035			755,329
<b>TOTAL PUBLIC SAFETY</b>	<b>37,235,413</b>	<b>3,920,191</b>	<b>53,814</b>		<b>41,209,418</b>
<b>CULTURE &amp; RECREATION</b>					
LIBRARIES	1,804,138	339,911			2,144,049
PARKS & RECREATION	652,334	261,550			913,884
P & R: FIELD MAINTENANCE	67,760	260,000			327,760
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>2,524,232</b>	<b>861,461</b>			<b>3,385,693</b>
<b>PUBLIC WORKS</b>					
DPW: ADMINISTRATION	621,347	921,600			1,542,947
DPW: BUILDINGS AND GROUNDS	2,161,895	8,989,531			11,151,426
DPW: SCHOOL CUSTODIANS	1,871,198	888,502			2,759,700
DPW: SOLID WASTE		5,675,208			5,675,208
DPW: HIGHWAY	2,323,363	1,353,095			3,676,458
DPW: ELECTRICAL	344,924	233,500			578,424
DPW: SNOW REMOVAL		1,286,000			1,286,000
<b>TOTAL PUBLIC WORKS</b>	<b>7,322,727</b>	<b>19,347,436</b>			<b>26,670,163</b>
DEBT SERVICE		10,748,066			10,748,066
<b>TOTAL DEBT SERVICE</b>		<b>10,748,066</b>			<b>10,748,066</b>
<b>PENSION &amp; FRINGE</b>					
HEALTH INSURANCE	21,764,950	290,000			22,054,950
LIFE INSURANCE & FLEX SPENDING	99,443				99,443
MEDICARE PAYROLL TAXES	1,535,000				1,535,000
WORKER'S COMPENSATION	454,043	364,700			818,743
UNEMPLOYMENT COMPENSATION	125,000				125,000
PENSION ACCUMULATION FUND	13,711,675				13,711,675
PENSIONS: NON CONTRIBUTORY FUND		121,265			121,265
<b>TOTAL PENSION &amp; FRINGE</b>	<b>37,690,111</b>	<b>775,965</b>			<b>38,466,076</b>
<b>OTHER</b>					
DAMAGE TO PERSONS AND PROPERTY		175,000			175,000
BUILDING INSURANCE		460,058			460,058
SALARY CONTINGENCY	1,322,449				1,322,449
SUBSIDY TO ICE RINK ENTERPRISE			199,000		199,000

# Budget Table

FY17 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
TOTAL OTHER	1,322,449	635,058	199,000		2,156,507
SCHOOL DEPARTMENT	52,171,727	13,248,354			65,420,081
TOTAL MUNICIPAL APPROPRIATIONS	152,214,704	54,345,564	529,314	225,000	207,314,582
OVERLAY RESERVE			1,600,000		1,600,000
STATE ASSESSMENTS					
SPECIAL EDUCATION			13,594		13,594
AIR POLLUTION CONTROL DISTRICT			24,570		24,570
METROPOLITAN PLANNING COUNCIL			39,965		39,965
RMV NON-RENEWAL SURCHARGE			193,680		193,680
CHARTER SCHOOL SENDING TUITION			8,633,875		8,633,875
SCHOOL CHOICE SENDING TUITION			13,400		13,400
MBTA ASSESSMENTS			5,112,951		5,112,951
BOSTON METRO TRANSIT			1,102		1,102
STATE ASSESSMENTS TOTAL			14,033,137		14,033,137
GRAND TOTAL	152,214,704	54,345,564	16,162,451	225,000	222,947,719

# Revenue Table

GENERAL FUND REVENUE		FY15 ACTUAL	FY16 BUDGET	FY17 PROPOSED	% CHANGE
412000	REAL ESTATE TAXES	120,979,847	129,147,863	135,768,130	5.1%
414200	R/E TAX TITLE REDEEMED	654,405	-	-	-
<b>PROPERTY TAXES</b>		<b>121,634,252</b>	<b>129,147,863</b>	<b>135,768,130</b>	<b>5.1%</b>
415000	MOTOR VEHICLE EXCISE TAX	6,024,823	5,674,776	6,639,901	17.0%
466002	URBAN EXCISE DEVELOPMENT	132,955	125,000	132,000	5.6%
468001	LOCAL MEALS EXCISE	1,553,293	1,602,237	1,823,121	13.8%
468002	LOCAL OPTION ROOM EXCISE	885,685	977,158	1,106,678	13.3%
<b>EXCISE TAXES</b>		<b>8,596,757</b>	<b>8,379,171</b>	<b>9,701,700</b>	<b>15.8%</b>
417001	PENALTIES & INT - PERSONAL PRO	7,720	5,000	5,000	0.0%
417002	PENALTIES & INT - REAL ESTATE	226,298	200,000	200,000	0.0%
417003	INTEREST- VEHICLE EXCISE	19,523	16,000	16,000	0.0%
417004	INTEREST - TAX TITLE (16%)	187,991	175,000	175,000	0.0%
417006	PENALTIES - TAX TITLE	14,762	108	-	-100.0%
417007	PENALTIES TAX/EXCISE	355,792	350,000	350,000	0.0%
417009	PENALTIES NON CRIMINAL DEMAND	20,060	44,485	30,000	-32.6%
417010	PENALTIES NON CRIMINAL LIEN	26,810	65,145	32,000	-50.9%
<b>PENALTIES AND INTEREST ON TAXES</b>		<b>858,957</b>	<b>855,738</b>	<b>808,000</b>	<b>-5.6%</b>
418000	PAYMENTS IN LIEU OF TAXES	304,688	840,000	1,273,599	51.6%
<b>PILOT PAYMENTS</b>		<b>304,688</b>	<b>840,000</b>	<b>1,273,599</b>	<b>51.6%</b>
432017	RESIDENTIAL TRASH FE	45,655	7,000	22,000	214.3%
432019	ROYALTY FEES VENDOR			-	
432020	SANITATION FEES	81,825	2,050	56,586	2660.3%
<b>CHARGES - TRASH</b>		<b>127,480</b>	<b>9,050</b>	<b>78,586</b>	<b>768.4%</b>
432001	ADVERTISING FEES	600	600	900	50.0%
432002	BUS CERTIFICATE	28,300	30,000	24,000	-20.0%
432003	CERT OF LIENS	144,370	145,000	145,000	0.0%
432004	CONDO APPL FEE	79,500	75,000	75,000	0.0%
432005	CONSTABLE FEES	555	1,500	1,500	0.0%
432006	COPIES OF RECORDS	95,302	90,300	90,300	0.0%
432008	CUSTODIAL DETAIL SURCHARGE	9,101	8,000	8,018	0.2%
	FIRE DETAIL SURCHARGE	75,439	50,000	36,747	-26.5%
	POLICE DETAIL SURCHARGE	207,985	176,000	234,435	33.2%
432009	FALSE ALARM FEE	79,200	50,000	30,000	-40.0%

# Revenue Table

GENERAL FUND REVENUE		FY15 ACTUAL	FY16 BUDGET	FY17 PROPOSED	% CHANGE
432010	FINGERPRINTING FEES	2,625	2,000	2,000	0.0%
432011	FIRE ALARM REIMB	166,650	155,000	170,000	9.7%
	MISC FEES	617	-	175	-
	MISC FIRE FEES	35,205	32,625	32,450	-0.5%
432013	NEWSPAPER MACHINE FEES	925	1,000	900	-10.0%
432014	NOTARIZATION	203	200	200	0.0%
432016	POLICE CRUISER FEES	11,976	12,960	14,000	8.0%
432018	RETURNED CHECK FEE	3,104	2,800	2,000	-28.6%
432021	SMOKE DETECTOR INSP	55,050	50,000	51,000	2.0%
432022	SPGA FEES	1,140	1,125	1,500	33.3%
432023	WITNESS FEES	47	100	50	-50.0%
432028	CURB CUT FEE	33,050	35,000	35,000	0.0%
432029	TEMPORARY NO PARKING SIGN FEE	56,435	52,000	57,200	10.0%
432033	TAXICAB REINSPECTION FEE	-	150	-	-100.0%
432034	WHITE GOODS FEES	-	-	4,000	-
432035	POOL FEES	7,556	16,424	10,000	-39.1%
432036	PARK PERMIT FEES	47,658			-
432037	PARK LIGHT FEE	-	15,000	15,000	0.0%
432038	HEARING FEES	-	4,000	4,000	0.0%
432040	CANOE/BOAT RENTAL	-	-	750	-
432041	GAS STATIONS	-	-	7,500	-
432042	OIL TRUCKS	-	-	3,450	-
432043	SCALES	-	-	9,000	-
432044	TAXI METERS	-	-	3,500	-
437003	BUS SHELTER ADVERTISING	-	30,000	21,253	-29.2%
437017	BIKE ADVERTISING FEE	76,150	45,000	15,180	-66.3%
445013	SEALING FEES	12,225	20,000		-100.0%
<b>FEES</b>		<b>1,230,967</b>	<b>1,101,784</b>	<b>1,106,008</b>	<b>0.4%</b>
436000	RENTAL INCOME	29,812	20,400	28,600	40.2%
436100	RENTALS	53,998	57,000	62,244	9.2%
<b>RENTALS</b>		<b>83,810</b>	<b>77,400</b>	<b>90,844</b>	<b>17.4%</b>
437001	BOARD OF APPEALS	157,921	120,000	120,000	0.0%
437004	COMMISSION ON MACHINES	455	500	500	0.0%
<b>OTHER DEPARTMENT REVENUE</b>		<b>158,376</b>	<b>120,500</b>	<b>120,500</b>	<b>0.0%</b>
432046	MEDICAL MARIJUANA FEE	-	-	14,000	-



# Revenue Table

GENERAL FUND REVENUE		FY15 ACTUAL	FY16 BUDGET	FY17 PROPOSED	% CHANGE
441001	CLUB RESTR LIC-7 DAY	24,000	26,000	26,000	0.0%
441002	COMMON VICTUALLERS	57,950	60,000	75,000	25.0%
441003	INNHOLDER LICENSE	2,300	2,500	3,750	50.0%
441004	MALT & WINES EDC INT	3,200	3,500	3,500	0.0%
441005	MALT BEV & WINE STOR	24,000	22,500	22,500	0.0%
441006	MALT BEV/WINE RESTRN	30,200	32,000	32,000	0.0%
441007	PACKAGE STORE LIC	64,400	70,000	70,000	0.0%
441008	RESTAURANT LIC-LIQR	253,400	272,000	302,100	11.1%
441009	SPEC ALCOHOL LICENSE	14,250	12,000	10,200	-15.0%
441010	FARMER POURER	-	6,000	10,000	66.7%
442002	AUTO AMUSM'T DEVICE	-	-	330	-
442003	BILL/POOL/BOWL/ LIC	1,000	1,100	1,320	20.0%
442004	BUILDERS LICENSE	350	200	200	0.0%
442006	CONSTABLES LICENSE	4,050	4,125	1,455	-64.7%
442009	DOG LICENSE	42,210	46,200	46,200	0.0%
442010	DRAINLAYER LICENSE	13,000	11,000	13,750	25.0%
442011	ENTERTAINMENT LIC	36,000	43,500	52,500	20.7%
442012	FUNERAL DIRECT LICS	380	380	380	0.0%
442013	HAWKER/PEDDLER LICN	450	990	990	0.0%
442014	JUNK DEALER LICENSE	2,250	4,125	2,750	-33.3%
442015	LIVERY/ LIMOUSINE	450	330	330	0.0%
442016	LODGING LICENSE	22,000	24,200	24,200	0.0%
442018	MILK LICENSE	9,225	7,500	7,500	0.0%
442019	MOVING VANS & PODS	59,360	70,005	62,500	-10.7%
442020	OUTDOOR PARKING SPAC	12,520	17,500	17,500	0.0%
442021	OUTDOOR SEATING	6,150	6,600	6,930	5.0%
442022	PHYSICAL THER LICNSE	15,900	10,000	10,000	0.0%
442023	PHYSICIANS/ OSTEOPH	60	60	120	100.0%
442024	SIGNS AND AWNING	2,250	2,200	2,200	0.0%
442026	SWIM POOL LICENSE	2,980	2,620	1,800	-31.3%
442027	TAXI STAND LIC	-	4,950	4,290	-13.3%
442028	TAXICAB MEDALLION	31,025	34,900	28,365	-18.7%
442029	USED CAR DEALER LIC	27,500	33,275	30,250	-9.1%
442031	FORTUNE TELLER	250	550	550	0.0%
442032	URBAN AGRICULTURE LICENSE	725	300	375	25.0%
442033	BOA MOBILE FOOD VENDOR	150	660	660	0.0%
445001	BURIAL PERMITS	4,350	3,100	3,100	0.0%
445002	DUMPSTER CONTRACTORS	8,250	5,000	4,290	-14.2%

# Revenue Table

GENERAL FUND REVENUE		FY15 ACTUAL	FY16 BUDGET	FY17 PROPOSED	% CHANGE
445003	EXPLOSIVE STOR FLAMB	6,945	13,000	8,500	-34.6%
445004	EXTENDED RETAIL HOUR	9,900	9,075	10,890	20.0%
445005	FLAMMABLE PERMIT	19,950	27,225	24,200	-11.1%
445006	GARAGE PERMITS	50,050	66,550	57,475	-13.6%
445007	MARRIAGE PERMIT	27,150	27,500	23,500	-14.5%
445008	POLICE REVOLVER PERM	5,038	5,000	5,000	0.0%
445009	RAFFLE/BAZAAR PERMIT	200	300	300	0.0%
445011	RESIDENT PARK PERMIT	1,700,976	2,182,793	2,182,793	0.0%
445012	RETAIL&FOOD PERMIT	277,265	190,000	187,000	-1.6%
445015	UNDERGROUD TANK REMV	3,350	-	600	-
445016	BUSINESS PARK PERMIT	-150	-	-	-
445018	FIELD USAGE PERMIT	-	40,000	40,000	0.0%
448002	BUILDING PERMIT	11,753,159	4,541,000	4,760,000	4.8%
448004	DUMPSTER PERMIT	82,397	60,440	60,000	-0.7%
448005	ELECTRICAL PERMIT	371,152	500,000	260,000	-48.0%
448006	GAS PERMIT	64,012	100,000	60,000	-40.0%
448007	GRANT OF LOCATION	18,972	12,100	19,360	60.0%
448008	HOUSING CERTIFICATE	165	330	250	-24.2%
448009	INSPECTION	98,212	75,000	55,000	-26.7%
448010	OCCUPANCY PERMIT	51,300	40,000	40,000	0.0%
448011	PLUMBING PERMIT	140,177	138,000	120,000	-13.0%
448012	SIDEWALK OPENING	134,700	143,000	140,000	-2.1%
<b>LICENSES AND PERMITS</b>		<b>15,591,455</b>	<b>9,013,183</b>	<b>8,948,753</b>	<b>-0.7%</b>
468003	COURT FINES	7,095	6,895	11,200	62.4%
468006	MASS COURT MOVING VIOLATN	316,551	325,000	325,000	0.0%
477001	PARKING FINES	5,005,752	4,600,000	4,830,000	5.0%
477002	PARKING FINE SURCHAG	24,060	19,680	15,744	-20.0%
477003	LIBRARY FINES	13,859	4,000	10,000	150.0%
477005	LANDCOURT/RECORDING	3,076	2,988	3,500	17.1%
477006	ORDINANCE VIOLAITONS	196,301	215,000	229,920	6.9%
	ORDINANCE VIOLATIONS	23,960	10,000	50,080	400.8%
477009	RESTITUTION	1,825	1,000	2,000	100.0%
477010	RMV NON RENEWAL SURCHARGE	53,242	24,641	45,500	84.7%
477011	TOBACCO FINES	-	500	-	-100.0%
477013	DELINQUENT PARKING TICKET REC	218,433	300,000	300,000	0.0%
477014	EXPIRED REG & SAFETY INSPECT	234,950	200,000	200,000	0.0%
484005	TOWING CHARGES	54,575	45,000	50,000	11.1%

# Revenue Table

GENERAL FUND REVENUE		FY15 ACTUAL	FY16 BUDGET	FY17 PROPOSED	% CHANGE
<b>FINES AND FORFEITS</b>		<b>6,153,678</b>	<b>5,754,704</b>	<b>6,072,944</b>	<b>5.5%</b>
482000	INTEREST	231,111	200,000	210,000	5.0%
<b>INVESTMENT INCOME</b>		<b>231,111</b>	<b>200,000</b>	<b>210,000</b>	<b>5.0%</b>
468007	MEDICAID REIMBURSEMNT DMA	723,823	692,000	775,000	12.0%
468009	C OF M REIMB C-O-L-A	7,739	3,869	3,8670	0.0%
468011	REIMBURSEMENT - MISC.	23,264	50,791	25,000	-50.8%
484000	GENERAL GOV MISC REVENUE	96,320	7,500	-	-100.0%
	MISCELLANEOUS REVENUE	12,980	500	18,000	3500.0%
484001	PRIOR YEAR REIMBURSEMENTS	275,728	35,000	-	-100.0%
484003	INSURANCE REIMBURSEMENT	31	-	-	-
484004	SETTLEMENT OF CLAIMS	21	-	-	-
484012	BANK REVENUE SHARE	97,103	100,000	100,000	0.0%
484014	ABANDONED PROPERTY REVENUE	19,104	-	-	-
494003	SALE OF VEHICLES	8,000	3,500	-	-100.0%
<b>MISC RECURRING</b>		<b>1,264,115</b>	<b>893,160</b>	<b>921,870</b>	<b>3.2%</b>
461002	STATE REIM ABATE SURV SPS	294,633	290,698	291,544	0.3%
462001	SCHOOL AID CHAPTER 70	18,900,970	19,717,388	20,010,098	1.5%
462004	CONSTRUCTION OF SCHL PROJ	4,230,955	3,547,977	3,547,977	0.0%
462005	CHARTER SCHOOL REIMBURSMT	1,017,993	1,010,387	1,525,309	51.0%
466000	UNRESTRICTED GEN GOVT AID	22,420,271	23,227,401	24,226,179	4.3%
466003	VETERANS AND BENEFITS	313,794	379,359	376,309	-0.8%
468014	STATE QUALIFIED BONDS	681,519	-	-	-
<b>STATE REVENUE</b>		<b>47,860,135</b>	<b>48,173,210</b>	<b>49,977,416</b>	<b>3.7%</b>
493000	PREMIUM FROM SALE OF BOND	-	150,000	300,000	100.0%
497002	TRANSFERS FROM PARKING METER REC	1,607,096	1,323,832	1,929,054	45.7%
497005	TRANSFERS FROM ENTERPRISE	1,105,382	1,105,382	1,287,397	16.5%
	FREE CASH	3,500,000	3,500,000	2,500,000	-28.6%
	OVERLAY SURPLUS	125,000	382,378	200,000	-47.7%
	SALE OF BUILDINGS	-	-	1,652,918	-
<b>OTHER FINANCING SOURCES</b>		<b>6,337,478</b>	<b>6,461,592</b>	<b>7,869,369</b>	<b>21.8%</b>
<b>GRAND TOTAL</b>		<b>210,433,259</b>	<b>211,027,355</b>	<b>222,947,719</b>	<b>5.6%</b>

# Revenue Overview

A proposed FY2017 General Fund Municipal Appropriation of \$207,314,582 was submitted by Mayor Joseph Curtatone to the Board of Aldermen on June 7, 2016.

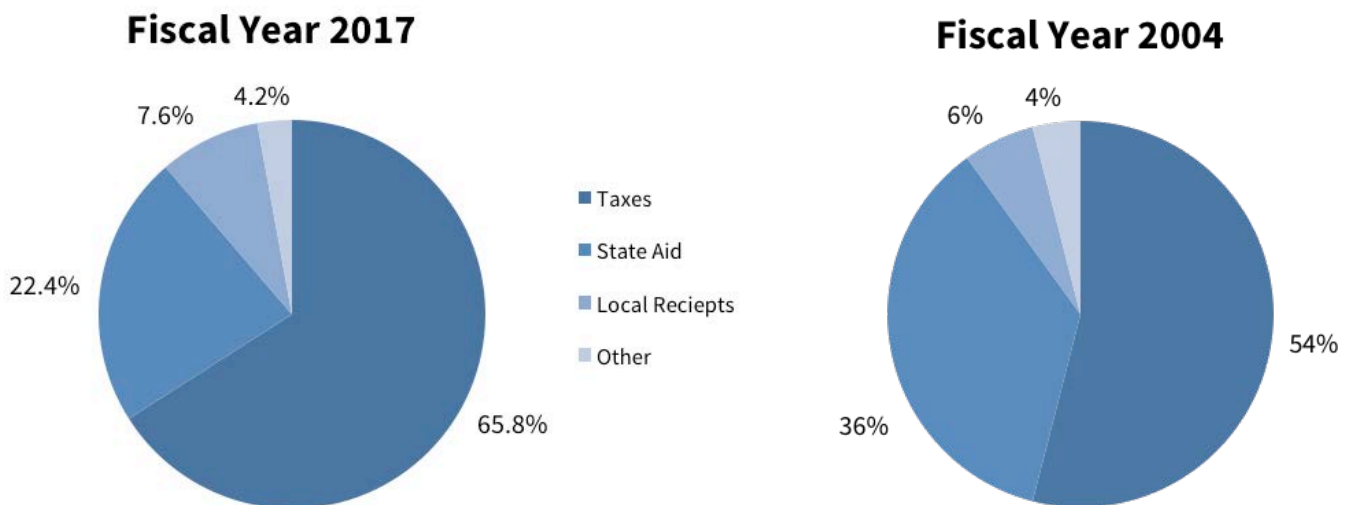
Below are explanations and details concerning the FY2017 revenue collection assumptions and spending appropriations. Following the appropriations overview, each department's detailed budget is presented along with performance highlights and goals.

## REVENUE INTRODUCTION

The City of Somerville anticipates raising a total of \$222,947,719 in FY2017 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 approximately 65.8% of the City's revenue base, state aid approximately 22.4%, local receipts 7.6%, and other funding sources 4.2%.

The amount of State Aid allocated to Somerville has declined precipitously over the past decade. This trend has forced the City to raise more revenue through local receipts—fines, permits, fees, etc. Additionally, it has forced the City to rely more heavily on the property tax to fund city services. Below is a graphic showing Somerville's FY2017 revenue composition as compared to the revenue composition in Fiscal Year 2004.

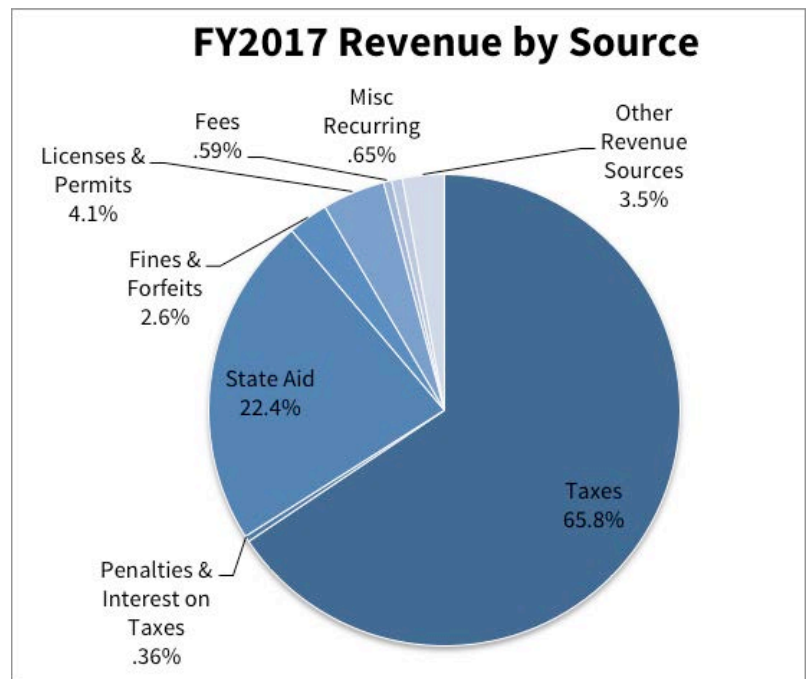


## REVENUE ASSUMPTIONS AND PROJECTIONS

The City's policy is to budget revenues conservatively. Revenue projections for FY2017 are based on FY2014 and FY2015 actual collections, FY2016 projected collections, other historical trends, the macro-level economy, and anticipated changes that impact the particular revenue source.

### 1. TAXES

FY2017 tax revenues are projected to be \$146,743,429. The components of this revenue category are Property Taxes (real estate and personal property), Motor Vehicle Excise, Local Option Room and Meals, Urban Excise Tax Agreements, and Payments In Lieu of Taxes. As noted earlier, 65.8% 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 \$135,768,130 and represent 60.9% of the total general fund operating revenues.

Real and personal property taxes are based on values assessed as of January 1 each year. By law, all taxable property must be assessed at 100% of fair cash value and property taxes must be levied at least 30 days prior to their due date. Once levied, these taxes are recorded as receivables, net of estimated uncollectible balances. Property taxes that remain unpaid after the respective due dates are subject to penalties and interest charges. The City successfully completed a state mandated valuation process of all property values in FY2014 and will conduct a new valuation in FY2017. The State requires a tri-annual revaluation. The City is required to perform a statistical validation in the interim years to ensure that it maintains fair market values.

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

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

The City has promoted economic development over the past several years to generate new growth. These efforts have been fruitful. In FY2015, a total of \$4.0 million dollars was generated in new growth, the highest in over a decade, much of this from the Assembly Square Project. The certified value of new growth in FY2016 was \$3,326,937. The City adopted an innovative financing tool known as District Improvement Financing (DIF) to fund infrastructure improvements in the Assembly Square Area, which in turn helped to stimulate new business development. For FY2017, the Chief Assessor predicts new growth of \$3,741,963.

# Revenue Overview

New large-scale commercial development, including the construction of the Partners, Inc. headquarters at Assembly Square, is the major driver of the new growth in FY2017.

The Proposition 2 ½ Levy Limit for FY2017 is estimated to be \$136,418,130. This calculation is based on the FY2016 Levy Limit (\$129,440,163) plus the allowable 2.5% increase (\$3,236,004) plus projected new growth (\$3,741,963). The proposed FY2017 Operating Budget assumes a property tax levy of \$135,768,130, some \$650,000 below the Proposition 2 ½ Levy Limit.

## 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. Latest data from Calendar Year 2015 indicate approximately 1,000 new registered vehicles in the City compared to Calendar Year 2014. In the macro-economy it is evident that the low-interest rate environment and lower gasoline prices are spurring new car sales. Increased new car sales generate new excise tax revenue based on higher valuations. The projection for FY2017 is \$6,639,901, a 17% increase over the final FY2016 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. The City has two hotels and several Bed and Breakfast establishments. The City continues to experience strong growth in this revenue source. Hotel/Motel tax revenues of \$1,106,678 are included in the FY2017 Budget, which is an increase of 13%. The projection is based on the last four quarters of actual revenues received at the time of the preparation of this budget—from April 2015 to April 2016.

## Local Option Meals Excise

In August of 2009 the State legislature allowed cities and towns to add a .75% local option excise to the state's 6.25% meals tax. The Local Option Meal Excise is expected to increase to \$1,823,121, an increase of 12.1%. The new restaurants in Assembly Square are experiencing great success. The restaurant sector continues to expand throughout the City. 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 2015 to April 2016 and projected revenue sales from the new restaurants.

## Payments in Lieu of Taxes

The largest participant in the City's Payment In Lieu of Taxes (PILOT) program is now Partners Healthcare with the development of a new administrative headquarters located in Assembly Square. The new building nears completion and the City will receive the second annual PILOT amount of \$993,599. Tufts University remains a large contributor at \$275,000. A total of \$200,000 of the \$275,000 is budgeted as a revenue source for the Operating Budget; a total of \$75,000 is budgeted in a gift account for educational, recreational, and cultural uses. The remaining \$80,000 is generally made up of payments from private non-profit social service agencies. The total FY2017 budgeted PILOT amount is \$1,273,599, an increase of \$433,599 from FY2016. The increase is driven by the full construction status of the Partners Building.



## 2. PENALTIES AND DELINQUENT INTEREST

The City receives interest and penalties on overdue taxes and excise taxes. This revenue is budgeted at \$808,000 in FY2017 based on projected FY2016 revenues and reflects no significant change. The City will continue to emphasize collection of outstanding real estate, personal property and excise taxes. These revenues are budgeted conservatively since there is great volatility from year to year in these revenues, based on the number of outstanding accounts.

## 3. LICENSES AND PERMITS

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

Estimated FY2016 License and Permit revenue totals \$8,948,753. The largest revenue source in this category is building permits, which is budgeted at \$4,760,000 in FY2017. The City expects minimal differences in revenue raised in this category from the amounts projected in FY2016.

## 4. FINES AND FORFEITS

Budgeted FY2016 revenue from Fines and Forfeits totals \$5,736,744 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 \$4,830,000, an increase of \$230,000 from the amount budgeted in FY2016. The overall revenue category is budgeted minimally less (\$17,960) than the FY2016 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 \$1,305,094, or less than 1% of all operating revenues. The budgeted amount is only \$33,760 higher than the FY2016 amount.

## 6. STATE AID

The Estimated FY2016 State Aid amount totals \$49,977,416 broken down as follows: \$46,429,439 from the State Cherry Sheet and \$3,547,977 as reimbursement from School Building Assistance Bureau (SBAB) funds.

Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification from the Commissioner of Revenue of the next fiscal year’s state aid and assessments to communities and regional school districts. State aid to municipalities and regional school districts consists of two major types – distributions and reimbursements. Distributions provide funds based on formulas, while reimbursements provide funds for costs incurred during a prior period for certain programs or services. In addition, communities may receive “offset items” which must be spent on specific programs. Cherry Sheet Assessments are advance estimates of state assessments and charges and county tax assessments. Local assessors are required to use these figures in setting the local tax rate. Local aid refers primarily to distributions from the Commonwealth to municipal general revenue for Chapter 70 education aid and Unrestricted General Government Aid. The amount of these funds to be distributed is listed on each community’s Cherry Sheet along with other, relatively smaller commonwealth programs such as library aid, veteran’s benefits, police career incentive, school lunch and other reimbursements. School building reimbursements, which were once part of the Cherry Sheet, were removed when a new authority (School Building Authority) was created to administer the program under the control of the State Treasurer’s Office. The City anticipates \$3,547,977 in School Building Authority funds as reimbursement for the construction of the Kennedy, Healey, West Somerville Neighborhood, and Capuano Schools.

# Revenue Overview

At the time of budget submission, the Governor and the State Legislature had not finalized state aid allocations. The estimates used for the FY2017 Operating Budget are based on the Senate Ways and Means Proposal.

Net State Aid is the difference between Cherry Sheet revenue and State Assessments charged against the City. Since FY2002, the City's net State Aid has been cut almost in half from \$57 million in FY2002 to \$32.4 million proposed in FY2017.

## **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. In FY2017, the City intends to use proceeds from the sale of the Powder House School to net down General Fund Debt Service. Of the \$2,000,000 expected from the sale, \$1,652,918 will be applied to current General Fund Debt Service; the remainder will be used to pay off remaining debt service on the Powder House Community School. Miscellaneous and Other Revenue categories total \$9,092,082 in FY2017.

### **Interest Earnings**

Throughout the year, the City has temporarily available operating cash balances allowed by state law to be invested in money market accounts or investments with a maximum term of one year. The return from these accounts is subject to the prevailing short-term interest rates. This revenue source has been subject to considerable volatility in the past several years. Interest on investments of \$210,000 has been included in the FY2017 Budget, an amount \$10,000 higher than last year.

# 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	284,922	284,922	517,317	81.6%
Ordinary Maintenance	38,360	40,660	40,660	0.0%
General Fund Expenditures	323,281	325,582	557,977	71.4%

## BUDGET:

BOARD OF ALDERMEN	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511002 SALARIES	284,922	284,922	237,435	516,960	
515006 NON-UNION HOLIDAY	-	-	-	357	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>284,922</b>	<b>284,922</b>	<b>237,435</b>	<b>517,317</b>	<b>81.6%</b>
530011 ADVERTISING	546	800	165	800	
542000 OFFICE SUPPLIES	553	900	155	900	
542001 PRINTING & STATIONERY	-	250	-	250	
549000 FOOD SUPPLIES & REFRESHMT	2,343	3,160	178	3,160	
558011 FLOWERS & FLAGS	50	300	-	300	
571001 IN STATE CONFERENCES	368	750	-	750	
578021 DIRECT EXPENSE-BOA	34,500	34,500	28,750	34,500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>38,360</b>	<b>40,660</b>	<b>29,248</b>	<b>40,660</b>	<b>0.0%</b>
<b>BOA TOTAL</b>	<b>323,281</b>	<b>325,582</b>	<b>266,683</b>	<b>557,977</b>	<b>71.4%</b>

# Board of Aldermen

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ALDERMAN AT LARGE	CONNOLLY, JOHN M.	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	SULLIVAN, DENNIS M.	3,333.33	39,999.96	39,999.96
ALDERMAN AT LARGE	WHITE, JR., WILLIAM A.	3,750.00	45,000.00	45,000.00
ALDERMAN WARD I	MCLAUGHLIN, MATTHEW C.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD II	HEUSTON, MARYANN M.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD III	MCWATTERS, ROBERT J.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD IV	LAFUENTE, TONY G.	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	3,333.33	39,999.96	39,999.96
ALDERMAN WARD VII	BALLANTYNE, KATJANA	3,333.33	39,999.96	39,999.96
CLERK	LONG, JOHN	826.83	9,921.96	9,921.96
BOA RESEARCHER	VACANT/NEW	1,188.46	62,037.61	62,394.15

# 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 prepares 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	56,244	56,244	74,244	32.0%
Ordinary Maintenance	-	1,000	1,000	0.0%
General Fund Expenditures	56,244	57,244	75,244	31.4%

## BUDGET:

CLERK OF COMMITTEES	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	56,244	56,244	45,874	74,244	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>56,244</b>	<b>56,244</b>	<b>45,874</b>	<b>74,244</b>	<b>32.0%</b>
542001 PRINTING & STATIONERY	-	250	-	250	
549000 FOOD SUPPLIES & REFRESHMT	-	750	-	750	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>0.0%</b>
<b>CLERK OF COMMITTEES TOTAL</b>	<b>56,244</b>	<b>57,244</b>	<b>45,874</b>	<b>75,244</b>	<b>0.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CLERK OF COMMITTEES	DURHAM, ROSITHA	1,973.53	23,682.36	23,682.36
ASST. CLERK OF COMMITTEES	SILLARI, CHARLES	1,380.10	16,561.20	16,561.20
LEGISLATIVE CLERK	FORCELLESE, PETER		34,000.00	34,000.00

# Executive Administration

## MISSION STATEMENT:

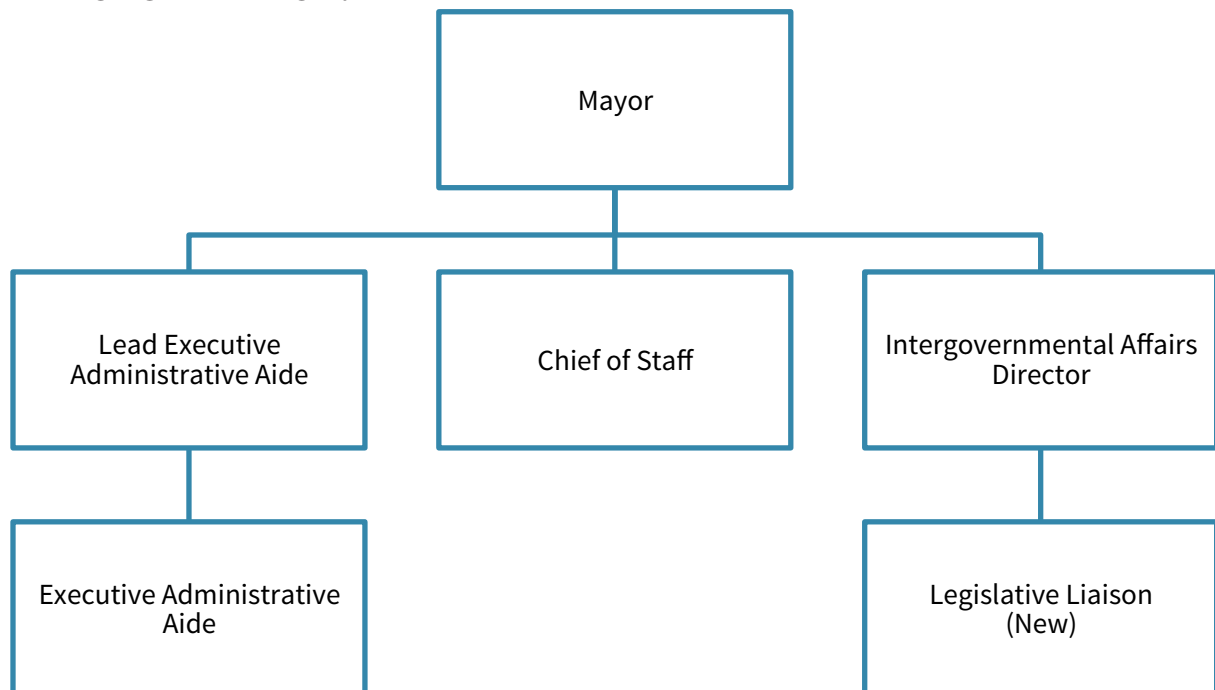
The City of Somerville strives to provide exceptionally responsive, fiscally responsible, and efficient public services in support of a safe, healthy, thriving community. We embrace innovation, practice data-based and systems-informed decisionmaking, foster maximum citizen participation in government, 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	433,611	445,642	617,683	38.6%
Ordinary Maintenance	55,803	62,900	62,900	0.0%
Special Items	143,319	166,500	216,500	30.0%
General Fund Expenditures	632,733	675,042	897,083	32.9%

## CHANGES BETWEEN FY16 & FY17:

- \$50,000 has been included in this budget as a special item for the City's 175th anniversary celebration.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## GOALS REVIEW:

- **Goal 1: [Education]** Provide High-Quality Educational Opportunities to Achieve the Best Possible Life Outcomes for our Students and our Community
- **Goal 2: [Quality of Life]** Provide the Excellent Public Services that make Somerville an Exceptional Place to Live, Work, Play, and Raise a Family
- **Goal 3: [Safe Neighborhoods]** Protect and Support Residents and Visitors



# Executive Administration

- **Goal 4: [Fiscally Sound Management]** Provide Maximize Return on Taxpayer Dollars
- **Goal 5: [Economic Development & Community Vision]** Promote Economic Development Consistent with the Community Values Expressed in Our Comprehensive Master Plan and SomerVision
- **Goal 6: [Accountability & Performance]** Improve City Performance by Demonstrating Accountability and Transparency
- **Goal 7: [Customer Service]** Offer Professional and Courteous Service, Prompt and Accurate Responses to Constituent Requests, and Reliable Access to Government Services
- **Goal 8: [Innovation & Technology]** Utilize New Technologies and Employ Innovative Ideas to Better Coordinate, Support, and Deliver City Services
- **Goal 9: [Environment]** Promote a Healthy Environment and a Sustainable and Resilient Community through Strategic Environmental and Energy Policies
- **Goal 10: [Innovative and Responsive Workforce]** Promote an Innovative and Responsive Workplace that Solves Problems, Achieves Goals, and Delivers Quality Services to Citizens

## BUDGET:

EXECUTIVE ADMINISTRATION	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	433,611	443,947	365,259	614,153	
515006 HOLIDAYS NON-UNION	-	1,695	1,694	3,530	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>433,611</b>	<b>445,642</b>	<b>366,954</b>	<b>617,683</b>	<b>38.6%</b>
524033 R&M - SOFTWARE	-	-	7	-	
524034 MAINT CONTRACT-OFFC EQUIP	-	4,000	-	4,000	
530000 PROFESSIONL & TECHNCL SVC	635	3,000	4,564	3,000	
534003 POSTAGE	-	100	-	100	
538005 PHOTOGRAPHY	-	750	625	750	
542000 OFFICE SUPPLIES	2,072	3,000	678	3,000	
542001 PRINTING & STATIONERY	2,866	3,000	260	3,000	
542002 PHOTOCOPYING	-	300	-	300	
542006 OFFICE FURNITURE	-	-	384	-	
549000 FOOD SUPPLIES & REFRESHMT	7,527	13,000	7,962	13,000	
558000 OTHER SUPPLIES	6,346	-	-	-	
558004 MAG/NEWS SUBSCRIPTIONS	-	500	214	500	
558011 FLOWERS & FLAGS	1,236	500	1,906	500	
558012 BADGES, EMBLEMS, TROPHIES	-	2,250	950	2,250	
571001 IN STATE CONFERENCES	-	500	-	500	
572000 OUT OF STATE TRAVEL	1,157	-	1,076	-	
573000 DUES AND MEMBERSHIPS	33,964	32,000	22,896	32,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>55,803</b>	<b>62,900</b>	<b>41,521</b>	<b>62,900</b>	<b>0.0%</b>
512002 SUMMER YOUTH EMPLOYMENT	134,819	166,500	108,341	166,500	
530000 PROF & TECH SERVICES	8,500	-	9,950	-	
558022 OFFICIAL CELEBRATIONS	-	-	-	50,000	
<b>SPECIAL ITEMS TOTAL</b>	<b>143,319</b>	<b>166,500</b>	<b>118,291</b>	<b>216,500</b>	<b>30.0%</b>
<b>EXEC ADMIN TOTAL</b>	<b>632,733</b>	<b>675,042</b>	<b>526,766</b>	<b>897,083</b>	<b>32.9%</b>

# Executive Administration

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
MAYOR	JOSEPH A. CURTATONE	3,461.54	180,692.39	181,730.85
CHIEF OF STAFF	DANIEL HADLEY	2,307.69	120,461.42	121,153.73
INTERGOVERNMENTAL AFFAIRS DIRECTOR	TIM SNYDER	2,115.38	110,422.84	111,057.45
LEGISLATIVE LIAISON	VACANT/NEW	1,188.46	62,037.61	62,394.15
LEAD EXECUTIVE ADMIN ASST	NANCY AYLWARD	1,442.31	75,288.58	75,721.28
EXECUTIVE ADMIN ASST	VERONICA GEE	1,250.00	65,250.00	65,625.00

# SomerStat: Mayor's Office of Innovation & Analytics

## MISSION STATEMENT:

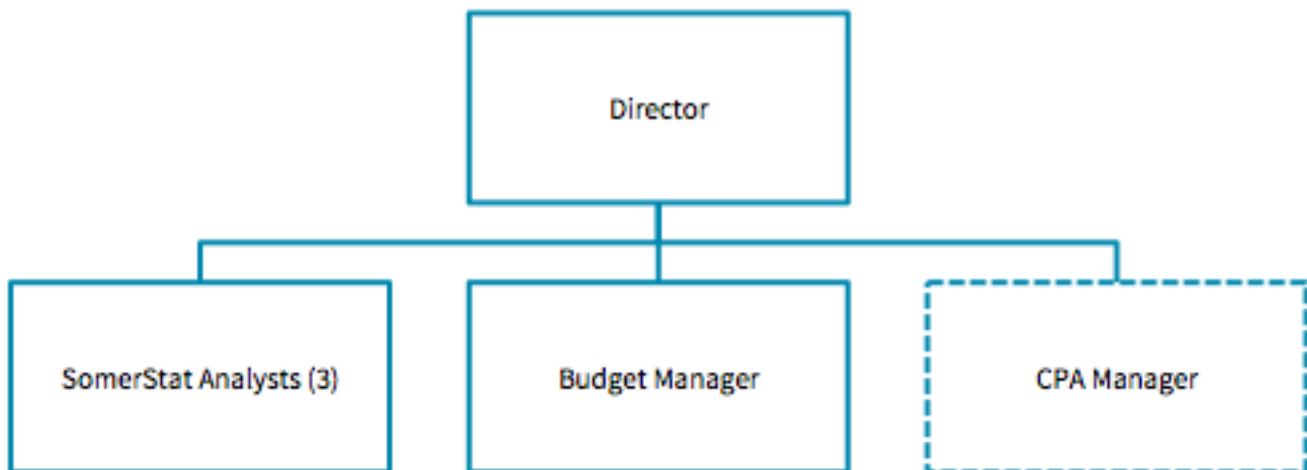
To gain evidence-based insight into the issues important to our community, to improve City performance, and to help drive local innovation using data-driven methods. The office's flagship performance management program SomerStat regularly collaborates with departments to analyze and enhance overall performance,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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	331,857	353,783	389,015	10.0%
Ordinary Maintenance	12,681	23,800	23,800	0.0%
General Fund Expenditures	344,538	377,583	412,815	9.3%

## CHANGES BETWEEN FY16 & FY17:

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

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

- Assisted the Fire Department and its consultant in the analysis of 142,711 CAD entries. Mapped each unique address using a specialized call to the Google Maps API (arguably the most accurate geolocator). Computed summary statistics and created maps, bar charts, time-series graphs, histograms, and a model of predicted drive times from several locations under consideration to thousands of end points.
- Collaborated with OSPCD Transportation & Infrastructure and Recreation on the City's Fields Master Planning efforts; among other contributions, developed a framework for analyzing field usage and availability data and identifying key issues.
- Developed, in coordination with the Department of Public Works and other public safety related departments, a snow event Storm Response Matrix and interdepartmental Standard Operating Procedures to optimize City operations and coordination during snow emergencies.

# SomerStat: Mayor's Office of Innovation & Analytics

- Spearheaded Accurate Courteous and Easy (A.C.E.) initiatives between the 311 Constituent Services department and the Department of Public Works. These initiatives will impact an estimated 10,000 constituent inquiries through FY16. Also provided evaluations of recent technology upgrades and vendor management operations.
- In response to the increased volume of traffic calming petitions, SomerStat collaborated with OSPCD Transportation & Infrastructure, Traffic & Parking, Police, and Fire to create a traffic calming petition tracking system for internal coordination.
- Developed new questions for the annual Youth Risk Behavior Survey (YRBS) in coordination with the Police Department to measure the impact of the STEPS program in Somerville Public Schools.
- Collected and analyzed data from the citywide 2015 Residential Happiness Survey, and presented the results to the Mayor and Department Heads.
- Provided analytical and research capacity for the development of various policies, including but not limited to, the residential trash, recycling and composting program, field maintenance standards, demand based parking, the plastic bag ban, the administrative code, diversity planning, and open data standards.
- Continued to take the lead in advancing the citywide LED streetlight conversion; successfully managed the streetlight audit process and data reconciliation.
- Continued to facilitate a variety of inter-departmental initiatives to ensure effective communication and coordination on complex community challenges, including the opioid crisis, snow operations and deployment, athletic field maintenance and demands, tree canopy management, traffic, and capital investments.
- Continued to save the City more than \$25,000 per year by programming and maintaining a data-rich website with key indicators instead of contracting with a software developer.
- Managed skilled volunteers, who performed approximately \$15,000 worth of in-kind work.
- Skillfully completed the City's FY16 Operating Budget, 10-year Capital Investment Plan, CAFR, and long-range forecast in a timely manner and launched a City Visual Budget website.
- Continued various public, private, and academic partnerships to encourage municipal innovation, including partnerships with the Social Progress Imperative, Code for Boston, Harvard, Tufts, MIT, and Brandeis.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
SomerStat meetings held	70	86	79	85	80
New analytic methods used	2	3	3	4	2
Skilled volunteer hours overseen	800	900	2,000+	600	500
Innovative programs launched	2	5	2	3	1
Processes Improved	N/A	N/A	N/A	Snow SOPs, Traffic Calming Petitions, Capital Projects coordination	8

# SomerStat: Mayor's Office of Innovation & Analytics

## NEW ANALYTIC METHODS & INNOVATIVE PROGRAMS SUMMARY:

YEAR	METHODS
FY2013	GIS spatial analysis, SWOT analysis
FY2014	Systems mapping, random forest, Knapsack
FY2015	Trailing 365 comparisons, Bayesian structural time series modeling, 311 and web analytics automation
FY2016	Google fusion tables, K-means clustering, z-scores in dashboard, maps API call to analyze drive-times

YEAR	INNOVATIVE PROGRAMS
FY2013	SAIL, MIMBY
FY2014	Happathon, NEXUS, Community Budgeting, System Indicators Dashboard, PreventionStat
FY2015	Social Progress Index, revamped Open Data Portal
FY2016	Socrata 311 Explorer, Daily Dashboard with algorithm driven variable selection, Visual Budget tool

## GOALS REVIEW:

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

1	Spearhead an effort to switch streetlights to LED technology.	Installation underway
2	Encourage and monitor other efforts to make the City's assets more energy efficient.	Ongoing coordination with OSE & CPPM
3	Provide financial analysis and consulting for key policy decisions, such as labor agreements, vendor contracts, capital planning, and project proposals.	Ongoing
4	Work with department heads to monitor overtime, sick time, and other variable spending.	Ongoing
5	Identify cost-saving ideas from other governments and the private sector.	Ongoing
6	Simplify processes for capital requests and current contracts for departments, the Mayor, and the Board of Aldermen.	Ongoing
7	Find redundant program offerings and consolidate them, where possible.	Ongoing
8	Work with IT and Finance to offer more services online or in a convenient, streamlined format.	Ongoing
9	Help departments make optimal decisions regarding the purchase, maintenance, and use of city vehicles.	Ongoing
10	Make a detailed review of renewable energy options, such as solar panels affixed to street lights.	Complete
11	Continue to pursue consolidation strategies that would allow the City to save on its building maintenance costs.	Ongoing coordination with CPPM

# SomerStat: Mayor's Office of Innovation & Analytics

- |    |  |         |
|----|--|---------|
| 12 | Work with internal and external stakeholders to plan and implement key cross-functional City projects. | Ongoing |
|----|--|---------|

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

- |   |   |             |
|---|---|-------------|
| 1 | Update the system indicators website ( <a href="http://www.somervillema.gov/dashboard">http://www.somervillema.gov/dashboard</a> ) with new data.   | Ongoing     |
| 2 | Improve the existing Socrata data portal based on the federal "Data.gov" model with datasets that are interesting to residents ( <a href="https://data.somervillema.gov/">https://data.somervillema.gov/</a> ). | In Progress |
| 3 | Develop citywide data standards and guidelines for all departments.   | In Progress |
| 4 | Coordinate with IT and various data managers to automate the cleaning and publishing of city data on the data portal.   | Ongoing     |
| 5 | Publish relevant reports to the public on a more frequent basis.  | Ongoing     |

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

- |   |  |          |
|---|--|----------|
| 1 | Develop annual operating budget.   | Complete |
| 2 | Develop capital budget and long-range forecast.  | Complete |
| 3 | Work with Communications and other City offices to engage the public in conversations about budget priorities. | Ongoing  |
| 4 | Develop a budget visualization tool ( <a href="http://budget.somervillema.gov">budget.somervillema.gov</a> ).  | Complete |

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

- |   |  |                    |
|---|--|--------------------|
| 1 | Measure satisfaction and happiness for residents using a scientific survey.                                      | Complete & Ongoing |
| 2 | Correlate data to other metrics and use modeling tools to predict what policies will increase satisfaction.      | In Progress        |
| 3 | Share happiness survey results and analysis with city departments, nonprofits, and elected officials.            | Complete           |
| 4 | Work with the police and fire analysts to continually monitor public safety hazards.                             | Ongoing            |
| 5 | Automate analysis for key health data (e.g. rat sightings, crime/blight reports, emergency response time, etc.). | Complete           |
| 6 | Develop targeted policies to enhance levels of family satisfaction across our community.                         | Ongoing            |
| 7 | Develop a local Somerville Social Progress Index in coordination with the Social Progress Imperative.            | In Progress        |

# SomerStat: Mayor's Office of Innovation & Analytics

## BUDGET:

SOMERSTAT	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	331,857	352,401	261,316	386,792	
515006 HOLIDAYS NON-UNION	-	1,382	1,144	2,223	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>331,857</b>	<b>353,783</b>	<b>262,460</b>	<b>389,015</b>	<b>10.0%</b>
530000 PROF & TECH SERVICES	12,320	20,000	7,160	20,000	
530028 SOFTWARE SERVICES	-	-	-	-	
542000 OFFICE SUPPLIES	301	800	-	800	
542004 COMPUTER SUPPLIES	-	2,000	-	1,000	
542005 OFFICE EQUIPMENT	-	500	-	500	
571001 IN STATE CONFERENCES	60	500	-	1,500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>12,681</b>	<b>23,800</b>	<b>7,160</b>	<b>23,800</b>	<b>0.0%</b>
<b>SOMERSTAT TOTAL</b>	<b>344,538</b>	<b>377,583</b>	<b>269,620</b>	<b>412,815</b>	<b>9.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SOMERSTAT DIRECTOR	STEWART, SKYE	2,115.38	110,422.84	111,057.45
BUDGET MANAGER	MASTROBUONI, MICHAEL	1,297.32	67,720.10	68,109.30
MANAGING ANALYST	MONEA, EMILY	1,560.75	81,471.15	81,939.38
SOMERSTAT ANALYST	BARLOW, LEANNA	1,224.12	63,899.06	64,266.30
SOMERSTAT ANALYST	LESSIN, ALEX	1,212.23	63,278.41	63,642.08



# Arts Council

## MISSION STATEMENT:

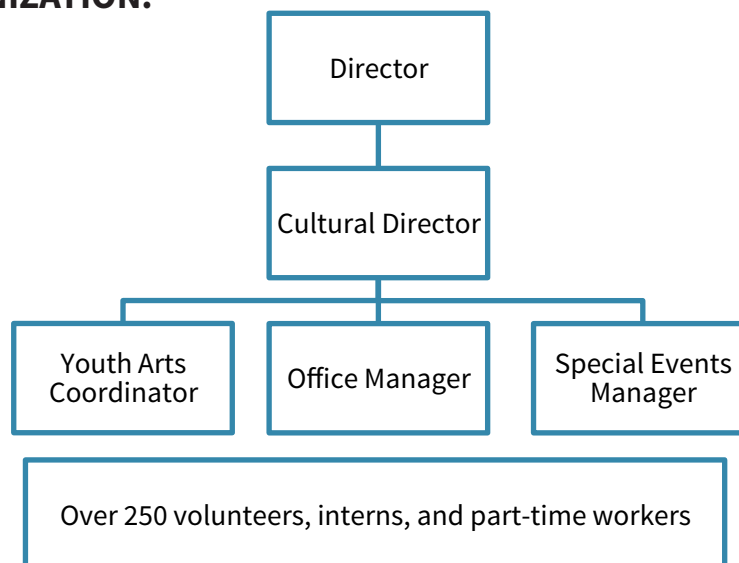
To cultivate and celebrate the creative expressions of the Somerville community. Through innovative collaborations and quality programming we work to make the arts an integral part of life reflective of our diverse city. In addition, the Arts Council is active in supporting local artists, cultural organizations, and in contributing to the economic development of the City. Overall, the Council serves as both a resource and an advocate for the arts.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	223,985	243,857	340,459	39.6%
Ordinary Maintenance	127,109	154,125	154,125	0.0%
General Fund Expenditures	351,094	397,982	494,584	24.3%

## CHANGES BETWEEN FY16 & FY17:

- The Youth Arts Coordinator Position has been shifted from the Cable/Telco budget to the Arts Council budget to more closely reflect the duties of the position.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

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

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
ArtPlace grant for transformation of Waste Transfer site / ARTFarm	ArtPlace America	\$415,000
Cultural Facility Fund grant	Mass Cultural Council & Mass Development	\$460,000
ArtWork grant for Dance Series	National Endowment for the Arts	\$18,000
Mystic mural & <i>Art in a Garden</i> program support	Eastern Bank Charitable Foundation	\$10,000
Mystic mural program support	Somerville Housing Authority	\$3,000
Operational support	Mass Cultural Council	\$5,800
ArtsUnion: support for cultural economic development in Union Square	Mass Cultural Council	\$19,175
LCC grant: Re-grant funds to community	Mass Cultural Council	\$31,670
Arts advocacy project	MassCreative	\$2,500
Business sponsorship for ArtBeat and ArtsUnion	Various local and regional businesses	\$17,000 (Through 2/16)
Earned income from product development; books, dog tags, tours, t-shirts, program tuition; vendor fees	Council-derived income	\$51,000 (Through 2/16)

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Public programs and events	30	32	32	35
Business, foundation, and individual supporters	53	54	55	57
Number of youth served through programs and events	2,400	2,500	2,500	2,600
Amount of outside financial support	\$131,000	\$1,000,000	\$200,000	\$1,000,000

## 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	Work with OSPCD and other regional service organizations to create a cultural economic development corporation (or similar organizational structure) that supports physical space development for the arts community.	New for FY17
2	Continue to work with OSPCD on zoning reform relevant to serving the artist community	Ongoing

# Arts Council

- |   |  |         |
|---|--|---------|
| 3 | Begin construction on phase one of ARTfarm at the former waste transfer site by developing an operational plan and continuing to raise funds for phase two of the development. | Ongoing |
|---|--|---------|

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

- |   |  |                             |
|---|--|-----------------------------|
| 1 | Continue to partner with other nonprofits and artist groups to expand City services and events.  | Ongoing                     |
| 2 | Leverage the departmental Ordinary Maintenance budget by raising additional funds through grants and earned income to expand services. | Ongoing; See grants summary |
| 3 | Maintain foundation and business support of arts and cultural events and programs, thereby minimizing costs to City tax base.          | Ongoing                     |
| 4 | Develop and implement a Spring 2017 performance schedule for ARTfarm.  | New for FY17                |

## 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. | New for FY17 |

## 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 the Nibble program, supporting culinary entrepreneurs of diverse backgrounds including cooking classes in partnership with kitchen incubators and a culinary entrepreneurship program.   | Ongoing |
| 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		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	223,985	242,929	198,752	338,513	
515006	HOLIDAYS NON-UNION	-	9278	927	1,946	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>223,985</b>	<b>243,857</b>	<b>199,679</b>	<b>340,459</b>	<b>39.6%</b>
530000	PROF & TECH SERVICES	123,472	153,125	82,452	153,125	
530018	POLICE DETAIL	2,723	-	-	-	

ARTS COUNCIL	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
542000 OFFICE SUPPLIES	914	1,000	811	1,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>127,109</b>	<b>154,125</b>	<b>83,263</b>	<b>154,125</b>	<b>0.0%</b>
<b>ARTS COUNCIL TOTAL</b>	<b>351,094</b>	<b>397,982</b>	<b>282,943</b>	<b>494,584</b>	<b>24.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	JENKINS, GREGORY	1,730.77	90,346.19	90,865.43
CULTURAL DIRECTOR	STRUTT, RACHEL	1,250.00	65,250.00	65,625.00
SPECIAL EVENTS MANAGER	EICHNER, NINA	1,176.93	61,435.75	61,788.83
OFFICE MANAGER	BALCHUNAS, HEATHER	961.54	50,192.39	50,480.85
YOUTH ARTS COORDINATOR	DELPONTE, JAMES	1,365.67	71,287.97	71,697.68

# Office of Sustainability & Environment

## MISSION STATEMENT:

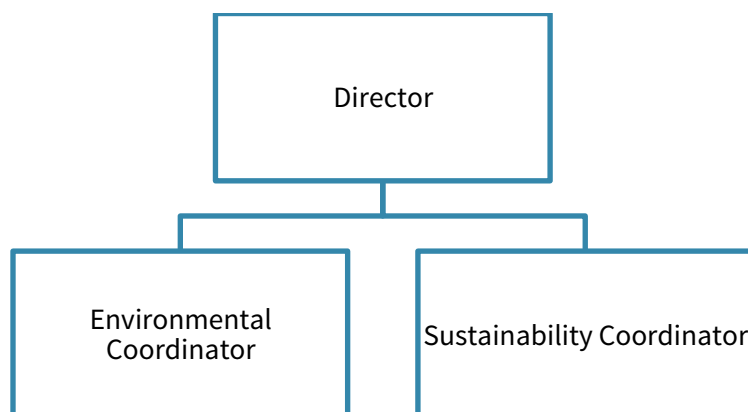
To develop and implement strategies that continually improve the environmental performance of Somerville city government and the community. OSE works with City departments and the community to make Somerville a leader in reducing energy usage and costs, minimizing environmental impacts and waste, and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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	155,866	161,774	233,146	44.1%
Ordinary Maintenance	2,175	263,215	103,550	-60.7%
General Fund Expenditures	158,041	424,989	336,696	20.8%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes \$10,000 in the Professional & Technical Services account to provide technical support for climate change planning and analysis, energy and renewable energy management assistance.
- This budget also includes a new position, Sustainability Coordinator.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

- Continued Somerville Green Tech program with two new clean tech pilot projects.
- Implemented energy use reduction projects: indoor lighting upgrades in for Brown School and City Hall Annex. Closed Green Communities Designation grant and applied for 2016 funding for additional energy efficiency projects.
- Planned community choice aggregation program to reduce resident and small business energy costs and increase percentage of renewable energy used in Somerville.
- Launched Solarize Somerville campaign.
- Conducted assessment of City facilities for hosting community shared solar systems.
- Oversaw installation and operation of three new public electric vehicle charging stations.
- Completed greenhouse gas inventories for Somerville community and municipal government operations.
- Completed municipal and community energy profile study with assistance from the Metropolitan Area

# Office of Sustainability & Environment

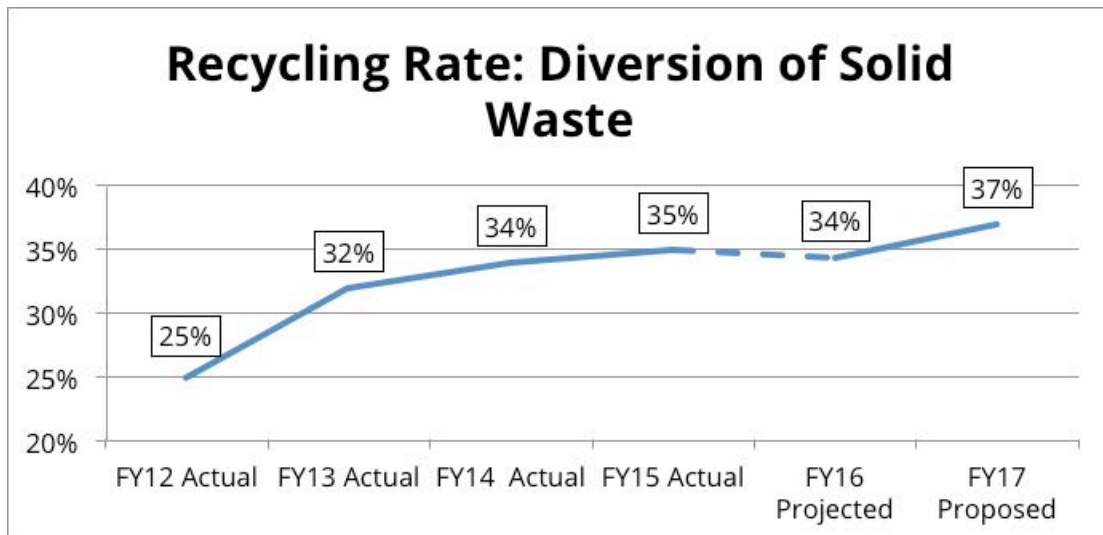
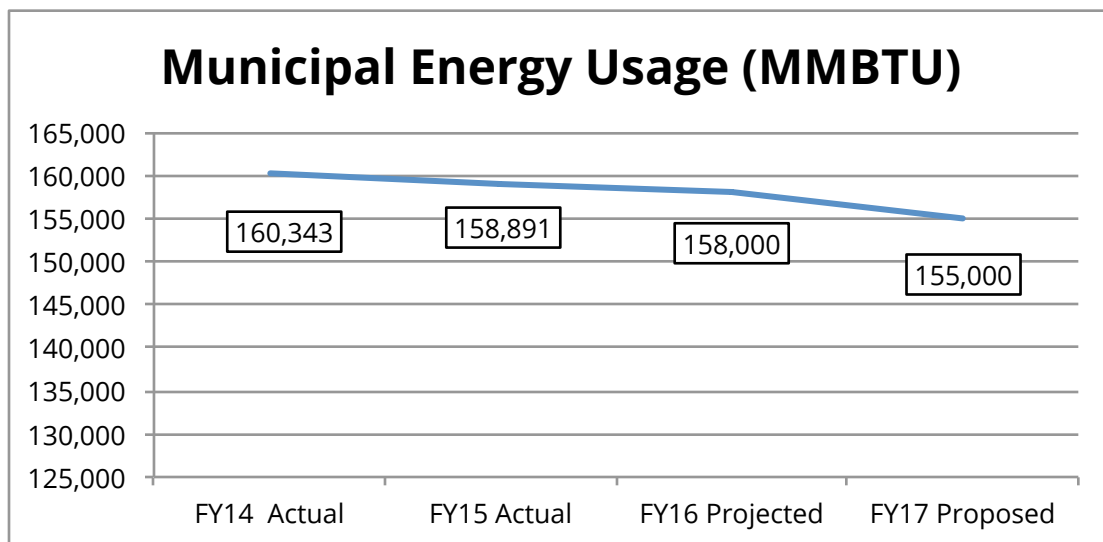
Planning Council's Local Energy Assistance Program.

- Began climate change vulnerability assessment.
- Launched online environmental services guide and information tool.
- Assisted with design of plastic bag ordinance and implementation.
- Developed green procurement guidebook in conjunction with Purchasing Department and Urban Sustainability Directors Network multi-city Innovation Fund.
- Completed international Carbon Neutral Somerville contest through the MIT Climate CoLab.
- Continued management of hazardous and electronic waste programs.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Municipal energy Usage (MMBTU)	160,343	158,891	158,000	155,000
Recycling Rate (diversion of solid waste)	34%	35%	36%	37%
Greenhouse Gas Emissions, Municipal Operations	- 23,260 Metric Tons*		22,800	21,400

\*In conformance with global GHG reporting standards, this period is for calendar year.



# 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	Implement a Solid Waste Reduction program to limit the amount of trash per unit and provide fiscally responsible alternatives to trash.	Ongoing
3	Continue programs for residents and businesses to recycle hard-to-handle waste.	Ongoing
4	Identify policy and implementation alternatives for organic waste (compost).	Ongoing & New

### 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 weatherization improvements by residents.	Complete & Ongoing
2	Increase the City’s use of renewable energy on City property.	Ongoing
3	Engage city and community leaders on long range planning for climate change.	Complete & Ongoing
4	Implement Community Choice Aggregation program	New for FY17
5	Engage residents, local businesses, and institutions on climate change, energy, and innovative technology.	New for FY17

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

1	Complete greenhouse gas inventory of City and community emissions	Complete
2	Develop and maintain climate change-related communication and engagement with community, technical/industry experts, and partner cities.	Ongoing
3	Establish working group to develop strategy.	Ongoing
4	Engage city departments, elected officials, and interested community partners in an ambitious planning effort that addresses both adaptation and mitigation strategies for dealing with climate change.	Ongoing
5	Partner with OSPCD and community to design a residential solar energy program for Somerville residents.	Complete
6	Support increased use of renewable energy by residents and small businesses in Somerville.	New for FY17



# Office of Sustainability & Environment

7	Begin climate change plan working with technical experts and stakeholders to conduct outreach and to develop strategies and an action plan for resilience and carbon neutrality.	Ongoing
8	Conduct climate change vulnerability assessment.	Ongoing

## BUDGET:

SUSTAINABILITY & ENVIRONMENT	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	155,866	161,158	131,017	231,813	
515006 HOLIDAYS NON-UNION	-	616	615	1,333	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>155,866</b>	<b>161,774</b>	<b>131,632</b>	<b>233,146</b>	<b>44.1%</b>
521001 ELECTRICITY	-	3,000	-	-	
530000 PROF & TECH SERVICES	-	256,890	17,863	100,000	
534003 POSTAGE	-	50	-	50	
542000 OFFICE SUPPLIES	724	1,000	241	1,000	
542001 PRINTING & STATIONERY	65	200	-	200	
542005 OFFICE EQUIPMENT	-	250	-	250	
542006 OFFICE FURN NOT CAPITALIZ	-	-	746	-	
549000 FOOD SUPPLIES & REFRESHMT	36	-	-	-	
571001 IN STATE CONFERENCES	-	250	-	250	
572000 OUT OF STATE TRAVEL	-	-	176	-	
573000 DUES AND MEMBERSHIPS	1,350	1,575	883	1,800	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>2,175</b>	<b>263,215</b>	<b>19,908</b>	<b>103,550</b>	<b>-60.7%</b>
<b>OSE TOTAL</b>	<b>158,041</b>	<b>424,989</b>	<b>151,540</b>	<b>336,696</b>	<b>-20.8%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	SELLERS-GARCIA, OLIVER	1,681.49	87,773.78	88,278.23
ENVIRONMENTAL COORDINATOR	DESHPANDE, VITHAL	1,471.87	76,831.61	77,273.18
SUSTAINABILITY COORDINATOR	VACANT/NEW	1,287.50	67,207.50	67,593.75

# Capital Projects Management

## MISSION STATEMENT:

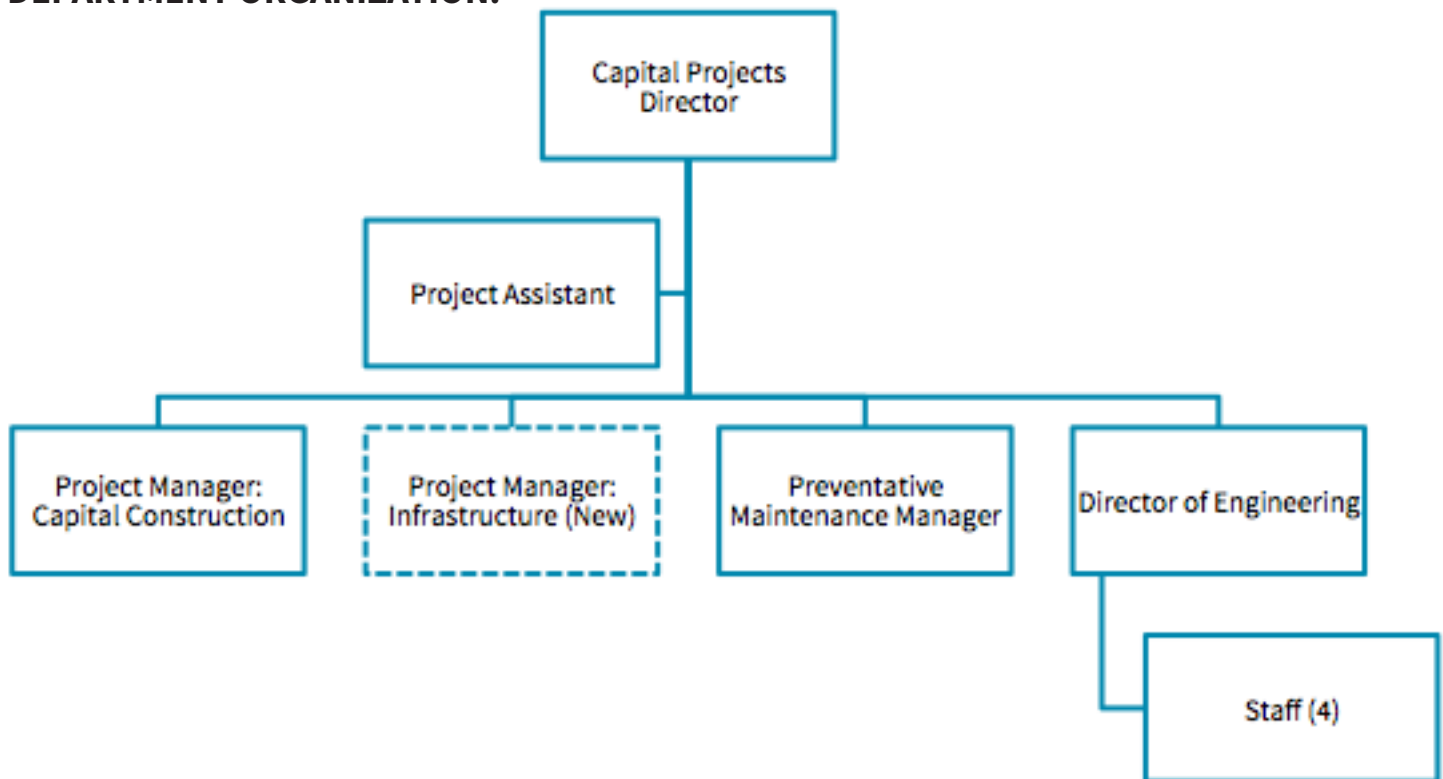
To oversee the construction, reconstruction, renovation, and preventive maintenance of all city-owned buildings, currently consisting of 32 facilities and approximately 1.9 million square feet. In all of its work, the Capital Projects Department strives to be efficient and responsive to community needs,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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	312,536	417,423	438,919	5.1%
Ordinary Maintenance	18,211	27,495	32,495	18.2%
Capital Outlay	66,100	150,000	225,000	50.0%
General Fund Expenditures	396,848	594,918	696,414	17.1%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes a new position, Project Manager for Infrastructure. This position will be funded out of the Water & Sewer Enterprise Funds and managed by the Capital Projects Director.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

- Managed construction of Engine 3 (modular unit) fire station.
- Managed construction of Engine 7 roof replacement.
- Managed construction of energy efficiency upgrades at the City Hall Annex and the Brown School. Estimated 56,000 kWh savings (per year) – the equivalent of 8 homes in Massachusetts.
- Managed design and began installation of accessible signage in eleven City buildings (approximately

# Capital Projects Management

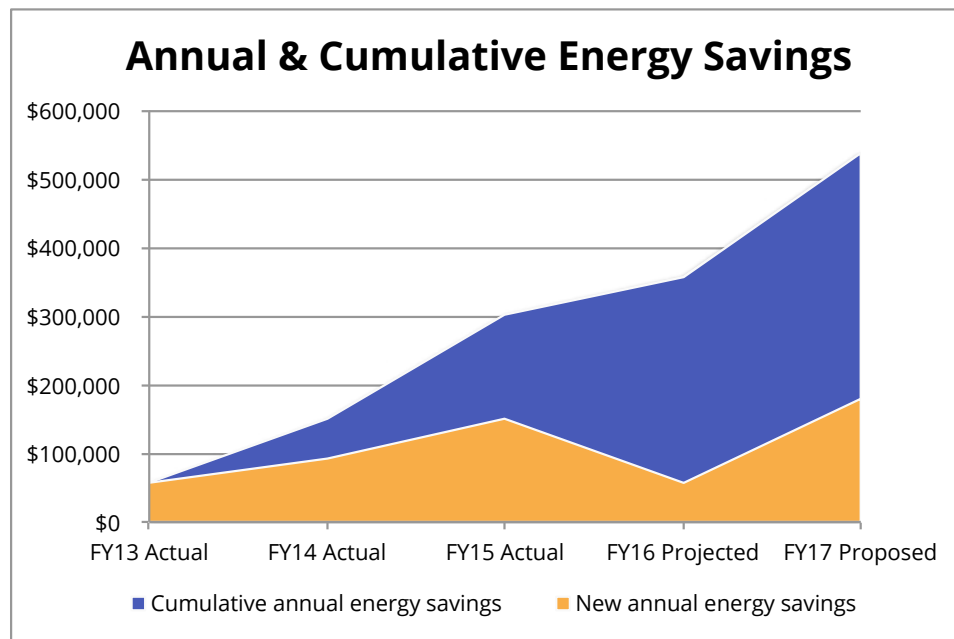
1,900 signs).

- Managed design associated with critical High School improvements required to stabilize building for the next five years.
- Managed construction associated with renovating the Prospect Hill Tower – a historic City landmark.
- Managed design of the West Branch Library Renovation.
- Managed the feasibility study for a new or relocated DPW facility in support of the new High School feasibility project.
- Managed application to the MSBA for repairs/improvements at the Winter Hill School.
- Prepared RFP and selected Owners' Project Manager for the City Hall renovation project.
- Managed Phase 1 of the Building Assessment and Preventive Maintenance Plan Project – work completed at the Winter Hill School, the Brown School and the Recreation Building.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Renovation/construction projects in progress or completed	6	4	6	8*
Studies and designs managed	9	3	10	6
New annual energy savings (kWh)	94,000	152,000	56,000	180,000
Cumulative annual energy savings	150,000	302,000	358,000	538,000

\*Design/construction anticipated to increase due to assessment findings



# Capital Projects Management

## GOALS REVIEW:

### 1. Standardize and increase efficiency of capital projects operations.

1	Develop standard general conditions, bid form, and front end for Chapter 149 contracts.	Ongoing
2	Create a construction close-out list to ensure extra materials, as-builts, warranties/guarantees, etc. are in accordance with contract.	Ongoing
3	Catalog components, uses, existing condition, and history of all City-owned buildings.	Ongoing

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

1	Manage Feasibility Study (with Somerville Building Committee) for the new Somerville High School.	New for FY17
2	Establish and manage community process for library renovation/reconstruction projects.	Ongoing
3	Address drainage concerns at School Administration Building.	Ongoing
4	Conduct feasibility study for new public safety building (relocating Police and Fire).	Ongoing

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

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

### 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 energy contractors to identify energy-saving projects, pursue funding for them, and implement them, prioritizing those with the shortest payback period.	Continuous
3	Collaborate with Communications to inform the public about energy-efficiency projects and associated savings.	Ongoing

# Capital Projects Management

## BUDGET:

CAPITAL PROJECTS	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	312,536	415,161	337,464	435,256	
515006 HOLIDAYS NON-UNION	-	1,585	1,585	2,509	
519013 OTHER LUMP SUM PAYMENTS	-	677	677	-	
519104 SALARY STIPEND	-	-	-	1,154	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>312,536</b>	<b>417,423</b>	<b>339,725</b>	<b>438,919</b>	<b>5.1%</b>
530000 PROF & TECH SERVICES	12,103	20,000	10,698	20,000	
530008 EMPLOYEE TRAINING COURSES	-	-	3,370	5,000	
530028 SOFTWARE SERVICES	-	-	4,680	-	
534003 POSTAGE	75	-	-	-	
534015 FEE	-	100	-	100	
538008 MOVING SERVICES	1,226	-	-	-	
542000 OFFICE SUPPLIES	582	1,500	523	1,500	
542001 PRINTING & STATIONERY	-	2,400	-	2,400	
542005 OFFICE EQUIPMENT	2,310	-	1,532	-	
542006 OFFICE FURN NOT CAPITALIZ	461	-	534	-	
558006 UNIFORMS	378	500	99	500	
571001 IN STATE CONFERENCES	-	1,500	-	1,500	
573000 DUES AND MEMBERSHIPS	1,079	1,495	585	1,495	
578007 REIMB OF LICENSES	-	-	100	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>18,211</b>	<b>27,495</b>	<b>22,020</b>	<b>32,495</b>	<b>18.2%</b>
530000 PROF & TECH SERVICES	-	75,000	56,413	75,000	
530006 ENGINEER'G/ARCHITCT'L SVC	54,175	75,000	10,233	150,000	
<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>66,100</b>	<b>150,000</b>	<b>66,646</b>	<b>225,000</b>	<b>50.0%</b>
<b>CAPITAL PROJECTS TOTAL</b>	<b>396,848</b>	<b>594,918</b>	<b>428,392</b>	<b>696,414</b>	<b>17.1%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CAPITAL PROJECTS DIRECTOR	KING, ROBERT	2,047.13	106,860.19	107,474.33
PROJECT MANAGER	NUZZO, ED	1,824.64	95,246.21	95,793.60
PROJECT MANAGER	VITELLO, STEPHEN	1,608.70	83,974.14	84,456.75
PREVENTIVE MAINTENANCE MANAGER	RAIS, CHRIS	1,565.38	81,712.84	82,182.45
PROJECT ASSISTANT	MITRANO, DEB	1,031.82	53,861.00	55,330.60

# Capital Projects: Engineering

## MISSION STATEMENT:

To ensure the structural and operational integrity of the City's public Rights-of-Way by engineering safe, multimodal, functional, and sustainable infrastructure projects in a timely and proficient manner. The Division 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	88,388	155,691	178,757	14.8%
Ordinary Maintenance	126,148	137,100	255,588	86.4%
General Fund Expenditures	214,536	292,791	434,345	48.3%

## CHANGES BETWEEN FY16 & FY17:

- Through a proposed Administrative Order, the Engineering Department will be realigned under Capital Projects in FY17, moving out of the Department of Public Works.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## FY16 ACCOMPLISHMENTS:

- Advocated for and incorporated Pavement Preservation into the City's Pavement Management Program.
- Designed and managed construction oversight associated with the Central Library walkway improvements.
- Reinstated the Engineering Department site plan review process, saving the city substantial costs associated with using outside consultants.
- Increased paving production over previous years.
- Managed multiple utility design contracts and identified various improvements that could be considered to save the projects time and money.

## GOALS REVIEW:

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

1	Collaborate with OSPCD in the development of Broadway and Davis Square streetscape improvement plans.	Ongoing
2	Assist in the coordination of GLX utility work throughout the city.	Ongoing
3	Manage reconstruction of retaining wall and drainage improvements along the bike path outside Davis Square.	Ongoing
4	Incorporate permit tracking into CitizenServe.	Completed
5	Develop a pavement management system to assist in the maintenance of the approximately 106 undivided roadway centerline miles maintained by the City.	Complete & Ongoing

# Capital Projects: Engineering

6	Continue to implement a permit manual for licensed drainlayers. This manual provides guidelines and expectations for work performed on the City's infrastructure.	Ongoing
7	Collaborate with SafeStart, StreetStat, and other cross-departmental groups to ensure the safety of all modes of travel.	Ongoing
8	Development and implementation of standard construction specifications and details.	Ongoing
9	Through the use of contracted services, coordinate with DPW to bring existing sidewalk repair backlog to ADA compliance.	Ongoing
10	Coordinate with DEP to investigate dry weather flows in the storm water system.	Ongoing
11	Reduce quantity of storm water currently entering the combined sewer system.	Ongoing

## BUDGET:

CPPM: ENGINEERING		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	79,930	142,116	87,516	162,240	
513000	OVERTIME	7,021	10,404	4,330	10,000	
514006	LONGEVITY	200	260	140	-	
514015	OTHER DIFFERENTIALS	722	1,659	303	3,884	
515006	HOLIDAYS NON-UNION	-	381	269	662	
515011	HOLIDAYS - S.M.E.A.	-	191	87	271	
519004	UNIFORM ALLOWANCE	240	240	120	600	
519015	AUTO ALLOWANCE	275	440	92	1,100	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>88,388</b>	<b>155,691</b>	<b>92,856</b>	<b>178,757</b>	<b>14.8%</b>
524007	REPAIRS OFFICE EQUIPMENT	685	1,000	-	1,000	
530000	PROF & TECH SERVICES	109,755	100,000	70,500	203,000	
530008	EMPLOYEE TRAINING COURSES	199	1,000	149	3,500	
530028	SOFTWARE SERVICES	12,814	30,000	3,124	33,000	
542000	OFFICE SUPPLIES	2,481	3,000	741	3,000	
542007	COMP EQUIP NOT CAPITAL	-	500	-	1,000	
543011	HARDWARE & SMALL TOOLS	-	600	-	3,000	
553001	SIGNS AND CONES	-	-	-	88	
558006	UNIFORMS	-	-	88	5,000	
571001	IN STATE CONFERENCES	75	-		1,000	
573000	DUES AND MEMBERSHIPS	80	1,000	157	2,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>126,148</b>	<b>137,100</b>	<b>74,759</b>	<b>255,588</b>	<b>86.4%</b>
<b>ENGINEERING TOTAL</b>		<b>214,536</b>	<b>292,791</b>	<b>167,615</b>	<b>434,345</b>	<b>48.3%</b>



# Capital Projects: Engineering

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF ENGINEERING	QUIGLEY, CHARLES	2,115.38	110,422.84	44,422.98
ASST DIRECTOR OF ENGINEERING	MANter, BRYAN	1,730.77	90,346.19	36,346.17
SR. CIVIL ENGINEER	VASSIL, TOM	1,300.27	67,874.09	28,540.26
JR. CIVIL ENGINEER	VIOLETT, PETER	957.57	49,985.15	21,107.78
GIS ANALYST	JOHNSON, KEITH	1,332.89	69,576.86	34,988.36

# Communications & Community Engagement

## MISSION STATEMENT:

The Communications and Community Engagement (CCE) Department strives to use a broad and innovative range of communications channels and outreach initiatives to provide the greatest possible number of community members with information on emergencies, services, programs, public meetings, initiatives and events. CCE also facilitates and encourages resident participation in all aspects of City government and community activities. While balancing traditional outreach via print and local media, the department provides constituents expanded access to government information and services via a range of options from public meetings to eGovernment technologies including innovative web-based services, social media, and video streaming. In its efforts to inform, serve, and engage the community, the CCE Department aims to provide quality constituent service, enhance the quality of life within the city, and help city government be responsive to community needs.

The Department encompasses seven core program areas and one subdivision:

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

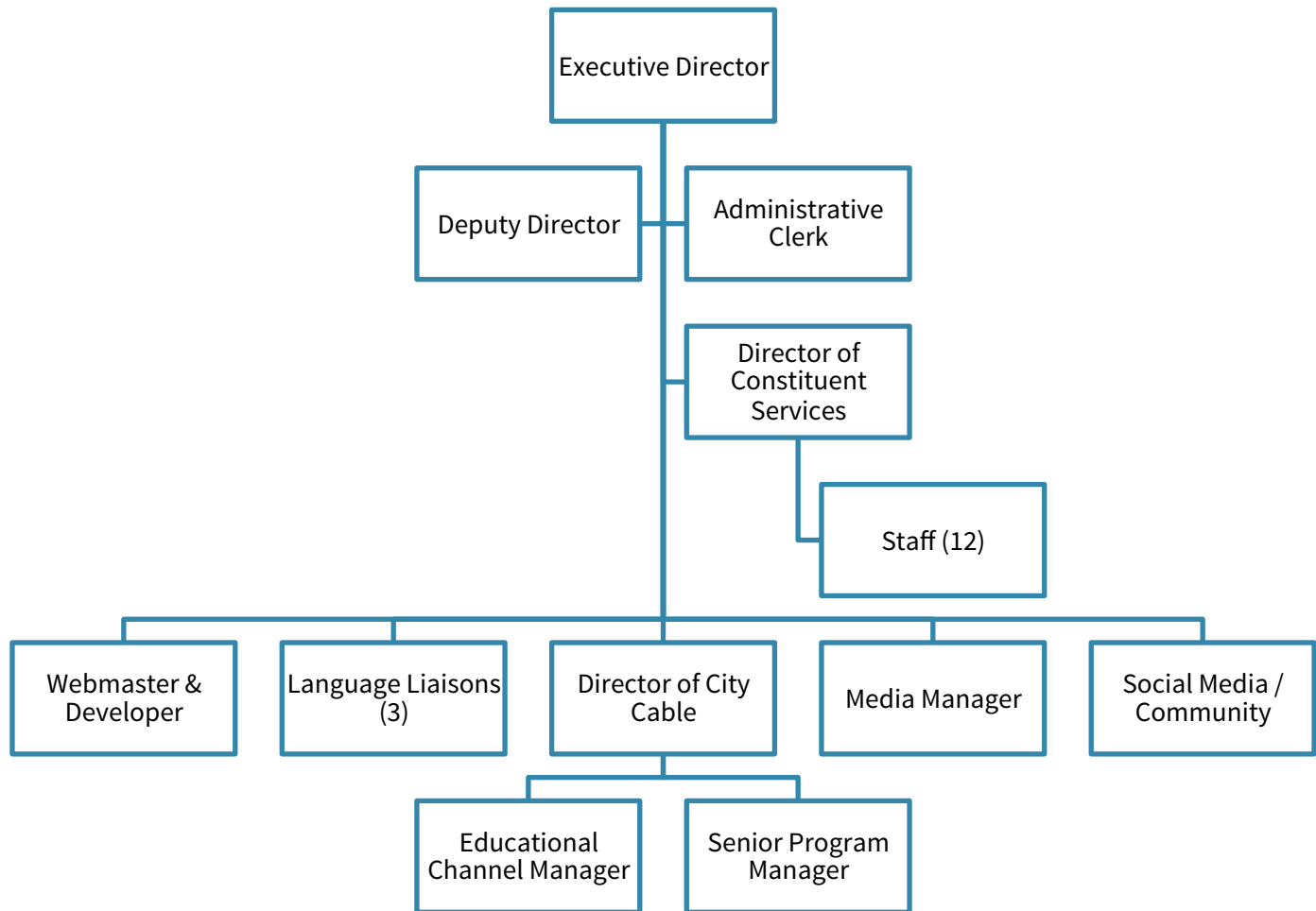
ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	315,395	331,464	353,596	6.7%
Ordinary Maintenance	15,891	21,565	23,125	7.2%
General Fund Expenditures	331,286	353,029	376,721	6.7%

## CHANGES BETWEEN FY16 & FY17:

- Please note, the department's funding is split between three budgets: the Communications budget below, the Cable Telco Revolving Fund (page 243), and the Constituent Services budget, which follows this section.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

# Communications & Community Engagement

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

In addition to coordinating Somerville's successful participation in the 2015 All America City competition, garnering the City its third win of this prestigious national title, as well as handling an extraordinary number of media requests in this very busy news year (GLX, casino, etc.), the CCE Department:

Continued to expand number of residents served for FY16 including (but not limited to):

- Increased sign-ups to alert system deployed in four languages (7% from 47,264 to >51,000 to date).
- Increased subscribed followers of City main social media feeds (Facebook: 8%, 32,000 average monthly uniques; Twitter: 15% to date, 14,081 followers).
- Increased subscriptions to City/ResiStat e-newsletter (4% from 6,418 to 6,468).
- Increased unique visitors to City website (3% from 38,914 to 40,000 average per month).
- Added 42 hours/week of educational programs and newsreels via "Public Domain Theater" on the Education Channel.
- Increased offerings for senior and youth arts programming and performances.
- Increased followers of Spanish language Facebook page by 20% (average monthly reach 468 uniques).
- Increased followers of Portuguese language Facebook page by 76% (average monthly reach 5,151 uniques).
- In collaboration with T&P, increased distribution of resident welcome brochures (by 25%, from 4k to 5k) sent with new city parking permits.

# Communications & Community Engagement

In addition to creating new websites for the Data Farm, the Wellness Challenge, and the Somerville Building Committee, released beta of fully revamped, new user-centered, mobile-friendly City website:

- In final phase of reviewing and either archiving, migrating, or updating more than 80,000 pages of existing content from old site.
- Achieved estimated \$350,000 to \$400,000 in project cost-savings via collaboration with Code for America.
- Retained ADA experts from the Institute for Human-Centered Design to review all accessibility requirements and partnered with Perkins School for the Blind on user-testing for vision-impaired persons.
- Conducted additional intensive user-testing with broad range of ages, computer experience, language, etc.

Continued expansion of multilingual outreach and constituent support via the SomerViva immigrant outreach program including (but not limited to):

- Serving approximately 1,900 individuals via in-person efforts (one-on-one support for service access, assistance with housing/food/citizenship/business license applications, informational meetings, business support programs, civic participation opportunities, classes, and more);
- Translating materials for more than 150 City events and programs;
- Collaboration with departments on outreach, communications and programs;
- Intensive support of the Union Square Somerville by Design and CBA process, e.g., Multi-Lingual CBA session in five languages;
- Engaged with ~33 community stakeholder groups and individuals on joint projects and collaborative discussions.

Continued modernization of City Cable facilities to current HDTV standards:

- Completed BOA Chambers upgrade.
- Initiated introduction of new HD Broadcast Channel expected to launch fall 2016.
- Completed renovation of audio/video system in the SHS auditorium.

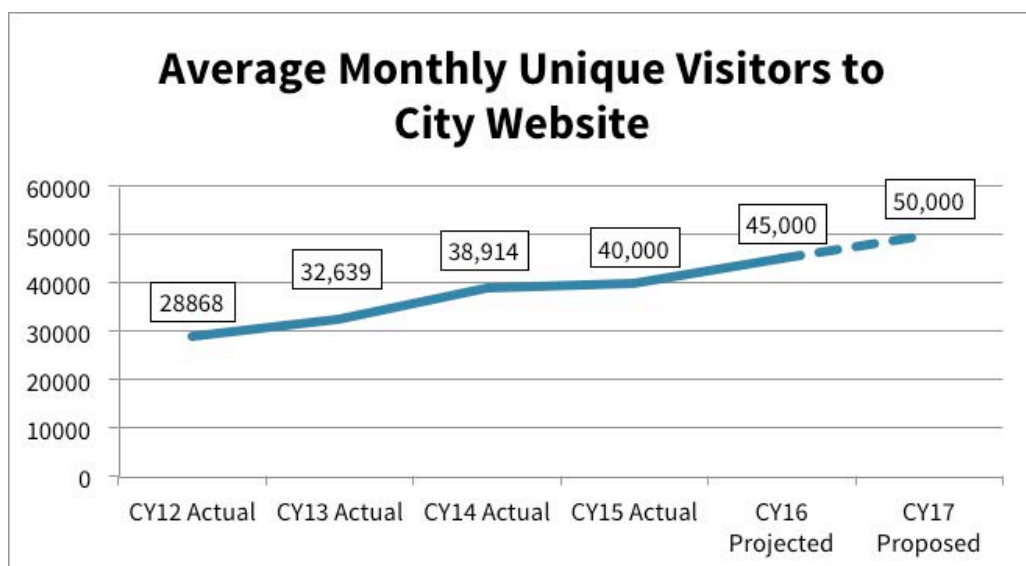
Advanced city's goal of better communication via digital tools:

- Successfully transitioned to new mass notification system with advanced tools for emergency coordination.
- After successfully applying for the national Code for America Fellowship program on City's behalf and raising \$240,000 in outside funding, coordinated year-long fellowship with schools to develop the Somerville Public Schools Integrated Data System now in use.
- With Planning and SomerStat, facilitated Code for Boston volunteer work on new Cornerwise zoning/development digital tool for residents.
- With OSE, helped introduce the Waste Wizard online trash and recycling information tool.

# Communications & Community Engagement

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Number of Community Alert (reverse 911) sign-ups	47,264	48,500	51,100	51,100
Average monthly unique views of City Facebook	49,844	77,051	40,000	35,000-60,000
Average monthly unique visitors to City website	38,914	40,000	45,000	50,000
Number of residents served directly by SomerViva in-person support including service access, meetings, classes, trainings, info sessions, etc.	n/a	n/a	1,900	2,200
Newsletter subscribers	6,218	6,448	6,800	7,000



# Communications & Community Engagement

## GOALS REVIEW:

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

1	Reorganize/update to improve ease of navigation and access to information and online services.	Beta Complete
2	Create new websites for special projects (e.g. School Building Committee).	Complete
3	Complete revisions to beta site and launch new website.	New for FY17
4	Integrate T&P site into main website.	New for FY17

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

1	Upgrade fiber connections at City Hall, Dilboy, SCATV, SHS, Studio to HDTV required specifications.	Complete
2	Launch upgrade process for Aldermanic Chambers.	Complete
3	Launch new HD channel.	In Progress
4	Upgrade studio sets/structures.	New for FY17
5	Establish fiber connection for ice rink.	New for FY17

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

1	Increase communications via local foreign-language radio.	Complete
2	Increase translation and outreach/engagement support to assist City departments in better serving immigrants.	Complete
3	Increase in-language support of Economic Development small business programs.	Complete
4	Pilot City-oriented leadership program in Spanish.	In Progress
5	Establish digital tracking of services provided for enhanced data collection.	New for FY17

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

1	Represent City goals, initiatives, services, and accomplishments through accurate, informative press releases, community notes, and presentations.	Ongoing
2	Continue to partner with other departments to help enhance constituent communication via outreach material development and strategy development.	Ongoing
3	Develop and execute comprehensive outreach campaign on snow emergency parking changes coming in Winter 16/17.	New for FY17
4	Establish yearly citywide info mailer for core communications including policy changes (plastic bag ban, snow parking, etc.) and critical services.	New for FY17

# Communications & Community Engagement

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

1	Expand reach of blog, newsletter, meetings, and social media.	Ongoing
2	Continue to provide responsive and timely social media services.	Ongoing
3	Coordinate extensive 175th anniversary celebration/events.	New for FY17
4	Coordinate with SomerViva to establish SAIL Leadership program in Spanish.	New for FY17

## 6. Continue to expand youth and senior arts opportunities.

1	Collaborate with Rec. Dept. to identify needs and promote programs.	Ongoing
2	Introduce new programs for youths including recording studio classes and, in collaboration with the Council on Aging, identify needs and offer new senior programs.	Complete
3	Expand music lessons and recording studio programs.	New for FY17

## BUDGET:

COMMUNICATIONS & COMMUNITY ENGAGEMENT	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	307,206	328,459	240,035	331,937	
512000 SALARIES & WAGES TEMPOR'Y	6,514	-	-	18,000	
514006 LONGEVITY	1,325	1,400	700	1,400	
515006 HOLIDAYS NON-UNION	-	1,072	1,071	1,635	
515011 HOLIDAYS - S.M.E.A.	-	183	182	274	
519004 UNIFORM ALLOWANCE	350	350	350	350	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>315,395</b>	<b>331,464</b>	<b>242,338</b>	<b>353,596</b>	<b>6.7%</b>
524006 REPAIRS-COMMUN. EQUIP.	-	300	-	300	
524034 MAINT CONTRACT-OFFC EQUIP	-	400	-	400	
530000 PROF & TECH SERVICES	3,950	3,000	2,655	5,100	
530008 EMPLOYEE TRAINING COURSES	50	1,500	200	1,500	
530020 FIRE DETAIL	-	540	-	-	
530029 CUSTODIAL DETAIL	280	-	490	-	
534003 POSTAGE	-	200	-	200	
534006 EXPRESS/FREIGHT	22	300	-	300	
534010 BAPERN LINE RENTAL	1,625	1,825	1,625	1,825	
540000 SUPPLIES	5	250	-	250	
542000 OFFICE SUPPLIES	685	750	407	750	
542001 PRINTING & STATIONERY	2,521	3,000	310	3,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	80	500	27	500	
573000 DUES AND MEMBERSHIPS	149	500	150	500	
578014 NEIGHBORHOOD IMP. COUNCL	6,525	8,500	6,120	8,500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>15,891</b>	<b>21,565</b>	<b>11,984</b>	<b>23,125</b>	<b>7.2%</b>
<b>COMMUNICATIONS TOTAL</b>	<b>331,286</b>	<b>353,029</b>	<b>254,322</b>	<b>376,721</b>	<b>6.7%</b>



# Communications & Community Engagement

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PUBLIC INFORMATION OFFICER	DILLON, JOHN	1,188.46	62,037.61	62,394.15
SOCIAL MEDIA & COMMUNITY ENGAGEMENT SPECIALIST	ACKERMAN, MEGHANN	1,166.99	60,916.88	61,266.98
LANGUAGE LIAISON - PORTUGUESE	FERNANDES, ADRIANA	1,040.50	54,314.10	54,626.25
LANGUAGE LIAISON - SPANISH	FLORES, IRMA	1,040.50	54,314.10	54,626.25
LANGUAGE LIAISON - HAITIAN- CREOLE	SAINT-SURIN, JHENNY	1,010.38	52,741.84	53,044.95
PRINCIPAL CLERK	SHERWOOD, ANNA	912.10	47,611.62	49,635.25

# Communications: Constituent Services

## MISSION STATEMENT:

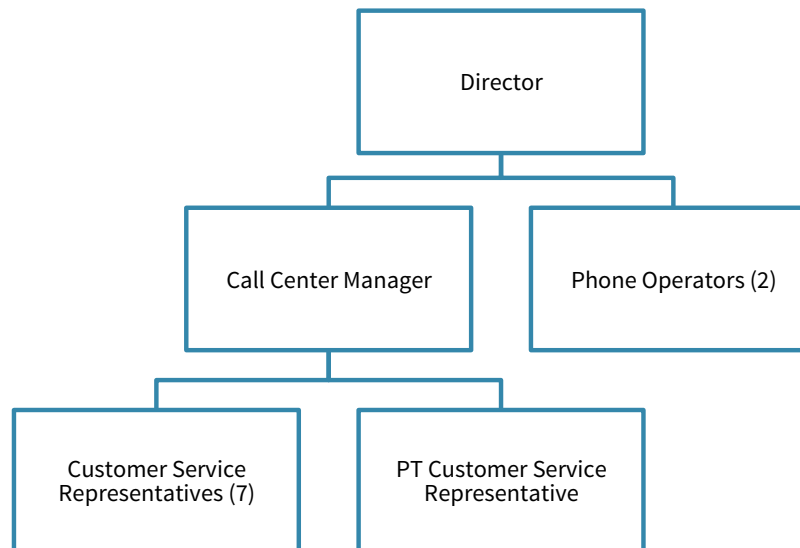
Deliver accurate, courteous and easy customer service to all residents, guests, employees and businesses throughout the city of Somerville. This is achieved through the 311 contact centers; welcome kiosk at city hall; city switchboard; pop-up locations at city-sponsored public events; and the use of online tools and electronic services such as: the 311 web portal, email requests, mobile applications and social media.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	641,764	651,894	640,017	-1.8%
Ordinary Maintenance	22,112	45,250	61,250	35.4%
General Fund Expenditures	663,875	697,144	701,267	0.6%

## CHANGES BETWEEN FY16 & FY17:

- Beginning in FY17, Constituent Services will move all 3-1-1 call takers into the city hall location and will no longer staff any employees at the public safety building during normal business hours, but will continue to remain a 24/7/365 public service.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.
- Modify the Department's abandon rate SLA from 3.5% to 4.0% to reflect the number of calls that are dropped due to the system's "barge-in" feature, which provides time-sensitive information and frees up phone lines for representatives to focus on more complex issues.

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

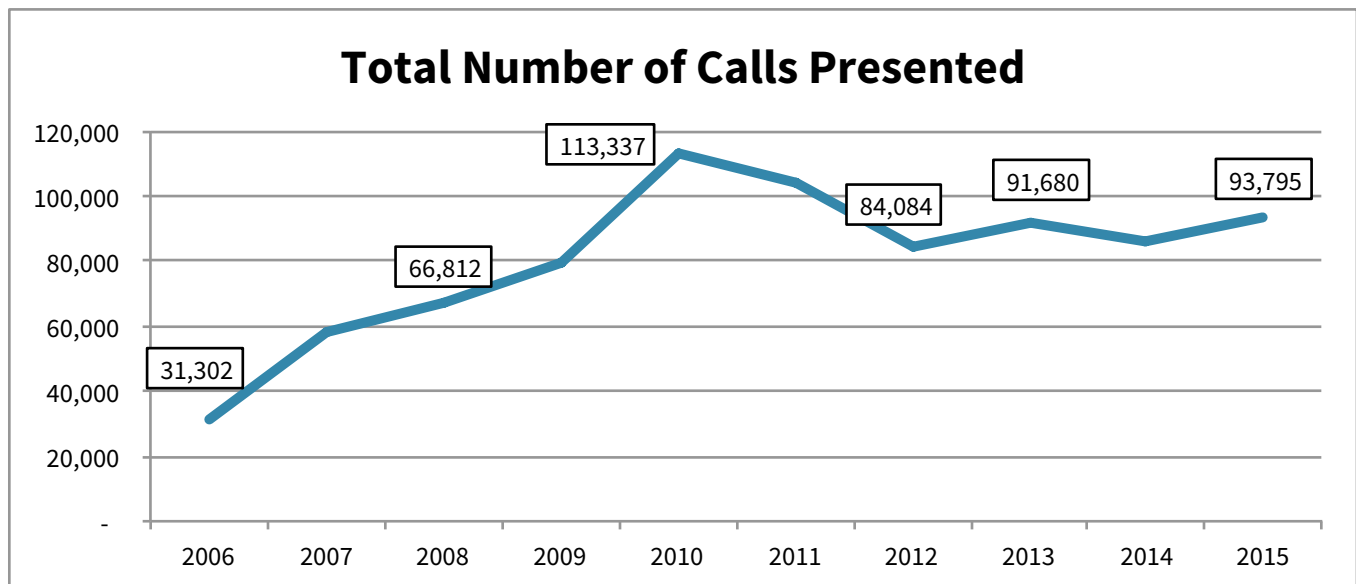
- Replaced legacy client relationship management (CRM) system with a new and improved CRM. This process resolved inefficiencies and allowed the department to become better equipped to process internal requests and provide better overall customer service both internally and to the public.
- Spearheaded the implementation of an internal work order management tool that will allow a variety of departments to ensure service requests are routed to departments more quickly, provide better communication between stakeholders and provide better reporting capabilities.
- Reviewed existing workflow procedures to identify areas for improvement and developed new ones when needed.

# Communications: Constituent Services

- Continued partnerships with neighboring communities, public institutions and private organizations to evaluate the factors that influence constituent interactions and requests for government services and how we are able to improve upon them.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Answer >80% of calls within department Service Level Agreement (SLA)	81.5%	72.4%	80.6%	80%
Average queue time of 20 seconds or less	21	34	21	20
Abandon rate of <4% of all calls to 311	3.93%	6.82%	4.46%	3.99%
Maintain an average handle time for all calls to 2 minutes or less	1:50	2:31	2:20	2:00



## GOALS REVIEW:

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

- |   |             |
|---|-------------|
| 1 Replace Customer Relationship Management application with one that has mobile capabilities both for city staff and constituent-generated requests in order to capture real-time work completion data, streamline workflow and eliminate the need for 311 staff to manually re-enter constituent-generated requests. | Complete    |
| 2 Increase dissemination of time-sensitive information through the automated welcome message, text/email alerts for individual service requests and through social media feeds in anticipation of high call volume events such as severe weather and other city-wide events.  | In Progress |

# Communications: Constituent Services

## 2. Increased focus of A.C.E. related 311 services.

1	Develop a scorecard to evaluate the after-hours answering service using existing call data, and explore other avenues and data sources to ensure that after-hours calls are answered correctly, and work orders are processed properly and in accordance with A.C.E. guidelines.	Complete
2	Implement an internal work order management app that will allow city staff to view detailed service request information in real-time. It will also allow staff to provide status updates, better manage SLAs and provide better customer service.	In Progress
3	Establish a comprehensive set of standard operating procedures for all work orders to ensure proper intake questions, improve workflow, and capture as much accurate data as possible. This will be accomplished in collaboration with SomerStat, T&P, ISD and the DPW. This will facilitate faster and more efficient completion of internal and external service requests.	Ongoing

## 3. Answer constituent requests in a timely manner.

1	Work with internal staff to make sure key performance indicators (KPIs) are understood by all staff and met according to the department standards. By improving the way calls were diverted to the after-hours call center, particularly during nights and weekends we were able improve their KPIs as well to bring them in line with in-house staff.	Complete
2	Restructure the staffing at 311 to maximize the amount of calls representatives receive in a given day during peak business hours and divert more of the after-hours calls to our off-site call center.	New for FY17

## BUDGET:

CONSTITUENT SERVICES	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	556,469	596,151	459,930	565,142	
512000 SALARIES & WAGES TEMPOR'Y	65,178	40,840	42,825	53,840	
513000 OVERTIME	16,966	10,000	11,441	15,000	
514006 LONGEVITY	2,450	2,000	1,000	2,200	
515006 HOLIDAYS NON-UNION	-	1,867	1,866	2,632	
515011 HOLIDAYS - S.M.E.A.	-	336	335	503	
515012 PERFECT ATTENDANCE	-	-	300	-	
519004 UNIFORM ALLOWANCE	700	700	700	700	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>641,764</b>	<b>651,894</b>	<b>518,397</b>	<b>640,017</b>	<b>-1.8%</b>
530000 PROF & TECH SERVICES	17,533	30,000	12,800	45,000	
530008 EMPLOYEE TRAINING COURSES	-	5,000	-	5,000	
534003 POSTAGE	-	1,000	-	1,000	
542000 OFFICE SUPPLIES	4,478	5,000	1,418	5,000	
542001 PRINTING & STATIONERY	100	3,500	-	3,500	
542006 OFFICE FURNITURE	-	750	-	1,750	

# Communications: Constituent Services

CONSTITUENT SERVICES	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>22,112</b>	<b>45,250</b>	<b>14,217</b>	<b>61,250</b>	<b>35.4%</b>
<b>CONSTITUENT SERVICES TOTAL</b>	<b>663,875</b>	<b>697,144</b>	<b>532,614</b>	<b>701,267</b>	<b>0.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	CRAIG, STEVE	1,702.60	88,875.72	89,386.50
CALL CENTER MANAGER	VIVEIROS, ELENA	1,250.00	65,250.00	65,625.00
CUSTOMER SERVICE REP I	COSTA, EILEEN	939.10	49,021.02	49,302.75
CUSTOMER SERVICE REP I	POWERS, ROBERT	792.31	41,358.58	41,596.28
CUSTOMER SERVICE REP I	FALAISE, BEATRICE	808.73	42,215.71	42,458.33
CUSTOMER SERVICE REP I	PORTILLO, GABRIELA	794.81	41,489.08	41,727.53
CUSTOMER SERVICE REP I	CRAVEN, RICHARD	794.89	41,493.26	41,731.73
CUSTOMER SERVICE REP I	MITCHELL, PAM	822.53	42,936.07	43,182.83
CUSTOMER SERVICE REP I	WRIGHT, HEATHER	865.96	45,203.11	45,462.90
OPERATOR, CITY HALL	DOUGLAS, NORMA	845.96	44,159.11	46,362.90
OPERATOR, CITY HALL	FELONI, MARLENE	829.38	43,293.64	44,492.45
CUSTOMER SERVICE REP (PT)	TENORIO-VASQUES, PATRICIA	380.19	19,845.92	19,845.92

# Personnel

## MISSION STATEMENT:

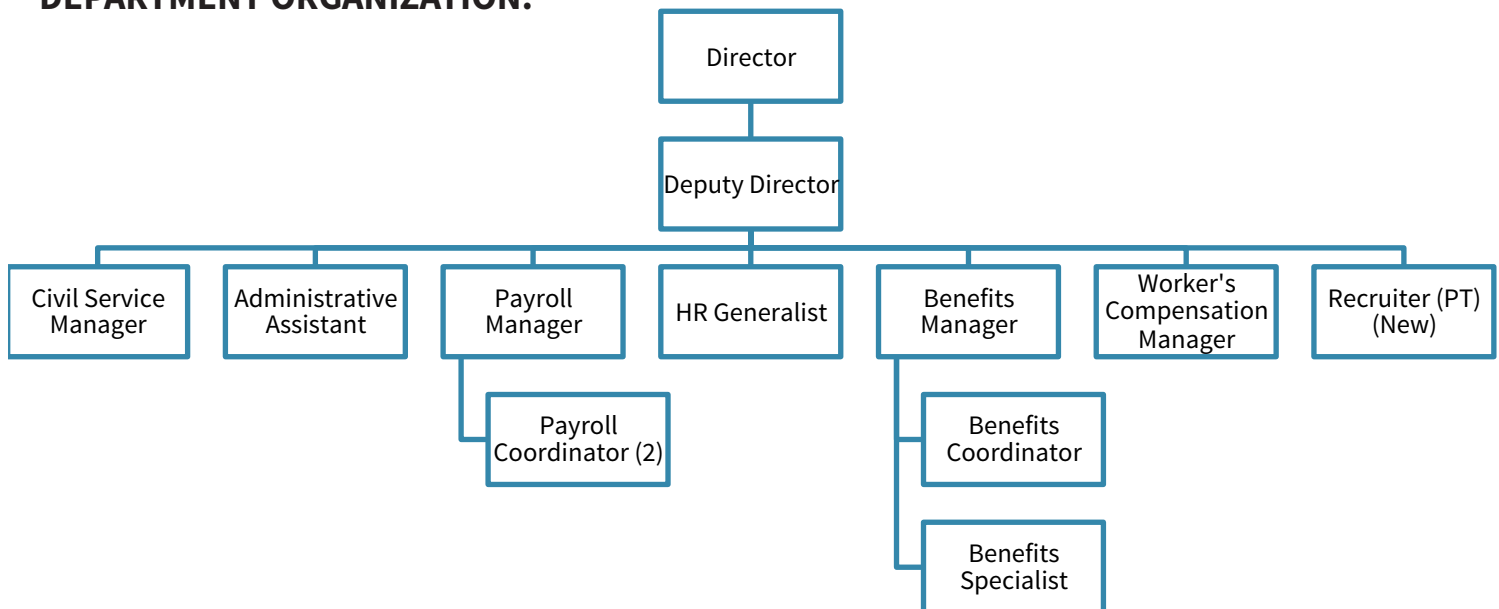
To ensure the successful delivery of city services by recruiting, developing, motivating, and retaining qualified employees to provide the highest possible level of public service. Personnel promotes and supports organizational excellence through effective human resources programming regarding benefits, 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	716,119	737,958	802,046	8.7%
Ordinary Maintenance	202,495	307,700	318,700	3.6%
Special Items	27,729	61,010	60,000	-1.7%
General Fund Expenditures	946,344	1,106,668	1,180,746	6.7%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes funding for a new part-time Recruiter position.
- An increase for Professional & Technical Services has been included for the following uses: Job Enhancement Training, Summer Jobs Drug Screening, and required Health Care Reform mailings.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

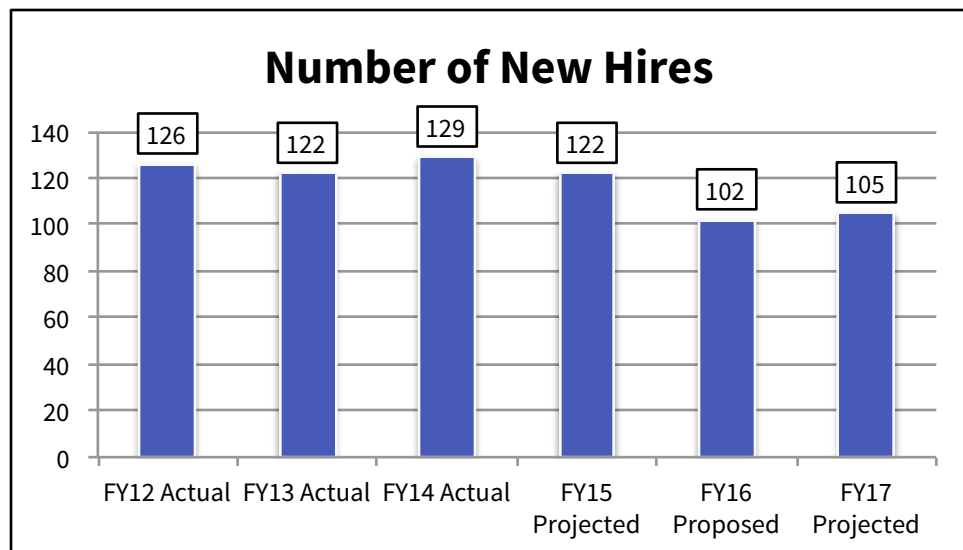
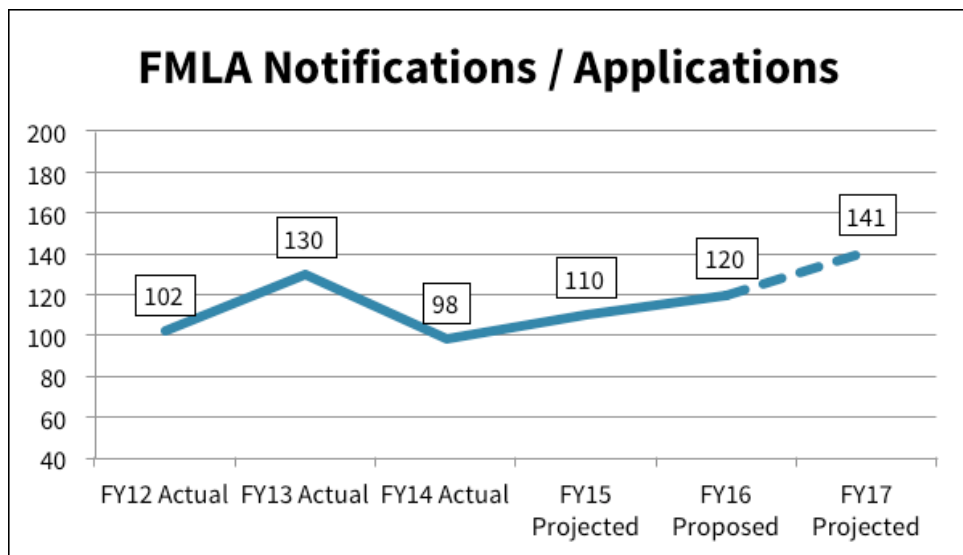
- Civil Service: Hired seven new police officers, and promoted four to Superior Officer positions in the Police Department. Started the process to hire a new Fire Chief, processed 16 candidates to FF reserve list, hired six permanent FF positions in the Fire Department, and hired two fire alarm operators.
- Conducted quarterly Retirement Seminars and New Hire Orientations.
- Quarterly Wellness seminars are scheduled for City Employees on such topics as How to De-Stress, How to Communicate Effectively, and Dealing with Challenging Behaviors.
- Scheduled and coordinated Mental Health De-Escalation training for 225+ employees.

- Conducted Department Head trainings on best practices for making changes in their departments on such topics as carryover vacation compliance, benefits, performance management, non-union guidebook changes, ethics update, and EAP services.
- Provided several Customer Service training programs for employees that interact with the public.
- Conducted several educational sessions at all city locations on all benefit offerings.
- Coordinated AED/CPR/First Aid Training (100+ employees participated).
- Coordinated OSHA 10 Certification Training for DPW employees.
- Coordinated Road Way Worker Protection Training for DPW employees.
- Coordinated a spring community blood drive in conjunction with the American Red Cross and the Health Careers Program at Somerville High School.
- Coordinated state mandated Hoisting License Continuing Education Training for all affected DPW employees.
- Initiated the implementation of a Personal Protective Equipment (PPE) Program for DPW field workers.
- Coordinated the acquisition and recommended use of ergonomic equipment and safety supplies and materials for many City Departments.
- Updated and reissued the Performance Management Program.
- Completed non-union wage review phase 1.
- Updated new teacher benefit packets and delivered school new hire benefits orientation in coordination with the School Dept.
- Reopened Retiree Drug Subsidy and completed reconciliations and submissions associated with reopening which is anticipated to bring in an over \$10,000 refund to the City of Somerville.
- Extended Vision Service Plan and Long Term Disability Plan to now cover all employees in both the City and Schools.
- Increased Vision and Long Term Disability insurance enrollment over 80% through special fall open enrollment period.
- Conducted quarterly ACA reporting to ensure continued compliance.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Number of New Hires	126	122	102	105
Number of Internal Transfers or Promotions	N/A	85	60	60
Percent of Unions Currently in Contract	70%	70%	70%	70%
Flexible Spending and Dependent Care Account Enrollees	243	275	270	270
Opt Out Program Savings	\$205,092	\$210,341	\$416,000	\$500,000
FMLA Notifications / Applications	98	110	120	141





## 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	Reconvene Compensation Review Committee to review status of Collins Study and key positions.	Completed

### 2. Continue to train and educate employees.

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

## 3. Continue committee facilitation.

1	Continue joint SMEA management / union safety committee to effectively identify employee safety and training needs.	Complete & Ongoing
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## 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	Begin integration of contract changes for SMEA units A & D.	Ongoing
3	In conjunction with Health and Human Services and SPD, develop and schedule training for Dealing with Residents / Customers with Mental Illness.	Complete

## 5. Enhance employee benefits.

1	Continue to work with vendor for guidance on health care reform.	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	In conjunction with the wellness committee, begin to update all employee lounge areas.	Complete & Ongoing

## 6. Streamline payroll and personnel processes.

1	Implement MUNIS payroll.	Ongoing
2	Implement MUNIS HRIS.	Ongoing

## BUDGET:

PERSONNEL	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	707,934	725,932	569,250	783,379	
512000 SALARIES & WAGES TEMPOR'Y	3,452	2,080	5,081	6,864	
513000 OVERTIME	1,033	3,215	1,083	3,600	
514006 LONGEVITY	3,350	3,350	1,675	3,350	
515006 HOLIDAYS NON-UNION	-	2,583	2,582	4,181	
515011 HOLIDAYS - S.M.E.A.	-	448	448	322	
515012 PERFECT ATTENDANCE	-	-	300	-	
519004 UNIFORM ALLOWANCE	350	350	350	350	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>716,119</b>	<b>737,958</b>	<b>580,769</b>	<b>802,046</b>	<b>8.7%</b>
524034 MAINT CONTRACT-OFFC EQUIP	266	1,440	-	1,440	
530000 PROF & TECH SERVICES	140,301	222,615	95,460	215,815	
530008 EMPLOYEE TRAINING COURSES	14,521	15,200	8,018	33,000	
530011 ADVERTISING	19,985	25,000	19,218	25,000	
530017 ARBITRATION SERVICES	6,213	25,000	2,450	25,000	
534003 POSTAGE	6	400	27	400	

# Personnel

PERSONNEL	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
542000 OFFICE SUPPLIES	2,635	2,200	1,236	2,200	
542001 PRINTING & STATIONERY	3,345	3,200	5,739	3,200	
542006 OFFICE FURN NOT CAPITALIZ	3,980	-	4,329	-	
549000 FOOD SUPPLIES & REFRESHMT	138	1,000	102	1,000	
558004 MAGAZINES & PUBLICATIONS	1,230	1,000	199	1,000	
558006 UNIFORMS	2,093	-	751	-	
571000 IN STATE TRAVEL	360	-	-	-	
571001 IN STATE CONFERENCES	860	1,000	2,105	1,000	
572000 OUT OF STATE TRAVEL	3,880	-	140	-	
573000 DUES AND MEMBERSHIPS	1,764	1,645	465	1,645	
578008 REIMB/ALLOWANCES	919	5,000	22	5,000	
578015 AWARDS	-	3,000	74	3,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>202,495</b>	<b>307,700</b>	<b>140,334</b>	<b>318,700</b>	<b>3.6%</b>
519016 ED INCENTIVES SMEA A	2,363	7,500	3,350	7,500	
519017 EDUCATIONAL INCENTIVE - B	15,867	37,010	19,593	35,000	
519018 ED INCENTIVE - FIRE ALARM	-	5,000	2,155	5,000	
519019 ED INCENTIVE - E911	-	3,500	-	3,500	
519020 SMEA EMPL FLUENCY BONUS	9,500	8,000	9,000	9,000	
571150 SMEA B TRAINING/CONF	-	-	199	-	
<b>SUBTOTAL SPECIAL ITEMS</b>	<b>27,729</b>	<b>61,010</b>	<b>34,298</b>	<b>60,000</b>	<b>-1.7%</b>
<b>PERSONNEL TOTAL</b>	<b>946,344</b>	<b>1,106,668</b>	<b>755,401</b>	<b>1,180,746</b>	<b>6.7%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	ROCHE, BILL	2,204.05	115,051.41	115,712.63
DEPUTY DIRECTOR	COOPER, CANDACE	1,697.44	88,606.37	89,115.60
PAYROLL MANAGER	SHEA, PHYLLIS	1,501.73	78,390.31	78,840.83
PAYROLL COORDINATOR	O'REGAN, MELANIE	1,015.14	52,990.31	53,294.85
PAYROLL ADMINISTRATIVE ASST.	GAFFNEY, PAUL	1,028.21	53,672.56	53,981.03
HR GENERALIST / OFFICE MANAGER	OLIVERA, JESSICA	990.38	51,697.84	51,994.95
HR GENERALIST / CIVIL SRVC MNGR	STEIN, DEBORAH	1,115.42	58,224.92	58,559.55
ADMINISTRATIVE ASSISTANT	JOY, DONNA	1,071.44	55,929.09	58,000.53
BENEFITS MANAGER	BROWN, MARIE BARBARA	1,430.61	74,677.84	75,107.03
BENEFITS SPECIALIST	VACANT	1,188.46	62,037.61	62,394.15
BENEFITS COORDINATOR	LALLY, MARY ALICE	1,170.15	61,081.83	63,382.88
RECRUITER (PT 20HRS)	VACANT/NEW	594.23	31,018.81	31,197.08

## 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 maximizes and enhances their productivity and their ability to provide ever improving city services.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	639,781	718,870	733,595	2.0%
Ordinary Maintenance	867,725	1,298,080	1,593,934	22.8%
General Fund Expenditures	1,507,506	2,016,950	2,327,529	15.4%

## CHANGES BETWEEN FY16 & FY17:

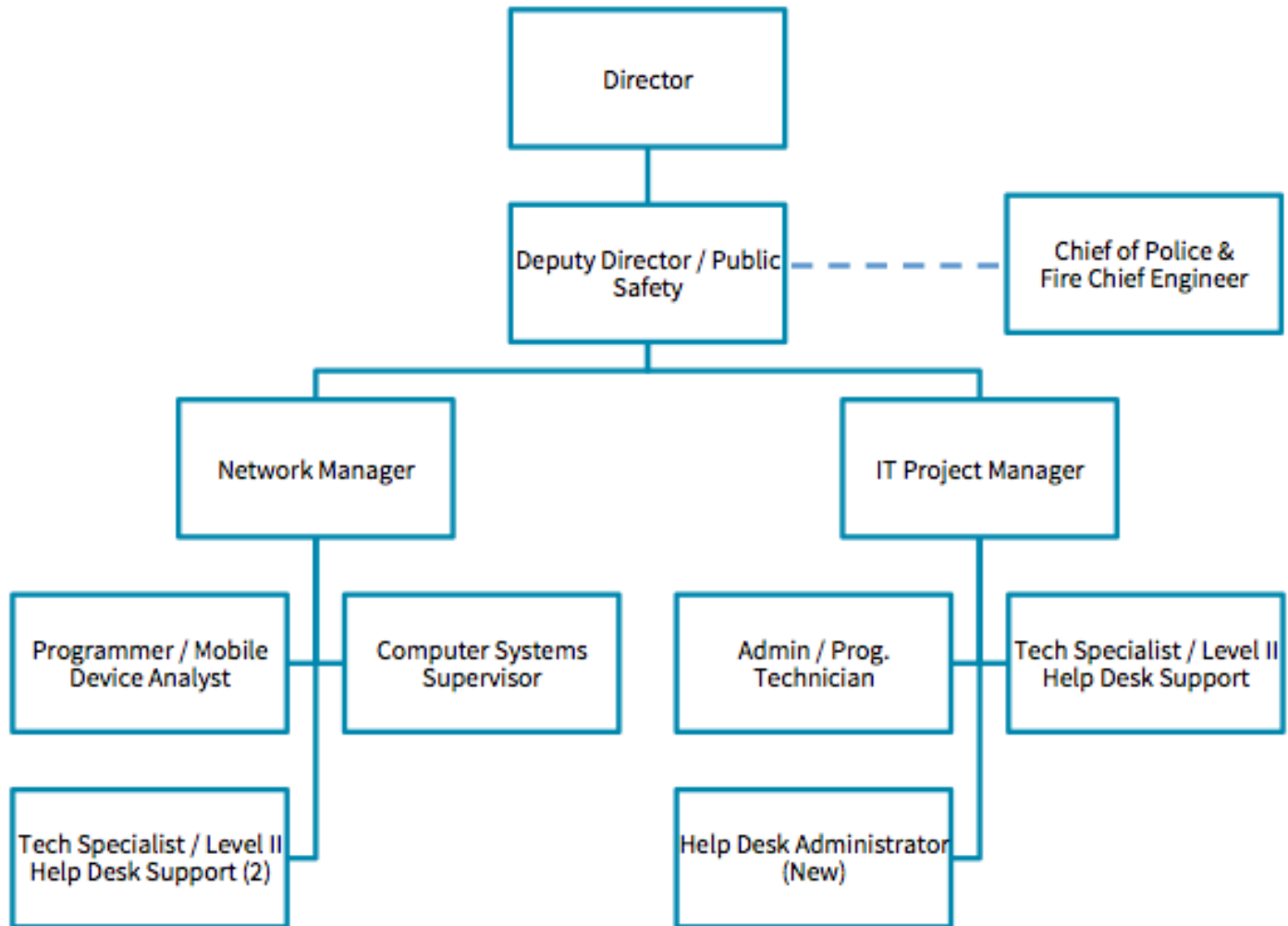
- In FY17, the position listed as Administrative/ Prog. Tech will be responsible for the administration of IT payroll, all procurements and the programming, tracking and maintenance of all mobile devices for all city departments, the analysis of all hardware and software procurements city wide and programming responsibilities for IT projects as directed by the IT Project Manager.
- A new position is included in this budget (with funding allocated in the Salary Contingency account pending labor negotiations), Admin/Level 1 Help Desk Support, that will report to the IT Project Manager and will assume responsibility for accounts payable for IT related bills and will assume Level 1 responsibilities with Help Desk Support.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## FY16 ACCOMPLISHMENTS:

- Successfully merged and converted the Police Department Email system into the City's Exchange system.
- Successfully converted City Exchange environment to the online "Cloud" environment.
- Consolidated and restructured the Police Active Directory Domain into the COS Active Directory Domain.
- Established COS Active Directory in the "Cloud".
- Reconfigured and upgraded the cabling, switches and routers of the 11 SHS computer labs and the SHS library.
- Successfully managed the E-Rate filings for FY2016, leveraging a four-to-one match of federal funds.
- Established and implemented a second IT core at DPW establishing redundancy for the COS IT network.
- Completed the virtualization of all targeted COS servers.
- Audited and re-established all COS Verizon circuits and lines under the State contract billing rate.
- Documented and trained city staff on CitizenServe application.
- Implemented new management and security tool for mobile devices.
- Built and installed a WEB application for tracking and monitoring snow plow vendors.
- Purchased, programmed and installed 10 laptops in SPD cruisers.
- Implemented PS/ALI into VoIP system.
- Supported SomerStat in the continued progress of the City's Open Data initiative.
- Oversaw and assisted in the Traffic & Parking migration to the new Xerox ticketing system.
- Assisted the Election Department with establishing online Census data collection.

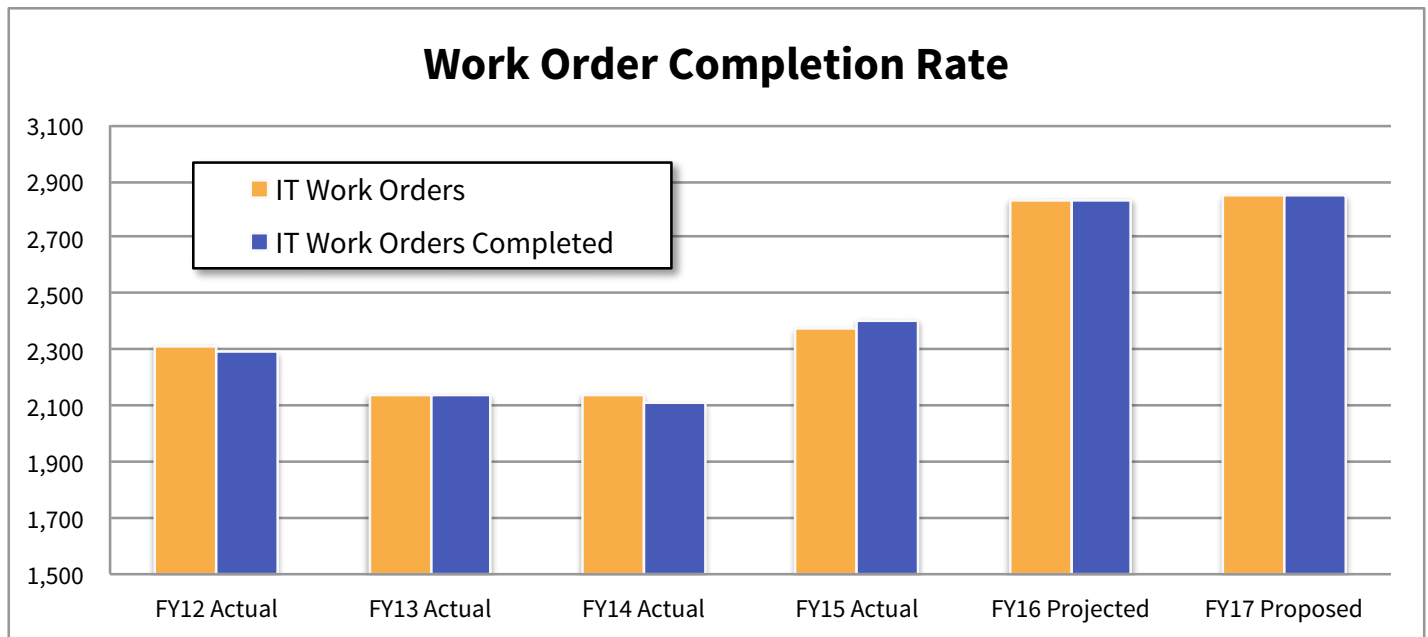
# Information Technology

## DEPARTMENT ORGANIZATION:



## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Work Orders Submitted	2,141	2,142	2,376	2,834	2,850
Work Orders Completed	2,140	2,111	2,406	2,836	2,850
Percent Completed	99.95%	98.55%	101%	100%	100%
Major Projects Completed or Ongoing	12	14	20	14	14
Smartphones & Tablets In-Use	35	77	325	325	434



## GOALS REVIEW:

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

1	Create an Exchange Online environment in the cloud.	Complete
2	Migrate existing Exchange data into the online environment.	Complete
3	Develop and implement Office 365 orientation training module and advanced Office 365 training module in coordination with HR.	New for FY17

### 2. Implement Munis modules.

1	Convert, test, train, and implement the Munis 10.5 Utility Billing module to replace existing Water & Sewer billing system.	Ongoing
2	Implement the Munis 10.5 HR/Payroll module for City and Schools.	Ongoing
3	Develop and implement Munis orientation training module and advanced Munis training module in coordination with Personnel.	New for FY17

### 3. Increase the usage and capacity of CitizenServe.

1	Document Citizenserve License & Permit module.	New for FY17
2	Document Citizenserve Reports & Reporting Procedures.	New for FY17

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

1	Decommission the IBM Legacy System.	Ongoing
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### 5. Continue server and desktop virtualization.

1	Complete the virtualization of all 2003 Windows servers.	Complete
2	Increase the number of virtualized desktops to 100.	Ongoing

# Information Technology

3	Plan for and create a virtualized ArcGIS server.	Complete
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## 6. Develop a data archive system.

1	Implement an online document management system for city archives.	Complete
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## 7. Upgrade the City's computer network infrastructure.

1	Increase the City's internet bandwidth to 500Mbps.	Complete, to 1Gbps
2	Consolidate and restructure CoS Active Directory domain to include the School Department domain.	New for FY17
3	Increase the use of fiber optics throughout the City network.	Ongoing
4	Begin a staggered upgrade of all City switches.	New for FY17
5	Maintain a 99.99% rate of uptime for city voice & data services.	Ongoing
6	Repair and upgrade the internal cabling at Healey Elementary School and West Somerville Elementary School.	New for FY17

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

1	Establish a COS Security Administrator.	New for FY17
2	Review and modify existing security policies, implement changes and strictly maintain all security policies city wide.	New for FY17
3	Implement a file backup & restoration system in the Cloud environment.	New for FY17
4	Establish and maintain a Continuation of Operation Plan for all departments (CoOP).	New for FY17
5	Manage and maintain security access for all city buildings and employees.	New for FY17
6	Work with Police and School departments to improve security monitoring policies and devices.	New for FY17
7	Implement a PS/ALI solution for emergency responders.	New for FY17

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

1	Convert the Public Safety radio system to a fiber-based system.	New for FY17
2	Procure a new contract for the repair and maintenance of the radio communication system.	New for FY17



# Information Technology

## BUDGET:

INFORMATION TECHNOLOGY	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	634,881	711,265	575,844	716,624	
513000 OVERTIME	-	-	-	7,800	
514006 LONGEVITY	4,550	4,550	2,275	4,700	
515006 HOLIDAYS NON-UNION	-	1,521	1,520	2,334	
515011 HOLIDAYS - S.M.E.A.	-	1,184	1,183	1,787	
519004 UNIFORM ALLOWANCE	350	350	350	350	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>639,781</b>	<b>718,870</b>	<b>582,211</b>	<b>733,595</b>	<b>2.0%</b>
524015 REPAIRS COMPUTER EQUIPMT	12,684	23,000	54,855	112,888	
524033 MAINT SOFTWARE	369,491	516,000	397,992	703,068	
527006 LEASE - PHOTOCPIER EQUIP	41,916	55,000	41,238	59,115	
530000 PROF & TECH SERVICES	17,500	35,000	12,869	47,000	
530008 EMPLOYEE TRAINING COURSES	29,370	30,800	-	30,800	
530028 SOFTWARE	77	85,000	-	112,538	
530032 E-RATE	-	-	-	48,077	
534001 PHONE MAINTENANCE	-	-	-	400	
534002 CELLUAR & PAGING SERVICES	107,455	130,000	97,635	159,000	
534003 POSTAGE	-	200	-	200	
534007 PSTN-USAGE	36,433	49,000	1,166	47,000	
534008 WEB SITE COSTS	1,465	-	-	-	
534009 INTERNET MAINTENANCE	25,603	39,000	20,652	32,500	
542000 OFFICE SUPPLIES	1,040	1,500	587	1,500	
542004 COMPUTER SUPPLIES	4,984	15,000	2,135	10,000	
542007 COMPUTER EQUIPMENT	174,505	300,000	137,321	200,268	
542010 CELLULAR DEVICES	9,917	3,750	15,761	3,750	
572000 OUT OF STATE TRAVEL	2,264	-	-	-	
573000 DUES AND MEMBERSHIPS	-	830	-	830	
585019 CABLEING	33,020	14,000	25,706	25,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>867,725</b>	<b>1,298,080</b>	<b>807,917</b>	<b>1,593,934</b>	<b>22.8%</b>
<b>INFORMATION TECHNOLOGY TOTAL</b>	<b>1,507,506</b>	<b>2,016,950</b>	<b>1,390,128</b>	<b>2,327,529</b>	<b>15.4%</b>

# Information Technology

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	DESMOND, BRUCE	2,093.54	109,282.79	109,910.85
DY. DIRECTOR / PS MANAGER	HINDLE, LARA	1,592.69	83,138.42	83,616.23
NETWORK MANAGER	GOODRIDGE, DAVID	1,551.63	80,995.09	81,460.58
IT SPECIALIST / PUBLIC SAFETY	SANTANA, MIGUEL	1,077.20	56,229.84	56,553.00
IT PROJECT MANAGER	SLONINA, DAVID	1,462.25	76,329.45	76,768.13
SUPV COMPUTER SYSTEMS	SANTOS, JOSEPH	1,788.02	86,540.17	95,286.49
		1,791.88	6,809.14	
COMP TECH / SYS ADMN	DASILVA, EDWARD	1,508.90	10,864.08	80,792.11
		1,512.76	68,074.20	
ADMIN PROG / TECHNICIAN	VICENTE, TERESA	1,471.85	44,155.50	78,608.20
		1,475.71	32,760.76	
IT SERVER SUPPORT TECH	VACANT	1,177.08	61,443.58	62,796.70

## MISSION STATEMENT:

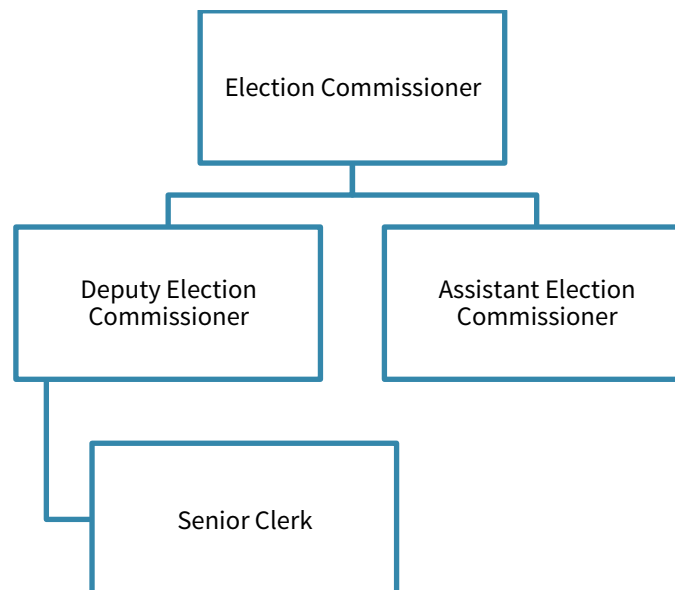
To conduct elections, oversee the collection of census data, and maintain a collection of public records including voter and resident lists, campaign finance records, and election results. The Election Department conducts fair and orderly elections by distributing and administering nomination papers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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	339,640	378,554	506,774	33.9%
Ordinary Maintenance	89,178	189,650	120,145	-36.6%
General Fund Expenditures	428,818	568,204	626,919	10.3%

## CHANGES BETWEEN FY16 & FY17:

- Early voting will require additional funding and staff to accommodate 2 or more polling locations for 11 days prior to the November 8th Presidential Election.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

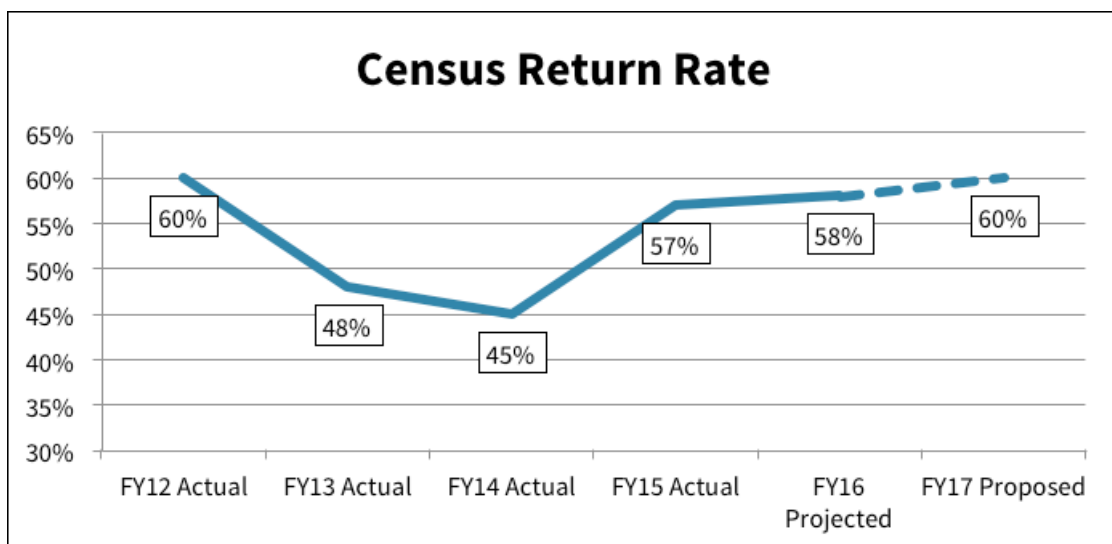
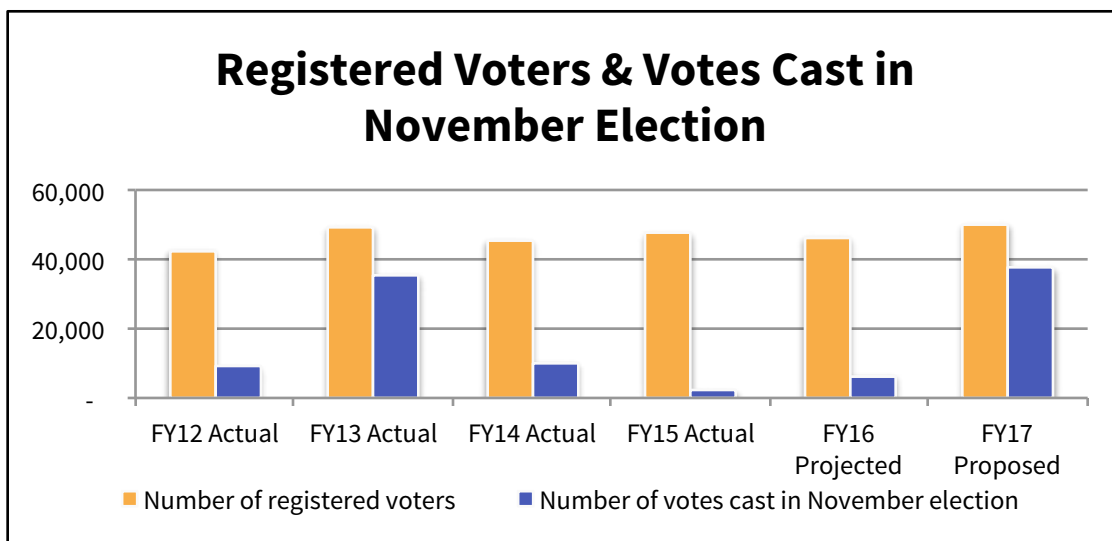
- Conducted three successful elections – including 7,662 ballots cast in the September & November 2015 Municipal Elections and 24,418 ballots cast in the March 1, 2016 Presidential Primary
- Completed the process of acquiring new voting machines (DS200). Completed in-house and poll worker training of the machines, including three formal training sessions and over a dozen individual trainings with poll workers.
- Ran trainings with local elected officials to transition reporting requirements from the Somerville elections office to the state office. All municipal Campaign Finance Reports were 100% compliant.

# Elections

- Updated design and reduced costs for annual census.
- Collected and promptly posted all campaign finance reports to the City website in accordance with the Mayor's Goal #6: Accountability and Transparency.
- Posted all Campaign Finance Reports and voting results on the city website in accordance with the Mayor's Goal #6: Accountability and Transparency.
- Implemented new procedures to process online voter registrations.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Census return rate	45%	57%	58%	60%
Number of registered voters	45,451	47,454	46,314	50,000
Number of votes cast in November election	10,241	22,88	6,546	37,500



## 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
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### 2. Conduct impartial and efficient elections.

1	Maintain security of ballots and comply with all state regulations during new Early Voting process.	New for FY17
2	Train election volunteers to ensure smooth operation of new voter machines during Presidential election.	New for FY17
3	Collaborating with Somerstat, analyze voter turnout in past elections to optimize potential locations for early voting.	New for FY17
4	Collaborating with the School Superintendent, recruit High School Students to work at the polls on non-school election days.	New for FY17

### 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 update City's election webpage and post final election results on the City's website as they arrive.	Ongoing

## BUDGET:

ELECTIONS		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	244,290	243,584	190,744	247,720	
511002	SALARIES - MONTHLY	8,400	10,800	9,000	10,800	
512000	SALARIES & WAGES TEMPOR'Y	58,129	97,880	57,600	211,714	
513000	OVERTIME	13,017	25,000	19,470	35,000	
514006	LONGEVITY	1,250	-	-	-	
515006	HOLIDAYS NON-UNION	-	285	285	437	
515011	HOLIDAYS - S.M.E.A.	-	655	496	753	
515012	PERFECT ATTENDANCE	600	-	300	-	
519004	UNIFORM ALLOWANCE	350	350	-	350	
519013	OTHER LUMP SUM PAYMENTS	13,604	-	-	-	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>339,640</b>	<b>378,554</b>	<b>277,895</b>	<b>506,774</b>	<b>33.9%</b>
524034	MAINT CONTRACT-OFFC EQUIP	329	950	-	300	
527001	RENTALS-BUILDINGS	715	1,000	490	3,895	
530000	PROF & TECH SERVICES	12,589	17,000	5,217	17,000	
530011	ADVERTISING	7,481	11,000	1,918	12,000	

# Elections

ELECTIONS	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
534003 POSTAGE	42,345	43,000	11,400	43,000	
542000 OFFICE SUPPLIES	3,496	3,000	1,534	7,000	
542001 PRINTING & STATIONERY	9,003	18,750	6,637	18,750	
542005 OFFICE EQUIP NOT CAPITALIZ	-	-	3,482	-	
542008 BOOKS & BOOKBINDING	-	500	-	500	
549000 FOOD SUPPLIES & REFRESHMT	400	650	527	1,000	
571000 IN STATE TRAVEL	729	750	343	-	
571001 IN STATE CONFERENCES	-	-	-	1,500	
573000 DUES AND MEMBERSHIPS	-	200	-	200	
578016 CENSUS	12,092	15,000	6,326	15,000	
578017 SPECIAL ELECTION	-	77,850	54,656	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>89,178</b>	<b>189,650</b>	<b>92,531</b>	<b>120,145</b>	<b>-36.6%</b>
<b>ELECTIONS TOTAL</b>	<b>428,818</b>	<b>568,204</b>	<b>370,426</b>	<b>626,919</b>	<b>10.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHAIRMAN	SALERNO, NICHOLAS	1,454.01	75,899.32	76,335.53
DEPUTY ELECTION COMMISSIONER	PIEROTTI, MARIA	1,300.59	67,890.80	68,280.98
ASSISTANT ELECTION COMMISSIONER	ARRUDA, MEGAN	1,206.39	57,665.44	63,520.76
		1,248.50	5,493.40	
SR. CLERK	FORRISTALL, SHEILA	740.73	7,407.30	41,358.23
		790.61	33,363.74	

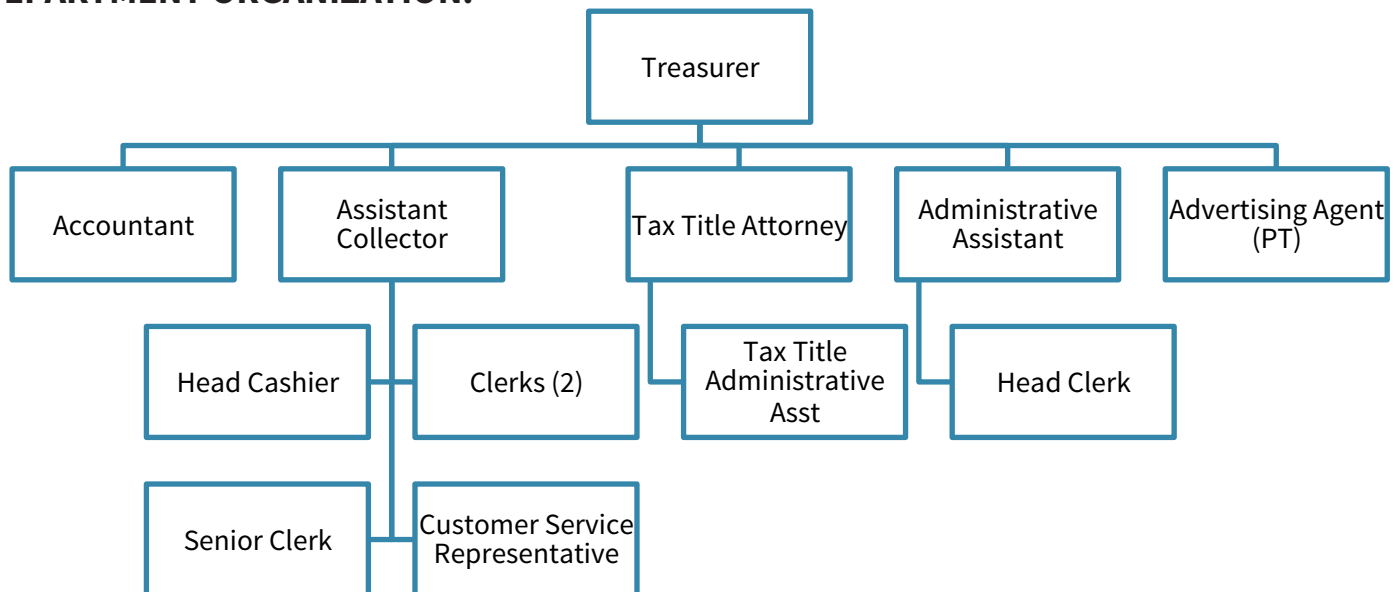
**MISSION STATEMENT:**

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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	601,944	655,717	662,214	1.0%
Ordinary Maintenance	237,245	286,690	264,990	-7.6%
General Fund Expenditures	839,189	942,407	927,204	-1.6%

**CHANGES BETWEEN FY16 & FY17:**

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

**DEPARTMENT ORGANIZATION:****FY16 ACCOMPLISHMENTS:**

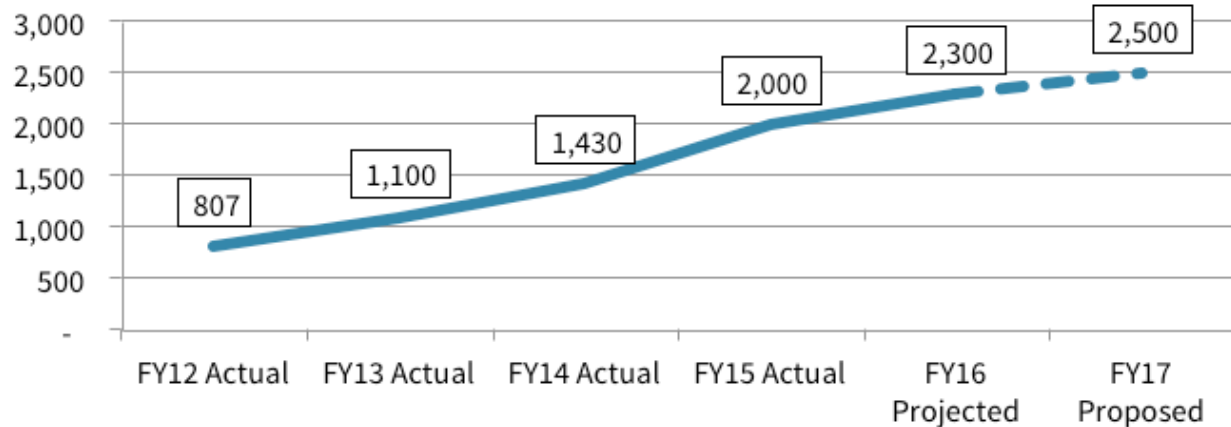
- Reduced tailings items to 200 from 2,000 in 2012.
- Reduced Tax Title properties to 70 from 217 in 2012.
- Provided debt service advice and projections for the Finance Department's long-range Capital Planning.



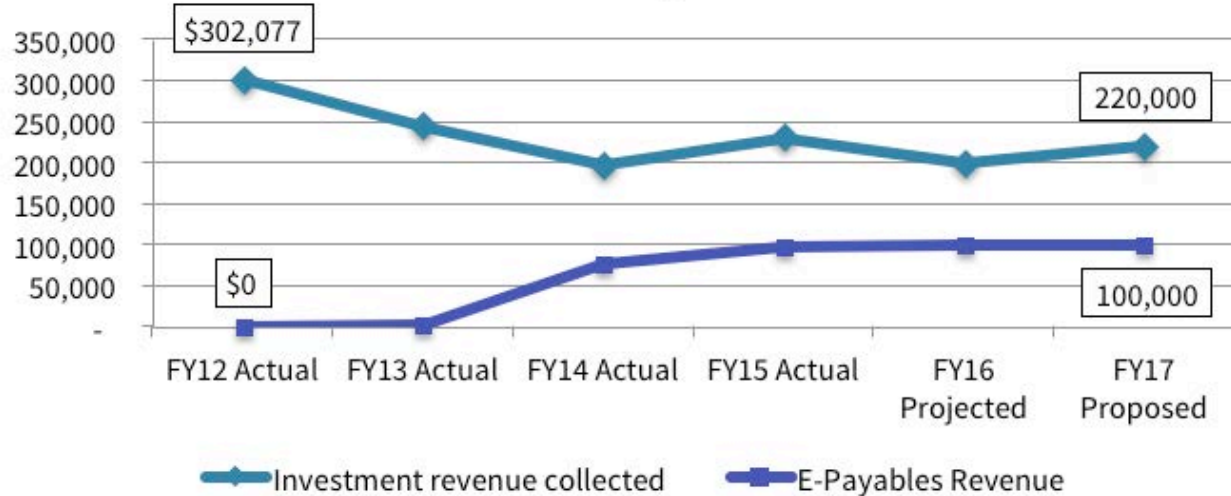
## PERFORMANCE METRICS:

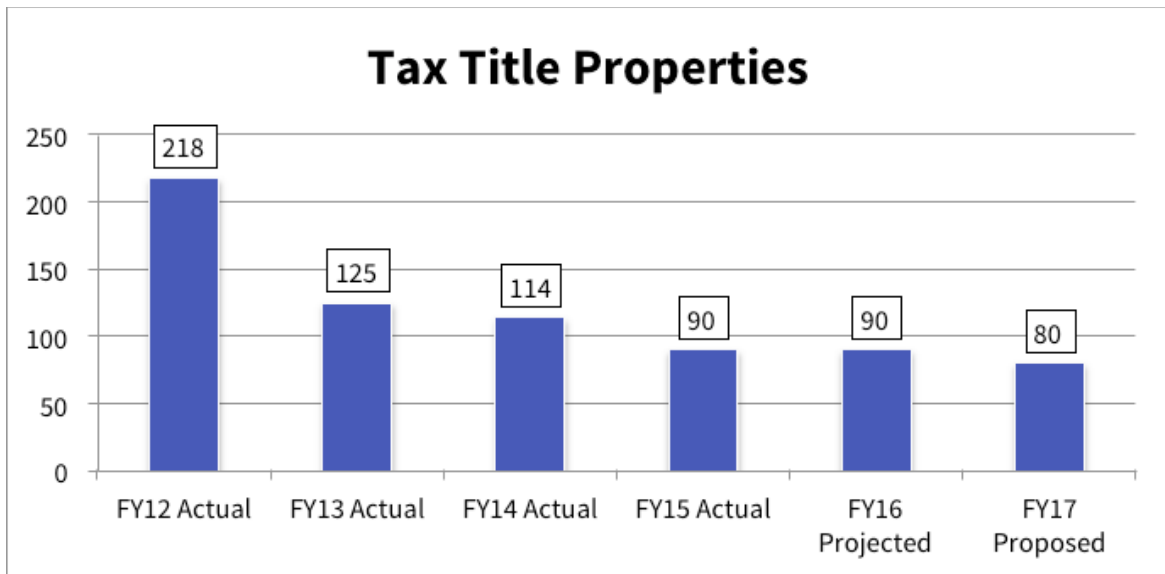
MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Percent of real estate taxes collected	99.89%	99.52%	99.75%	99.75%
Number of tax title properties	114	90	90	80
Number of internet customers	1,430	2,000	2,300	2,500
Investment revenue collected	\$195,726	\$231,000	\$200,000	\$220,000
E-Payables revenue	\$76,589	\$97,103	\$100,000	\$100,000

### Number of Online Customers



### Investment & E-Payables Revenue





## GOALS REVIEW:

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

- |   |         |
|---|---------|
| 1 Refine the Residents' Tax Guide with Assessing and Communications to enhance transparency and educate customers.                      | Ongoing |
| 2 Collaborate with SomerStat to visualize and share interesting data with the public through the City's Key Systems Indicators website. | Ongoing |

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

- |  |              |
|--|--------------|
| 1 Further develop e-payables process to generate revenue and reduce postage costs. | Ongoing      |
| 2 Develop an OPEB Investment Policy and a long-term funding plan.                  | New for FY17 |

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

- |  |              |
|--|--------------|
| 1 Assist in the implementation of the HRIS System.   | Ongoing      |
| 2 Enhance cooperation across operating departments for revenue projections, billing, and collection. | Ongoing      |
| 3 Develop policies and procedures to implement HRIS tax processing.                                  | New for FY17 |
| 4 Strengthen monthly receivable reconciliation process to ensure accurate and timely information.    | New for FY17 |

# Treasury

## BUDGET:

TREASURY	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	590,723	640,259	502,103	646,796	
513000 OVERTIME	5,133	6,400	3,702	6,400	
514006 LONGEVITY	4,250	4,500	2,250	3,300	
514008 OUT OF GRADE	88	600	-	600	
515006 HOLIDAYS NON-UNION	-	1,034	1,034	1,584	
515011 HOLIDAYS - S.M.E.A.	-	1,174	1,173	1,784	
519004 UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>601,944</b>	<b>655,717</b>	<b>512,012</b>	<b>662,214</b>	<b>1.0%</b>
524007 REPAIRS OFFICE EQUIPMENT	1,070	920	684	920	
530000 PROF & TECH SERVICES	14,341	17,000	10,140	17,000	
530008 EMPLOYEE TRAINING COURSES	933	1,400	-	1,400	
530011 ADVERTISING	11,194	10,000	3,842	10,000	
530012 DATA PROCESSING/PAYROLL	107,539	111,000	78,943	87,000	
530026 BANK CHARGES	31,754	35,000	24,866	35,000	
534003 POSTAGE	51,715	77,000	22,155	77,000	
542000 OFFICE SUPPLIES	2,626	4,200	851	4,200	
542001 PRINTING & STATIONERY	2,061	8,000	4,988	8,000	
542005 OFFICE EQUIPMENT	-	1,000	-	1,000	
542006 OFFICE FURN NOT CAPITALIZ	119	-	-	-	
558004 MAG/NEWS SUBSCRIPTIONS	684	870	459	870	
571000 IN STATE TRAVEL	327	-	-	-	
571001 IN STATE CONFERENCES	599	1,600	300	1,600	
573000 DUES AND MEMBERSHIPS	1,360	1,100	765	1,400	
574000 INSURANCE PREMIUMS	2,600	2,600	2,600	2,600	
578012 LAND COURT PROCEEDINGS	8,325	15,000	12,990	17,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>237,245</b>	<b>286,690</b>	<b>163,583</b>	<b>264,990</b>	<b>-7.6%</b>
<b>TREASURER TOTAL</b>	<b>839,189</b>	<b>942,407</b>	<b>675,594</b>	<b>927,204</b>	<b>-1.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
TREASURER/COLLECTOR	FORCELLESE, PETER JR	1,697.44	88,606.37	89,115.60
ASSISTANT COLLECTOR	SHUTE, JOAN	1,230.70	64,242.54	64,611.75
TAX TITLE ATTORNEY (PT)	WESSLING, CAROL	1,094.44	57,129.77	57,458.10
TAX TITLE ADMINISTRATIVE ASSISTANT (PT)	DONOVAN-DE-KLERK, JANNEKE	489.25	25,538.85	25,538.85

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
TREASURY ACCOUNTANT	LOWENSTEIN, RIE	1,256.84	65,607.05	65,984.10
ADMINISTRATIVE ASSISTANT	TOBIN, FRED	1,602.37	72,106.65	85,402.99
		1,606.23	11,564.86	
HEAD CLERK	STILLINGS, DEBBIE	961.46	50,188.21	51,876.65
HEAD CASHIER	BARROWS, LUCY	894.52	46,693.94	47,812.30
PRINCIPAL CLERK II	KELLY, JULIA	879.23	45,895.81	46,509.58
PRINCIPAL CLERK II	REED, STEPAHANIE	829.42	28,366.16	45,301.09
		879.23	15,826.14	
SENIOR CLERK	VACANT	740.73	38,666.11	39,238.33
CUSTOMER SERVICE REP (PT)	DIPASQUALE, JULIE	324.78	16,953.52	16,953.52
ADVERTISING AGENT (PT)	LIDDELL, JOAN	371.83	19,409.53	19,409.53

# Auditing

## MISSION STATEMENT:

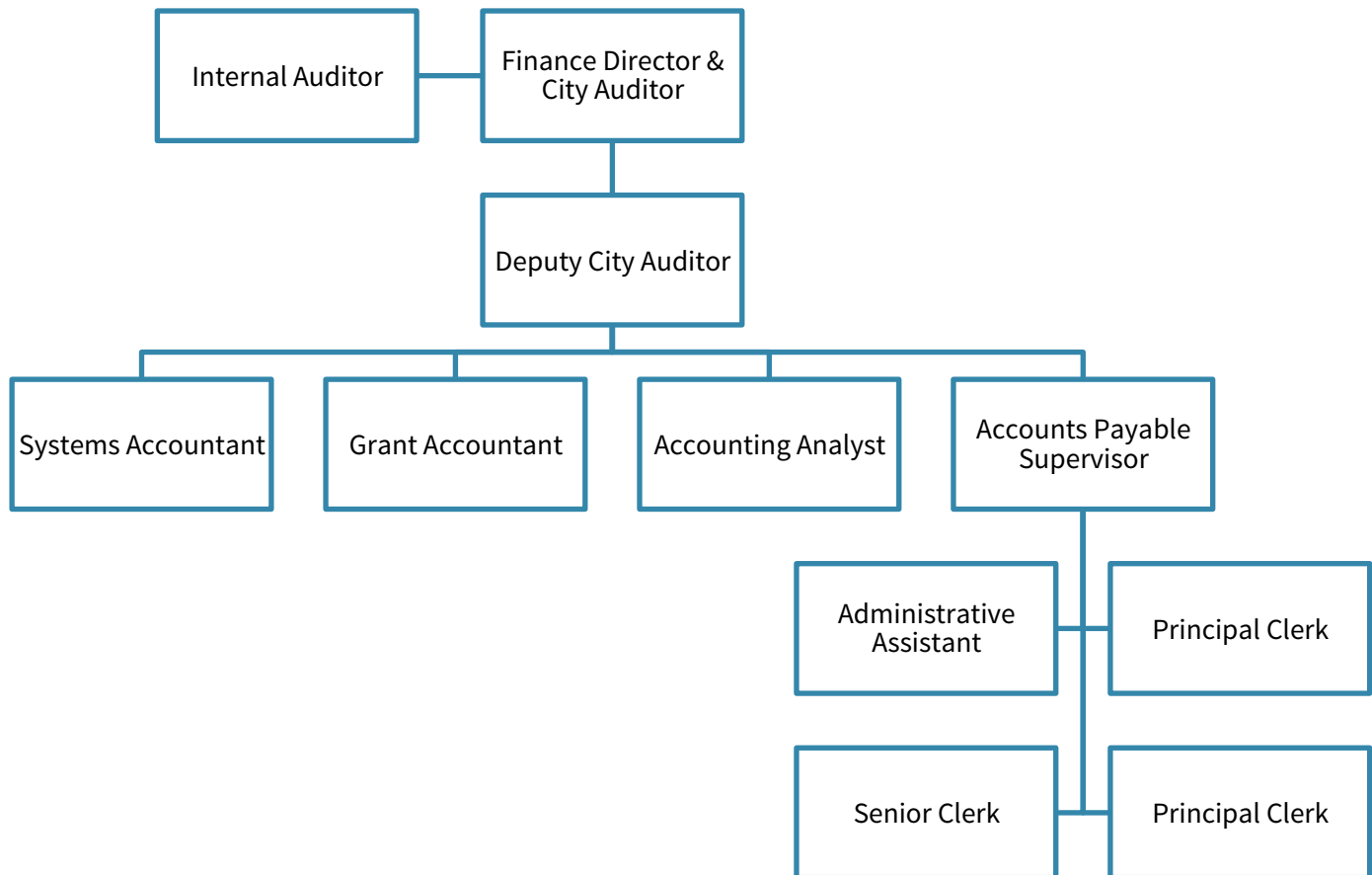
To protect the fiduciary interests of the City by providing independent, timely oversight of the City's finances, and by ensuring that financial transactions are executed legally, efficiently, and effectively. The Auditing Division serves as a barrier to potential fraud or misuse of city resources.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	685,823	750,232	790,935	5.4%
Ordinary Maintenance	104,353	106,995	112,325	5.0%
General Fund Expenditures	790,196	857,227	903,260	5.4%

## CHANGES BETWEEN FY16 & FY17:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.
- Increase in External Audit Contract due to new Government Accounting Standards Board (GASB) requirements.

## DEPARTMENT ORGANIZATION:

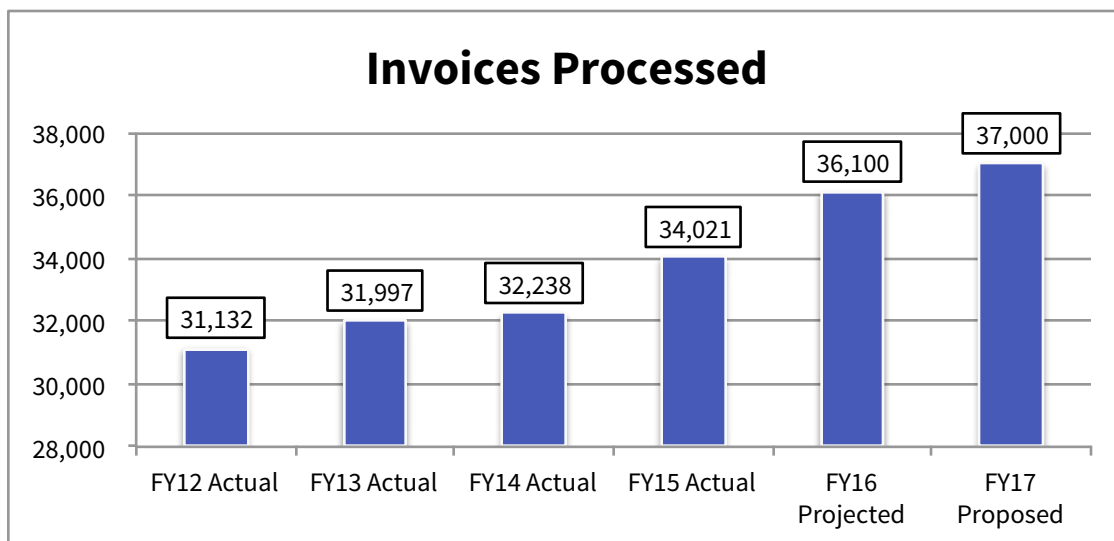


**FY16 ACCOMPLISHMENTS:**

- Completed the FY15 Comprehensive Annual Financial Report (CAFR).
- Awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY14 CAFR. Third Consecutive Year Somerville has received this award.
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City of Somerville FY2015 Municipal Budget.
- Maintained an AA+ credit rating.
- Attained \$11,512,278 in “Free Cash” in State Department of Revenue Certification, the highest amount certified in the City’s history.
- Expanded Stabilization Fund Reserves from \$15,495,452 to \$23,682,116.
- Grew the General Fund Equity by \$3,682,454.

**PERFORMANCE METRICS:**

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
General Fund Equity	\$46,535,247	\$50,217,701	\$52,500,000	TBD
Free Cash	\$10,651,386	\$11,512,278	TBD	TBD
Revenue—Budget to Actual	101.4%	101%	102.5%	100%
Expenditures—Budget to Actual	98.0%	97.8%	98.0%	98.0%
Number of Warrants Processed	88	102	90	95
Number of Invoices Processed	32,238	34,021	36,100	37,000
Number of ACI Payments (Electronic)	863	972	975	990



# 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, 2015.	Completed
2	Expand Capital Investment Plan to include projects spanning 10 years with debt service projections.	Completed
3	Update the 10-year General Fund projection of revenues and expenditures upon passage of the FY2016 Budget.	Completed
4	Produce study with outside consultant to analyze the impact of the Green Line Extension on real property values.	Completed
5	Coordinate the process of the water-sewer rate study. Nationally known consulting firm Woodard & Curran selected by Finance, Capital Projects, and Water Departments conducted a cost of service/rate study of the water and sewer use charges.	Completed
6	Formulate plan to address Snow and Ice Deficit.	Completed
7	Explore and evaluate alternative funding strategies to implement the City's \$50 million commitment to the Green Line Extension Project.	Ongoing
8	Explore and evaluate alternative funding strategies to implement the proposed projects in the FY2016-2025 Capital Investment Plan.	Ongoing
9	Conduct an OPEB Actuarial Valuation Study at June 30, 2016.	New for FY17
10	Develop an Investment Policy for OPEB.	New for FY17
11	Capture OPEB contributions from Enterprise Funds.	New for FY17
12	Participate on the Somerville High School Building Committee. Explore and evaluate funding strategies for the construction of Somerville High School.	Ongoing
13	Continue to coordinate the development and review of all current formal investment, debt service, and reserve policies to ensure maintenance of our current AA+ and Aa2 bond ratings and prepare for a rating upgrade.	Ongoing

### 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.	New for FY17
2	Collaborate on the installation of MUNIS Payroll and MUNIS Utility Billing.	Ongoing
3	Collaborate with the Treasurer to expand the number of City programs accepting online and point-of-sale revenue collections via credit card.	Ongoing
4	Increase the number of vendors paid through Electronic Funds Transfer (EFT) rather than with a physical check and monitor effectiveness.	Ongoing
5	Continue the use of scanning technology to scan documents into a shared drive for journal entries and budget submissions.	Completed



6	Establish an internal grant repository for easy access to data and documents.	Completed
7	Actively test and assist in the MUNIS Version 10.5 conversion.	Completed
8	Create new training manuals for MUNIS Version 10.5 conversion.	Ongoing
9	Audit Police Detail Process and offer constructive system improvements to expedite payment and ensure revenue recognition.	Ongoing
10	Develop an indirect cost rate plan for federal government grant applications	New for FY17

### 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, notices on the City's website, and on the City's cable channel.	Ongoing
2	Publish the City's FY15 Comprehensive Annual Financial Report.	Completed
3	Develop the City's FY16 Comprehensive Annual Financial Report.	New for FY17
4	Continue to update and display the Open Checkbook and Budget to Actual Reports on the City Website.	Ongoing
5	Publish financial performance data based on the International City Management Association (ICMA) guide "Evaluating Financial Condition".	New for FY17
6	Provide structured training to departmental personnel on municipal finance policies and procedures.	Ongoing
7	Monitor reconciliation of grant accounts to prevent deficit spending.	Ongoing
8	Monitor reconciliation of all receivables.	Ongoing
9	Conduct periodic audits on cash, payroll, and assets.	Ongoing

### BUDGET:

AUDITING	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	672,630	732,344	550,997	770,229	
512000 SALARIES & WAGES TEMPOR'Y	927	2,080	-	2,080	
513000 OVERTIME	5,867	6,732	4,282	7,500	
514006 LONGEVITY	5,000	5,100	2,550	5,300	
515006 HOLIDAYS NON-UNION	-	1,004	1,003	2,064	
515011 HOLIDAYS - S.M.E.A.	-	1,572	1,572	2,362	
515012 PERFECT ATTENDANCE	-	-	800	-	
519004 UNIFORM ALLOWANCE	1,400	1,400	1,400	1,400	
<b>SUBTOTAL PERSONAL SERVICE</b>	<b>685,823</b>	<b>750,232</b>	<b>562,603</b>	<b>790,935</b>	<b>5.4%</b>
524034 MAINT CONTRACT-OFFC EQUIP	465	725	349	725	
530008 EMPLOYEE TRAINING COURSES	1,629	1,100	1,275	2,500	

# Auditing

AUDITING	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
530009 ACCOUNTING AND AUDITING	88,479	90,000	60,475	93,900	
530011 ADVERTISING	340	-	-	-	
530028 SOFTWARE SERVICES	139	-	370	-	
534003 POSTAGE	35	50	35	50	
534015 FEE	550	550	550	550	
542000 OFFICE SUPPLIES	2,385	3,000	1,486	2,800	
542001 PRINTING & STATIONERY	229	300	254	300	
542005 OFFICE EQUIPMENT	-	500	-	500	
542008 BOOKS & BOOKBINDING	500	500	141	500	
558004 MAG/NEWS SUBSCRIPTIONS	-	300	249	300	
558013 DEPARTMENTAL REPORTS	7,056	7,500	3,160	7,500	
571000 IN STATE TRAVEL	200	200	142	200	
571001 IN STATE CONFERENCES	745	670	805	900	
573000 DUES AND MEMBERSHIPS	1,600	1,600	1,507	1,600	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>104,353</b>	<b>106,995</b>	<b>70,798</b>	<b>112,325</b>	<b>5.0%</b>
<b>AUDITING TOTAL</b>	<b>790,196</b>	<b>857,227</b>	<b>633,401</b>	<b>903,260</b>	<b>5.4%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FINANCE DIRECTOR/CITY AUDITOR	BEAN, EDWARD	2,500.00	130,500.00	131,250.00
DEPUTY CITY AUDITOR	CODY, IDA	1,894.18	98,876.20	99,444.45
INTERNAL AUDITOR	HOLAK, CHRIS	1,294.22	67,558.28	67,946.55
ACCOUNTING ANALYST	CRUZ, CHERYL	1,188.46	62,037.61	62,394.15
ACCOUNTS PAYABLE SUPERVISOR	LIPMAN, ANITA	1,524.14	67,366.99	80,649.00
		1,528.00	12,224.00	
SYSTEMS ACCOUNTANT	JOHNSON, MONIQUE	1,342.84	23,902.55	70,970.38
		1,356.54	46,664.98	
GRANT ACCOUNTANT	O'CONNELL, WILLIAM	1,299.81	67,850.08	69,840.03
ADMINISTRATIVE ASSISTANT	LIBERATORE, JO-ANN	1,071.44	55,929.17	58,000.60
PRINCIPAL CLERK I	MACMULLEN, DIANE	912.10	47,611.62	48,835.25
PRINCIPAL CLERK I	LANDRY, KATHRYN	912.10	47,611.62	48,835.25
SENIOR CLERK	CARRON, CORRIE	806.42	42,095.12	43,187.05

## MISSION STATEMENT:

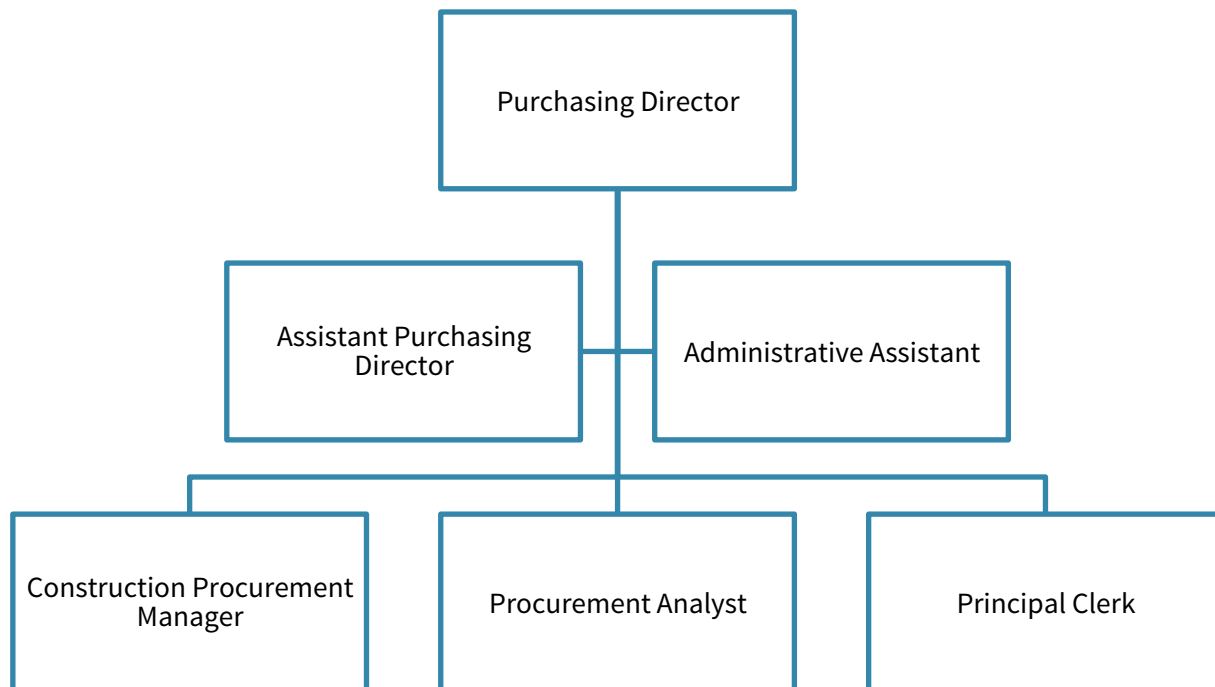
To assist City departments in obtaining the best possible value of services and supplies in a timely fashion. To ensure compliance with all state statutes and local ordinances as well as to flag areas for potential abuse.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	372,716	387,381	395,044	2.0%
Ordinary Maintenance	27,635	32,900	38,050	15.7%
General Fund Expenditures	400,351	420,281	433,094	3.0%

## CHANGES BETWEEN FY16 & FY17:

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

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

- Introduced revisions to City ordinance and City Charter to strengthen and clarify signature requirements on written contracts, and to align dollar thresholds for written contracts with current Massachusetts General Laws. Pending approval by the state legislature, the changes will be implemented and are expected to save time and resources.
- Implemented new and updated City's standard contract template suite for supplies and services.
- Finalized updated contract templates for School Department use.
- Completed extensive review and update of City's standard contract templates for design and started review of standard contract for public construction (ongoing project with Law Department).
- As of early May 2016, managed 88 advertised bids. This volume represents a decrease over the past two fiscal years that saw unprecedented growth. The total number of advertised bids has grown from 74 in FY12 to 108 in FY15.

# Purchasing

- As of mid May 2016, prepared and executed approximately 570 contracts, including 420 new contracts and 170 collaborative/statewide contracts, renewals, amendments, or change orders.
- As of mid May 2016, approved and issued 6,140 purchase orders.
- Created capital project management team with SomerStat that developed and tested a project management and tracking tool.
- Developed a cloud-based RFP evaluation form that enables evaluation team members and Purchasing staff to complete, collect, analyze and tabulate RFP evaluation data in about half the time of the pre-existing process on paper or scanned images of the forms.
- Participated in U.S. Sustainable Development Network project as a Tier I City (with Office of Sustainability and Environment) to develop a “sustainable procurement playbook” that is scheduled to be complete by fall 2016.
- Completed transition from hard-copy, paper bid documents to online bid documents, specifically with regard to large-scale plans and specifications for public works construction projects. Consequently, the City is saving approximately \$2,000 annually in printing costs, reducing paper use and storage of large paper documents.

## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Number of purchase orders processed	6,867	7,203	7,481	6,400-6,700	6,400-6,700
Number of contracts, change orders, and amendments processed	532	536	645	600-630	450-500
Number of bids \$35,000 and over	87*	99	108	95	85-95

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

## GOALS REVIEW:

### 1. Save time and reduce paper use in contract signing and processing.

1	Introduce digital signature tool for all City contracts (with Information Technology Department).	New for FY17
2	Develop and implement procedures for digital signatures for City contracts.	New for FY17
3	Migrate from paper-based to electronic-based original contracts.	New for FY17

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

1	Work with Office of Sustainability and Environment on a “sustainable procurement playbook” as a Tier I City with a network of U.S. communities.	Ongoing
2	Identify and prioritize sustainable procurement opportunities.	Ongoing
3	Prepare and implement sustainable procurement policies.	Ongoing

## 3. Ensure City's contracts protect and reflect the City's contemporary needs and interests.

1	Finalize and implement updates to standard contract for public construction (with Law Department).	Ongoing
2	Train (with Law and Auditing Departments) City staff in best practices in contract administration.	Ongoing

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

1	Facilitate strategic procurement planning with departments to bid construction projects when competition is likely to be highest.	Ongoing
2	Research and determine appropriate collaborative purchasing opportunities.	Ongoing
3	Utilize spending analysis in procurement planning with departments to improve accuracy of estimating costs, and to understand total cost of ownership.	Ongoing
4	Lead procurement phase of major projects including the Somerville High School and West Branch Library with Capital Projects, OSPCD, and the School Department, among others.	Ongoing

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

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

## 6. Improve operational efficiency of purchasing functions.

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

# Purchasing

## BUDGET:

PURCHASING	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	371,516	384,713	312,610	391,591	
514006 LONGEVITY	500	500	250	500	
515006 HOLIDAYS NON-UNION	-	1,082	1,081	1,664	
515011 HOLIDAYS - S.M.E.A.	-	386	386	589	
519004 UNIFORM ALLOWANCE	700	700	700	700	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>372,716</b>	<b>387,381</b>	<b>315,027</b>	<b>395,044</b>	<b>2.0%</b>
524007 REPAIRS OFFICE EQUIPMENT	150	100	150	100	
527015 RENTALS EQUIPMENT	7,615	9,600	5,660	9,600	
530008 EMPLOYEE TRAINING COURSES	-	-	75	200	
530011 ADVERTISING	7,047	7,500	5,301	8,200	
530024 TUITION	1,140	1,800	1,390	3,800	
530028 SOFTWARE SERVICES	-	-	-	1,750	
542000 OFFICE SUPPLIES	9,786	12,000	8,479	11,500	
542001 PRINTING & STATIONERY	-	100	-	100	
542006 OFFICE FURNITURE	399	300	925	1,000	
558004 MAG/NEWS SUBSCRIPTIONS	129	150	129	150	
571000 IN STATE TRAVEL	316	150	137	250	
571001 IN STATE CONFERENCES	355	500	215	600	
573000 DUES AND MEMBERSHIPS	700	700	200	800	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>27,635</b>	<b>32,900</b>	<b>22,660</b>	<b>38,050</b>	<b>15.7%</b>
<b>PURCHASING TOTAL</b>	<b>400,351</b>	<b>420,281</b>	<b>337,688</b>	<b>433,094</b>	<b>3.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PURCHASING DIRECTOR	ALLEN, ANGELA	1,681.11	87,753.94	88,258.28
ASSISTANT PURCHASING DIRECTOR	NOSNIK, ALEXANDER	1,352.65	70,608.33	71,014.13
CONSTRUCTION PROCUREMENT MGR	DELUCA, ORAZIO	1,280.10	66,821.22	67,205.25
PROCUREMENT ANALYST	RICHARDS, MICHAEL	1,230.48	64,231.06	64,600.20
ADMINISTRATIVE ASSISTANT	TANNER, BONNIE	1,071.43	55,928.86	57,100.29
PRINCIPAL CLERK	ROURKE, CLIO	879.23	28,311.12	46,864.64
		896.81	17,936.24	

## MISSION STATEMENT:

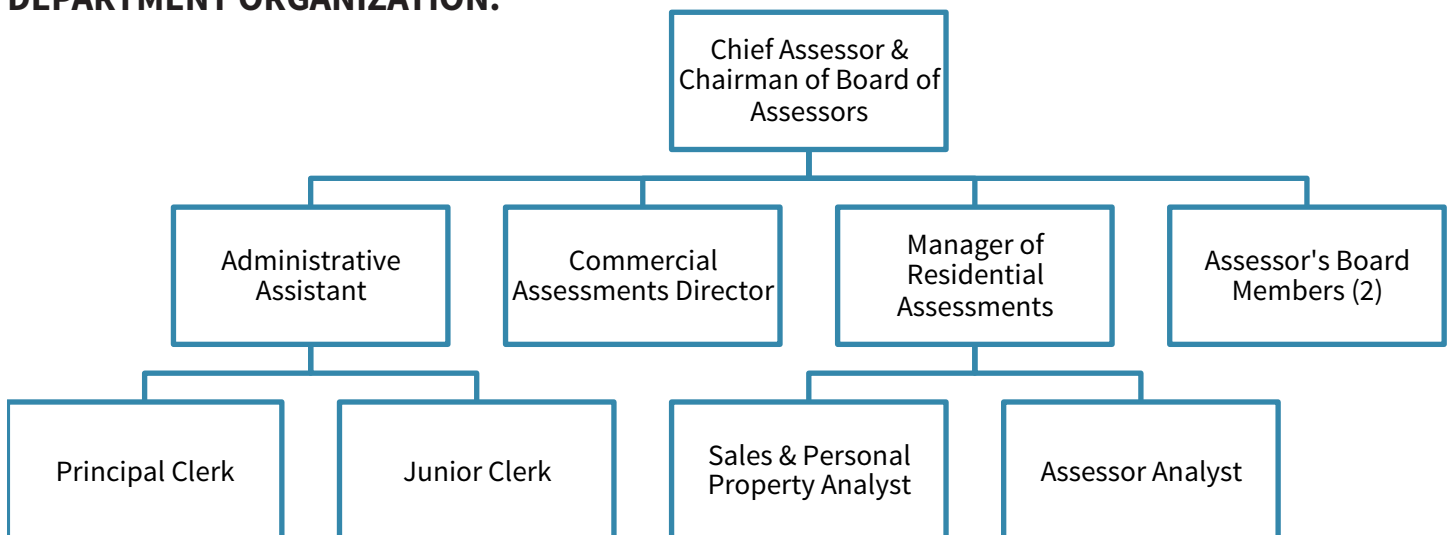
To provide taxpayers and the general public with the best professional service and information available about property assessments in the City. Efficient and effective assistance allows taxpayers, the public, other City departments, and state agencies to maintain the highest level of confidence in the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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	495,621	532,605	538,953	1.2%
Ordinary Maintenance	53,062	129,390	121,890	-5.8%
General Fund Expenditures	548,684	661,995	660,843	-0.2%

## CHANGES BETWEEN FY16 & FY17:

- FY17 is a State-required certification (revaluation) year.
- A \$16,400 increase in the Professional & Technical Services line has been added to conduct an enhanced residential exemption verification. This process will efficiently identify potential residential exemption inconsistencies, eliminate residential exemption fraud, save residential taxpayers on their tax bills, and save the department time, postage, and paper.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



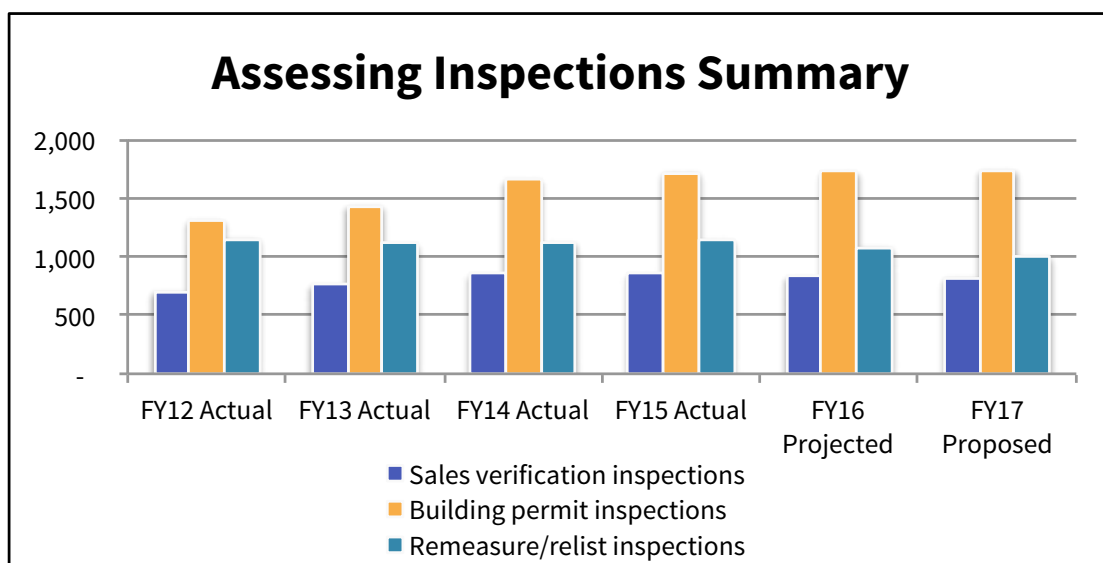
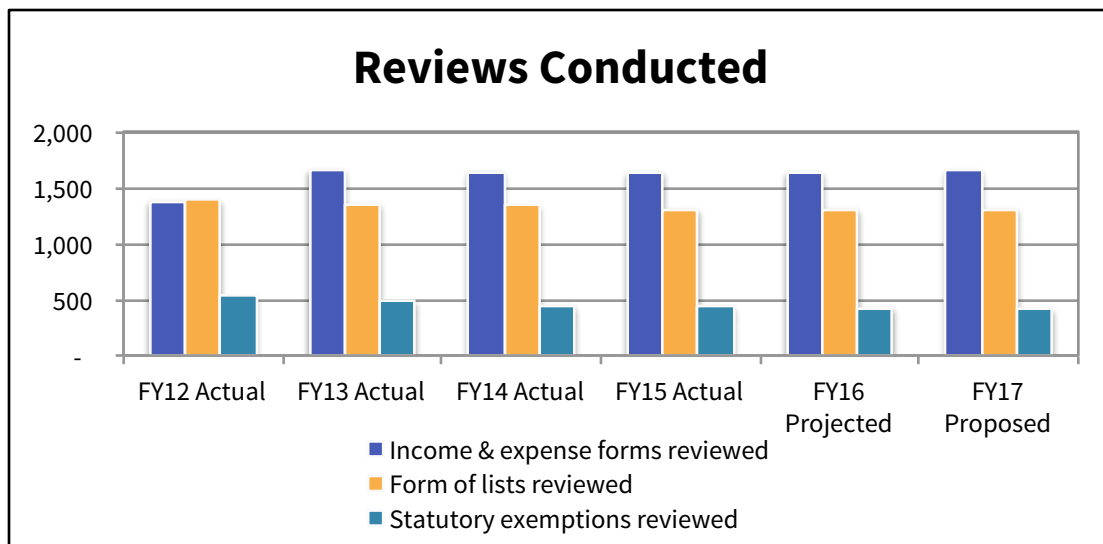
## FY16 ACCOMPLISHMENTS:

- Successfully completed FY2016 interim year adjustment with DOR approval.
- Received lowest number of appeals in the past 5 years, demonstrating high taxpayer confidence level in assessed values and assessing data.
- Provided captured increment for Assembly Square DIF in line with DIF projections.
- Determined city-wide tax base growth.
- Completed 10 year property tax revenue projection.
- Published and mailed newsletter to all taxpayers outlining assessing changes and trends.
- Managed GLX study.

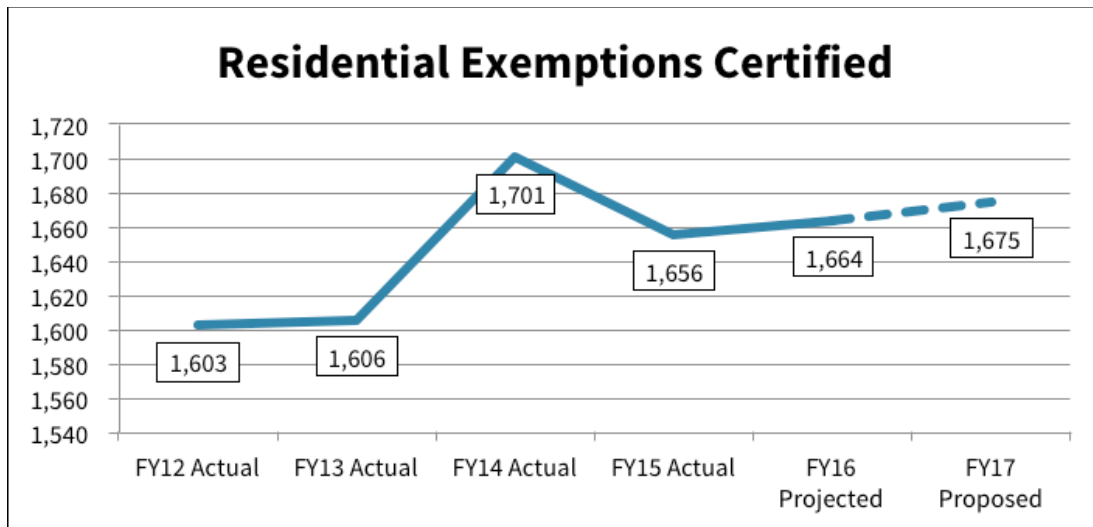
# Board of Assessors

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Sales verification inspections	850	849	827	820
Building permit inspections	1,656	1,716	1,720	1,735
Remeasure/relist inspections	1,120	1,141	1,078	1,000
Residential exemptions certified	1,701	1,656	1,664	1,675
Potential building permit issues sent to ISD	45	44	40	40
Income & expense forms reviewed	1,638	1,633	1,635	1,650
Form of lists reviewed	1,345	1,305	1,310	1,310
Statutory exemptions reviewed	447	442	429	420







## GOALS REVIEW:

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

- |   |              |
|---|--------------|
| 1 Complete the DOR required certification (revaluation) for FY17 by coordinating with the DOR and consultant to ensure the timely completion of all tasks and that all standards are met. | New for FY17 |
| 2 Complete the DOR required interim year adjustment for FY16.   | Complete     |

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

- |  |              |
|--|--------------|
| 1 Inspect and assess DIF blocks as of 6/30/2016 to calculate construction completion value for FY17. | New for FY17 |
| 2 Inspect and assess DIF blocks as of 6/30/2015 to calculate construction completion value for FY16. | Complete     |

### 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 web site, 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; or provide information relative to the appeal process. | Complete in FY16, and ongoing for FY17 |
| 2 Collaborate with the Communications Department to disseminate important information through press releases, social media, and other outreach strategies.   | Complete in FY16, and ongoing for FY17 |
| 3 Collaborate with SomerStat to visualize and share interesting data with the public through the City's Key Systems Indicators website.  | Complete in FY16, and ongoing for FY17 |

### 4. Monitor the impact of the MBTA Green Line Extension on property values.

- |  |          |
|--|----------|
| 1 Issue RFP for consultant to conduct study. | Complete |
|--|----------|

# Board of Assessors

## BUDGET:

BOARD OF ASSESSORS		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	474,100	508,548	401,396	513,732	
511002	SALARIES - MONTHLY	18,215	18,215	15,179	18,215	
513000	OVERTIME	556	500	-	500	
514006	LONGEVITY	1,700	2,350	850	2,500	
515006	HOLIDAYS NON-UNION	-	1,399	1,167	2,146	
515011	HOLIDAYS - S.M.E.A.	-	543	394	810	
515012	PERFECT ATTENDANCE	-	-	500	-	
519004	UNIFORM ALLOWANCE	1,050	1,050	700	1,050	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>495,621</b>	<b>532,605</b>	<b>420,186</b>	<b>538,953</b>	<b>1.2%</b>
524007	REPAIRS OFFICE EQUIPMENT	190	500	122	500	
524034	MAINT CONTRACT-OFFC EQUIP	349	500	-	500	
530000	PROF & TECH SERVICES	32,500	62,500	51,351	40,000	
530011	ADVERTISING	162	500	-	500	
530016	PROPERTY DATA SERVICES	11,750	43,990	19,322	43,990	
530024	TUITION	1,301	2,700	210	2,000	
534003	POSTAGE	-	6,600	6,200	7,000	
542000	OFFICE SUPPLIES	2,674	3,000	1,481	3,000	
542001	PRINTING & STATIONERY	920	1,500	645	1,200	
542007	COMPUTER EQUIPMENT	-	1,000	-	1,000	
542008	BOOKS & BOOKBINDING	350	650	375	650	
558002	ONLINE SUBSCRIPTION	827	1,200	687	17,300	
558004	MAG/NEWS SUBSCRIPTIONS	909	1,100	964	1,100	
558006	UNIFORMS	-	-	-	500	
571000	IN STATE TRAVEL	341	2,500	441	1,500	
571001	IN STATE CONFERENCES	239	500	-	500	
573000	DUES AND MEMBERSHIPS	550	650	450	650	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>53,062</b>	<b>129,390</b>	<b>82,247</b>	<b>121,890</b>	<b>-5.8%</b>
<b>ASSESSORS TOTAL</b>		<b>548,684</b>	<b>661,995</b>	<b>502,432</b>	<b>660,843</b>	<b>-0.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF ASSESSOR / CHAIRMAN	LEVYE, MARC	1,861.72	97,181.78	97,740.30
BOARD MEMBER/ASSESSOR (PT)	FLYNN, MICHAEL	758.95	9,107.40	9,107.40
BOARD MEMBER/ASSESSOR (PT)	MULHERN, THOMAS	758.95	9,107.40	9,107.40
DIR. OF COMMERCIAL ASSESSMENTS	SWARTZ, LYNDIA	1,592.91	83,149.90	83,627.78
MANAGER OF RESIDENTIAL ASSESSMENTS	MATHEWS, DANIEL	1,310.03	68,383.57	68,776.58
SALES/PERSONAL PROPERTY ANALYST	D'AURIA, RUSSELL	1,212.23	63,278.41	63,642.08
ASSESSOR ANALYST	HOGAN, MICHAEL	1,174.04	61,284.89	61,637.10
ADMINISTRATIVE ASSISTANT	HALEY, CAROL	1,071.43	55,928.65	57,850.08
PRINCIPAL CLERK II	NUNZIATO, TERESA	896.81	46,813.48	48,682.53
JR CLERK	BONAVENTURA, SHEENA	701.90	9,545.84	38,279.23
		729.65	28,164.49	

# Grants Development

## MISSION STATEMENT:

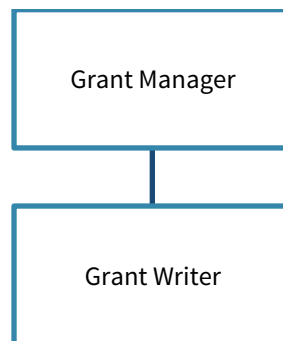
To assist City departments with the development, preparation, and submission of proposals to public and private funders. Grants Development provides a broad range of services at differing levels of intensity as needed, in order to help departments of all sizes and resource levels obtain specialized funding. 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	128,277	129,880	149,299	15.0%
Ordinary Maintenance	3,009	5,776	5,776	0.0%
General Fund Expenditures	131,286	135,656	155,075	14.3%

## CHANGES BETWEEN FY16 & FY17:

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

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

- Assisted 13 City Departments/Divisions, including Police, Fire, Shape Up Somerville, Archives, Arts Council, Housing, Sustainability & Environment, and Economic Development with the management, preparation, and submission of approximately 40 grants to secure \$5 million in funding (projected).
- Updated department procedural documents and guidelines to assist City Departments working with the Grants Development office.
- Presented overview of grant application and post-award process at Department Head meeting and in individual Department/Division Head meetings.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Grant Opportunities Researched and Analyzed	120	125	130	135
Awarded Success Rate	78%	76%	73%	75%
Grant Dollars Received	\$3.3 million	\$3.9 million	\$5.2 million	\$4.5 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
4	Present at Department Head meeting to inform municipal leaders about how to utilize the Grants Development office and published guidelines as resources to support their work and expand their capacity.	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 that records grant submissions and tracks outcomes for all departments.	Ongoing
2	Evaluate and streamline current archiving process to improve operational efficiency and reduce paper consumption.	Ongoing

# Grants Development

## BUDGET:

GRANTS DEVELOPMENT	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	128,277	129,386	105,276	146,537	
515006 HOLIDAYS NON-UNION	-	494	494	852	
519104 SALARY STIPEND	-	-	-	1,910	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>128,277</b>	<b>129,880</b>	<b>105,770</b>	<b>149,299</b>	<b>15.0%</b>
524007 REPAIRS OFFICE EQUIPMENT	-	-	34	-	
530000 PROF & TECH SERVICES	-	1,000	895	1,000	
530008 EMPLOYEE TRAINING COURSES	638	800	498	800	
542000 OFFICE SUPPLIES	373	1,000	392	1,000	
542001 PRINTING & STATIONERY	75	120	60	120	
542004 COMPUTER SUPPLIES	-	440	-	440	
542005 OFFICE EQUIPMENT	-	-	539	-	
558004 MAG/NEWS SUBSCRIPTIONS	1,923	1,700	429	1,700	
572000 OUT OF STATE TRAVEL	-	400	-	400	
573000 DUES AND MEMBERSHIPS	-	316	-	316	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>3,009</b>	<b>5,776</b>	<b>2,847</b>	<b>5,776</b>	<b>0.0%</b>
<b>GRANTS DEVELOPMENT TOTAL</b>	<b>131,286</b>	<b>135,656</b>	<b>108,617</b>	<b>155,075</b>	<b>14.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
GRANT MANAGER	HARTKE, KATE	1,538.46	80,307.61	80,769.15
GRANT WRITER (PT)	HAAS, LAURA	1,268.75	66,228.75	68,528.37

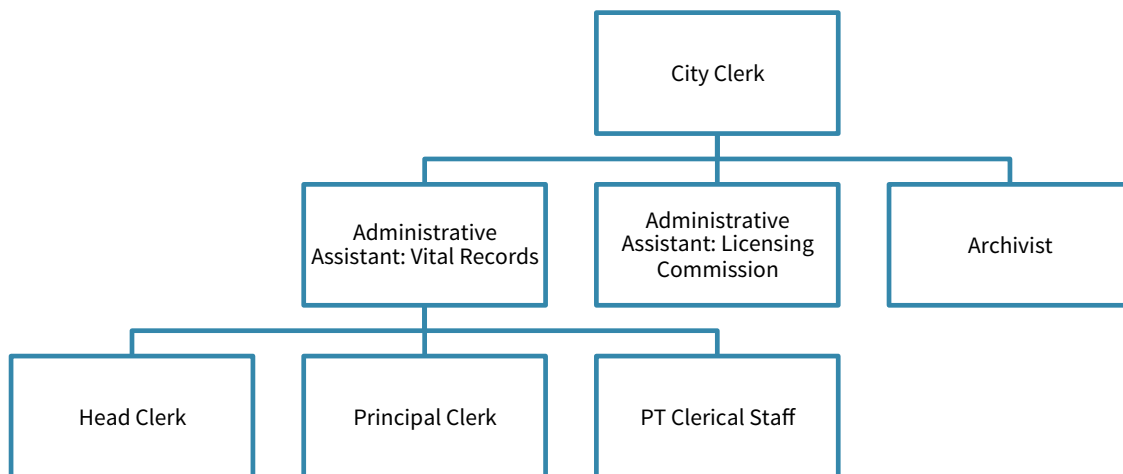
**MISSION STATEMENT:**

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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	398,461	423,774	432,782	2.1%
Ordinary Maintenance	126,823	140,410	153,737	9.5%
Special Items	-	35,000	-	-100.0%
General Fund Expenditures	525,283	564,184	586,519	4.0%

**CHANGES BETWEEN FY16 & FY17:**

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

**DEPARTMENT ORGANIZATION:****FY16 ACCOMPLISHMENTS:**

- The City Clerk's Office implemented the state's online VIP death records module, enabling the paperless processing of death records statewide. This follows the earlier implementation of the online VIP birth records module.
- The City Clerk's Office successfully completed a full annual cycle of the CitizenServe business licensing module. This gives staff an easier, more intuitive interface, and will make it possible for businesspeople to apply for licenses, or renew existing licenses, online in the near future.
- The City Clerk's Office followed up on a consultant's Preservation Assessment Report, funded by the National Endowment for the Humanities and completed in July 2015. The key recommendation—that the Archives move from its inadequate location in the basement of the City Hall Annex to a suitable space—was addressed, as the Archives begin its relocation to the Edgerly School.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Vital records requests	4,690	4,813	4,904	4,982
Board of Aldermen Licenses	522	467	578	578
Licensing Commission Licenses	427	472	598	494
Archived records (in cubic feet)	2,847	3,300	3,450	3,700

## GRANT SUMMARY:

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

## 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.	Expected in FY17
2	Allow business owners to apply for and renew their Board of Aldermen-approved business licenses online.	Ongoing, expected in FY16
3	Allow restaurant and other alcohol license holders to apply for and renew their Licensing Commission-approved business licenses online.	CitizenServe implementation underway

### 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	Create a preservation plan.	Complete
2	Process and digitize the City Engineer's plans.	Conversion underway



**BUDGET:**

CITY CLERK		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	367,370	395,734	321,426	402,419	
512000	SALARIES & WAGES TEMPOR'Y	23,233	18,544	12,369	19,500	
513000	OVERTIME	1,658	2,444	1,714	2,500	
514006	LONGEVITY	4,650	3,800	1,900	4,300	
515006	HOLIDAYS NON-UNION	-	562	561	860	
515011	HOLIDAYS - S.M.E.A.	-	940	940	1,453	
515012	PERFECT ATTENDANCE	500	-	500	-	
519004	UNIFORM ALLOWANCE	1,050	1,750	1,750	1,750	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>398,461</b>	<b>423,774</b>	<b>341,159</b>	<b>432,782</b>	<b>2.1%</b>
524007	REPAIRS OFFICE EQUIPMENT	754	1,600	-	1,100	
524033	R&M - SOFTWARE	17,745	18,040	3,000	23,540	
527013	RENTAL - STORAGE SPACE	3,300	7,100	4,067	7,250	
527018	POSTAGE MACHINE RENTAL	9,256	11,431	3,289	9,400	
530000	PROF & TECH SERVICES	8,328	6,300	4,496	6,500	
530011	ADVERTISING	654	750	617	750	
534003	POSTAGE	69,979	59,339	48,540	58,947	
542000	OFFICE SUPPLIES	4,442	6,000	6,030	8,500	
542001	PRINTING & STATIONERY	1,105	4,000	695	4,000	
542005	OFFICE EQUIPMENT	1,666	1,800	200	9,200	
542007	COMP EQUIP NOT CAPITAL	525	-	-	-	
542008	BOOKS & BOOKBINDING	4,848	14,450	2,964	14,950	
558004	MAGAZINES/SUBSCRIPTS/PUB	30	100	30	100	
558012	BADGES & EMBLEMS	2,794	3,000	2,645	3,000	
571001	IN STATE CONFERENCES	210	600	-	600	
573000	DUES AND MEMBERSHIPS	310	600	395	600	
574000	INSURANCE PREMIUMS	100	300	256	300	
578001	CREDIT CARD CONV FEE	778	5,000	1,769	5,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>126,823</b>	<b>140,410</b>	<b>78,990</b>	<b>153,737</b>	<b>9.5%</b>
558020	GRANT MATCH	-	35,000	-	-	
<b>SUBTOTAL SPECIAL ITEMS</b>		<b>-</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-100.0%</b>
<b>CITY CLERK TOTAL</b>		<b>525,283</b>	<b>564,184</b>	<b>420,150</b>	<b>586,519</b>	<b>4.0%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CITY CLERK	LONG, JOHN J	1,811.29	94,549.34	95,092.73
ARCHIVIST	DIXSON, NADIA	1,055.80	55,112.76	55,429.50
ADMIN ASST	PAGLIARO, JENNEEN	1,071.43	55,928.65	58,000.08
ADMIN ASST	BATZEK, LORI	1,050.73	54,848.11	56,913.33
HEAD CLERK	PIWINSKI, PEGGY	961.46	50,188.21	51,326.65
PRINCIPAL CLERK II	RILEY, DAN	879.23	45,895.81	47,009.58
PRINCIPAL CLERK II	LANDRY, THERESA	879.23	45,895.81	47,009.58

## 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	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	10,800	10,800	9,000	10,800	0.0%
<b>LICENSING COMMISSION TOTAL</b>	<b>10,800</b>	<b>10,800</b>	<b>9,000</b>	<b>10,800</b>	<b>0.0%</b>

## PERSONNEL LIST:

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

## MISSION STATEMENT:

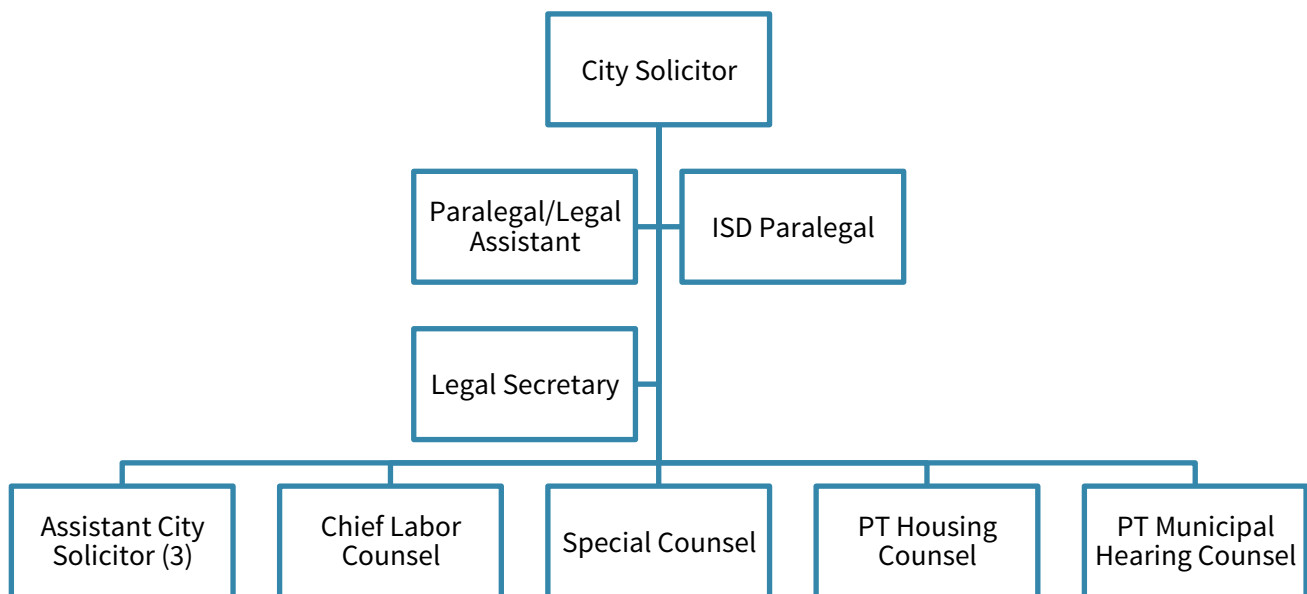
To provide high-quality, cost-effective legal services to the Mayor, Board of Aldermen, Department Heads, Boards, and Commissions. The Law Department strives to successfully prosecute and defend actions before state and federal courts and administrative agencies, provide knowledgeable and efficient responses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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	660,912	704,235	696,862	-1.0%
Ordinary Maintenance	157,951	175,275	175,275	0.0%
General Fund Expenditures	818,863	879,510	872,137	-0.8%

## CHANGES BETWEEN FY16 & FY17:

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

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

- Agreed to Memorandum of Understanding with District attorney to allow the City attorney to criminally prosecute code violations.
- Counsel to ISD in resolving issues related to 13 problem properties, currently assisting with 15 others.
- Completed ADA transition plan to address accessibility throughout City.
- Addressed overcrowding at residential properties.
- Completed assemblage of parcels for Beacon Street reconstruction.
- Negotiated license with Mass DOT to allow improvements to Otis Street Playground.
- In collaboration with SomerStat, researched and drafted plastic bag ordinance and institutional master plan Home Rule Petition, as well as alcoholic beverages licensing Home Rule Petition.
- Collected more than \$180,000 in claims on behalf of the City.

- Opened 32 new litigation cases.
- Received over 135 new claims against the City.
- Provided approximately 50 written opinion to various city officials.

### PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Contracts Reviewed	430	510	500	500

### GOALS REVIEW:

#### 1. Continue professional development of staff.

- |   |  |                  |
|---|--|------------------|
| 1 | Routinely attend legal seminars and take courses in computer programs. | Ongoing          |
| 2 | Work with IT to upgrade law office software.                           | Complete in FY16 |

#### 2. Strive for excellent customer service according to A.C.E. and improve client communication.

- |   |   |         |
|---|---|---------|
| 1 | Continue to process claims in a professional manner.                              | Ongoing |
| 2 | Educate clients on the importance of including law department in decision-making. | Ongoing |
| 3 | Efficiently and effectively communicate opinions to BOA members.                  | Ongoing |
| 4 | Vet items internally before submitting to BOA, dept. heads, etc.                  | Ongoing |

#### 3. Increase the efficiency and cost-effectiveness of city-wide contract and procurement process and legal strategies.

- |   |   |         |
|---|---|---------|
| 1 | Continue to develop improved boilerplates for Purchasing and to establish a clear understanding of who is responsible for which sections of contracts, bids, RFP's, and prevailing wage requirements. | Ongoing |
| 2 | Assist in implementing the use of electronic signatures on contracts.   | Ongoing |

#### 4. Continue collaboration with ISD on code enforcement matters.

- |   |  |         |
|---|--|---------|
| 1 | Assist the Neighborhood Impact Team by providing advice and legal representation for efficient and effective code enforcement options and prosecution. | Ongoing |
| 2 | Pursue receivership matters related to problem properties.   | Ongoing |

#### 5. 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 interpretation and disciplinary matters. | Ongoing |
|---|--|---------|

## BUDGET:

LAW	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	648,546	689,312	526,473	680,418	
511002 SALARIES - MONTHLY	11,041	11,041	9,201	11,041	
514006 LONGEVITY	1,325	1,250	700	1,400	
515006 HOLIDAYS NON-UNION	-	2,326	2,269	3,542	
515011 HOLIDAYS - S.M.E.A.	-	306	305	461	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>660,912</b>	<b>704,235</b>	<b>538,948</b>	<b>696,862</b>	<b>-1.0%</b>
524007 REPAIRS OFFICE EQUIPMENT	-	800	309	800	
530000 PROF & TECH SERVICES	9,311	14,800	3,069	14,800	
530010 LEGAL SERVICES	131,522	125,000	137,254	125,000	
530024 TUITION	1,144	3,000	1,485	3,000	
534003 POSTAGE	39	400	17	400	
542000 OFFICE SUPPLIES	669	2,300	481	2,300	
542001 PRINTING & STATIONERY	375	400	395	400	
542002 PHOTOCOPYING	112	200	193	200	
542005 OFFICE EQUIPMENT	662	2,000	-	2,000	
542008 BOOKS & BOOKBINDING	8,366	19,375	5,665	19,375	
558004 MAG/NEWS SUBSCRIPTIONS	663	500	286	500	
571000 IN STATE TRAVEL	494	1,000	743	1,000	
573000 DUES AND MEMBERSHIPS	2,340	4,000	1,825	4,000	
578010 RECORDINGS	2,257	1,500	662	1,500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>157,951</b>	<b>175,275</b>	<b>152,385</b>	<b>175,275</b>	<b>0.0%</b>
<b>LAW TOTAL</b>	<b>818,863</b>	<b>879,510</b>	<b>691,333</b>	<b>872,137</b>	<b>-0.8%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CITY SOLICITOR	FRANCIS X. WRIGHT, JR.	2,204.05	115,051.41	115,712.63
ASSISTANT CITY SOLICITOR	SHANNON PHILLIPS	1,584.61	82,716.64	83,192.03
LABOR COUNSEL	ROBERT V. COLLINS	1,801.60	94,043.52	94,584.00
ASSISTANT CITY SOLICITOR	DAVID P. SHAPIRO	1,856.07	96,886.85	97,443.68
ASSISTANT CITY SOLICITOR	JASON GROSSFIELD	1,697.44	88,606.37	89,115.60
SPECIAL COUNSEL	EILEEN MCGETTIGAN	1,782.31	93,036.58	23,292.56
PARALEGAL/LEGAL ASSISTANT	SUSAN M. TKACZUK	870.02	45,415.04	45,676.05
LEGAL ASSISTANT	PAULA GARTLAND	1,535.52	64,184.74	82,054.94
		1,539.38	16,009.55	
ISD PARALEGAL	MATTHEW ZAINO	1,038.17	54,192.47	54,503.93

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PROGRAM MANAGER / HOUSING	KELLY DONATO	1,538.46	80,307.61	16,079.98
MUNICIPAL HEARING OFFICER	KENNETH JOYCE	920.06	11,040.72	11,040.72

# OSPCD: Administration

## MISSION STATEMENT:

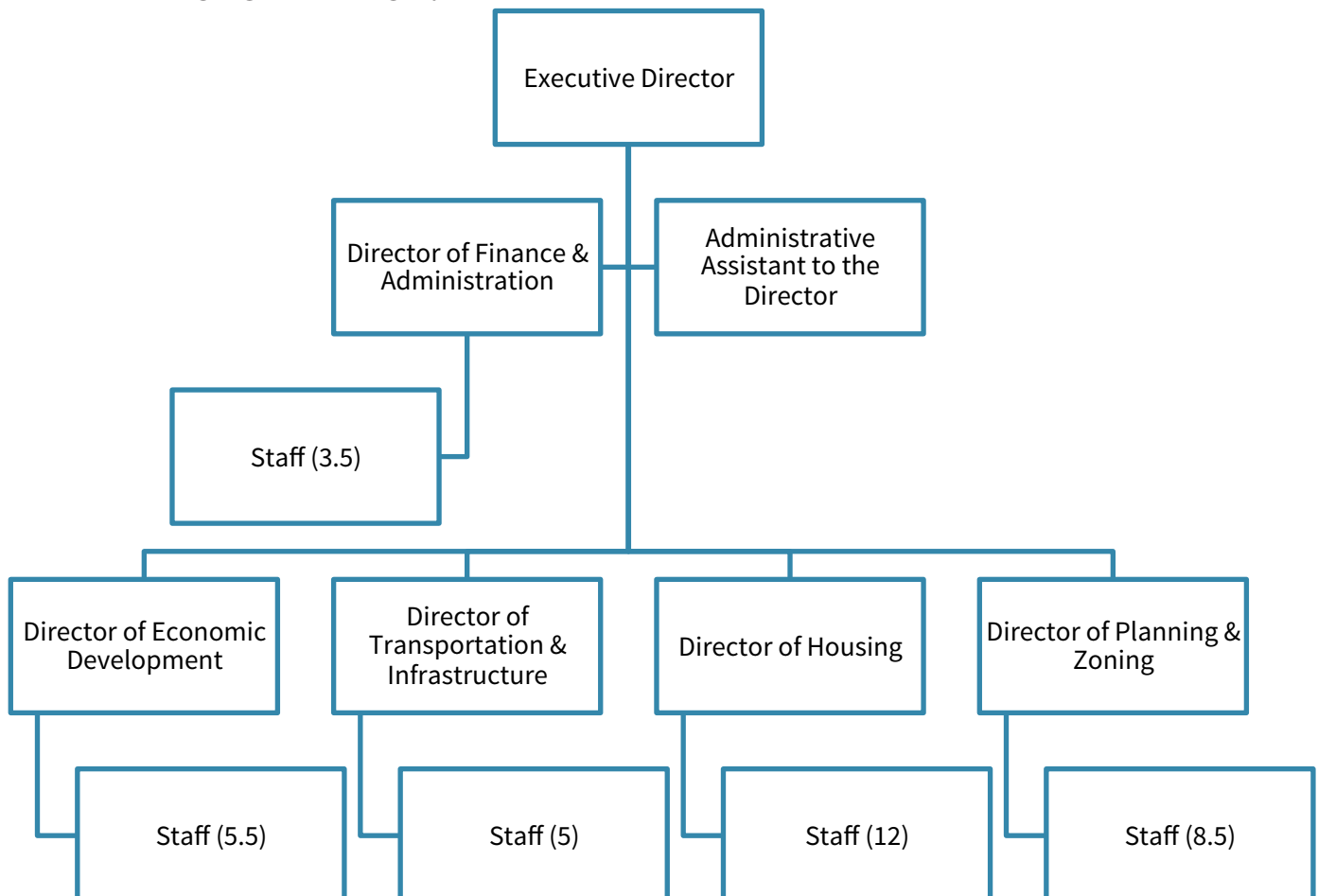
The Mayor's Office of Strategic Planning and Community Development (OSPCD) is committed to making Somerville an even more exceptional place to live, work, play and raise a family by implementing the goals, policies, and actions of the SomerVision comprehensive plan. OSPCD seeks to enhance low and moderate 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	235,244	251,364	357,298	42.1%
Ordinary Maintenance	19,472	21,550	23,550	9.3%
General Fund Expenditures	254,716	272,914	380,848	39.5%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes \$25,000 to fund a position within the Greater Boston Regional Economic Compact.
- Personal Services General Fund allocations are affected by adjustments to CDBG funding levels.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:





## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Community Development Block Grant	US Department of Housing & Urban Development	\$2,264,442
Emergency Solutions Grant	US Department of Housing & Urban Development	\$203,461

## DEPARTMENT-WIDE PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Total community meetings held	156	160	175	150
Total jobs created	1,285	4,250	3,497	1,780
Total new accessible open space (acres)	.29	2.25	9.24	1
Total new affordable housing rental units	72	52	16	60
Total new affordable homeownership units	1	3	7	8
Percentage increase in walking	25	15%	15%	15%
Percentage increase in biking	25	15%	15%	15%
Total new public project starts	5	10	4	6
Total new residential development (sf)	630,000	1.175M	810,000	203,400
Total new commercial development (sf)	836,791	1.13M	874,297	445,000

## 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

### 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	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	235,244	250,403	197,985	355,444	
515006 HOLIDAYS NON-UNION	-	961	961	1,854	
519013 OTHER LUMP SUM PAYMENTS	-	-	972	-	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>235,244</b>	<b>251,364</b>	<b>199,918</b>	<b>357,298</b>	<b>42.1%</b>
524007 R&M - OFFICE EQUIPMENT	-	-	1,714	-	
524034 MAINT CONTRACT-OFFC EQUIP	500	500	356	2,000	
530000 PROF & TECH SERVICES	15,712	18,550	-	18,550	

# OSPCD: Administration

OSPCD: ADMINISTRATION	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
530011 ADVERTISING	-	1,250	668	1,250	
534003 POSTAGE	31	500	-	500	
538010 ADMINISTRATION COSTS	434	-	800	-	
542000 OFFICE SUPPLIES	-	500	-	1,000	
549000 FOOD SUPPLIES & REFRESHMT	53	-	-	-	
571001 IN STATE CONFERENCES	-	-	25	-	
572000 OUT OF STATE TRAVEL	324	-	-	-	
572001 OUT OF STATE CONFERENCES	2,419	-	-	-	
573000 DUES AND MEMBERSHIPS		250	-	250	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>19,472</b>	<b>21,550</b>	<b>3,563</b>	<b>23,550</b>	<b>9.3%</b>
<b>OSPCD: ADMIN TOTAL</b>	<b>254,716</b>	<b>272,914</b>	<b>203,481</b>	<b>380,848</b>	<b>39.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	GLAVIN, MICHAEL	2,692.31	140,538.58	127,211.65
DIRECTOR OF FINANCE & ADMIN	INACIO, ALAN	1,625.91	84,872.50	29,876.10
LEGAL COUNSEL	MCGETTIGAN, EILEEN	1,782.31	93,036.58	63,628.47
SENIOR ACCOUNTANT	MENGESTU, ZEWDITU	1,299.59	67,838.60	13,645.70
SENIOR ACCOUNTANT	CARVALHO, JENNIFER	1,218.17	63,588.47	25,581.57
PROGRAM COMPLIANCE OFFICER	TWOMEY, ELIZABETH	1,007.71	52,602.46	5,290.48
ADMIN ASST TO DIRECTOR	LYNCH, NANCY	1,250.00	65,250.00	59,062.50

# OSPCD: Planning & Zoning

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	567,666	607,496	810,819	33.5%
Ordinary Maintenance	282,003	285,558	302,338	5.9%
General Fund Expenditures	849,669	893,054	1,113,157	24.6%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes a new position, Community Outreach Coordinator.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## FY16 ACCOMPLISHMENTS:

- Completed the Union Square Neighborhood Plan
- Completed the Inclusionary Housing Zoning Ordinance Amendment
- Completed review of over 150 cases before Planning Board, Zoning Board of Appeals (ZBA), and Historic Preservation Commission

## 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.	Expected Completion in FY16
2	Implement the Zoning Ordinance overhaul.	New for FY17
3	Establish additional zoning amendments to implement neighborhood planning efforts.	Ongoing

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

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

# OSPCD: Planning & Zoning

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

1	Continue implementation of plans for Gilman Square, Lowell Street/Magoun Square, Union Square and Winter Hill.	Ongoing
2	Complete neighborhood plans in Davis Square and East Somerville.	New for FY17
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.	Ongoing

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

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

## BUDGET:

OSPCD: PLANNING & ZONING		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	499,359	534,345	430,164	735,481	
511002	SALARIES - MONTHLY	68,307	71,111	57,156	71,111	
515006	HOLIDAYS NON-UNION		2,040	2,040	4,227	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>567,666</b>	<b>607,496</b>	<b>489,360</b>	<b>810,819</b>	<b>33.5%</b>
527001	RENTAL - BUILDINGS	620	-	-	-	
527014	RENTAL - TABLES & CHAIRS	3,105	-	-	-	
530000	PROF & TECH SERVICES	250,426	275,500	190,890	275,500	
530011	ADVERTISING	5,240	2,210	-	2,210	
530028	SOFTWARE	3,858	1,000	695	1,000	
534003	POSTAGE	13	400	51	400	
534005	PRINTING	375	-	1,186	-	
538010	ADMINISTRATION COSTS	250	-	-	-	
540000	SUPPLIES	731	-	66	-	
542000	OFFICE SUPPLIES	1,902	1,250	687	2,000	
542001	PRINTING & STATIONERY	2,125	2,200	905	2,200	
542005	OFFICE EQUIPMENT NOT CAPITALIZ	-	-	750	-	
542006	OFFICE FURNITURE NOT CAPITALIZ	2,360	-	-	8,000	
542007	COMPUTER EQUIPMENT	1,550			-	
542008	BOOKS & BOOKBINDING	-	500	-	500	

# OSPCD: Planning & Zoning

OSPCD: PLANNING & ZONING		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
549000	FOOD SUPPLIES & REFRESHMT	1,207	-	-	-	
558002	ONLINE SUBSCRIPTION	-	1,500	30	1,500	
558004	MAGAZINES & PUBLICATIONS	-	28	-	28	
571000	IN STATE TRAVEL	229	-	283	-	
571001	IN STATE CONFERENCES	285	100	240	500	
572000	OUT OF STATE TRAVEL	4,485	-	2,211	5,000	
572001	OUT OF STATE CONFERENCES	1,908	-	2,597	2,000	
573000	DUES AND MEMBERSHIPS	1,110	870	1,353	1,500	
578010	RECORDINGS	225	-	-	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>282,003</b>	<b>285,558</b>	<b>201,943</b>	<b>302,338</b>	<b>5.9%</b>
<b>OSPCD: P&amp;Z TOTAL</b>		<b>849,669</b>	<b>893,054</b>	<b>691,303</b>	<b>1,113,157</b>	<b>24.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF PLANNING & ZONING	PROAKIS, GEORGE	1,923.08	100,384.78	100,961.70
SENIOR PLANNER	VACANT	1,634.62	85,327.16	85,817.55
SENIOR PLANNER - ZONING	BARTMAN, DANIEL	1,634.62	85,327.16	85,817.55
SENIOR PLANNER - STATION AREA	MELISSA WOODS	1,634.62	85,327.16	85,817.55
DIRECTOR OF HISTORIC PRESERVATION (PT)	WILSON, BRANDON	1,095.98	57,210.16	57,538.95
PLANNER - HISTORIC PRESERVATION	CHASE, KRISTI	1,442.31	75,288.58	75,721.28
PLANNER	LAY-SLEEPER, ETHAN	1,442.31	75,288.58	75,721.28
PLANNER - PLANNING & HISTORIC PRESERVATION	WHITE, SARAH	1,442.31	75,288.58	75,721.28
COMMUNITY OUTREACH COORDINATOR	VACANT/NEW	990.38	51,697.84	51,994.95
ADMINISTRATIVE ASSISTANT	PEREIRA, DAWN	849.43	44,340.25	44,595.08
BOARD MEMBER PLANNING	PRIOR, KEVIN	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	KELLY GAY, DOROTHY	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	COOPER, REBECCA LYNN	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	FAVALORO, JAMES	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	CAPUANO, MICHAEL	467.29	5,607.48	5,607.48
BOARD MEMBER PLANNING	AMARAL, GERARD	233.65	2,803.80	2,803.80
BOARD MEMBER PLANNING / MPO REP	BENT, THOMAS	552.04	6,624.48	6,624.48
BOARD MEMBER ZBA	ROSSETTI, RICHARD	467.29	5,607.48	5,607.48
BOARD MEMBER ZBA	SAFDIE, JOSH	467.29	5,607.48	5,607.48

## OSPCD: Planning & Zoning

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
BOARD MEMBER ZBA	SEVERINO, ELAINE	467.29	5,607.48	5,607.48
BOARD MEMBER ZBA	EVANS, DANIELLE	467.29	5,607.48	5,607.48
BOARD MEMBER ZBA	FONTANO, ORSOLA	467.29	5,607.48	5,607.48
ASSOC BOARD MEMBER ZBA	BROCKELMAN, CYNTHIA	233.65	2,803.80	2,803.80
ASSOC BOARD MEMBER ZBA	VACANT	233.65	2,803.80	2,803.80

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	194,963	289,779	467,359	61.3%
Ordinary Maintenance	1,788	37,750	54,450	44.2%
General Fund Expenditures	196,751	327,529	521,809	59.3%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes a new position primarily intended to assist in administering the City's Inclusionary Housing pipeline. To illustrate the growth in that pipeline: 70% of Inclusionary housing units created since ordinance passage in 1990 were built between 2010 and 2015. Staff resources to manage the program have not increased during the latter period.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Lead Hazard Reduction Demonstration Grant	US Office of Housing & Urban Development	\$2,007,703 (Year 3 of 3)
HOME Program	US Office of Housing & Urban Development	\$399,540
Continuum of Care	US Office of Housing & Urban Development	\$1,860,592 (Final total pending)
Unaccompanied Youth Count	Massachusetts Department of Housing & Community Development	\$5,600

## FY16 ACCOMPLISHMENTS:

- Financial closing and construction start on 35 units of new rental housing at 181 Washington Street.* The closing on construction financing took place in late spring 2015, with demolition and construction ensuing. The project will create nine (9) 1-BR, twenty two (22), 2-BR, and four (4) 3-BR units, plus commercial space on ground floor. The nonprofit developer worked with private developer of abutting property to secure joint zoning approvals, share site access, general contractor, and selected shared costs. (197 Washington has 30 units, 4 of which will be affordable under the Inclusionary Housing program.)
- Kresge Foundation grant project team proposed, in association with comprehensive zoning overhaul,* an air pollution mitigation performance standard for buildings within specified buffer zones of major roadways. The performance standard aims to reduce residents' exposure to harmful air pollutants produced by traffic. Housing staff presented the proposal at a public meeting on the zoning overhaul.
- Inclusionary Housing activity.* Twenty-three (23) affordable units were created through Inclusionary Housing requirements. In addition, 4 previously created affordable units were resold to new eligible first-time homebuyers, and 11 affordable rental units were re-rented.
- Funding commitments for an 11-unit mixed-income homeownership project* at 163 Glen Street were secured in FY 15, with award of \$1,000,000 from the City's "Preparing for Transit Land Bank" established to develop affordable housing along the Green Line Extension, \$240,000 from the Somerville Affordable Housing Trust and \$400,000 from Community Preservation Act funds. Loan closing anticipated for July

# OSPCD: Housing

2016.

- *Twenty (20) 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).
- *Closing Cost Assistance was provided* to 4 low-mod households purchasing their first home.
- *Formation of Mayor's Sustainable Neighborhoods Working Group* was initiated and completed, and the work of the committee launched in February 2015. A comprehensive recommendations report was issued in December 2015.
- *\$3.5 million in acquisition financing was secured from the Massachusetts Housing Investment Corporation (MHIC), through collaborative efforts with Somerville Community Corporation (SCC).* Funds have enabled acquisition of 3 properties (7 units) since December 2015, all of which will be made permanently affordable to low and moderate income households through permanent City subsidy.
- *Supported Somerville Housing Authority in its pursuit of funds to plan reconstruction of Clarendon Hill (North Street) state-assisted public housing site.* Housing staff served on selection panel that recommended developer to partner with on preparation of planning grant for submittal to state Department of Housing and Community Development in June 2016.

## GOALS REVIEW:

### 1. Increase affordable housing opportunities for rental, homeownership and special needs residents.

1	Expand opportunities for new family-sized housing development.	Ongoing: Pursuing funding and zoning changes to encourage new development
2	Launch Middle-Income Housing Program.	Ongoing: Changes to Inclusionary zoning ordinances include new tier for middle-income households
3	Fund 1 new family housing development.	Complete: 163 Glen funded in FY15
4	Begin construction of additional 60 units of affordable rental housing.	Ongoing: Closing for 181 Washington St. (35 units) complete. Funding for MWRA Water Works project expected closing by end of FY16

### 2. Improve quality of housing stock in Somerville.

1	Implement relationship with Energy Management Partner to offer energy-efficiency retrofits to owners of 1-4 family homes	Ongoing: City evaluating options for next steps
2	Rehabilitate 25 units and replace 5 heating systems for low or moderate income owners and tenants	Ongoing
3	Perform lead abatement on 36 units	Complete



- |   |  |   |
|---|--|---|
| 4 | Launch Solar Partnership to increase solar installations on Somerville homes | Ongoing: Solarize Mass grant awarded from Mass CEC and DOER. Launch date set for July 2017. |
|---|--|---|

### 3. Manage and enhance the Inclusionary Housing Program.

- |   |  |          |
|---|--|----------|
| 1 | Complete marketing of first 56 units of inclusionary housing units at Assembly Row                                 | Complete |
| 2 | Implement changes to inclusionary zoning as determined by the zoning work being conducted by the Planning Division | Ongoing  |
| 3 | Update ordinance in conjunction with zoning overhaul work  | Ongoing  |
| 4 | Implement universal waitlist for affordable opportunities  | Ongoing  |

### BUDGET:

OSPCD: HOUSING	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	182,363	270,942	206,712	446,791	
511002 SALARIES - MONTHLY	12,600	18,000	9,000	18,000	
515006 HOLIDAYS NON-UNION	-	837	837	2,568	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>194,963</b>	<b>289,779</b>	<b>216,549</b>	<b>467,359</b>	<b>61.3%</b>
530000 PROF & TECH SERVICES	-	35,300	675	50,000	
530011 ADVERTISING	-	250	-	250	
530023 STAFF DEVELOPMENT	-	500	225	1,000	
534003 POSTAGE	-	100	-	100	
542000 OFFICE SUPPLIES	1,295	500	203	2,000	
542001 PRINTING & STATIONERY	130	-	-	-	
549000 FOOD SUPPLIES & REFRESHMT	-	200	42	200	
571000 IN STATE TRAVEL	63	-	-	-	
573000 DUES AND MEMBERSHIPS	300	900	750	900	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>1,788</b>	<b>37,750</b>	<b>1,895</b>	<b>54,450</b>	<b>44.2%</b>
<b>OSPCD: HOUSING TOTAL</b>	<b>196,751</b>	<b>327,529</b>	<b>218,444</b>	<b>521,809</b>	<b>59.3%</b>

### PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF HOUSING	FELONEY, MICHAEL	1,923.08	100,384.78	90,865.53
ASSISTANT DIRECTOR OF HOUSING & HOUSING COUNSEL	DONATO, KELLY	1,538.46	80,307.61	41,999.96
HOUSING GRANTS MANAGER	PERSOFF, EVELYN	1,442.31	75,288.58	45,432.77
PROGRAM SPECIALIST	WAIRI, VICKI	1,061.67	55,419.17	27,868.84

## OSPCD: Housing

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HOUSING PROGRAM SPECIALIST	VACANT	1,000.36	52,218.79	52,518.90
HOUSING COORDINATOR	BEAUZILE, MARIO	1,072.41	55,979.80	45,041.22
HOUSING PROGRAM COORDINATOR	VACANT	1,005.55	52,489.71	26,395.69
SUSTAINABLE NEIGHBORHOODS INITIATIVE COORDINATOR	BOB, ALEX	1,082.69	56,516.42	56,841.23
INCLUSIONARY HOUSING SPECIALIST	VACANT/NEW	1,188.46	62,037.61	62,394.15
BOARD MEMBER	CONNORS, JARROD	300.00	3,600.00	3,600.00
BOARD MEMBER	MEDEIROS, WILLIAM	300.00	3,600.00	3,600.00
BOARD MEMBER	SMITHERS, MARLENE	300.00	3,600.00	3,600.00
BOARD MEMBER	VACANT	300.00	3,600.00	3,600.00
BOARD MEMBER	VACANT	300.00	3,600.00	3,600.00

# OSPCD: Economic Development

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	222,183	242,826	411,798	69.6%
Ordinary Maintenance	60,866	262,917	151,300	-42.5%
General Fund Expenditures	283,050	505,743	563,098	11.3%

## CHANGES BETWEEN FY16 & FY17:

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

## FY16 ACCOMPLISHMENTS:

- Continued coordination of Assembly Row development implementation with Federal Realty Investment Trust (FRIT), including substantial completion of the Partners Health Care facility.
- Worked with Master Developer partner Union Square Station Associates and Union Square Civic Advisory committee toward timely implementation of revitalization plan.
- Continue soil remediation project for Kiley Barrel site.
- Evaluated potential sites for relocation of the Fire Department from USQ.
- Served as continuing liaison and staff to the Somerville Redevelopment Authority.
- Represented Somerville in the Life Sciences Corridor Initiative, working with other municipalities along the MBTA Red Line. Established the Greater Boston Regional Economic Compact to address regional economic development issues in Greater Boston.
- Continued to assist Brickbottom residents on interim re-use plans for the former Waste Transfer facility.
- Worked with FRIT to secure employment opportunities for local residents.
- Coordinated with other City Departments (ISD, Fire, Health) for expedited permitting and inspections for timely new business openings.
- Offered continued financial, programmatic and technical assistance to the City's two Main Streets programs.
- Provided technical assistance through outside consultants in areas of emphasis such as East Somerville, Winter Hill and Magoun Square.
- Utilized Commercial Property Improvement Program to provide financial assistance leading to aesthetic, design and accessibility updates to local businesses.
- Provided support to other OSPCD divisions on initiatives such as Somerville By Design, Business Improvement Districts and Powderhouse School disposition.
- Acted as liaison to the City's Licensing Commission for the issuance of city-owned liquor licenses (wine and malt, and all other forms).

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
MA Skills Capital Grant	MA Executive Office of Housing & Economic Development	\$355,500
Urban Agenda Implementation Grant	MA Executive Office of Housing & Economic Development	\$200,000
Advance Training Manufacturing Grant	MA Executive Office of Housing & Economic Development	\$82,574

# OSPCD: Economic Development

## GOALS REVIEW:

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

1	Advance revitalization of Union Square area in conjunction with the City's Master Developer partner, leading to an initial groundbreaking on the D2 block in FY17.	Ongoing
2	Conclude a Master Community Benefits Agreement with Union Square Station Associates.	Ongoing
3	Coordinate with the capital planning division to transform surplus municipal facilities into sources of economic growth and public revenue.	Ongoing
4	Finalize site selection for relocation of Police and Fire Departments from USQ.	Ongoing
5	Undertake a major planning in conjunction with planning and zoning efforts to examine highest and best uses for balance of the Assembly Square Urban Renewal Area.	New for FY17

### 2. Provide assistance to local businesses.

1	Expand the Commercial Property Improvement Program to incentivize re-investment by current businesses and attract new development to other income eligible areas of the City.	Ongoing
2	Make additional I-Fund loans to assist the creative economy and maker movement in locating here in Somerville.	Ongoing
3	Continue business support programs, with opportunities to provide capital and technical assistance to small businesses.	Ongoing

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

1	Assist in promoting Assembly Row hiring efforts locally.	Ongoing
2	Work with local and regional partners to promote workforce development efforts in Somerville.	Ongoing

### 4. Manage the remediation and redevelopment of brownfield properties.

1	Utilize \$400,000 EPA grant to undertake environmental assessments of selected brownfields site.	Ongoing
2	Work with Brickbottom residents to implement the 1st phase of the interim use plan for the former Waste Transfer Facility.	Ongoing

# OSPCD: Economic Development

## BUDGET:

OSPCD: ECONOMIC DEVELOPMENT	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	222,183	241,910	163,213	409,510	
515006 HOLIDAYS NON-UNION	-	916	916	2,288	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>222,183</b>	<b>242,826</b>	<b>164,129</b>	<b>411,798</b>	<b>69.6%</b>
530000 PROF & TECH SERVICES	56,699	260,000	15,094	135,000	
530011 ADVERTISING	162	-	-	-	
534003 POSTAGE	-	500	-	500	
542000 OFFICE SUPPLIES	-	392	-	1,000	
542001 PRINTING & STATIONERY	820	300	155	300	
549000 FOOD SUPPLIES & REFRESHMT	-	-	1,548	-	
558004 MAG/NEWS SUBSCRIPTIONS	45	-	-	-	
571000 IN STATE TRAVEL	-	-	15	-	
571001 IN STATE CONFERENCES	64	600	-	-	
572000 OUT OF STATE TRAVEL	-	-	448	5,000	
572001 OUT OF STATE CONFERENCES	2,576	-	550	3,500	
573000 DUES AND MEMBERSHIPS	300	1,125	305	6,000	
578010 RECORDINGS	200	-	-	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>60,866</b>	<b>262,917</b>	<b>18,116</b>	<b>151,300</b>	<b>-42.5%</b>
<b>OSPCD: ECONOMIC DEV TOTAL</b>	<b>283,050</b>	<b>505,743</b>	<b>182,245</b>	<b>563,098</b>	<b>11.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR ECONOMIC DEVELOPMENT	VACANT	1,923.08	100,384.78	90,865.53
ECONOMIC DEVELOPMENT SPECIALIST	VACANT	1,634.62	85,327.16	85,817.55
URBAN REVITALIZATION SPECIALIST	MacCARTHY, MAXWELL	1,634.62	85,327.16	21,454.39
SENIOR PLANNER	THOMAS, SUNAYANA	1,634.62	85,327.16	77,235.80
ECONOMIC DEVELOPMENT ASSISTANT	SOMMER,-BEN	1,442.31	75,288.58	49,218.83
ECONOMIC DEVELOPMENT ASSISTANT	VACANT	1,442.31	75,288.58	75,721.28
ECONOMIC DEVELOPMENT ADVISOR	OFFIT, ANDREW	220.00	11,484.00	11,484.00

# OSPCD: Redevelopment Authority

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	14,400	18,000	18,000	0.0%
General Fund Expenditures	14,400	18,000	18,000	0.0%

## BUDGET:

REDEVELOPMENT AUTHORITY	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	14,400	18,000	13,200	18,000	0.0%
<b>REDEVELOPMENT AUTHORITY TOTAL</b>	<b>14,400</b>	<b>18,000</b>	<b>13,200</b>	<b>18,000</b>	<b>0.0%</b>

## PERSONNEL LIST:

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

# OSPCD: Transportation & Infrastructure

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	205,777	229,402	394,509	72.0%
Ordinary Maintenance	130,368	309,130	313,280	1.3%
General Fund Expenditures	336,145	538,532	707,789	31.4%

## CHANGES BETWEEN FY16 & FY17:

- Increase of \$200,000 in Professional & Technical Services funds for a Citywide mobility plan, and retention of \$100,000 for continued Hubway operations and urban forestry services.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
MassWorks Union Square Utility Infrastructure Improvements Grant	MA Department of Transportation	\$3,340,000
Hoyt-Sullivan PARC Grant	Executive Office of Energy & Environmental Affairs	\$400,000

## FY16 ACCOMPLISHMENTS:

- Continued working toward the community's goal of becoming the most walkable, bikeable, transit accessible city in the United States
  - o Completed construction (under MassDOT contract) of East Broadway Streetscape.
  - o Completed construction (under MassDOT contract) of McGrath Highway Interim Improvements.
  - o Initiated construction (under MassDOT contract) of Green Line Extension.
  - o Led advocacy coalition on Green Line Extension re-scoping / cost control, supporting MassDOT efforts to re-procure an affordable project meeting all core program elements.
  - o Initiated construction of Union Square Utility and Streetscape "Early Action" project.
  - o Initiated construction (under MassDOT contract) of Beacon Street Reconstruction.
  - o Completed project development (under MassDOT contract) for McGrath Boulevard project and initiated state / federal environmental review.
  - o Secured major funding for McGrath Boulevard construction in regional Long-Range Transportation Plan.
  - o Managed piloting of Somerville's grassroots "Neighborways" low-stress walking and bicycling route program.
  - o Managed Hubway bicycle-sharing service.
  - o Staffed the Somerville Bicycle Advisory Committee.
- Continued working toward the SomerVision target of adding 125 acres of new publicly-accessible open space in Somerville.
  - o Completed construction of Symphony Park in East Somerville, for a net gain of 0.25 acres of open space.
  - o Completed construction (under MassDOT contract) of Community Path Extension from Cedar Street to Lowell Street, for a net gain of 1.5 acres of open space.
  - o Secured seed funding for new citywide Open Space Land Acquisition Fund through the Community Preservation Act.

# OSPCD: Transportation & Infrastructure

- o Initiated design of ArtFarm interim use project in Brickbottom.
- Continued working toward the community’s goal of improving and upgrading existing open spaces.
  - o Completed construction of Marshall Street Playground in Gilman Square.
  - o Completed construction of Kennedy School playground in Porter Square.
  - o Completed construction of Symphony park in East Somerville.
  - o Completed upgrades to the Blessings of the Bay Boathouse dock system on the Mystic River.
  - o Initiated construction of Otis Street Playground rehabilitation along McGrath Highway.
  - o Completed design of Lincoln Park rehabilitation, completed construction bidding and contracting, and initiated construction.
  - o Initiated design of Hoyt-Sullivan Playground rehabilitation on Central Street.
  - o Initiated technical and community process around Athletic Fields Master Planning.

## GOALS REVIEW:

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

1	Complete construction of Union Square Utility and Streetscape “Early Action” project	Ongoing
2	Support MassDOT repurchase of Green Line Extension Project	Ongoing
3	Support construction (under MassDOT contract) of Green Line Extension Project	Ongoing
4	Complete construction (under MassDOT contract) of McGrath Highway Interim Improvements	Ongoing
5	Manage construction (under MassDOT contract) of Beacon Street Reconstruction	Ongoing
6	Manage procurement and delivery of new Hubway bicycle-share equipment	Ongoing
7	Initiate design (under MassDOT contract) of Kensington Underpass pedestrian improvements	Ongoing

### 2. Continue working toward SomerVision goal of adding 125 new acres of publicly accessible open space in Somerville.

1	Establish fund criteria for new citywide Open Space Land Acquisition Fund	Ongoing
2	Complete first acquisition deal using new Open Space Land Acquisition Fund	New for FY17
3	Initiate first phase of construction for ArtFarm interim use project in Brickbottom	New for FY17



# OSPCD: Transportation & Infrastructure

## BUDGET:

OSPCD: TRANSPORTATION & INFRASTRUCTURE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	205,777	228,518	179,351	392,254	
515006 HOLIDAYS NON-UNION	-	884	884	2,255	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>205,777</b>	<b>229,402</b>	<b>180,235</b>	<b>394,509</b>	<b>72.0%</b>
530000 PROF & TECH SERVICES	121,970	300,000	24,390	300,000	
530011 ADVERTISING	-	400	-	400	
530018 POLICE DETAIL	2,580	-	1,032	-	
530028 SOFTWARE SERVICES	1,000	2,000	1,000	2,000	
538010 ADMINISTRATION COSTS	-	-	25	-	
542000 OFFICE SUPPLIES	110	100	73	250	
542002 PHOTOCOPYING	-	30	-	30	
546000 GROUNDSKEEPING SUPPLIES	-	-	762	-	
549000 FOOD SUPPLIES & REFRESHMT	-	-	274	-	
571000 IN STATE TRAVEL	203	300	51	300	
571001 IN STATE CONFERENCES	272	300	-	300	
572000 OUT OF STATE TRAVEL	-	-	1,750	2,000	
572001 OUT OF STATE CONFERENCES	-	-	-	500	
573000 DUES AND MEMBERSHIPS	4,233	6,000	233	7,500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>130,368</b>	<b>309,130</b>	<b>29,589</b>	<b>313,280</b>	<b>1.3%</b>
<b>OSPCD: T&amp;I TOTAL</b>	<b>336,145</b>	<b>538,532</b>	<b>209,824</b>	<b>707,789</b>	<b>31.4%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR TRANSPORTATION & INFRASTRUCTURE	RAWSON, BRAD	1,923.08	100,384.78	90,865.53
DIRECTOR OF PARKS & OPEN SPACE	FRANZEN, ARN	1,634.62	85,327.16	30,036.14
SENIOR PLANNER LANDSCAPE	OLIVEIRA, LUISA	1,634.62	85,327.16	68,654.04
SENIOR PLANNER TRANSPORTATION	MOLINA, JENNIFER	1,634.62	85,327.16	68,654.04
PLANNER TRANSPORTATION	POLINSKI, ADAM	1,442.31	75,288.58	75,721.28
PLANNER GREEN INFRASTRUCTURE	VACANT	1,442.31	75,288.58	60,577.02

# Inspectional Services

## MISSION STATEMENT:

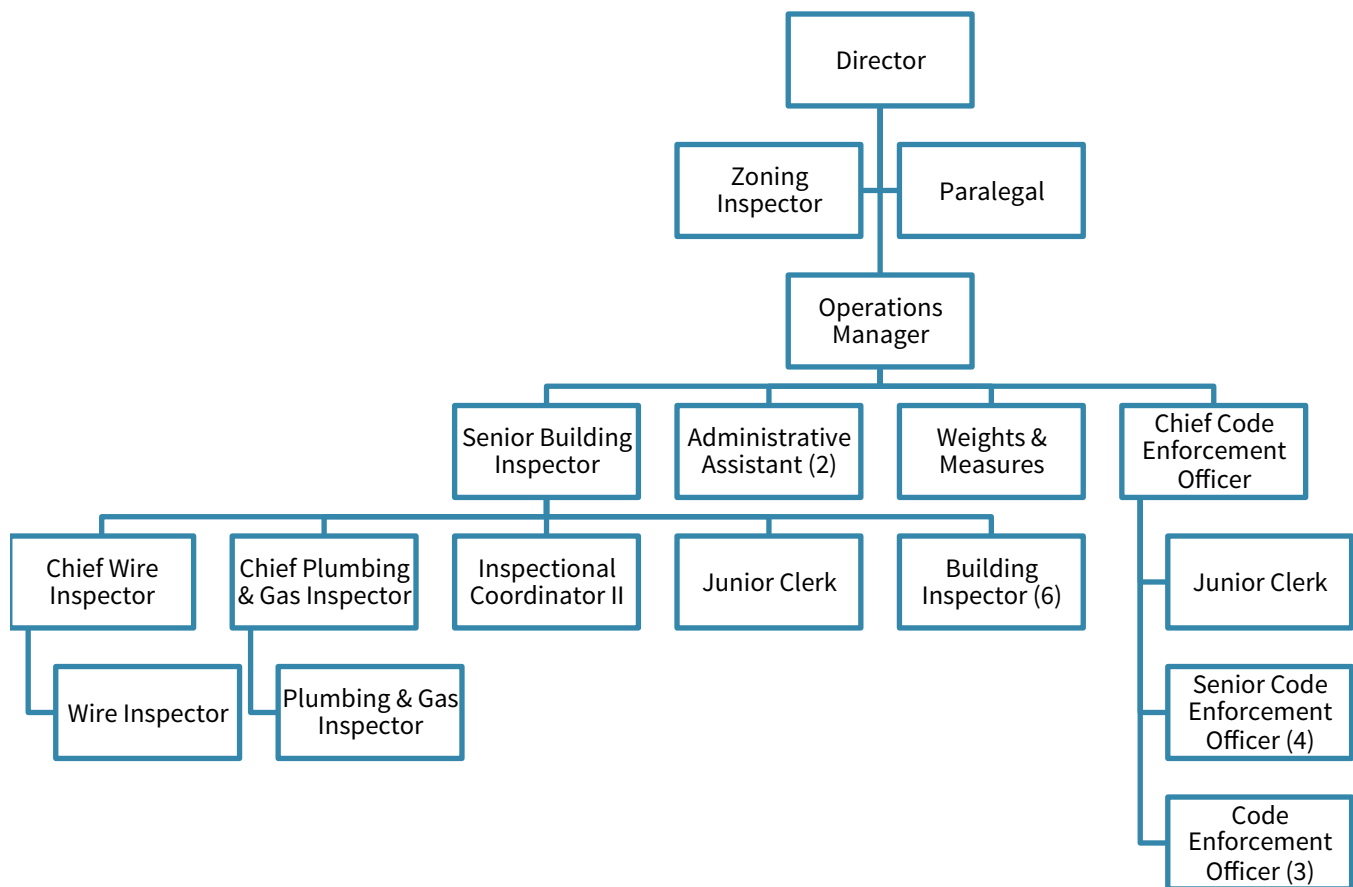
To ensure the safety of residents and community members by enforcing all laws and regulations pertaining to building construction and health. ISD provides residents and community members with consistent and high-quality education; local, state and federal code enforcement; emergency services and support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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	1,595,192	1,795,005	1,985,805	10.6%
Ordinary Maintenance	108,280	294,431	300,800	2.2%
General Fund Expenditures	1,703,472	2,089,436	2,286,605	9.4%

## CHANGES BETWEEN FY16 & FY17:

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

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

ISD became a standalone department in FY16 and incorporated Weights & Measures under its purview. With three divisions (Building, Health and Weights & Measures), the ISD department now manages all core inspectional functions in the City and is more effective and efficient.

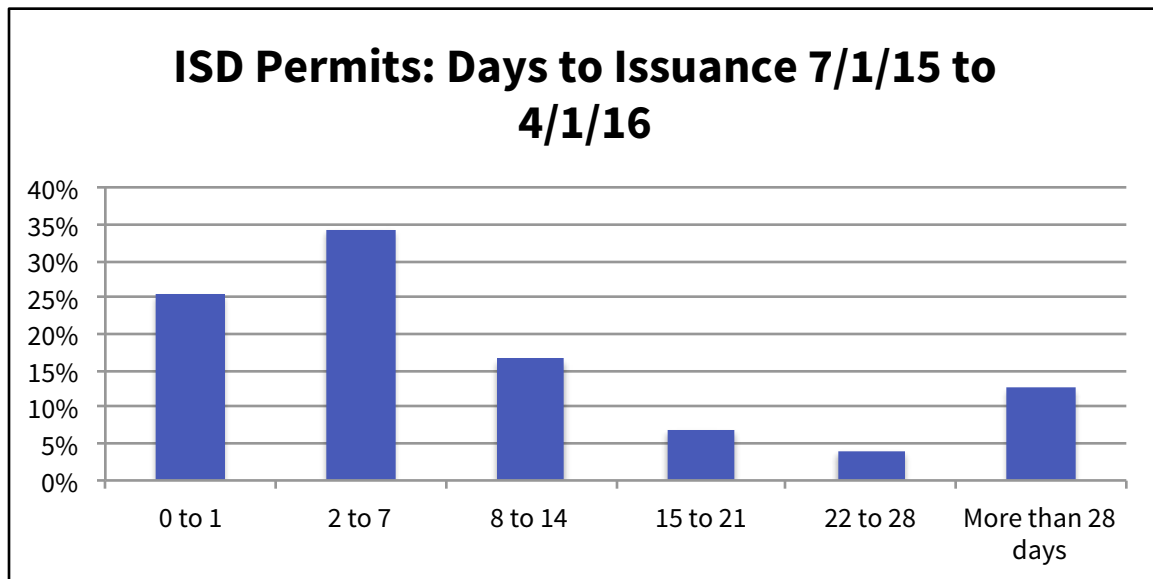
- Added full-time building inspector to meet increased demand for services.

Electronic permitting and code enforcement system (CitizenServe):

- All Weights & Measures licenses and inspections are now recorded and updated in an electronic file by property address, joining ISD Building and Health Divisions in one integrated department system.
- Continued to modify and improve this 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.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Building Permits	1846	1831	1856	1866
Electrical Permits	1,507	1,816	1,850	1,870
Food Inspections (Routine)	558	151	529	750



# Inspectional Services

## 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: <ul style="list-style-type: none"><li>o Residential Property Rodent Control Assistance Program</li><li>o Dumpster Licensing/Enforcement Initiative</li><li>o Rodent Population Specification Design (SenesTech)</li></ul>	Complete & Ongoing
4	Create a new scanner inspection program within Weights & Measures to protect consumers by ensuring scanner price accuracy.	New for FY17

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

1	Implement electronic permitting and code enforcement system.	Complete
2	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
3	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.

1	Accept credit card and electronic check payments for online transactions.	Complete & 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	Update City website and printed materials to provide clear, accurate and easily understood information.	Ongoing
4	Provide customer service training for all ISD employees.	Complete & Ongoing

# Inspectional Services

## BUDGET:

INSPECTIONAL SERVICES	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	1,427,470	1,664,207	1,257,111	1,799,282	
513000 OVERTIME	83,040	40,000	81,162	80,000	
514006 LONGEVITY	15,525	14,475	8,650	17,775	
514008 OUT OF GRADE	13,354	4,000	8,745	9,000	
514015 OTHER DIFFERENTIALS	32,270	40,508	39,117	42,997	
515006 HOLIDAYS NON-UNION	-	847	847	1,473	
515011 HOLIDAYS - S.M.E.A.	-	5,518	4,924	8,878	
515012 PERFECT ATTENDANCE	1,200	-	1,900	-	
519004 UNIFORM ALLOWANCE	7,000	7,900	7,350	8,300	
519013 OTHER LUMP SUM PAYMENTS	7,000	7,000	7,000	7,000	
519015 AUTO ALLOWANCE	8,333	10,550	8,058	11,100	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>1,595,192</b>	<b>1,795,005</b>	<b>1,424,863</b>	<b>1,985,805</b>	<b>10.6%</b>
524013 R&M - TOOLS & EQUIPMENT	-	-	-	500	
524034 MAINT CONTRACT-OFFC EQUIP	325	400	-	-	
529011 DEMOLITION SERVICES	-	2,500	-	2,500	
530000 PROF & TECH SERVICES	66,599	102,250	32,807	184,700	
530023 STAFF DEVELOPMENT	10,988	11,500	6,580	13,325	
534003 POSTAGE	-	6,131	5,000	7,000	
538004 EXTERMINATION	12,902	147,500	14,010	70,000	
542000 OFFICE SUPPLIES	4,957	4,000	3,605	5,500	
542001 PRINTING & STATIONERY	2,075	5,000	785	2,100	
542005 OFFICE EQUIPMENT	-	700	-	-	
542006 OFFICE FURNITURE	1,854	2,500	533	3,500	
542007 COMP EQUIP NOT CAPITAL	3,752	-	-	-	
542008 BOOKS & BOOKBINDING	288	3,750	2,197	4,500	
543011 HARDWARE & SMALL TOOLS	-	-	-	1,500	
558006 UNIFORMS & FOUL WEATH GR	1,486	500	1,156	1,000	
558010 INSPECTION SVC SUPPLIES	986	1,500	275	1,200	
571000 IN STATE TRAVEL	-	-	1,041	200	
573000 DUES AND MEMBERSHIPS	1,249	1,500	1,150	1,575	
578007 REIMB OF LICENSES	450	700	100	700	
578010 RECORDINGS	370	4,000	-	1,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>108,280</b>	<b>294,431</b>	<b>69,239</b>	<b>300,800</b>	<b>2.2%</b>
<b>INSPECTIONAL SERVICES TOTAL</b>	<b>1,703,472</b>	<b>2,089,436</b>	<b>1,494,102</b>	<b>2,286,605</b>	<b>9.4%</b>

# Inspectional Services

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ISD SUPERINTENDENT	SMILJIC, GORAN	1,928.77	100,681.79	101,260.43
ISD OPERATIONS MANAGER	COLLINS, ELLEN	1,538.46	80,307.61	80,769.15
ZONING REVIEW PLANNER	JENSEN, HANS	1,442.31	75,288.58	75,721.28
SENIOR BUILDING INSPECTOR	NONNI, PAUL	1,734.95	90,564.39	96,618.99
LOCAL BUILDING INSPECTOR	BARGOOT, ALBERT	1,219.14	63,639.11	68,351.73
LOCAL BUILDING INSPECTOR	AURILIO, JAMES	1,219.14	63,639.11	68,201.73
LOCAL BUILDING INSPECTOR	DRISCOLL, JOHN	1,219.14	63,639.11	67,926.73
LOCAL BUILDING INSPECTOR	WALDRON, LUIS	1,219.14	63,639.11	67,451.73
LOCAL BUILDING INSPECTOR	RICHARDSON, FLOYD	1,219.14	63,639.11	66,951.73
LOCAL BUILDING INSPECTOR	SMITH, PAUL	1,092.32	28,837.25	62,769.41
		1,195.93	30,854.99	
LOCAL BUILDING INSPECTOR	VACANT	1,092.32	57,019.10	60,075.55
CHIEF PLUMBING & GAS INSPECTOR	SILLARI, ANTHONY	1,219.14	63,639.11	68,401.73
PLUMBING & GAS INSPECTOR	KLEIN, KEVIN	1,081.80	56,469.96	59,505.16
CHIEF WIRE & ELECTRICAL INSPECTOR	POWER, JOHN	1,219.14	63,639.11	68,701.73
WIRE INSPECTOR	CAHILL, WILLIAM	1,081.80	47,599.20	59,677.27
		1,102.79	9,042.88	
CHIEF CODE ENFORCEMENT INSPECTOR	SELFRIEDGE, GUY	1,248.50	65,171.70	70,043.67
SR CODE ENFORCEMENT INSPECTOR	BOWLER, MICHELLE	1,219.15	63,639.63	68,202.27
SR CODE ENFORCEMENT INSPECTOR	HAMEL, JOSEPH	1,195.93	7,175.58	67,373.01
		1,219.15	56,324.73	
SR CODE ENFORCEMENT INSPECTOR	LIPHAM, BENJAMIN	1,195.93	26,310.46	66,157.66
		1,219.15	36,574.50	
SR CODE ENFORCEMENT INSPECTOR	COLLINS, ELISE KELLY	1,195.93	62,427.55	65,693.28
CODE ENFORCEMENT INSPECTOR	ROSS, STEVEN	1,008.29	48,599.58	56,197.04
		1,027.69	4,110.76	
CODE ENFORCEMENT INSPECTOR	ROCHE, CHRISTOPHER	916.63	28,782.18	51,419.87
		934.26	19,432.61	
CODE ENFORCEMENT INSPECTOR (NIGHT)	VACANT	904.92	47,236.82	49,914.72
SEALER OF WEIGHTS & MEASURES	HALLORAN, JAMES	1,495.58	78,069.28	82,690.35

# Inspectional Services

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ADMINISTRATIVE ASSISTANT	PICKETT, DONNA	1,071.43	55,928.65	58,000.08
ADMINISTRATIVE ASSISTANT	COMO, KELLY	1,071.44	55,929.17	58,050.60
INSPECTIONAL COORDINATOR II	MOOS, JESSE	864.36	45,119.59	46,228.90
JR CLERK	SOUSA, JENNIFER	729.65	31,374.95	38,790.85
		744.24	6,847.01	
JR CLERK	COMO, ANDREA	729.65	38,087.73	38,656.63

## 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	15,177,929	14,985,834	15,629,168	4.3%
Ordinary Maintenance	339,371	429,950	458,600	6.7%
Special Items			2,500	-
General Fund Expenditures	15,517,300	15,415,784	16,090,268	4.4%

## CHANGES BETWEEN FY16 & FY17:

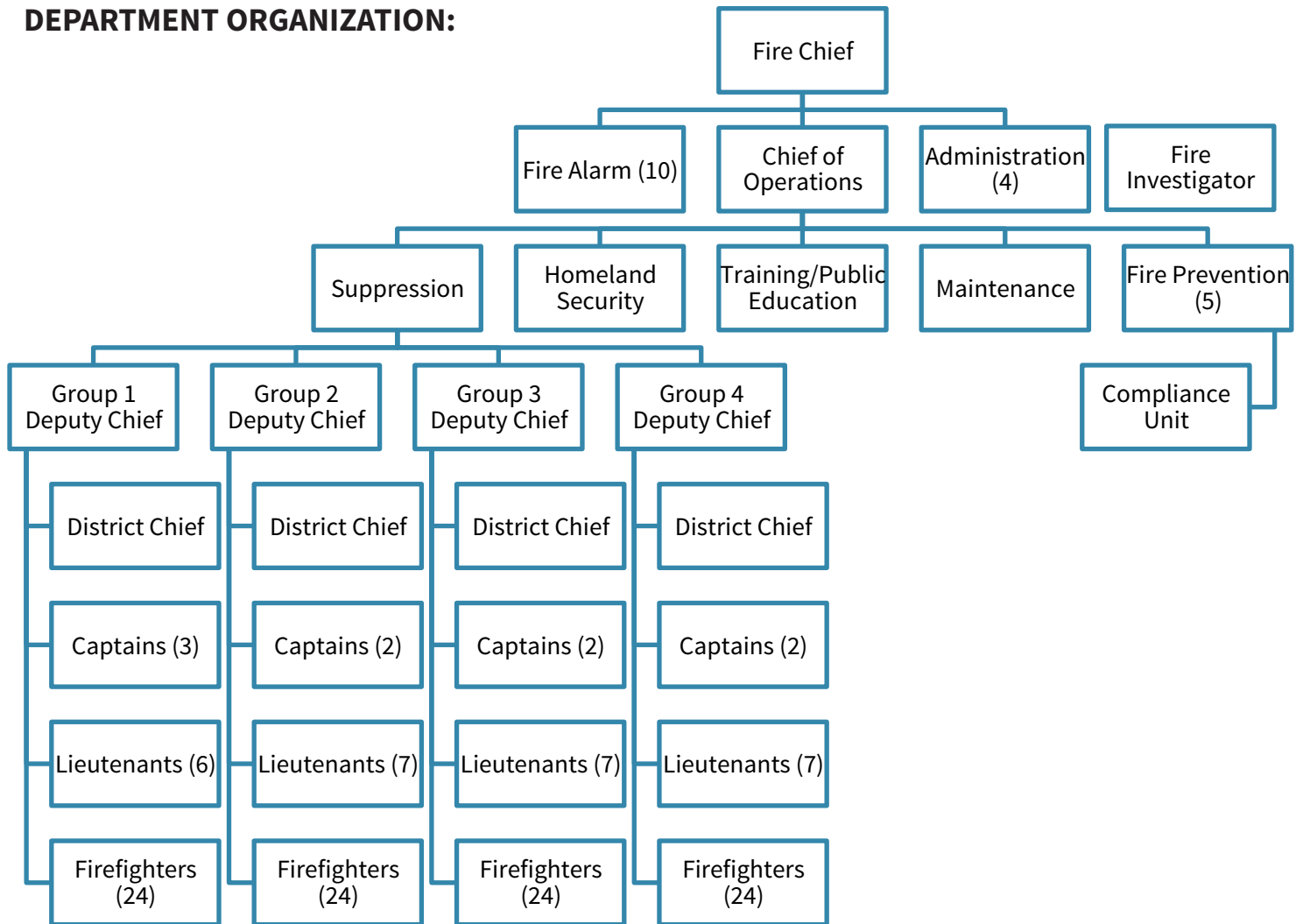
- Personal Services changes are driven primarily by an increase in the Department’s overtime account by \$575,000.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## FY16 ACCOMPLISHMENTS:

- Hired nine new firefighters.
- Took delivery of two new pumpers and one new ladder truck.
- Relocated Engine 3 from Headquarters to a new modular home back in Union Square.
- Continued offering specialized training in confined space, trench, and rope rescue for rescue and other interested members.
- Offered specialized Swiftwater Rescue Training for select members of the Rescue Company.
- All members of the Somerville Fire Department completed live fire training in a flashover simulator.
- Recently appointed fire lieutenants and captains took part in a multi-day Tactics and Strategy program offered by the Massachusetts Fire Academy.

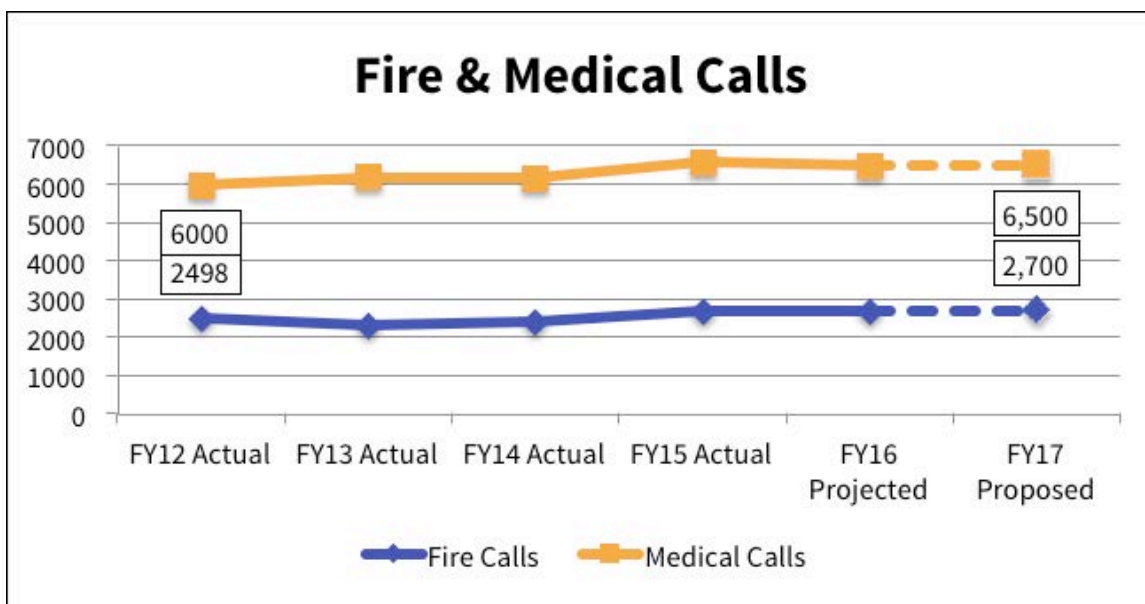
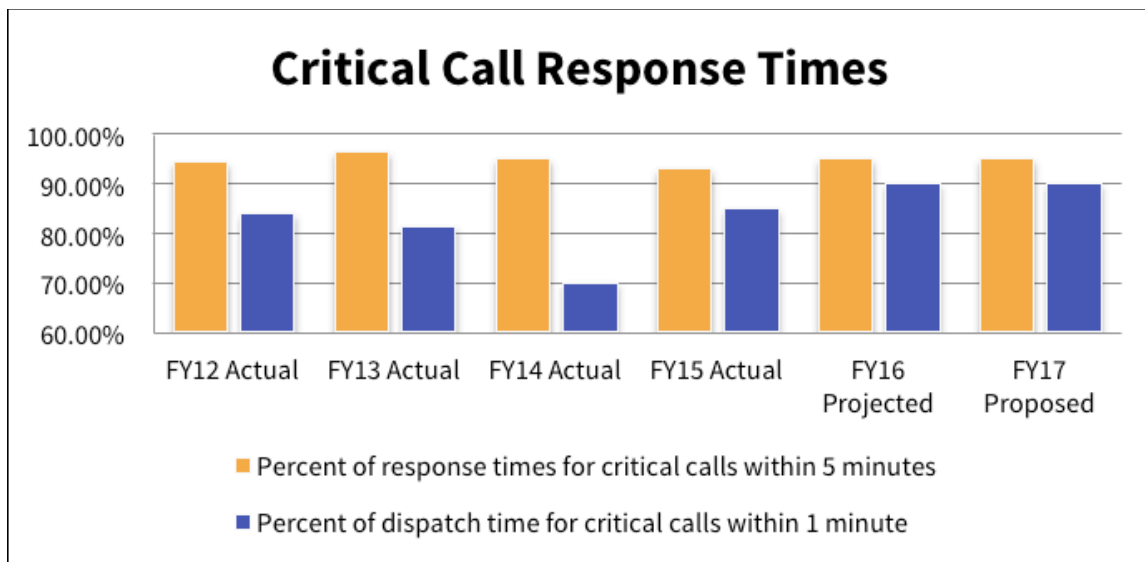


## DEPARTMENT ORGANIZATION:



## PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Percent of response times for critical calls under 5 minutes	96.4%	95%	91%	90%	95%
Percent of dispatch time for critical calls under 1 minute	81.3%	70%	86%	87%	90%
Percent of personnel EMT Certified	65.8%	66.5%	66.5%	66.1%	70%
Percent of personnel with 2 or less 24-hour short-term sick missed shifts	86.2%	92.1%	91%	85.7%	80%
Percent of personnel with 2 or less 24-hour injured missed shifts	88.2%	96.7%	96%	93.6%	95%
Number of fire calls (% of all calls / % of critical calls)	2,328 (21% / 24%)	2,416 (21% / 24%)	2,739 (21% / 25%)	2,815 (23% / 27%)	2,700 (22% / 24%)
Number of medical aid calls (% of all calls / % of critical calls)	6,197 (55% / 63%)	6,185 (54% / 62%)	6,618 (52% / 62%)	6,836 (57% / 65%)	6,500 (53% / 62%)
Total number of calls	11,378	11,405	12,738	12,096	12,250
Overtime	\$906,648	\$871,049	\$1,268,484	\$1,520,415	\$1,500,000



## GOALS REVIEW:

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

1	Begin training firefighters in the Transitional Fire Attack course offered by the MFA.	New for FY17
2	Commence and complete pump operator training phase #2.	Completed
3	Incorporate pre-incident planning of specific buildings as part of the upgraded training program.	Ongoing
4	Review department protocol at monthly Chiefs' and Captains' meetings.	Ongoing
5	Implement the recommendations of the fire management study in a timely manner based upon priority.	Ongoing
6	Train firefighters using the flashover simulation provided by MFA.	Completed

7	Begin training all members of Tower 1 as a part of the Metro Boston Technical Rescue Group.	Ongoing
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## 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 rescue company and incorporate specialized training for other fire companies.	Ongoing
2	Continue participation in the Local Emergency Planning Committee (LEPC) and the Regional Emergency Planning Committee (REPC), Mystic Region.	Ongoing
3	Continue participation in the Urban Area Security Initiative (UASI) to secure training and equipment to address natural and man-made disasters.	Ongoing
4	Introduce Hazardous Materials Technician Certification Training	New for FY17
5	Commence ice rescue and water rescue training due to the proposed increase of water activities along the Mystic waterfront.	Complete & Ongoing

## 3. Improve apparatus maintenance.

1	Utilize factory service facilities for routine small vehicle maintenance.	Ongoing
2	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
3	Hire Support Services Technician to assist mechanic and provide other services to the Fire Department.	Ongoing

## 4. Improve Fire Department facilities.

1	Replace existing trailer at Public Safety Building with modular building.	Complete
2	Review options for fire station at Assembly Square as project develops.	Pending Fire Management Study
3	Completion of a long range plan on FD facilities.	Pending Fire Management Study
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 vehicle locator system.	Ongoing
3	Train personnel to use vehicle locator system.	Pending Implementation
4	Assist in the regionalization of emergency response (E-911) services.	Ongoing: Report is forthcoming
5	Improve department performance with a more efficient utilization of department data.	Ongoing

## BUDGET:

FIRE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	12,578,190	12,672,574	10,203,171	12,711,001	
513000 OVERTIME	1,268,483	925,000	1,286,704	1,500,000	
513001 TRAINING-OVERTIME	108,853	76,500	52,703	85,000	
514006 LONGEVITY	1,325	1,400	700	1,400	
514008 OUT OF GRADE	68,485	83,232	66,850	85,000	
515004 HOLIDAYS	822,908	833,078	352,822	836,756	
515006 HOLIDAYS NON-UNION	-	-	291	397	
515011 HOLIDAYS - S.M.E.A.	-	-	372	564	
515012	-	-	38,050		
519002 EDUCATIONAL INCENTIVE	25,500	25,000	25,000	25,000	
519003 IN SERVICE TRAINING	8,990	45,000	6,860	50,000	
519004 UNIFORM ALLOWANCE	1,050	1,050	1,050	1,050	
519010 HAZARDOUS DUTY STIPEND	150,250	153,500	154,250	153,500	
519011 REIMBURSEMENT FOR INJURY	140,191	155,000	71,624	165,000	
519012 PHYSICAL EXAMINATION	3,704	14,500	-	14,500	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>15,177,929</b>	<b>14,985,834</b>	<b>12,260,447</b>	<b>15,629,168</b>	<b>4.3%</b>
524003 REPAIRS-VEHICLES	193,962	185,000	106,206	190,000	
524007 REPAIRS OFFICE EQUIPMENT	-	100	-	100	
524013 REPAIRS-TOOLS & EQUIPMENT	28,355	49,750	29,440	55,000	
524030 REPAIRS-RADIO ALARM	8,241	10,000	3,353	12,500	
524034 MAINT CONTRACT-OFFC EQUIP	399	6,500	300	6,500	
530000 PROF & TECH SERVICES	1,785	-	56,025	-	
530011 ADVERTISING	-	200	-	200	
530021 TOWING	860	3,000	345	3,000	
530025 IN SERVICE TRAINING OM	1,747	2,100	2,273	3,000	
534000 COMMUNICATIONS	1,500	1,500	1,250	1,500	
534003 POSTAGE	294	300	-	300	
534006 EXPRESS/FREIGHT	67	150	29	150	
538005 PHOTOGRAPHY	-	100	-	100	
542000 OFFICE SUPPLIES	6,601	7,000	3,835	7,000	
542001 PRINTING & STATIONERY	513	800	555	800	
542004 COMPUTER SUPPLIES	1,451	3,400	494	3,800	
542005 OFFICE EQUIPMENT	-	2,500	-	2,500	
542006 OFFICE FURN NOT CAPITALIZ	1,032	2,500	547	2,500	
542007 COMPUTER EQUIPMENT	4,599	9,000	-	9,000	
542008 BOOKS & BOOKBINDING	1,230	800	178	800	
542012 OTH EQUIP NOT CAPITALIZ	822	2,000	-	2,000	
543011 HARDWARE & SMALL TOOLS	9,724	12,000	4,206	12,000	

FIRE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
548001 MOTOR GAS AND OIL	-	2,000	1,004	2,000	
548002 ANTI-FREEZE	-	500	-	500	
548003 BATTERIES	-	2,000	-	2,000	
548004 TIRES AND TUBES	21,022	20,000	8,812	20,000	
549000 FOOD SUPPLIES & REFRESHMT	-	200	21	200	
550000 MEDICAL/DENTAL SUPPLIES	12,613	30,000	10,007	35,000	
558001 FIRE HOSES-REPAIRS/PARTS	7,510	7,000	-	9,000	
558003 PUBLIC SAFETY SUPPLIES	14,996	37,100	13,071	40,000	
558011 FLOWERS & FLAGS	-	-	260	-	
558015 SUPPLIES FOR MEN/WOMEN	13,886	25,500	8,226	30,000	
558016 COLORGUARD	3,250	3,250	3,250	3,250	
571000 IN STATE TRAVEL	34	100	-	100	
573000 DUES AND MEMBERSHIPS	2,879	3,600	2,889	3,800	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>339,371</b>	<b>429,950</b>	<b>256,574</b>	<b>458,600</b>	<b>6.7%</b>
558020 FIRE GRANT MATCH	-	-	-	2,500	
<b>SUBTOTAL SPECIAL ITEMS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>0.0%</b>
<b>FIRE TOTAL</b>	<b>15,517,300</b>	<b>15,415,784</b>	<b>12,517,021</b>	<b>16,090,268</b>	<b>4.3%</b>

**PERSONNEL LIST:**

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF ENGINEER	SULLIVAN, PATRICK 3D	2,614.73	136,339.49	152,640.18
DEPUTY CHIEF	HALLINAN, WILLIAM	2,225.96	116,067.91	135,878.51
DEPUTY CHIEF	LUCIA, JAMES	2,225.96	116,067.91	133,443.21
DEPUTY CHIEF	BREEN, CHARLES JR	2,225.96	116,067.91	133,443.21
DEPUTY CHIEF	AVERY, MICHAEL	2,225.96	116,067.91	138,305.65
DEPUTY CHIEF	TIERNEY, SEAN	2,225.96	116,067.91	135,505.79
DEPUTY CHIEF	FORREST, WALLACE	2,225.96	116,067.91	133,435.05
DEPUTY CHIEF	MAJOR, CHRISTOPHER	2,157.58	115,999.53	136,292.68
		2,225.96		
DISTRICT CHIEF	LEE, FRANK J	1,969.91	102,716.74	124,066.46
DISTRICT CHIEF	MURPHY, DENNIS	1,969.91	102,716.74	116,760.55
DISTRICT CHIEF	KEANE, JOHN JR	1,969.91	102,716.74	121,622.99
DISTRICT CHIEF	WALL, MATTHEW	1,909.40	102,656.23	121,158.02
		1,969.91		
CAPTAIN	DOHENEY, JAMES	1,743.25	90,898.04	106,583.85
CAPTAIN	FITZPATRICK, WILLIAM	1,743.25	90,898.04	111,446.28
CAPTAIN	MCCARTHY, ROBERT	1,743.25	90,898.04	109,510.22
CAPTAIN	LAMPLEY, VINCENT	1,743.25	90,898.04	108,621.65

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CAPTAIN	ANZALONE, MICHAEL	1,743.25	90,898.04	107,100.78
CAPTAIN	GOVER, GIRARD	1,743.25	90,898.04	106,583.85
CAPTAIN	SILVA, KENNETH	1,743.25	90,898.04	105,602.14
CAPTAIN	FRENCH, GREGORY	1,743.25	90,898.04	108,615.94
CAPTAIN	MAURAS, STEVEN	1,743.25	90,898.04	108,515.66
CAPTAIN	MATTHEWS, MARK	1,743.25	90,898.04	108,615.94
CAPTAIN	O'DONOVAN, BRIAN	1,743.25	90,898.04	106,531.41
CAPTAIN	GORMAN, THOMAS	1,689.71	90,844.50	108,834.69
		1,743.25		
LIEUTENANT	ALCARAZ, BLANCA	1,542.70	80,440.79	92,616.66
LIEUTENANT	BAKEY, TIMOTHY	1,542.70	80,440.79	94,736.01
LIEUTENANT	BELSKI, STEPHEN	1,542.70	80,440.79	94,915.48
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	91,950.58
LIEUTENANT	HOUGHTON, CHARLES	1,542.70	80,440.79	92,989.37
LIEUTENANT	KEANE, PATRICK	1,542.70	80,440.79	92,300.71
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	LIPPENS, KENNETH	1,542.70	80,440.79	91,950.58
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	MARINO, MICHAEL	1,542.70	80,440.79	96,669.52
LIEUTENANT	NOLAN, DEREK	1,542.70	80,440.79	94,385.88
LIEUTENANT	ORTOLANI, STEPHEN	1,542.70	80,440.79	92,989.37
LIEUTANANT	RICHARDSON, CHARLES D.	1,542.70	80,440.79	92,300.71
LIEUTENANT	SICILIANO, CHARLES	1,542.70	80,440.79	92,989.37
LIEUTENANT	STILTNER, DAVID	1,542.70	80,440.79	97,456.76
LIEUTENANT	TEIXEIRA, GARY	1,542.70	80,440.79	93,480.44
LIEUTENANT	TIERNEY, THOMAS	1,542.70	80,440.79	92,616.66
LIEUTENANT	KEANE, SEAN	1,542.70	80,440.79	98,351.04
LIEUTENANT	VELNEY, JOSUE	1,542.70	80,440.79	94,210.40
LIEUTENANT	ARDOLINO, MARK	1,495.31	80,393.40	96,682.10
		1,542.70		
LIEUTENANT	BONNER, JUSTIN	1,495.31	80,393.40	94,095.14

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
		1,542.70		
LIEUTENANT	SULLIVAN, DENNIS	1,495.31	80,393.40	96,576.12
		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	84,076.32
FIREFIGHTER	BECKWITH, JOHN	1,307.36	68,169.49	82,329.68
FIREFIGHTER	BELLINI, THOMAS	1,307.36	68,169.49	83,475.07
FIREFIGHTER	BENNETT, MICHAEL	1,307.36	68,169.49	84,764.98
FIREFIGHTER	BROWN, THOMAS	1,307.36	68,169.49	82,329.68
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	76,358.74
FIREFIGHTER	CHEIMETS, STEVEN	1,307.36	68,169.49	79,496.88
FIREFIGHTER	CICOLINI, ANTONIO	1,307.36	68,169.49	78,775.75
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	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	76,358.74
FIREFIGHTER	DAVIS, JULIAN	1,307.36	68,169.49	79,205.72
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	DONOVAN, TIMOTHY	1,307.36	68,169.49	78,794.04
FIREFIGHTER	DORANT, JASON	1,307.36	68,169.49	78,794.04
FIREFIGHTER	DORANT, PATRICK	1,307.36	68,169.49	82,329.68
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	79,205.72
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
FIREFIGHTER	HALLORAN, PATRICK	1,307.36	68,169.49	83,437.80



# Fire

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	HAMILTON, BARRY	1,307.36	68,169.49	78,855.59
FIREFIGHTER	HODNETT, ROBERT	1,307.36	68,169.49	79,205.72
FIREFIGHTER	HOWARD, CHRISTIAN W	1,307.36	68,169.49	77,950.15
FIREFIGHTER	HUGHES, BRENDAN	1,307.36	68,169.49	76,169.16
FIREFIGHTER	JEFFERSON, MICHAEL	1,307.36	68,169.49	76,358.74
FIREFIGHTER	JOHNSON, EARL	1,307.36	68,169.49	79,521.67
FIREFIGHTER	KANE, MATTHEW	1,307.36	68,169.49	83,646.35
FIREFIGHTER	KELLEY, THOMAS F	1,307.36	68,169.49	80,411.31
FIREFIGHTER	KHOURY, MICHAEL	1,307.36	68,169.49	78,794.04
FIREFIGHTER	KIRYLO, MATTHEW	1,307.36	68,169.49	76,420.28
FIREFIGHTER	LAYTON, KENNETH	1,307.36	68,169.49	87,192.12
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	78,794.04
FIREFIGHTER	MACMULLIN, BRIAN	1,307.36	68,169.49	83,558.65
FIREFIGHTER	MANCUSI, MELISSA	1,307.36	68,169.49	76,480.82
FIREFIGHTER	MARANO, JOEY	1,307.36	68,169.49	79,205.72
FIREFIGHTER	MATTERA, MICHAEL	1,307.36	68,169.49	81,290.89
FIREFIGHTER	MATTERA, VINCENT	1,307.36	68,169.49	79,894.38
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	82,125.58
FIREFIGHTER	MOREIRA, PAUL	1,307.36	68,169.49	81,229.34
FIREFIGHTER	NICHOLSON, MARK	1,307.36	68,169.49	79,894.38
FIREFIGHTER	NOONAN, BRENDAN	1,307.36	68,169.49	76,340.45
FIREFIGHTER	O'CONNOR, JOHN	1,307.36	68,169.49	76,169.17
FIREFIGHTER	O'HEARN, DANIELLE	1,307.36	68,169.49	78,855.59
FIREFIGHTER	O'HEARN, TIMOTHY	1,307.36	68,169.49	76,343.87
FIREFIGHTER	OTTING, FRANCIS	1,307.36	68,169.49	80,933.79
FIREFIGHTER	PANTANELLA, DAVID	1,307.36	68,169.49	83,649.77
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	77,976.01
FIREFIGHTER	PIWINSKI, JAMES P.	1,307.36	68,169.49	76,363.18
FIREFIGHTER	POPKEN, FREDERICK	1,307.36	68,169.49	79,894.38
FIREFIGHTER	POPKEN, KARL	1,307.36	68,169.49	79,894.38
FIREFIGHTER	POWERS, MICHAEL	1,307.36	68,169.49	79,496.88



POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
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	ROSSI, JOSEPH	1,307.36	68,169.49	77,055.87
FIREFIGHTER	RUF, JASON	1,307.36	68,169.49	78,786.09
FIREFIGHTER	SANCHEZ, GERMAN	1,307.36	68,169.49	82,321.52
FIREFIGHTER	SAULNIER, ERIC	1,307.36	68,169.49	78,498.49
FIREFIGHTER	SHARPE, FRANCIS	1,307.36	68,169.49	79,894.38
FIREFIGHTER	THEOPHILE, CHRIST	1,307.36	68,169.49	78,912.68
FIREFIGHTER	VELNEY, JOCEYLN	1,307.36	68,169.49	78,798.49
FIREFIGHTER	VIVEIROS, FERNANDO	1,307.36	68,169.49	78,794.04
FIREFIGHTER	WALL, MARK	1,307.36	68,169.49	79,521.67
FIREFIGHTER	WILLIAMS, KEVIN	1,307.36	68,169.49	76,169.16
FIREFIGHTER	HENRY, DOUGLAS	1,125.17	61,818.86	69,051.52
		1,307.36		
FIREFIGHTER	LAYTON, RYAN	1,125.17	61,818.86	73,618.80
		1,307.36		
FIREFIGHTER	LAYTON, SEAN	1,125.17	61,818.86	75,893.05
		1,307.36		
FIREFIGHTER	LAUDANO, JOSEPH	1,125.17	61,818.86	69,051.52
		1,307.36		
FIREFIGHTER	MASSIAH, HALLAM	1,125.17	61,818.86	69,051.52
		1,307.36		
FIREFIGHTER	WHELAN, ROBERT	1,125.17	61,818.86	69,051.52
		1,307.36		
FIREFIGHTER	GALVIN, CHRISTOPHER	1,089.13	58,108.38	69,699.10
		1,125.17		
FIREFIGHTER	SAPORITA, TOMMASO	1,089.13	58,108.38	65,131.82
		1,125.17		
FIREFIGHTER	BUSI, RAYMOND	1,089.13	57,392.73	66,636.74
		1,125.17		
FIREFIGHTER	VACANT	1,089.13	57,166.20	70,959.48
		1,125.17		
FIREFIGHTER	VACANT	1,089.13	57,166.20	70,959.48
		1,125.17		
FIREFIGHTER	VACANT	1,089.13	57,166.20	70,959.48
		1,125.17		
FIREFIGHTER	VACANT	1,089.13	57,166.20	70,959.48
		1,125.17		

# Fire

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	VACANT	1,089.13	57,166.20	70,959.48
		1,125.17		
PUBLIC SAFETY ANALYST	HARDING, JOHN	1,361.93	71,092.75	71,501.33
ADMIN2A	CICCARIELLO, JANET	1,071.43	55,928.65	58,000.08
FIRE APPARATUS MECHANIC	DICKIE, PAUL	1,455.20	75,961.44	77,248.00
SENIOR CLERK	MARTIN, JOELLE	790.61	42,079.31	42,671.24
		806.42		

# Fire Alarm

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	962,978	972,165	996,523	2.5%
General Fund Expenditures	962,978	972,165	996,523	2.5%

## BUDGET:

FIRE ALARM	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	711,334	723,627	557,974	743,827	
513000 OVERTIME	179,456	148,000	137,448	150,000	
514006 LONGEVITY	6,100	6,450	6,450	6,750	
514008 OUT OF GRADE	1,269	5,300	728	5,300	
515004 HOLIDAYS	41,820	57,988	39,154	59,846	
515012 PERFECT ATTENDANCE	900	-	1,100	-	
519004 UNIFORM ALLOWANCE	9,900	11,000	9,900	11,000	
519013 OTHER LUMP SUM PAYMENTS	12,200	19,800	15,000	19,800	
<b>FIRE ALARM TOTAL</b>	<b>962,978</b>	<b>972,165</b>	<b>767,754</b>	<b>996,523</b>	<b>2.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF FIRE ALARM OPERATOR	DOHERTY, DAVID	1,690.15	88,225.83	101,224.46
SR FIRE ALARM OPERATOR	SWANTON, JAMES	1,509.06	78,772.93	91,010.98
SR FIRE ALARM OPERATOR	BREEN, TODD	1,509.06	78,772.93	88,810.98
SR FIRE ALARM OPERATOR	SLOANE, STEPHEN	1,509.06	78,772.93	88,310.98
SR FIRE ALARM OPERATOR	WALSH, DAVID	1,509.06	78,772.93	88,310.98
FIRE ALARM OPERATOR	BREEN, SCOTT	1,347.38	70,333.24	79,192.24
FIRE ALARM OPERATOR	HERMAN, BRIAN	1,347.38	70,333.24	79,442.24
FIRE ALARM OPERATOR	BRIEN, KYLE	1,347.38	70,333.24	79,192.24
FIRE ALARM OPERATOR	CASTLE, JASON	1,347.38	70,333.24	78,892.24
FIRE ALARM OPERATOR	ALFANO, DARIO	1,122.39	59,175.89	66,834.52
		1,159.55		

# Fire: Emergency Management

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	20,746	20,826	20,747	-0.4%
Ordinary Maintenance	4,570	5,700	5,700	0.0%
General Fund Expenditures	25,316	26,526	26,447	-0.3%

## BUDGET:

EMERGENCY MANAGEMENT	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	20,746	20,826	16,931	20,747	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>20,746</b>	<b>20,826</b>	<b>16,931</b>	<b>20,747</b>	<b>-0.4%</b>
524003 REPAIRS-VEHICLES	-	-	750	-	
549000 FOOD SUPPLIES & REFRESHMT	-	700	-	700	
558003 PUBLIC SAFETY SUPPLIES	-	2,400	429	1,850	
558006 UNIFORMS	2,748	2,000	2,088	2,000	
558012 BADGES, EMBLEMS, TROPHIES	985	-	-	-	
558015 SUPPLIES FOR MEN/WOMEN	200	-	260	500	
574000 INSURANCE PREMIUMS	638	600	413	650	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>4,570</b>	<b>5,700</b>	<b>3,938</b>	<b>5,700</b>	<b>0.0%</b>
<b>EMERGENCY MGMT TOTAL</b>	<b>25,316</b>	<b>26,526</b>	<b>20,869</b>	<b>26,447</b>	<b>-0.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HOMELAND SECURITY COORDINATOR	GRANEY, THOMAS	397.44	20,746.37	20,746.37

**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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	13,745,600	14,112,296	14,408,496	2.1%
Ordinary Maintenance	513,158	556,483	667,616	20.0%
Special Items	36,000	51,314	51,314	0.0%
General Fund Expenditures	14,294,758	14,720,093	15,127,426	2.8%

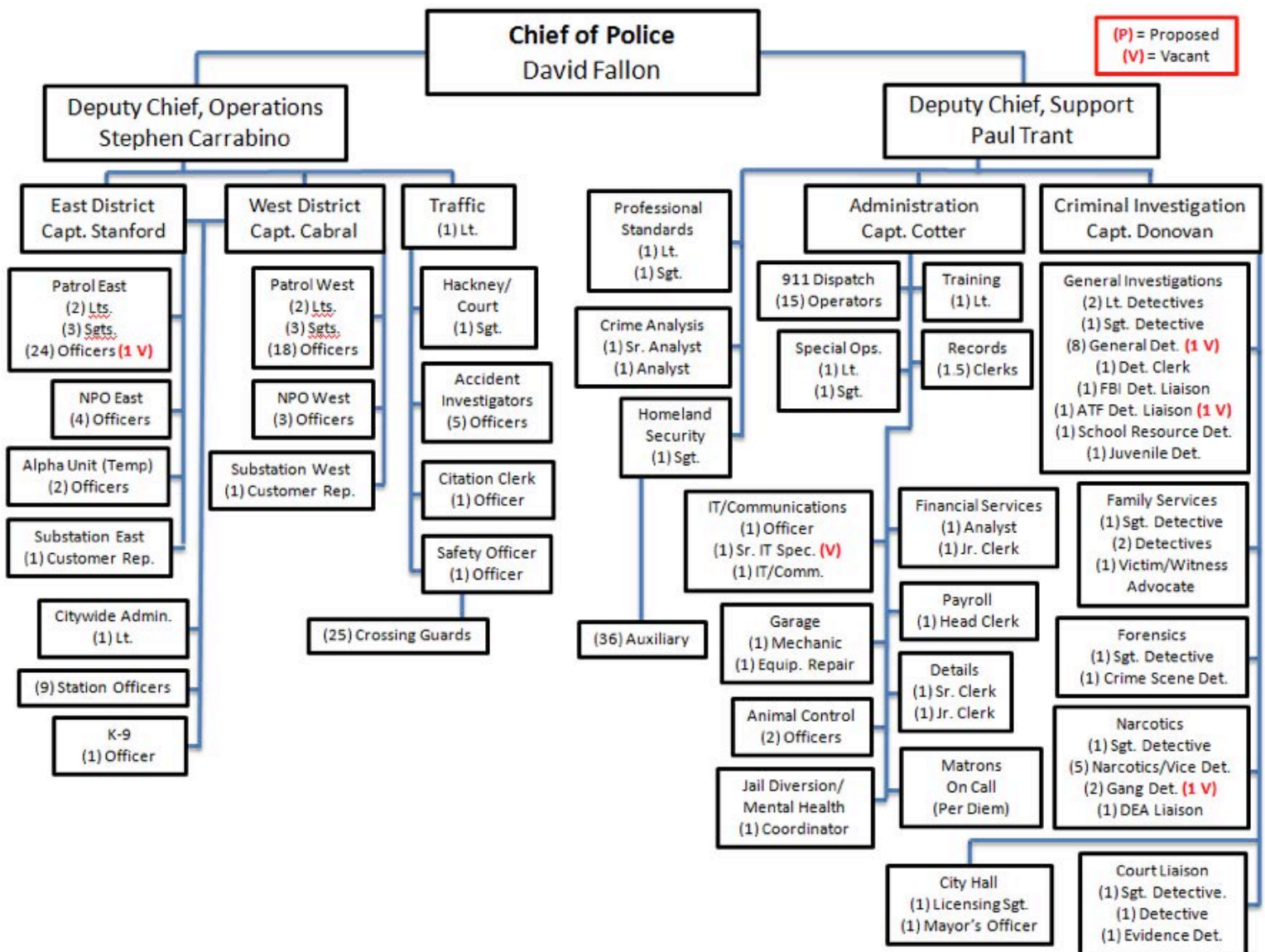
**CHANGES BETWEEN FY16 & FY17:**

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

**GRANTS AWARDED:**

GRANT NAME	GRANTING AGENCY	AMOUNT
CSI Community Safety Initiative (Shannon Grant)	Executive Office of Public Safety & Security	\$12,500
DMH/JDP (Jail Diversion Program)	Executive Office of Health & Human Services	\$37,315
Crisis Intervention Team (CIT)	Executive Office of Health & Human Services	\$80,000
Mass Municipal Police Staffing Grant	Executive Office of Public Safety & Security	\$50,000
PBMS -16 Pedestrian & Bicycle Safety	Executive Office of Public Safety & Security	\$5,000
TEEG -16 Traffic Enforcement & Equipment	Executive Office of Public Safety & Security	\$12,000

## DEPARTMENT ORGANIZATION:



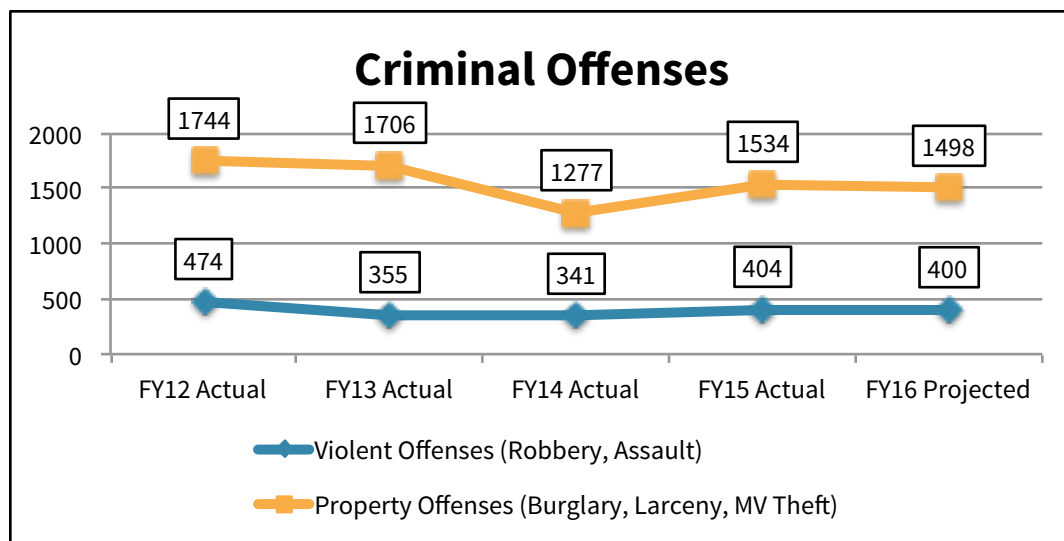
## FY16 ACCOMPLISHMENTS:

- Partnered with FBI Law Enforcement Executive Development Association to plan and hold a series of Command Institute courses at Somerville Police Station.
- 7 Walking Dialogues planned and conducted with Teen Empowerment in FY16 with additional Walking Dialogues in planning phase.
- Continue to meet and exceed all deliverables regarding Department of Mental Health (DMH) Grant and have established a Regional Crisis Intervention Team (CIT). Somerville has partnered with the National Alliance on Mental Illness and the Cambridge Police Department to develop the regional CIT-TACT that is serving Somerville, Cambridge, Everett, Malden, Medford, and Belmont. Training planned for another 10 Somerville Officers to receive 40-hour training and all Sergeants and Lieutenants to receive 4 hours of training before the close of FY16.
- Students and Teacher Engage Public Safety program (S.T.E.P.S.) off to a successful start.
- Somerville Rapid Response Unit in early planning stages and financing through the Urban Area Security initiative secured.
- K9 Officer retrained with new dog and completed Bomb Detection course
- Be Safe Program rolled out and Active Shooter Training conducted

- COHR (Community Outreach and Harm Reduction) Office established
- Park Walk and Talk Program redeployed within Patrol Unit
- Continue to invest in training, including, Fair and Impartial Police Training, Witness Identification, Live Fire Training and Biased Based Policing
- Developed Alpha Unit and opened Sub Station in Assembly Row

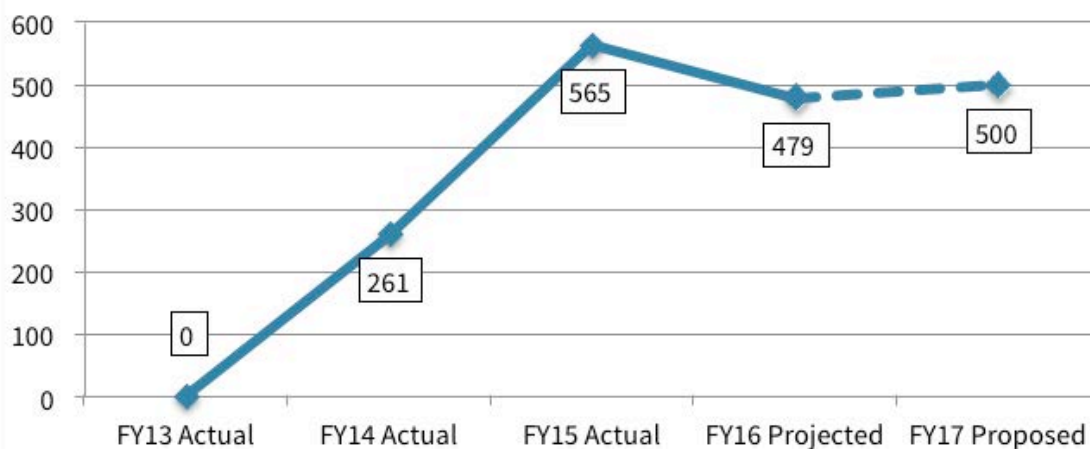
### PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Violent Offenses (Robbery, Assault)	355	341	404	400	N/A
Property Offenses (Burglary, Larceny, MV Theft)	1706	1277	1534	1498	N/A
Community Meetings	67	64	136	146	150
SARA Projects	N/A	14 (New)	7	5	7
Email Tips and Inquiries to Police Website	144	78	152	292	300
Facebook Likes (Followers)	1700 (New)	497 (Net)	479 (Net)	494 (Net)	500 (Net)
Twitter Followers	1670 (New)	1723 (Net)	1635 (Net)	1026 (Net)	1500 (Net)
CrimeStat Meetings	21	22	20	22	22
Field Interviews/Observations	110 (New)	261	565	479	500
Overtime	\$898,203	\$877,095	\$800,965	\$1,008,491	\$1,000,000
Sick Days	847	935	1083	1180	1070
Certification Standards Met	N/A	74 of 159	109 of 159	159 of 159	159 of 159
Accreditation Standards Met	N/A	10 of 98	27 of 180	111 of 180	163 of 180

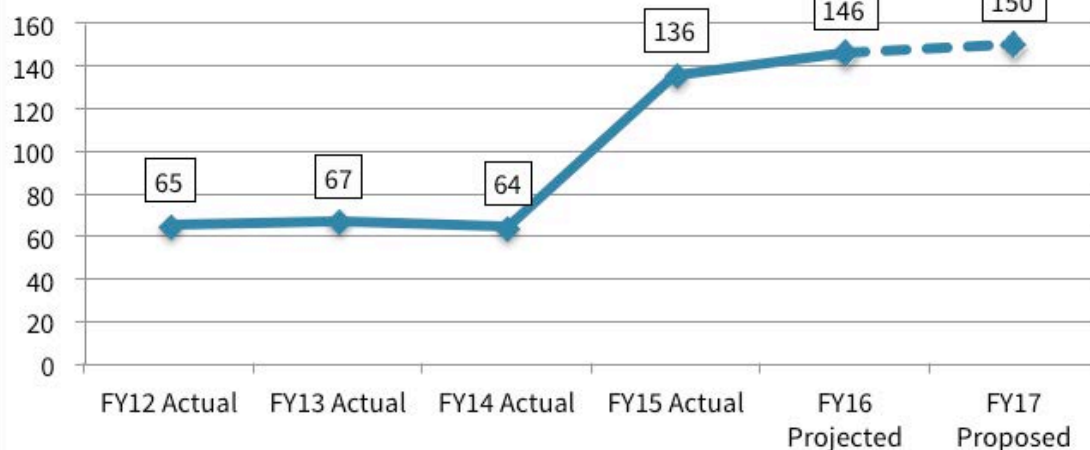




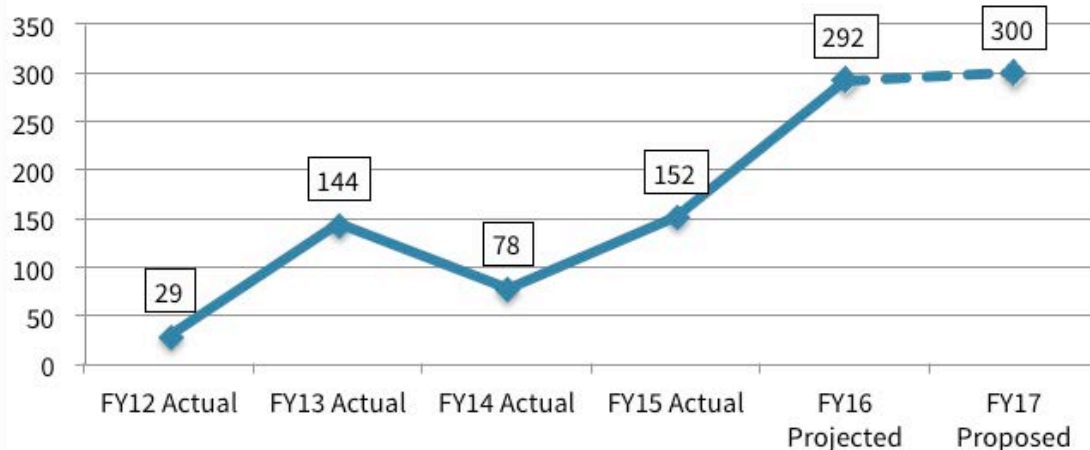
## Field Interviews/Observations Filed



## Community Meetings



## Email Tips & Inquiries to Police Website





**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	Restructure Neighborhood Policing to a Community Service Unit which is regionally based.	Completed
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	Advocate and track community policing programs in neighborhoods through the use of SARA problem-solving model.	Ongoing
5	Schedule and plan 10 walking dialogues with Teen Empowerment and community stakeholders.	Completed
6	Implement S.T.E.P.S. (Students and Teachers Engaged with Public Safety) program. Increase engagement between students, teachers and public safety officers.	First Year is Ongoing
7	Officer participation in community events, such as the Memorial Day Parade, July 4 Fireworks, SomerStreets, and Honkfest.	Ongoing
8	Increase police/citizen interaction with multicultural groups by conducting a series of in-person and video workshops translated in various languages.	Ongoing

**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.	New for FY17
2	Achieve CELEA Certification Status in FY17.	New for FY17
3	Conduct a comprehensive evaluation of officer core responsibilities. Integrate data in conjunction with performance analysis, resource allocation, and high visibility policing.	Ongoing
4	Acquire IA (Internal Affairs) Pro software to ensure accountability and early warning detection regarding officer conduct.	New for FY17

**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
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# Police

- |   |   |                    |
|---|---|--------------------|
| 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 | Develop system that tracks all training in a retrievable fashion and alerts Academy of training deficiencies. | New for FY17 |
|---|---|--------------|

## 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.   | New for FY17 |
| 2 | Assign Command Staff personnel to all Homeland Security subcommittees.                  | New for FY17 |
| 3 | Supply all Detectives with Ipads to improve data collection and analysis dissemination. | Complete     |

## 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.  | New for FY17 |

## BUDGET:

POLICE		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	10,308,604	10,652,769	8,404,239	10,705,357	
511003	CROSSING GUARDS	304,438	371,600	220,913	380,000	
512000	SALARIES & WAGES TEMPOR'Y	400	4,000	3,920	20,000	
513000	OVERTIME	800,965	850,000	771,918	1,000,000	
513001	TRAINING-OVERTIME	64,149	91,219	93,352	117,000	
514004	SHIFT DIFFERENTIALS	869,946	900,893	697,123	920,551	
514006	LONGEVITY	78,150	56,400	61,800	61,800	
514007	COURT TIME	218,282	290,000	172,392	289,800	
514008	OUT OF GRADE	12,601	10,806	9,320	10,806	
514015	OTHER DIFFERENTIALS	1,644	1,717	1,717	1,697	
515004	HOLIDAYS	649,251	659,691	326,865	668,591	
515006	HOLIDAYS NON-UNION	-	1,574	3,838	6,519	
515011	HOLIDAYS - S.M.E.A.	-	1,244	1,244	1,869	
515012	PERFECT ATTENDANCE	2,400	-	8,700	-	
519002	EDUCATIONAL INCENTIVE	2,000	4,500	2,000	4,500	
519004	UNIFORM ALLOWANCE	70,200	1,750	1,750	1,750	
519005	SICK LEAVE BUYBACK	131,482	-	75,749	-	

POLICE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
519006 WEAPONS PAY	-	76,800	67,175	76,800	
519007 5/2 BUYBACK	75,930	73,333	65,146	77,456	
519013 OTHER LUMP SUM PAYMENTS	155,158	64,000	150,097	64,000	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>13,745,600</b>	<b>14,112,296</b>	<b>11,139,258</b>	<b>14,408,496</b>	<b>2.1%</b>
524003 REPAIRS-VEHICLES	49,232	54,000	41,835	54,000	
524007 REPAIRS OFFICE EQUIPMENT	1,247	7,000	729	7,000	
524017 EQUIP MAINTENANCE	9,270	16,500	3,929	16,500	
524030 REPAIRS-RADIO ALARM	15,640	15,000	14,662	15,000	
524033 MAINT SOFTWARE	34,876	45,480	28,785	30,000	
527015 RENTALS EQUIPMENT	1,752	1,791	1,343	1,791	
530000 PROF & TECH SERVICES	55,986	22,737	26,308	35,000	
530001 MEDICAL & DENTAL SERVICES	71,511	125,000	55,874	125,000	
530019 DETENTION ATTENDANTS	10,360	15,000	12,272	15,000	
530021 TOWING	550	-	-	-	
530025 IN SERVICE TRAINING OM	29,913	50,000	19,224	50,000	
530028 SOFTWARE SERVICES	4,588	4,000	8,250	35,350	
534003 POSTAGE	3,534	2,500	2,500	3,500	
534007 PSTN-USAGE	18,658	21,900	14,655	21,900	
542000 OFFICE SUPPLIES	16,811	17,200	7,571	17,200	
542001 PRINTING & STATIONERY	11,730	5,500	505	5,500	
542004 COMPUTER SUPPLIES	2,639	13,000	4,359	13,000	
542005 OFFICE EQUIPMENT	4,965	3,500	-	3,500	
542006 OFFICE FURNITURE	6,149	4,000	1,945	4,000	
542007 COMPUTER EQUIPMENT	20,022	1,000	40	1,000	
542012 OTH EQUIP NOT CAPITALIZ	-	-	120	-	
549000 FOOD SUPPLIES & REFRESHMT	111	1,200	912	1,200	
558003 PUBLIC SAFETY SUPPLIES	60,846	68,000	34,098	148,000	
558004 MAG/NEWS SUBSCRIPTIONS	1,913	2,000	2,525	2,000	
558012 BADGES, EMBLEMS, TROPHIES	4,037	4,000	1,132	4,000	
558014 PHOTOGRAPHIC SUPPLIES	1,500	1,000	-	1,000	
558015 SUPPLIES FOR MEN/WOMEN	24,835	20,000	14,888	20,000	
558016 COLORGUARD	1,500	1,500	1,500	3,500	
558017 TRAFFIC SUPV SUPPLIES	30,979	8,000	859	8,000	
572000 OUT OF STATE TRAVEL	794	-	-	-	
572001 OUT OF STATE CONFERENCES	2,702	2,000	1,634	2,000	
573000 DUES AND MEMBERSHIPS	9,400	14,000	9,970	14,000	
573001 BAPERN MEMBERSHIP	2,651	2,675	2,651	2,675	
578013 CARE OF PRISONERS	2,456	7,000	1,728	7,000	

POLICE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>513,158</b>	<b>556,483</b>	<b>316,802</b>	<b>667,616</b>	<b>20.0%</b>
527001 RENTAL - BUILDINGS	36,000	51,314	37,900	51,314	
<b>SUBTOTAL SPECIAL ITEMS</b>	<b>36,000</b>	<b>51,314</b>	<b>37,900</b>	<b>51,314</b>	<b>0.0%</b>
<b>POLICE TOTAL</b>	<b>14,294,758</b>	<b>14,720,093</b>	<b>11,493,960</b>	<b>15,127,426</b>	<b>2.8%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF	FALLON, DAVID	3,737.71	195,108.46	190,514.10
DEPUTY CHIEF	CARRABINO, STEPHEN	3,309.33	168,533.44	169,502.02
DEPUTY CHIEF	TRANT, PAUL R	3,309.33	168,533.44	169,502.02
CAPTAIN	CABRAL, MICHAEL	2,450.36	127,908.79	150,749.35
CAPTAIN	COTTER, BERNARD D	2,450.36	127,908.79	150,749.35
CAPTAIN	DONOVAN, JAMES	2,450.36	127,908.79	150,749.35
CAPTAIN	STANFORD, JAMES	2,450.36	127,908.79	150,749.35
LIEUTENANT	DIGREGORIO, JEFFREY	2,085.41	108,858.40	128,025.17
LIEUTENANT	DEOLIVEIRA, DIOGO	2,001.99	104,503.88	123,268.98
LIEUTENANT	LAVEY, RICHARD	2,085.41	108,858.40	130,102.44
LIEUTENANT	MITSAKIS, TIMOTHY	2,085.41	108,858.40	128,460.84
LIEUTENANT	MULCAHY, MICHAEL	2,085.41	108,858.40	128,111.57
LIEUTENANT	POLITO, JAMES	2,085.41	108,858.40	128,460.84
LIEUTENANT	RYMILL, A WILLIAM	2,001.99	104,503.88	123,240.18
LIEUTENANT	RYMILL, GERARD J	2,085.41	108,858.40	128,460.84
LIEUTENANT	SHEEHAN, SEAN	2,085.41	108,858.40	128,460.84
LIEUTENANT	VIVOLO, CARMINE C	2,085.41	108,858.40	128,460.84
LIEUTENANT	WARD, CHRISTOPHER	2,085.41	108,858.40	128,025.17
SERGEANT	CAPASSO JR., MICHAEL R.	1,703.82	88,939.40	105,447.46
SERGEANT	CHAILLE, WARREN	1,561.84	81,528.05	97,107.91
SERGEANT	COSTA, MARTHA F	1,703.82	88,939.40	105,363.93
SERGEANT	KENNELLY, MICHAEL	1,703.82	88,939.40	105,447.46
SERGEANT	FUSCO, SALVATORE	1,419.85	74,116.17	89,170.51
SERGEANT	GOBIEL, JOHN J	1,774.82	92,645.60	109,492.52
SERGEANT	HOLLAND, MICHAEL	1,703.82	88,939.40	105,447.46
SERGEANT	ISIDORO, RICO J	1,774.82	92,645.60	109,492.52
SERGEANT	KIELY, MICHAEL R	1,774.82	92,645.60	109,492.52
SERGEANT	MACARELLI, JOSEPH	1,703.82	88,939.40	105,073.06

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SERGEANT	MARINO, JOHN	1,703.82	88,939.40	105,073.06
SERGEANT	MONTE, DAVID	1,703.82	88,939.40	105,361.06
SERGEANT	REGO, DANIEL	1,703.82	88,939.40	106,616.73
SERGEANT	SHACKELFORD, KEVIN	1,774.82	92,645.60	109,207.52
SERGEANT	TAM, JOHN Q	1,774.82	92,645.60	109,492.52
SERGEANT	WHALEN, SCOTT	1,774.82	92,645.60	109,492.52
PATROL04	AMERAL, MICHAEL A	1,437.10	75,016.54	92,725.23
PATROL04	ANDERSON, PAUL	1,149.68	60,243.23	74,636.80
PATROL04	BECKFORD, PAUL	1,149.68	60,243.23	75,090.20
PATROL04	BERROUET, WOLFF E	1,437.10	75,016.54	91,843.63
PATROL04	BRIOSO, DOUGLAS	1,149.68	60,013.34	74,868.49
PATROL04	BROWN, MICHAEL D	1,379.61	72,015.79	87,124.44
PATROL04	CANTY, PATRICK	1,149.68	60,013.30	74,550.87
PATROL04	CAPOBIANCO, ALESSANDRO	1,379.61	72,015.79	88,707.49
PATROL04	CATATAO, ASHLEY	1,149.68	60,013.30	74,536.47
PATROL04	CICERONE, FERNANDO	1,437.10	75,016.54	91,581.59
PATROL04	COLLAZO, ARIEL I	1,149.68	60,013.34	75,854.89
PATROL04	COLLETTE, CHRISTOPHER	1,149.68	60,013.30	74,550.87
PATROL04	COLLETTE, WALTER , JR.	1,379.61	72,015.79	88,238.84
PATROL04	COLLINS, NEIL F	1,437.10	75,016.54	92,067.19
PATROL04	COSTA, JASON	1,149.68	60,013.30	74,868.43
PATROL04	DERVISHIAN, GEORGE	1,149.68	60,013.34	82,510.72
PATROL04	DIAZ, HENRY	1,149.68	60,013.34	74,499.62
PATROL04	DIFAVA, MARC	1,379.61	72,015.64	87,645.92
PATROL04	DiFRONZO, DANTE	1,437.10	75,016.54	90,921.93
PATROL04	DOTTIN, DERRICK	1,264.64	66,014.29	78,838.96
PATROL04	DOTTIN, SHANNON N	1,149.68	60,013.34	74,454.09
PATROL04	DRISCOLL, ROBERT	1,379.61	72,015.79	91,720.29
PATROL04	DUCASSE-AYALA, JUAN A.	1,149.68	60,243.23	75,090.20
PATROL04	DUFFY, PAUL C	1,437.10	75,016.54	92,523.63
PATROL04	ELPIDOFOROS,PATRICIA	1,437.10	75,016.54	89,667.19
PATROL04	FARIA, MICHAEL	1,379.61	72,015.79	85,524.44
PATROL04	GEE, ALBERT	1,379.61	72,015.79	87,646.09
PATROL04	GILBERTI, RICHARD	1,264.64	66,014.29	82,038.96
PATROL04	GONCALVES, CASSANDRA COSTA	1,149.68	60,243.23	75,090.20
PATROL04	HICKEY, ROBERT W	1,379.61	72,015.79	89,964.44
PATROL04	HOWE, JOHN J	1,379.61	72,015.79	85,524.44

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL04	HYDE, JAMES P	1,379.61	72,015.79	88,724.44
PATROL04	ISAACS, RANDY R	1,379.61	72,015.79	87,646.09
PATROL04	JEAN-JACQUES, YVON	1,379.61	72,015.79	87,646.09
PATROL04	JOHNSON, STEVEN	1,149.68	60,013.34	77,886.09
PATROL04	JONES, STEPHEN	1,437.10	75,016.62	90,938.12
PATROL04	KHOURY, MATTHEW	1,149.68	60,243.23	75,090.20
PATROL04	KIM, ELI	1,149.68	60,013.30	74,550.87
PATROL04	LEGROS, GUERDY	1,149.68	60,013.34	74,868.49
PATROL04	LEGUISAMON DEL ROSARIO, KILSARYS	1,379.61	72,015.64	85,524.28
PATROL04	MANFRA, MARYANNE	1,379.61	72,015.79	88,460.49
PATROL04	MANZELLI, ANTHONY	1,379.61	72,015.79	89,447.69
PATROL04	MARTINEZ, OSWALDO	1,264.64	66,014.29	78,838.96
PATROL04	MARTINI, LEO D	1,379.61	72,015.79	89,447.69
PATROL04	MCCAREY, MICHAEL	1,149.68	60,013.30	74,536.47
PATROL04	MCDALD, KATHRYN M	1,379.61	72,015.79	86,324.44
PATROL04	MCGRATH, MICHAEL	1,379.61	72,015.79	88,503.69
PATROL04	MCNALLY, JAMES	1,437.10	75,016.54	93,994.03
PATROL04	MELO, CARLOS P	1,149.68	60,013.34	76,910.72
PATROL04	MESSAOUDI, SAMIR	1,149.68	60,243.23	75,090.20
PATROL04	MONACO, ALAN	1,264.64	66,014.29	81,105.40
PATROL04	MONTINA-GARCIA, NATACHA	1,379.61	72,015.79	85,524.44
PATROL04	NADILE, ERNEST J	1,264.64	66,014.29	84,492.60
PATROL04	NARDONE, DOROTHY	1,437.10	75,016.54	91,797.83
PATROL04	NEVIN, MARK	1,149.68	60,013.30	74,738.07
PATROL04	OLIVEIRA, JOHN L	1,149.68	60,013.34	74,454.09
PATROL04	OMEARA, ROSS D	1,437.10	75,016.54	91,723.63
PATROL04	PASQUALINO, ROBERT	1,149.68	60,013.34	74,738.12
PATROL04	PAVAO, BRIAN	1,149.68	60,243.23	75,090.20
PATROL04	PERRONE, MICHAEL	1,149.68	60,013.30	74,738.07
PATROL04	PULLI, MARK	1,149.68	60,243.23	75,090.20
PATROL04	RADOCHIA, JAMES	1,149.68	60,013.34	75,597.92
PATROL04	RAMIREZ, JOSE	1,149.68	60,013.34	75,410.72
PATROL04	REMIGIO, LOUIS M	1,379.61	72,015.79	89,116.49
PATROL04	RIVERA, JOSEPH	1,149.68	60,243.23	74,780.61
PATROL04	SCHNEIDER, DEVIN	1,149.68	60,013.30	74,738.07
PATROL04	SLATTERY, JAMES, JR.	1,149.68	60,013.34	75,668.49
PATROL04	SOARES, EDUARDO	1,379.61	72,015.79	87,847.69



POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL04	SOUSA, TYLER	1,149.68	60,013.30	75,410.67
PATROL04	ST HILAIRE, STEVE	1,264.64	66,014.29	81,891.00
PATROL04	SULLIVAN, TIMOTHY F.	1,264.64	66,014.29	80,961.40
PATROL04	SYLVESTER, SEAN	1,264.64	66,014.29	78,838.96
PATROL04	TEVES, JOSEPH	1,149.68	60,013.30	74,536.47
PATROL04	THERMIDOR, JONATHAN	1,437.10	75,016.54	90,923.63
PATROL04	UBEDA, ERICK	1,149.68	60,013.34	74,550.92
PATROL04	VAN NOSTRAND, TIMOTHY	1,149.68	60,013.30	74,738.07
PATROL04	WYATT, MICHAEL J	1,149.68	60,013.34	78,250.92
PATROL04		1,149.68	32,191.07	74,561.25
PATROL03	MOREIRA, JOSEPH A.	1,116.86	27,028.01	
PATROL04		1,149.68	4,690.81	73,429.03
PATROL03	LORENTI, ALEX	1,116.86	53,609.28	
PATROL04		1,149.68	4,690.81	73,590.07
PATROL03	CLARK, SHAUN	1,116.86	53,609.28	
PATROL03		1,116.86	7,147.90	66,137.97
PATROL02	D'AMELIO, GEORGE	964.46	44,172.27	
PATROL03		1,116.86	7,147.90	65,090.96
PATROL02	GOULART, KEVIN	964.46	44,172.27	
PATROL03		1,116.86	7,147.90	66,137.97
PATROL02	O'BRIEN, ERIC	964.46	44,172.27	
PATROL03		1,116.86	7,147.90	65,090.96
PATROL02	FUSCO, CHRISTOPHER	964.46	44,172.27	
PATROL03		1,116.86	7,147.90	66,137.97
PATROL02	PROPHETE, FRANDIANE	964.46	44,172.27	
PATROL03		1,116.86	7,147.90	65,076.56
PATROL02	REECE, COURTNEY	964.46	44,172.27	
PATROL03		1,116.86	7,147.90	65,950.77
PATROL02	TORRES, JAMES	964.46	44,172.27	
PATROL03		1,116.86	7,147.90	65,950.77
PATROL02	BORK, CHRISTINE	964.46	44,172.27	
PATROL02		964.46	15,238.47	63,332.07
ACADEMY	DAVID RUFF	934.33	34,009.61	
PATROL02		964.46	15,238.47	63,332.07
ACADEMY	ROGER DESROCHERS	934.33	34,009.61	
PATROL02		964.46	15,238.47	63,332.07
ACADEMY	MICHAEL MARRA	934.33	34,009.61	
PATROL02		964.46	15,238.47	63,332.07

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ACADEMY	GURPREET SINGA	934.33	34,009.61	
PATROL02		964.46	15,238.47	63,332.07
ACADEMY	DANIEL HALEY	934.33	34,009.61	
PATROL02		964.46	15,238.47	63,332.07
ACADEMY	MICHAEL CARROLL	934.33	34,009.61	
PATROL02		964.46	15,238.47	63,332.07
PATROL01	ROBERT HARTSGROVE	934.33	34,009.61	
PATROL 01	VACANCT	934.33	48,772.03	62,500.08
PATROL 01	VACANCT	934.33	48,772.03	62,500.08
IT/COMMUNICATIONS CIVILIAN	VACANT/POSTED	1,250.00	65,250.00	65,250.00
IT/COMMUNICATIONS JR. CLERK	ORTEGA, DENISE	1,007.94	52,614.47	52,614.47
FINANCIAL ANALYST	CASSESSO, DOROTHY	1,221.48	63,761.26	64,127.70
MECHANIC	VACANT	1,338.38	69,863.44	70,264.95
SR. CRIME ANALYST	WENDT, CHRIS	1,352.52	70,601.54	65,000.00
CRIME ANALYST	RICHARDSON, MACKENZIE	1,000.39	52,220.36	52,520.48
VICTIM WITNESS ADVOCATE	DIPAULO, MAUREEN	806.18	42,082.60	42,324.45
COHR DIRECTOR	CONTENTE, PATRICIA	1,366.21	71,316.16	71,726.03
JAIL DIVERSION CLINICAL COORDINATOR	DELAFANO, CHERYL	818.97	42,750.23	8,298.21
RECORDS CLERK	COOK, LORI	830.53	43,353.67	43,602.83
RECORDS CLERK-PART TIME	VITIELLO, THOMAS	380.03	19,837.57	19,951.58
JR. CLERK-SUBSTATION	VACANT	701.90	33,129.68	
		729.65	3,648.25	36,994.05
JR. CLERK-SUBSTATION	ROMANO, PATRICIA	744.24	38,849.33	39,672.60
MOTOR EQUIPMENT	CAPASSO, MICHAEL SR.	986.59	51,500.00	53,992.91
HEAD CLERK	D'ANGELIE, DIANE	980.69	51,192.02	52,886.23
JR. CLERK	MASIELLO, CHRISTINE	744.24	38,849.33	39,072.60
DETAIL CLERK	ROCHE, ELIZABETH	1,229.43	64,176.25	65,145.08
JR. DETAIL CLERK	CARANFA, JENNIFER	822.39	42,928.76	43,675.48



# Animal Control

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	99,299	104,750	104,581	-0.2%
Ordinary Maintenance	9,668	16,050	19,050	18.7%
General Fund Expenditures	108,968	120,800	123,631	2.3%

## BUDGET:

ANIMAL CONTROL	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	90,061	95,175	67,854	94,811	
513000 OVERTIME	4,212	4,000	2,205	4,000	
514006 LONGEVITY	1,000	1,050	500	1,100	
514015 OTHER DIFFERENTIALS	3,027	3,161	2,826	3,125	
515004 HOLIDAYS	-	364	184	545	
519004 UNIFORM ALLOWANCE	1,000	1,000	1,000	1,000	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>99,299</b>	<b>104,750</b>	<b>74,569</b>	<b>104,581</b>	<b>-0.2%</b>
524003 REPAIRS-VEHICLES	62	1,000	101	1,000	
529010 KENNELS	-	1,000	471	4,000	
530000 PROF & TECH SERVICES	2,946	8,000	833	8,000	
530011 ADVERTISING	-	1,300	-	1,300	
530025 IN SERVICE TRAINING OM	-	200	-	200	
534003 POSTAGE	2,500	-	2,000	-	
542000 OFFICE SUPPLIES	1,993	1,000	504	1,000	
542001 STATIONERY	-	500	-	500	
558003 PUBLIC SAFETY SUPPLIES	823	2,000	108	2,000	
558006 UNIFORMS	1,345	1,000	-	1,000	
558012 BADGES, EMBLEMS, TROPHIES	-	50	-	50	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>9,668</b>	<b>16,050</b>	<b>4,016</b>	<b>19,050</b>	<b>18.7%</b>
<b>ANIMAL CONTROL TOTAL</b>	<b>108,968</b>	<b>120,800</b>	<b>78,585</b>	<b>123,631</b>	<b>2.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ANIMAL CONTROL OFFICER	APRIL TERRIO	921.68	48,111.70	51,073.49
ANIMAL CONTROL OFFICER	RACHEL TAYLOR	894.62	46,699.16	49,506.30

# E-911

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	615,632	833,640	846,914	1.6%
General Fund Expenditures	615,632	833,640	846,914	1.6%

## BUDGET:

E-911	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	448,576	707,809	385,255	719,211	
513000 OVERTIME	93,733	60,000	93,643	60,000	
514004 SHIFT DIFFERENTIALS	16,411	20,960	15,342	21,380	
514006 LONGEVITY	2,500	2,750	2,500	3,500	
515004 HOLIDAYS	30,598	35,121	28,724	35,823	
519004 UNIFORM ALLOWANCE	7,000	7,000	7,000	7,000	
519013 OTHER LUMP SUM PAYMENTS	16,814	-	-	-	
<b>E-911 TOTAL</b>	<b>615,632</b>	<b>833,640</b>	<b>532,464</b>	<b>846,914</b>	<b>1.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
E-911 OPERATOR	CORNELIO, CHRISTINE	1,017.47	53,111.93	58,034.45
E-911 OPERATOR	DEFranzo, ROBYN	1,017.47	53,111.93	58,284.45
E-911 OPERATOR	DESCHENES, JEANNE	992.58	51,812.68	56,670.47
E-911 OPERATOR	DESOUSA, SUSAN	1,017.47	53,111.93	58,034.45
E-911 OPERATOR	HICKEY, JOHN	907.04	47,347.49	51,732.88
E-911 OPERATOR	RIVERA, BETSY	907.04	47,347.49	51,732.88
E-911 OPERATOR	KIELY, JULIE	1,017.47	53,111.93	58,284.45
E-911 OPERATOR	LENNON, SCOTT	1,017.47	53,111.93	58,034.45
E-911 OPERATOR	LEWON, MAUREEN J.	907.04	47,347.49	51,732.88
E-911 OPERATOR	MCKENNA, JOAN	1,017.47	53,111.93	58,034.45
E-911 OPERATOR	MEDEIROS, THERESA	1,017.47	53,111.93	58,284.45
E-911 OPERATOR	MOBILIA, JANEEN	907.04	47,347.49	51,732.88
E-911 OPERATOR	VALLERY, KRISTINE	1,017.47	53,111.93	58,034.45
E-911 OPERATOR	WARD, KENNETH	1,017.47	53,111.93	58,284.45

## MISSION STATEMENT:

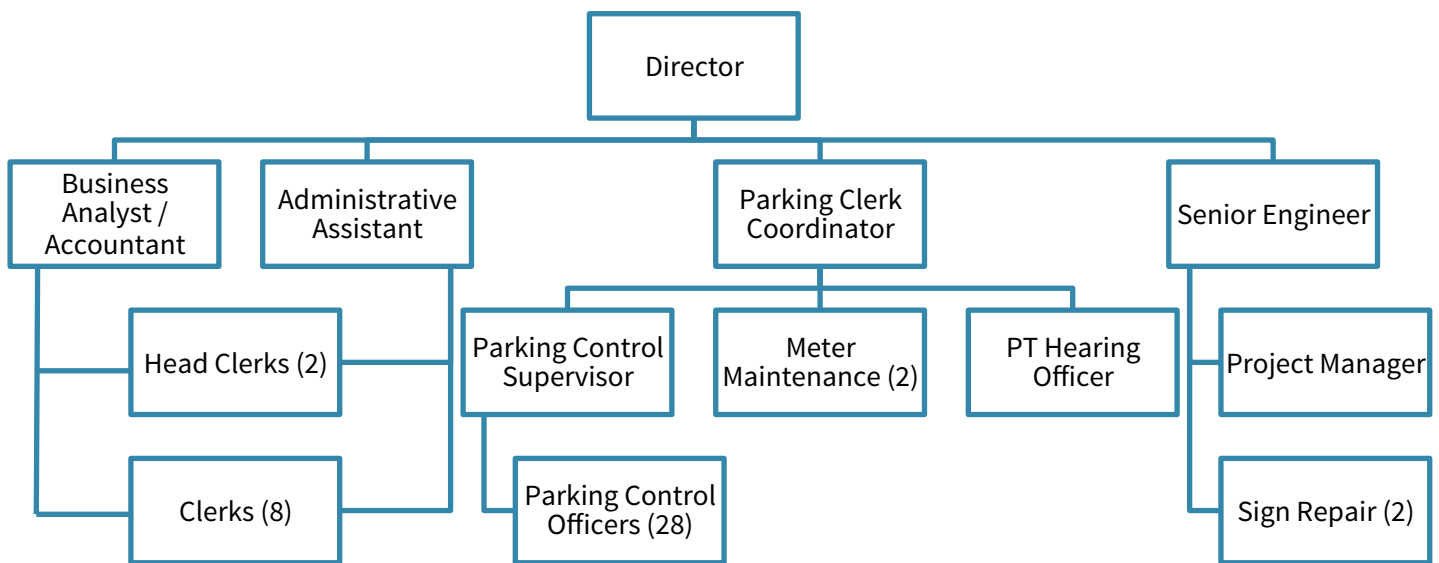
To provide comprehensive supervision and coordination of all parking, transportation, and traffic-related functions in order to support public safety, economic activity, and resident needs. Traffic and Parking enforces and maintains an extensive network of traffic and parking regulations and equipment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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	2,431,987	2,533,529	2,561,981	1.1%
Ordinary Maintenance	929,715	1,408,276	1,543,701	9.6%
General Fund Expenditures	3,361,702	3,941,805	4,105,682	4.2%

## CHANGES BETWEEN FY16 & FY17:

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

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

- Improved parking experience in off-street municipal parking lots in Davis Square, Union Square, Magoun Square, and Mt. Vernon Lot by updating to best-in-class, solar-powered Kiosks. Further improved experience in high-usage business district by expanding smart meter technology in Davis Square.
- Led transition of over 20 years of department-level data to new Ticket Processing System without stopping enforcement service or closing the office to the public.
- Increased the number of blinking stop and pedestrian signs to improve public safety.
- Collaborating with the Transportation and Infrastructure team within the Office of Strategic Planning and Community Development, amended Article 14 of the city's Traffic Regulations (Neighborhood Traffic Management & Traffic Calming Program) to ease the petition process for constituents.
- Utilized expert opinion of traffic consultant to implement best-practice priority system to evaluate potential traffic calming measures, including temporary traffic calming tables and speed humps.
- Created standard Traffic Management Plan template, which contractors and event planners can utilize

# Traffic & Parking

as a guide to simplify the application process and create more effective traffic management plans.

- Painted over 4 miles of green bike lanes with green paint with pumice, which reduces the chances of skidding during sub-optimal road conditions. In addition, tested three types of bike-lane-paint technology to ensure the highest quality, longest lasting paint.
- Installed 'bike boxes' with state-of-the-art "Cycle Grip" technology, increasing visibility and creating safer conditions for bicyclists at traffic lights.
- Continued to cross train and evaluate the productivity of staff resulting in improved customer service and productivity department wide.
- Continued to integrate work orders within the department and in coordination with other city departments.
- Coordinated with several local and state agencies -- including MassDOT, Office of Strategic Planning and Community Development, Department of Public Works, and the Inspectional Services Division -- to expedite construction projects. Projects included GLX infrastructure, Beacon Street Resurfacing, the Community Path, Lower Broadway streetscape, Argenziano Field, and Union Square Early Action Plans.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Parking meter revenue	\$1,594,766	\$1,662,209	\$1,776,162	\$1,700,000
Parking violation revenue (includes delinquent violations)	\$5,226,632	\$5,459,135	\$5,321,797	\$5,330,000
Parking warnings issued	4,585	10,068	10,617	8,423
Parking violations issued (including warnings and guest pass checks)	291,612	270,672	265,148	270,810
Percent of transactions completed online	56.40%	*	*	65%
Bicycle sharrows repainted	N/A	N/A	711	TBD
Bicycle sharrows painted	N/A	618	89	TBD
Bicycle lanes painted	N/A	5.5 miles	3.5 miles	TBD
Crosswalks repainted	N/A	200	261	275
Bicycle boxes installed	N/A	3	13	TBD

\*Data for 'Transactions completed online' is incomplete pending data transfer from prior online transactions vendor

## GOALS REVIEW:

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

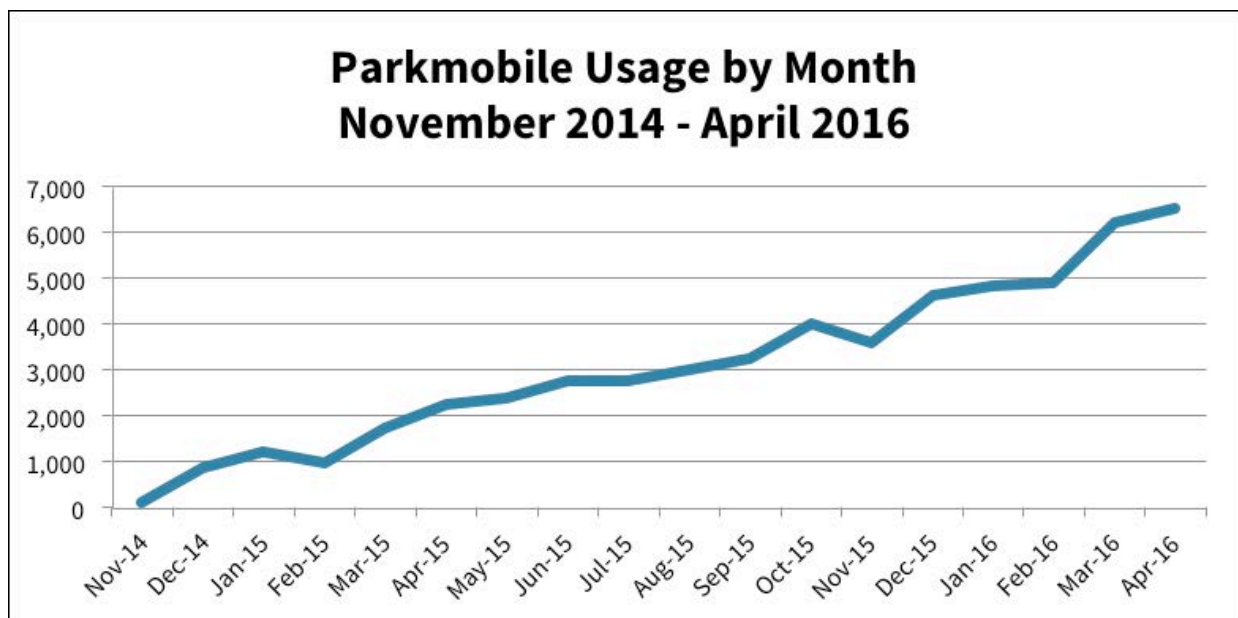
1	Upgrade ParkSomerville.com website.	New for FY17
2	Collaborate with public safety and communications departments to inform constituents of new snow plowing policy.	New for FY17
3	Utilize GIS software to identify all on- and off-street parking meters.	New for FY17
4	Continue to upgrade meter fleet in business districts to smart meters.	Ongoing
5	Work in conjunction with Somerstat to incorporate dashboard for ticket processing for additional transparency in the department.	Ongoing

## 2. Improve customer service.

1	Continue to cross-train and implement performance metrics to ensure each staff member's knowledge of permits and procedures is consistent throughout the department.	Ongoing
2	Utilize secret shopper and online surveys to ensure professional and courteous service, prompt and accurate responses to constituent requests, and reliable access to government services.	Ongoing
3	Improve adjudication process by including online responses to constituents.	Ongoing

## 3. Improve accessibility and safety of streets.

1	Continue to maintain bike sharrows and incorporate new Cyclegrip painting technology to enhance sharrow visibility.	New for FY17
2	Gather vehicle speed and counts around schools, playgrounds, senior centers and places of worship in order to build a case for the need for safety zones around the city.	New for FY17
3	Create standard Traffic Management Plan template, which contractors and event planners can utilize to develop more effective traffic management plans.	New for FY17
4	Work in conjunction with OSPCD to continue to develop mobility plans that adapt with ongoing City construction. This will ensure traffic flows efficiently throughout the City and enhances pedestrian safety.	Ongoing



# Traffic & Parking

## BUDGET:

TRAFFIC & PARKING		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	2,162,429	2,330,496	1,840,047	2,354,113	
511002	SALARIES - MONTHLY	3,300	3,300	2,750	3,300	
512000	SALARIES & WAGES TEMPOR'Y	19,926	-	209	-	
513000	OVERTIME	133,050	82,000	115,337	82,000	
514006	LONGEVITY	25,175	24,900	12,225	25,400	
514008	OUT OF GRADE	2,080	800	2,533	800	
514015	OTHER DIFFERENTIALS	45,875	49,236	47,922	50,421	
515006	HOLIDAYS NON-UNION	-	821	742	1,485	
515011	HOLIDAYS - S.M.E.A.	-	5,376	5,560	7,862	
515012	PERFECT ATTENDANCE	3,500	-	4,500	-	
519004	UNIFORM ALLOWANCE	21,000	20,100	20,400	20,100	
519015	AUTO ALLOWANCE	15,651	16,500	13,062	16,500	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>2,431,987</b>	<b>2,533,529</b>	<b>2,065,288</b>	<b>2,561,981</b>	<b>1.1%</b>
524001	R&M - BUILDINGS & GROUNDS	555	2,500	-	2,500	
524003	REPAIRS-VEHICLES	611	3,000	5,178	2,000	
524006	REPAIRS-COMMUN. EQUIP.	3,309	10,000	1,158	10,000	
524028	REPAIRS-PARKING METERS	63,697	23,150	5,424	23,150	
524029	REPAIRS-HIGHWAYS	102,040	150,000	147,363	232,500	
524034	MAINT CONTRACT-OFFC EQUIP	1,575	3,000	1,544	3,000	
527000	RENTALS	65,025	103,000	46,631	103,000	
530000	PROF & TECH SERVICES	281,954	623,000	109,365	645,500	
530008	EMPLOYEE TRAINING COURSES	-	250	-	250	
530011	ADVERTISING	1,980	8,500	900	8,500	
530018	POLICE DETAIL	1,036	-	172	-	
534003	POSTAGE	2,944	15,576	13,000	15,576	
542000	OFFICE SUPPLIES	3,969	5,300	3,323	5,300	
542001	PRINTING & STATIONERY	27,835	40,000	20,053	45,175	
542005	OFFICE EQUIPMENT	375	250	-	250	
542006	OFFICE FURNITURE	4,588	-	-	-	
542007	COMPUTER EQUIPMENT	-	850	150	850	
543011	HARDWARE & SMALL TOOLS	1,327	3,800	666	3,800	
549000	FOOD SUPPLIES & REFRESHMT	348	-	-	-	
553001	SIGNS AND CONES	86,653	71,000	27,543	97,250	
558003	PUBLIC SAFETY SUPPLIES	-	200	-	200	
558006	UNIFORMS	-	2,500	-	2,500	
558012	BADGES, EMBLEMS, TROPHIES	-	500	-	500	
571001	IN STATE CONFERENCES	299	300	375	300	
573000	DUES AND MEMBERSHIPS	595	600	595	600	

# Traffic & Parking

TRAFFIC & PARKING	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
578001 CREDIT CARD CONVEN FEE	279,001	341,000	132,215	341,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>929,715</b>	<b>1,408,276</b>	<b>515,656</b>	<b>1,543,701</b>	<b>9.6%</b>
<b>TRAFFIC &amp; PARKING TOTAL</b>	<b>3,361,702</b>	<b>3,941,805</b>	<b>2,580,943</b>	<b>4,105,682</b>	<b>4.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	RINFRET, SUZANNE	1,976.98	103,198.36	103,791.45
PARKING CLERK COORDINATOR	CALLAHAN, SUSAN	1,494.20	77,997.24	78,445.50
ACCOUNTANT	REBELO, ANNA	1,224.36	63,911.59	64,278.90
SENIOR ENGINEER	SMITH, TERENCE	1,392.92	72,710.42	77,024.12
PT HEARING OFFICER	VIVOLO, JOSEPH	488.02	25,474.64	25,474.64
PT HEARING OFFICER	SUSI, DELIO	507.99	26,517.08	26,593.28
SPECIAL PROJECTS MANAGER	WOLFE, ANDREAS	408.50	21,323.70	21,323.70
PT OFFICE STAFF	LESAGE, EVELYN	387.21	20,212.36	20,212.36
ADMINISTRATIVE ASSISTANT	ACCAPUTO, LAURA	1,071.43	55,928.65	58,000.08
HEAD CLERK	SULLIVAN, BARBARA	980.69	51,192.02	52,886.23
HEAD CLERK	AMENTA, DONNA	980.69	51,192.02	53,086.23
PRINCIPAL CLERK	O'CONNOR, MARY JO	896.81	46,813.48	48,282.53
PRINCIPAL CLERK	FORD, KIMBERLY	896.81	46,813.48	47,932.53
JUNIOR CLERK	AUFIERO, KRISTIN	729.65	38,087.73	38,656.63
JUNIOR CLERK	SULLIVAN, MAUREEN	744.24	38,849.33	40,022.60
JUNIOR CLERK	MAHAN PRATT, KATHERINE	744.24	38,849.33	39,922.60
JUNIOR CLERK	DEBONA, JULLIANE	744.24	38,849.33	39,422.60
JUNIOR CLERK	JOSEPH, WIDLINE	729.65	38,087.73	39,306.63
JUNIOR CLERK	PARZIALE, LISA	729.65	38,087.73	38,656.63
PARKING METER REPAIRMAN	COLLETTE, JOSEPH	959.02	50,060.84	53,748.06
PARKING METER REPAIRMAN	SMYTH, THOMAS	919.02	47,972.84	51,153.56
SIGN REPAIRMAN	HALLETT, EDWARD	919.02	47,972.84	51,579.26
SIGN REPAIRMAN	ZAMBAKIS, THEOFANIS	919.02	47,972.84	50,679.26
PCO WORKING SUPERVISOR	DOE, TAMMY	966.50	50,451.30	54,853.63
PCO WORKING SUPERVISOR	SMITH, LINDA	1,063.15	55,496.43	60,193.99
PARKING CONTROL OFFICER	ANDERSON, LEE	775.36	37,372.35	42,913.93
		789.49	3,157.96	
PARKING CONTROL OFFICER	HAYNES, ANDREW	775.36	38,147.71	42,899.80
		789.49	2,368.47	
PARKING CONTROL OFFICER	COMO, ANDREW	852.90	44,521.38	47,038.37
PARKING CONTROL OFFICER	LAPIANA, MICHAEL	789.49	41,211.38	44,119.30
PARKING CONTROL OFFICER	BRESCIA, RICHARD	789.49	41,211.38	44,706.15



# Traffic & Parking

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PARKING CONTROL OFFICER	KILLOREN, MARY	789.49	41,211.38	44,456.15
PARKING CONTROL OFFICER	SAINT CYR, DENIS	852.90	44,521.38	47,038.37
PARKING CONTROL OFFICER	COLLETTE, ANNE	789.49	41,211.38	44,456.15
PARKING CONTROL OFFICER	MORANI, JOHN	789.49	41,211.38	44,456.15
PARKING CONTROL OFFICER	MELLO, JAMES	852.90	44,521.38	47,038.37
PARKING CONTROL OFFICER	SILVESTRI, ANTHONY	789.49	41,211.38	44,456.15
PARKING CONTROL OFFICER	SOARES, ANA	789.49	41,211.38	44,456.15
PARKING CONTROL OFFICER	VACANT	790.70	27,358.22	44,779.26
		852.90	15,011.04	
PARKING CONTROL OFFICER	CAPUANO, DAVID	868.44	45,332.57	48,636.82
PARKING CONTROL OFFICER	SINGH, DALVIR	868.44	45,332.57	48,986.82
PARKING CONTROL OFFICER	RONAN, MARY	868.44	45,332.57	48,736.82
PARKING CONTROL OFFICER	MASCI, JASON	868.44	45,332.57	48,986.82
PARKING CONTROL OFFICER	VACANT	790.70	28,939.62	44,654.86
		852.90	13,305.24	
PARKING CONTROL OFFICER	PAIVA, GREGG	789.49	41,211.38	44,506.15
PARKING CONTROL OFFICER	FILOSI, JOHN	868.44	45,332.57	48,526.28
PARKING CONTROL OFFICER	DODIN, DELINCE	868.44	45,332.57	48,736.82
PARKING CONTROL OFFICER	LALEE, ROBERT	852.90	24,904.68	47,395.79
		868.44	19,974.12	
PARKING CONTROL OFFICER	MORRIS, PAUL	868.44	45,332.57	48,636.82
PARKING CONTROL OFFICER	FUCILE, SALVATORE	868.44	45,332.57	47,876.28
PARKING CONTROL OFFICER	EDOUARD, FEDLER	789.49	41,211.38	44,369.30
PARKING CONTROL OFFICER	PORTES, JUAN	789.49	41,211.38	43,619.30
PARKING CONTROL OFFICER	CAREY, THOMAS	789.49	41,211.38	43,869.30



## MISSION STATEMENT:

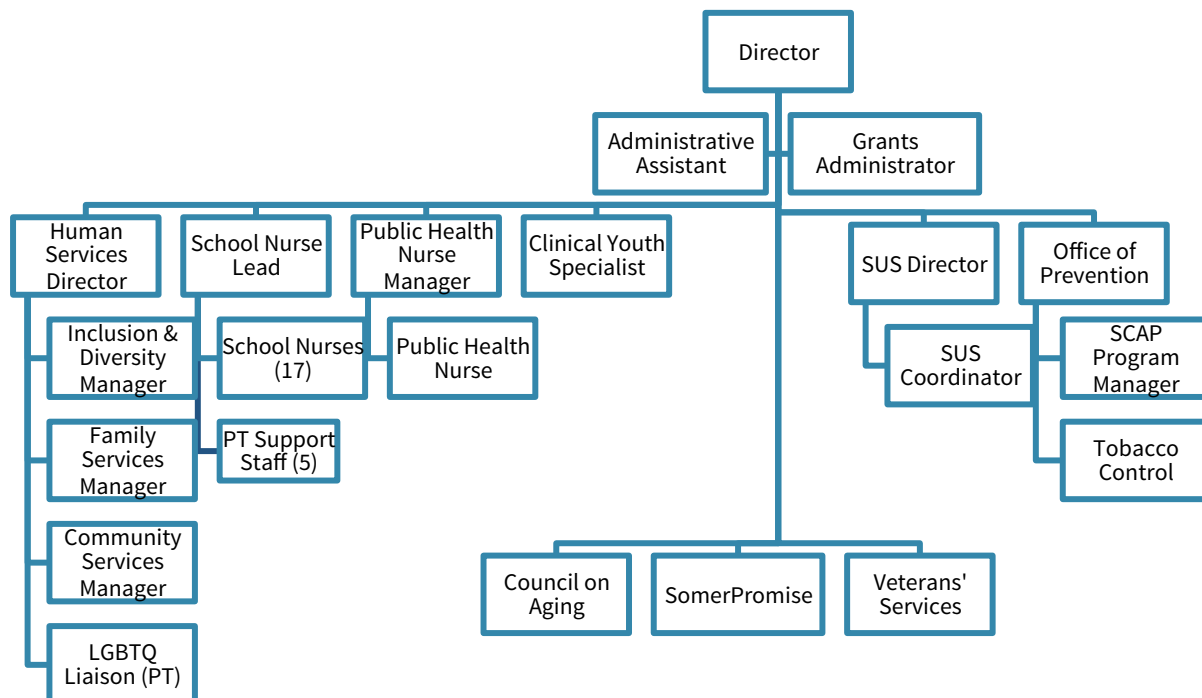
To protect and improve the community's health and well-being through prevention, community engagement, inclusion, accessibility, and promotion of healthy behaviors and environment.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	1,586,188	1,960,918	2,088,207	6.5%
Ordinary Maintenance	214,242	288,830	371,942	28.8%
General Fund Expenditures	1,800,430	2,249,748	2,460,149	9.4%

## CHANGES BETWEEN FY16 & FY17:

- Implement capacity building strategies and reallocate staff responsibilities to address health and wellness issues including homelessness, Opioid/heroin crisis, access to services, and equity & inclusion.
- Expand Human Services to offer services for families and adults, including social work access and referrals to community services.
- Expand food security effort to ensure healthy food access.
- In partnership with SPD, fully implement COHR and identify ongoing funding for expansion.
- Increase program cost to support innovative efforts to promote programming and community engagement.
- Evaluate and re-engage Somerville Cares About Prevention coalition members.
- Identify new funding streams for prevention and tobacco control initiatives.
- Lead implementation plan for regional grant around youth underage drinking and other drugs.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



# Health & Human Services

## FY16 ACCOMPLISHMENTS:

- Provided over 175 youth with employment training and placement.
- Facilitated the homelessness task force and provided recommendations based on data, agency capacity, and meeting population basic needs.
- Facilitated 15 community conversations on Race and Racism to provide a baseline for city action.
- Created an award winning PSA on teen dating violence.
- Hired Veteran's Services Director.
- Established reimbursement for services through Medicare.
- Completed the ADA Citywide Plan public hearing and approval process.
- Adopted new nicotine delivery regulations and fines.
- Obtained and maintained a full complement of School Nursing staff.
- Secured funding to focus on a regional approach to work on underage drinking and other drug use prevention, and created a regional strategic plan.
- In partnership with SPD, implemented COHR and dedicated staff to lead division.
- Secured funding and implemented planning grant on activating parks for older adults with OSPCD, CoA, and SUS.
- Secured funding to implement a "Stamp out Stigma" campaign.
- Developed policies and procedures for BoH staff reports and recommendations for action.
- Celebrated and disseminated successes of Shape Up Somerville via publications including a book chapter, published journal article, and a case study, as well as presented at conferences and attended a conference with First Lady Michelle Obama at the White House.
- Expanded mental health regional training to further the work of the jail diversion program for the mentally ill.
- Provided community forums on opioid abuse prevention, including resident training in the use of Narcan.
- Provided vaccination series to 49 unaccompanied minors to allow school entrance.
- Provided Mental Health & First Aid certification training to High School Health Career students.

## GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
6 City Tobacco Control Collaborative	MA DPH/CDC	\$95,000
Opioid Prevention	Mt. Auburn Hospital	\$10,000
MassCall3	City of Cambridge/MADPH	\$11,000
Youth Summer Employment	Metro North Regional Employment Board/HHS	\$44,500
TB Case Management	CHA/MADPH	Pending State Availability
Emergency Preparedness	CHA/MADPH	Pending Regional Availability
Underage Drinking Prevention Collaborative	BSAS	\$100,000
Access to Healthy Foods	Project Bread	\$5,000

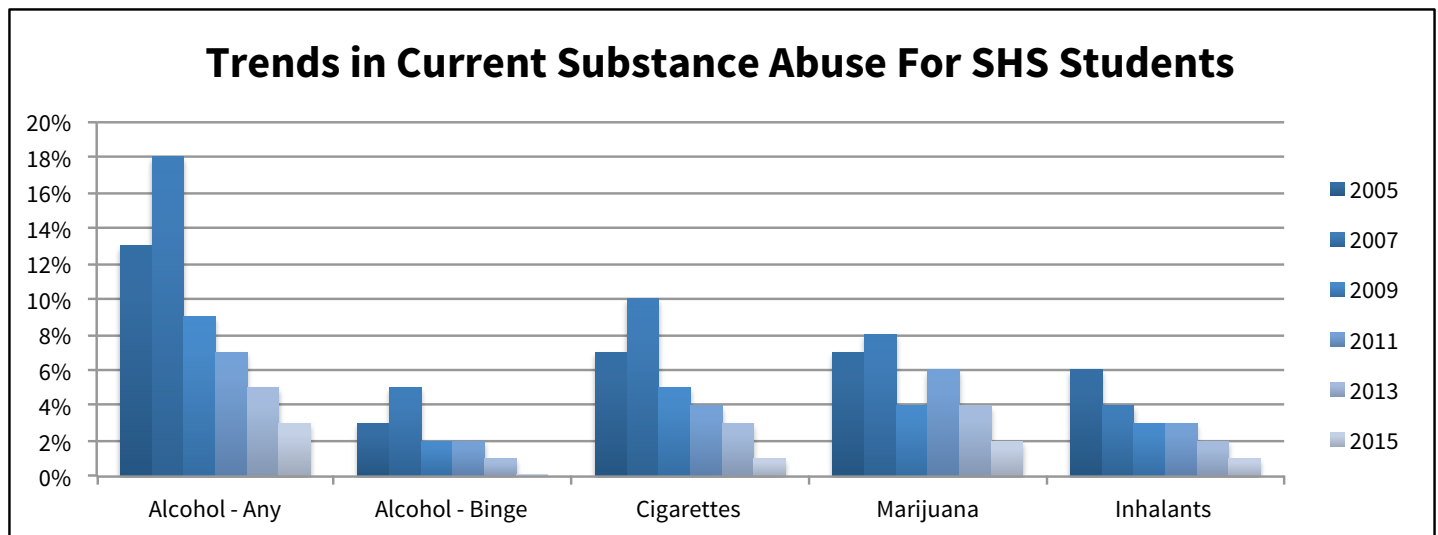
## MENTAL HEALTH TRAININGS: FY16 YTD

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

## PERFORMANCE METRICS:

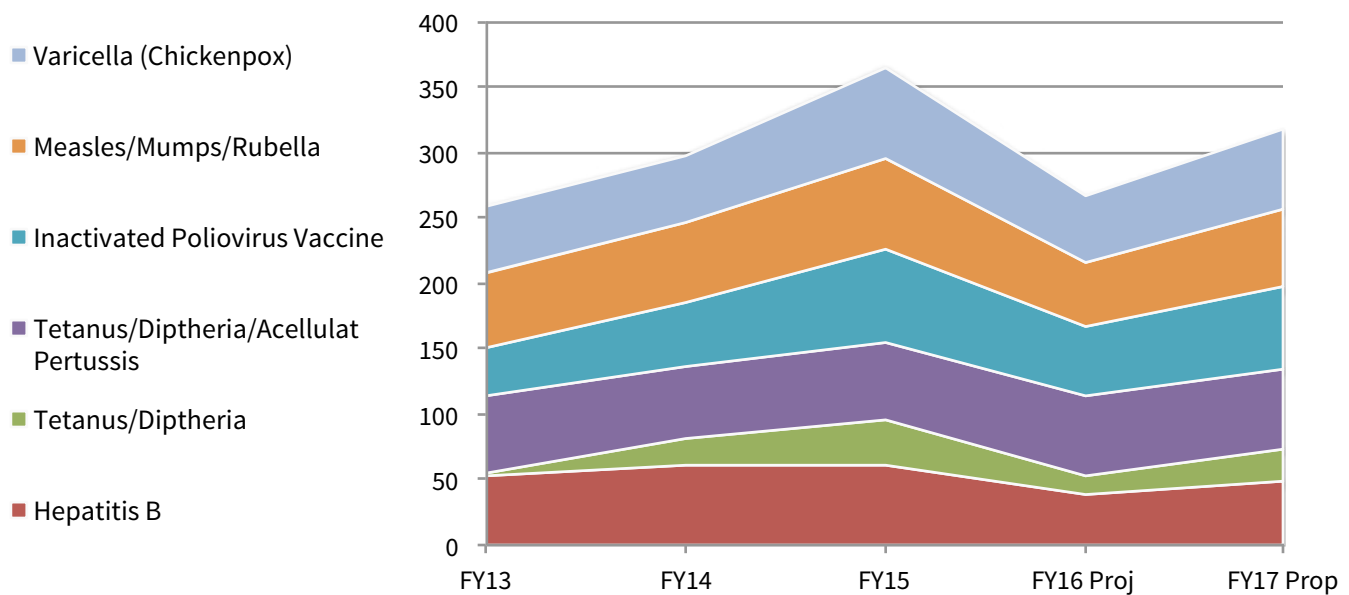
MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Influenza Vaccinations*	814	684	609	650
Somerville Public School Nurse visits	39,134	42,468	66,638	67,138
Number of employees trained (ADA)	71	164	133	100
ADA Complaints investigated/resolved	23	49	54	60

\*State aid decreased significantly between FY14 and FY15

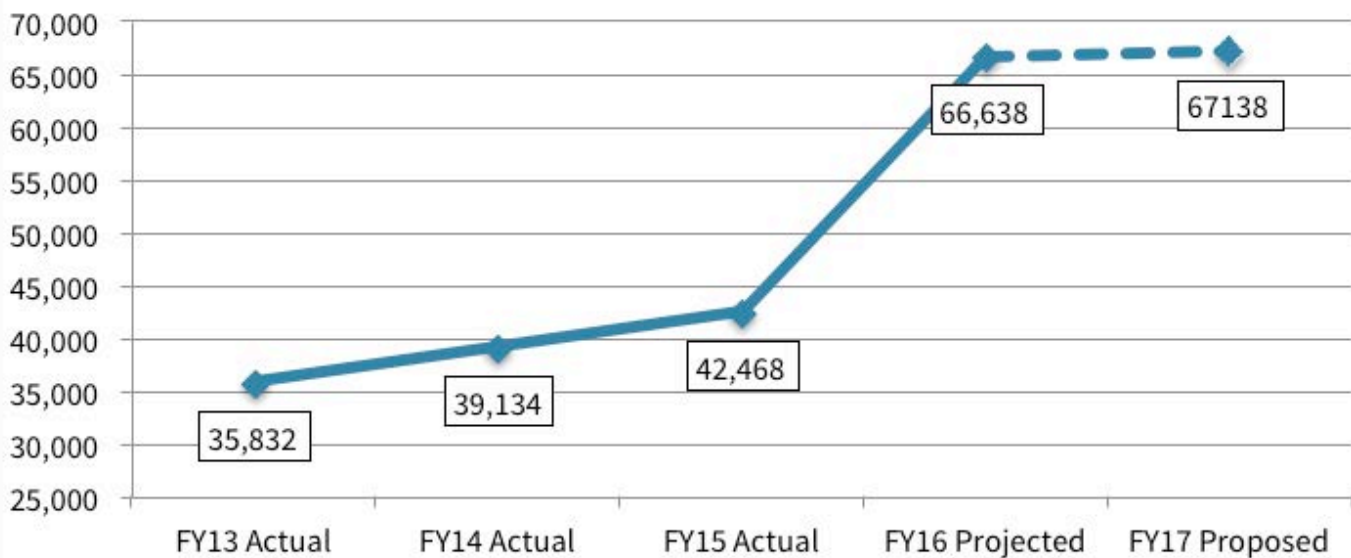


\*Current use is any use within the 30 days prior to the survey

## Number of School-Aged Immunizations



## Somerville Public School Nurse Visits



## GOALS REVIEW:

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

1	Continue Youth Leadership to implement strategies to increase education around the dangers of underage drinking and other drug use for students, parents, and community members using methods such as Sticker Shock, Compliance Checks, and Shoulder Tap Surveys, one on one interviews, and community events.	Ongoing with various campaigns
2	Implement student led social marketing campaigns to correct misperceptions around peer use of alcohol and/or other drugs.	New for FY17
3	Lead the implementation strategies for regional Substance Abuse Prevention Collaboration Grant.	New for FY17

### 2. Develop and expand the Somerville Police Department Jail Diversion Program.

1	Collect data on the number of police encounters with persons with mental illness that were diverted.	Complete
2	Increase diversion and prevention opportunities.	Ongoing

### 3. Sustain and grow capacity for the Trauma Response Network.

1	Expand and sustain network of psychiatrist 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	Train staff of school and non-school hour related programs in youth mental health first aid and stress management strategies.	Ongoing

### 4. Increase the visibility and opportunities for staff and volunteers.

1	Identify new community event opportunities to increase awareness and educational opportunities and to promote community participation.	Ongoing
2	Increase use of social media to raise awareness and engage the community on the contributions from our diverse Somerville 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 residents and visitors of Somerville).

1	Increase the quality of the Shape Up Approved restaurant program.	Ongoing
2	Improve access to healthy and culturally appropriate food at the retail level.	Expand in FY17
3	Evaluate program impacts of the Somerville Mobile Farmer's Market.	Ongoing
4	Develop data collection tools and metrics that support engagement of active living programs including the Mayor's Wellness Challenge, Safe Routes to School and Activating the Parks.	Ongoing

# Health & Human Services

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

- |   |  |               |
|---|--|---------------|
| 1 | Provide communicable disease investigation, surveillance, and (as required) disease case management. | Ongoing       |
| 2 | Identify potential immunization clinic location including childcare and shelter locations.           | New & Ongoing |

## 7. Provide ongoing nursing services for students in Public Schools.

- |   |   |              |
|---|---|--------------|
| 1 | Provide school nurses with new patient management computer program to track school nurse health visits.                                 | New for FY17 |
| 2 | Engage and collaborate with School Administration to support ongoing efforts on immunization compliance, screenings, and care policies. | Ongoing      |
| 3 | Analyze school nurse visits to inform work plan for non-school hour coverage  | New for FY17 |
| 4 | Implement Screening, Brief Intervention, Referral, and Treatment (SBIRT).   | New for FY17 |

## 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.          | New for FY17 |

## 9. Evaluate and define the Human Services Division.

- |   |   |              |
|---|---|--------------|
| 1 | Expand Human Services to offer Social Worker family and adult services  | New for FY17 |
| 2 | Resolve ADA complaints quickly and provide reasonable accommodations to employees and residents when requested and warranted. | Ongoing      |
| 3 | Reallocate staff responsibilities to adult and family access to services and equity & inclusion                               | New for FY17 |

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

- |   |   |         |
|---|---|---------|
| 1 | Increase the number of coalition members among Somerville Cares About Prevention. | Ongoing |
|---|---|---------|

# Health & Human Services

## BUDGET:

HEALTH & HUMAN SERVICES		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	1,467,488	1,826,023	1,367,721	1,927,275	
511002	SALARIES - MONTHLY	35,067	35,067	29,042	35,067	
512000	SALARIES & WAGES TEMPOR'Y	55,301	75,000	71,090	101,548	
513000	OVERTIME	8,674	7,800	6,040	7,800	
514006	LONGEVITY	7,875	8,850	4,375	9,450	
515006	HOLIDAYS NON-UNION	-	2,676	2,676	4,654	
515011	HOLIDAYS - S.M.E.A.	-	4,102	794	1,213	
519013	OTHER LUMP SUM PAYMENTS	10,384	-	-	-	
519015	AUTO ALLOWANCE	1,400	1,400	1,110	1,200	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>1,586,188</b>	<b>1,960,918</b>	<b>1,482,847</b>	<b>2,088,207</b>	<b>6.5%</b>
524007	REPAIRS OFFICE EQUIPMENT	-	500	623	1,000	
524034	MAINT CONTRACT-OFFC EQUIP	300	700	241	400	
527000	RENTALS	894	3,500	-	1,500	
530000	PROF & TECH SERVICES	174,713	231,600	126,104	282,595	
530008	EMPLOYEE TRAINING COURSES	3,985	5,000	50	12,039	
530011	ADVERTISING	108	350	149	350	
530029	CUSTODIAL DETAIL	-	-	113	140	
534003	POSTAGE	300	500	-	700	
534006	EXPRESS/FREIGHT	-	-	109	100	
542000	OFFICE SUPPLIES	4,802	4,000	2,659	5,000	
542001	PRINTING & STATIONERY	2,666	4,000	1,856	5,000	
542005	OFFICE EQUIPMENT	995	500	-	2,363	
542006	OFFICE FURN NOT CAPITALIZ	1,482	500	583	500	
549000	FOOD SUPPLIES & REFRESHMT	472	400	2,140	5,150	
550000	MEDICAL/DENTAL SUPPLIES	17,694	30,000	18,809	35,000	
551000	EDUCATIONAL SUPPLIES	-	250	-	3,800	
553001	SIGNS AND CONES	-	-	-	150	
558004	MAGAZINES & PUBLICATIONS	1,114	150	40	150	
558006	UNIFORMS	-	1,000	-	1,000	
558018	PROGRAM SUPPLIES & MATLS	154	3,160	177	10,400	
571000	IN STATE TRAVEL	296	200	158	1,000	
572000	OUT OF STATE TRAVEL	1,078	-	382	-	
572001	OUT OF STATE CONFERENCES	-	-	698	-	
573000	DUES AND MEMBERSHIPS	1,490	1,500	1,945	1,945	
578007	REIMB OF LICENSES	1,700	1,020	-	1,660	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>214,242</b>	<b>288,830</b>	<b>156,836</b>	<b>371,942</b>	<b>28.8%</b>
<b>HHS TOTAL</b>		<b>1,800,430</b>	<b>2,249,748</b>	<b>1,639,684</b>	<b>2,460,149</b>	<b>9.4%</b>

# Health & Human Services

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HEALTH & HUMAN SERVICES DIRECTOR	KRESS, DOUGLAS	2,115.38	110,422.84	111,057.45
DIRECTOR OF HUMAN SERVICES	BACCI, NANCY	1,349.64	70,451.21	70,856.10
SCHOOL NURSE LEADER	KOTY, GAY	1,425.19	74,394.92	74,822.48
SHAPE-UP-SOMERVILLE DIRECTOR	ROBINSON, LISA	1,310.03	68,383.57	68,776.58
ADA COORDINATOR	ALLEN, BETSY	1,221.45	63,759.69	64,126.13
DIRECTOR OF PREVENTION SVC	MASHBURN, CORY	1,227.41	64,070.80	64,439.03
CLINICAL YOUTH SPECIALIST	VACANT	1,273.49	66,476.18	66,858.23
DIRECTOR OF COMMISSIONS	VACANT	1,283.46	66,996.61	67,381.65
SCAP DIRECTOR	HELLER, LOVELEE	1,079.70	56,360.34	56,684.25
SOCIAL WORKER	VACANT/NEW	1,188.46	62,037.61	62,394.15
SUS COORDINATOR	SATIN-HERNANDEZ, ERICA	1,007.72	52,602.98	52,905.30
GRANTS ADMINISTRATOR - 36 HRS	HOLLAND, DENISE	1,031.04	53,820.29	54,129.60
PUBLIC HEALTH NURSE	MCCARRON, DINA	1,375.89	71,821.46	72,834.23
PUBLIC HEALTH NURSE	BARTLETT, MARLENE	1,184.86	61,849.69	63,655.15
ADMINISTRATIVE ASSISTANT	TEIXEIRA, KATHY	1,478.66	25,432.95	
		1,482.51	51,887.85	79,365.56
SCHOOL NURSE	EMENS, THERESA	1,057.69	55,211.42	56,061.42
SCHOOL NURSE	LUKAN, YETUNDE	923.08	48,184.78	48,184.78
SCHOOL NURSE	BINGAY, WILLIAM	1,057.69	55,211.42	56,061.42
SCHOOL NURSE	HARRIS, SARA	923.08	48,184.78	48,684.78
SCHOOL NURSE	CHAMALLAS, LYNN	1,038.46	54,207.61	54,807.61
SCHOOL NURSE	LOGAN, SHANNON	1,038.46	54,207.61	54,707.61
SCHOOL NURSE	BUTTON, SARAH	1,038.46	54,207.61	54,707.61
SCHOOL NURSE	QUARATIELLO, ELIZABETH	961.54	50,192.39	50,792.39
SCHOOL NURSE	WOODS, NYDIA	1,038.46	54,207.61	54,707.61
SCHOOL NURSE	SAVOY, DONNA	961.54	50,192.39	50,692.39
SCHOOL NURSE	CONNELLY, KERRI	938.08	48,967.78	49,467.78
SCHOOL NURSE	DIXON, WENDY	923.08	48,184.78	48,184.78
SCHOOL NURSE	TULLY, MARIA	961.54	50,192.39	50,792.39
SCHOOL NURSE	MARTINI, JANET	923.08	48,184.78	48,684.78
SCHOOL NURSE	MICHEL, JAMIE	923.08	48,184.78	48,184.78
SCHOOL NURSE	TRANT, KIMBERLY	923.08	48,184.78	48,184.78
SCHOOL NURSE	MARA, JOIE	1,000.00	52,200.00	52,200.00
DATA ENTRY CLERK (PT)	PRENDERGAST, IRENE	338.20	17,654.04	17,654.04
HEARING VISION TESTER (PT)	HOGAN, MARIE	397.40	20,744.28	20,744.28



## Health & Human Services

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
GAY/LESBIAN/TRANSGENDER LIAISON	VACANT	577.04	6,924.48	6,924.48
BOARD OF HEALTH / CHAIRPERSON	GREEN, BRIAN	300.00	3,600.00	3,600.00
BOARD OF HEALTH / MEMBER	MELLO, BABETTE	300.00	3,600.00	3,600.00
BOARD OF HEALTH / MEMBER	MACHADO, PAULA	300.00	3,600.00	3,600.00
BOARD OF HEALTH / VISION TESTER	MCNEILL, COLLEEN	722.59	8,671.08	8,771.08
BOARD OF HEALTH / VISION TESTER	SCHEIFFERN, MAUREEN	722.59	8,671.08	8,771.08

# 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	311,400	372,733	378,345	1.5%
Ordinary Maintenance	92,417	99,227	99,227	0.0%
General Fund Expenditures	403,817	471,960	477,572	1.2%

## CHANGES BETWEEN FY16 & FY17:

- In April, the COA lost our Project Manager. In evaluating the most effective use of staff time, it was decided to change the title of Project Manager to Program Coordinator, and to adjust the job descriptions of Outreach and Program Coordinators. In making these changes, the former Outreach Worker has been moved into the Program Coordinator position and the COA anticipates hiring a new Outreach Worker by the end of FY16. These changes were made to better serve the community.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## FY16 ACCOMPLISHMENTS:

- Initiated a walking group and the multicultural Fit 4 Life program at Cross Street Center.
- Held talks on safety with Fire and Police Departments.
- Held and established a committee meeting on Hoarding, and held a decluttering series.
- Built a more active intergenerational program: Symphony, Tanglewood, Grandparents Day and Berklee.
- Reached 1100 clients for a Frailty Test in conjunction with CHA.
- A Fit 4 Life Program was published in the Journal of Aging and Frailty.
- Increased programs to attract men to our veterans and men's groups.
- Taped and aired TV exercise program to help clients keep moving in the winter months.
- Held multi-cultural, nutrition, and health fairs.
- Held monthly educational program.
- Held LGBTQ events and programs.
- Added "Engage," an exercise and educational program for frail elders.
- Initiated the Silver Alert Program with SPD.
- Added a Brown Bag Food program for elders.
- Added a Medical Ride Program for Somerville residents with COA Van.
- Added four Living and Aging Well programs.
- Issued and installed smoke detectors and carbon monoxide detectors with the SFD.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Exercise Program Participants	75	125	150	180
Group Participants	25	40	85	125
Social Service Clients	419	656	533	700

## FY16 PROGRAMMING YEAR IN REVIEW:

PROGRAM	ATTENDANCE
TV exercise programs for isolated elders	4 monthly sessions for 4 months.
Silver Alert Program	Worked with SPD
Hoarding task group with city and community leaders	12 participants
Intergenerational programming with Teen Empowerment and COA clients	40-50 participants
Multi-Cultural Fair at Cross St Senior Center	50 participants
8 education & health seminars	240 participants
LGBTQ Holiday Event	40 participants
Walking group in the spring and summer months	15 participants
Snow Shoveling application	60 applications
Talks on safety with the Police and Fire 3 times a year	125 participants
Increased fit 4 life members	175 participants
Issue & installed Carbon & Smoke Detectors with SFD	408 detectors installed
Increase programs to attract more men for veterans and men's group	40 group members

## GOALS REVIEW:

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

1	Introduce a Senior Cycle program for 20-30 clients.	New for FY17
2	Hold 2 Health Benefits University Classes for 50-75 clients per session.	New for FY17
3	Introduce Recipes for Health Eating & create a cook book during monthly cooking demonstrations.	New for FY17

### 2. Implement and Enhance Educational & Daily Living Programs.

1	Develop Grocery Shopping program with weekly shopping trips	New for FY17
2	Hold annual multicultural fair and nutrition & health fairs for 300 participants.	Ongoing
3	Hold quarterly medical educational sessions for 50-55 clients per session.	Ongoing

### 3. Implement Programs to Focus on Mental Health Wellness.

1	Continue the Silver Alert program and enroll 25 elders.	Ongoing
2	Begin a Weight Loss/Gain Support Group for 15-20 clients.	New for FY17
3	Conduct weekly outreach session to reach isolated elders and elders with addiction with the Mental Health Coordinator/ Social Worker.	New for FY17

# HHS: Council on Aging

## BUDGET:

HHS: COUNCIL ON AGING	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	311,400	371,315	298,663	376,183	
515006 HOLIDAYS NON-UNION		1,418	1,417	2,162	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>311,400</b>	<b>372,733</b>	<b>300,080</b>	<b>378,345</b>	<b>1.5%</b>
524000 REPAIRS AND MAINTENANCE	-	1,000	-	1,000	
524034 MAINT CONTRACT-OFFC EQUIP	266	450	200	450	
527001 RENTAL - BUILDINGS	78,878	78,877	34,823	78,877	
530000 PROF & TECH SERVICES	720	800	780	800	
534003 POSTAGE	3,822	4,000	3,222	4,000	
542000 OFFICE SUPPLIES	715	2,000	824	2,000	
542001 PRINTING & STATIONERY	2,923	4,100	2,765	4,100	
549000 FOOD SUPPLIES & REFRESHMT	3,105	6,000	3,524	6,000	
558018 PROGRAM SUPPLIES & MATLS	1,989	2,000	448	2,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>92,417</b>	<b>99,227</b>	<b>46,585</b>	<b>99,227</b>	<b>0.0%</b>
<b>COUNCIL ON AGING TOTAL</b>	<b>403,817</b>	<b>471,960</b>	<b>346,665</b>	<b>477,572</b>	<b>1.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	HICKEY, CINDY	1,450.45	75,713.49	76,148.63
ADMINISTRATIVE ASSISTANT	LORENTI, CONCETTA	874.38	45,642.64	45,904.95
HEALTH & WELLNESS COORD	KOWALESKI, CHRISTOPHER	932.13	48,657.19	48,936.83
GERIATRIC SOCIAL WORKER	NORTON, SUZANNE	1,261.47	65,848.73	66,227.18
GERIATRIC SOCIAL WORKER	NAIM, NATASHA	1,209.43	63,132.25	63,495.08
PROGRAM COORDINATOR - 30 HRS	BASTARDI, MAUREEN	753.60	39,337.92	39,564.00
OUTREACH COORDINATOR - 30 HRS	VACANT	725.1	37,850.22	38,067.75

## MISSION STATEMENT:

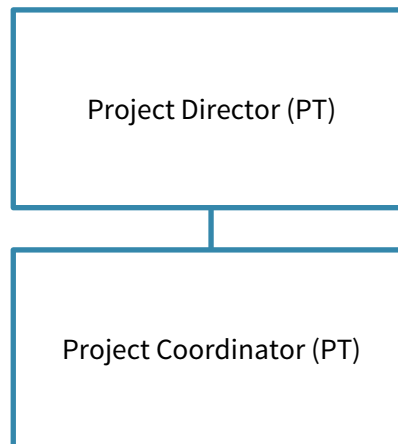
The Somerville Promise Alliance is a community-wide effort that focuses on aligning and mobilizing resources to address the academic, social, and environmental factors that affect student success. SomerPromise is committed to equity and excellence in children's lives during and out of school, from cradle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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	67,511	77,944	79,157	1.6%
Ordinary Maintenance	60,906	120,170	120,320	0.1%
General Fund Expenditures	128,417	198,114	199,477	0.7%

## CHANGES BETWEEN FY16 & FY17:

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

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

- Joined Health and Human Services Department to improve economy of scale and coordination.
- Secured funding and supported implementation of U.S. Department of Education Physical Education Program (PEP) grant. Included:
  - Professional development for all K-8 physical education staff and over 40 out of school time staff.
  - Identified and purchased curriculum materials.
  - Collaborated with Farm-to-School grant.
  - Launch of the 9-5-2-1-0 campaign encouraging fitness, wellness, and nutrition habits.
- Co-sponsored Early Childhood Literacy Fair; Summer Camp & Activities Fair; Week of the Young Child
- Expanded scope of contracted Wraparound Coordinator to support immigrant students and families.
- Launched career exploration pilot to expand workforce development opportunities for SHS students.
- Continued building relationships and identifying strengths, needs, and opportunities among community stakeholders through cross-sector efforts to support young people and their families. Focus is on data-informed decision-making, capacity building, and gap closing.

# HHS: SomerPromise

## GOALS REVIEW:

### 1. Improve educational outcomes for Somerville's children and youth through increased coordination of City, Schools, and Community work.

1	Work with stakeholder groups on an ongoing basis to identify children and youth needs, and the ability of the community to meet needs.	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	Partner with Schools and City Children's Cabinet to implement recommendation outcomes from "By All Means."	New for FY17

### 2. Advance work on the development of a Birth-Grade 3 comprehensive plan.

1	Participate in process to map current landscape of Birth-Grade 3 offerings, report on resources and gaps, and make recommendations for next steps.	Complete & Ongoing
2	Collaborate with SPS, community, and consultants to carry out recommendations.	Ongoing
3	Support the creation of a website that centralizes information about resources and services for families, caregivers, and childcare providers of children ages Birth-Grade 3. Support maintenance of the site. Lead effort to expand site to include resources for older children and teens.	Complete & Ongoing
4	Strengthen and expand out of school time learning opportunities for pre-K to 3rd grade students.	Ongoing

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

1	Conduct needs assessments, research, information gathering, and reports to identify priority areas.	Complete & Ongoing
2	Support wraparound coordinator's work with students, families, school staff, and community members.	Ongoing
3	Launch career exploration pilot to expand workforce development opportunities for SHS students	Complete & Ongoing
4	Guide process to identify out of school time needs, particularly for elementary/middle school students	Ongoing

## BUDGET:

HHS: SOMERPROMISE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	67,511	77,647	63,125	78,704	
515006 HOLIDAYS NON-UNION	-	297	296	453	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>67,511</b>	<b>77,944</b>	<b>63,421</b>	<b>79,157</b>	<b>1.6%</b>
530000 PROF & TECH SERVICES	59,729	119,500	32,640	119,500	
542000 OFFICE SUPPLIES	651	200	384	100	
549000 FOOD SUPPLIES & REFRESHMT	179	300	-	150	
558018 PROGRAM SUPPLIES & MATLS	128	-	1,490	400	
571001 IN STATE CONFERENCES	220	170	-	170	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>60,906</b>	<b>120,170</b>	<b>34,514</b>	<b>120,320</b>	<b>0.1%</b>
<b>SOMERPROMISE TOTAL</b>	<b>128,417</b>	<b>198,114</b>	<b>97,935</b>	<b>199,477</b>	<b>0.7%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PROJECT DIRECTOR	DOHERTY, ANNA	914.81	47,753.08	48,027.53
COORDINATOR	SANTOS, RUTH	592.92	30,950.42	31,128.30

# HHS: Veterans' Services

## MISSION STATEMENT:

The Mission of the Somerville Department of Veterans' Services is to honor the service and sacrifice of Veterans and their families through Advocacy, Engagement and Service.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	105,158	116,281	121,294	4.3%
Ordinary Maintenance	559,084	634,035	634,035	0.0%
General Fund Expenditures	664,242	750,316	755,329	0.7%

## CHANGES BETWEEN FY16 & FY17:

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

## FY16 ACCOMPLISHMENTS:

- Provided over \$500k in Chapter 115 Benefits to Veterans and their families; received 75% reimbursement from the Commonwealth.
- Enrolled 30 veterans in the Chapter 115 financial assistance program, an increase of 5 (20%).
- Executed the Memorial Day Parade with the assistance of newly developed volunteer Operational Management Team formed to streamline parade operations.
- Coordinated with the Special Events to facilitate the 215th Army Band and the USO performing at the City's Independence Day Celebration
- Coordinated with the Somerville Allied Veterans' Council, elected and appointed officials to facilitate a successful Veterans' Day Ceremony at the George Dilboy VFW Post #529
- Successfully executed 9 Hero Square Dedications for worthy and notable sons and daughters of Somerville.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
New Chapter 115 applications	18	25	30	20
Total Chapter 115 recipients	72	75	66	80
Chapter 115 benefit dollars distributed	\$436,000	\$425,000	\$497,000	\$525,000
Number of chapter 115 cases closed after finding employment for the veteran	4	5	6	10
Number of VA disability and pension claims filed or appealed	8	16	20	156
Percent of VA disability and pension claims/ap-peals with successful outcome	88%	100%	TBD	TBD
Number of public events	13	21	23	50
Number of partner organizations	5	9	14	20



## GOALS REVIEW:

### 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.   | New for FY17 |
| 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. | New for FY17 |

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

- |   |   |              |
|---|---|--------------|
| 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      |
| 2 | Initiate office hours at the Massachusetts Bay Veterans' Center at least twice monthly to better serve our Veterans in transition.  | New for FY17 |

### 3. ENGAGEMENT – Increase public awareness of the history, service, and sacrifice of all veterans.

- |   |  |              |
|---|--|--------------|
| 1 | NATIONAL HOLIDAYS. Increase educational, patriotic, and relevant events for Armed Forces Day, Memorial Day, Independence Day, Columbus Day, Veterans' Day, V-E Day, V-J Day, Pearl Harbor Day, Iwo Jima Day, POW/MIA Day, Loyalty Day, and all other relevant holidays and remembrances. | Ongoing      |
| 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.                    | New for FY17 |
| 3 | "SOMERVILLE SALUTES ITS HEROES" (Armed Forces Day). The start of the Memorial Day Week, Somerville will honor Veterans' Service with a morning ceremony dedicating new "hero squares" followed by a "Salute to the Military/Veteran Family" on Trum field in the afternoon.              | Ongoing      |
| 4 | MEMORIAL DAY PARADE. Continue to grow and expand Somerville's Memorial Day Parade; Enhance parade reputation and stature by creating parade float competition that reflects centralized theme.   | Ongoing      |
| 5 | "HONOR AND REMEMBRANCE". Sunset concert on Memorial Day to be held at Assembly Row. This one-hour concert will capstone the entire Memorial Day week as a fitting tribute to all who have given their lives for their country.   | New for FY17 |

# HHS: Veterans' Services

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

1	DIGITAL ARCHIVE. Create a Digital Archive of historic and old Veterans' documents under the Department's charge – 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

### BUDGET:

HHS: VETERANS' SERVICES	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	103,073	113,148	75,959	118,114	
513000 OVERTIME	885	900	-	900	
514006 LONGEVITY	850	1,450	825	1,250	
515006 HOLIDAYS NON-UNION	-	253	253	410	
515011 HOLIDAYS - S.M.E.A.	-	180	179	270	
515012 PERFECT ATTENDANCE	-	-	300	-	
519004 UNIFORM ALLOWANCE	350	350	350	350	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>105,158</b>	<b>116,281</b>	<b>77,866</b>	<b>121,294</b>	<b>4.3%</b>
524001 GROUNDS MAINTENANCE	300	2,200	-	2,200	
524007 REPAIRS OFFICE EQUIPMENT	50	200	-	200	
524034 MAINT CONTRACT-OFFC EQUIP	141	550	106	550	
530000 PROF & TECH SERVICES	71,418	98,000	2,575	98,000	
534003 POSTAGE	294	1,000	192	1,000	
542000 OFFICE SUPPLIES	577	850	65	850	
542001 PRINTING & STATIONERY	90	800	60	800	
542005 OFFICE EQUIP NOT CAPITALIZ	1,212	-	-	-	
549000 FOOD SUPPLIES & REFRESHMT	450	1,000	-	1,000	
558004 MAG/NEWS SUBSCRIPTIONS	-	200	-	200	
558011 FLOWERS & FLAGS	2,291	2,300	1,459	2,300	
558012 BADGES, EMBLEMS, TROPHIES	-	250	-	250	
571001 IN STATE CONFERENCES	439	1,000	-	1,000	
573000 DUES AND MEMBERSHIPS	85	85	85	85	
577000 VETERANS BENEFITS	481,737	525,600	394,641	525,600	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>559,084</b>	<b>634,035</b>	<b>399,183</b>	<b>634,035</b>	<b>0.0%</b>
<b>VETERANS' SERVICES TOTAL</b>	<b>664,242</b>	<b>750,316</b>	<b>477,049</b>	<b>755,329</b>	<b>0.7%</b>

### PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COMMISSIONER	BISHOP, BRYAN	1,365.90	71,299.98	71,709.75
PRINCIPAL CLERK II	CAREY, KATHLEEN	896.81	46,813.48	48,682.53

## MISSION STATEMENT:

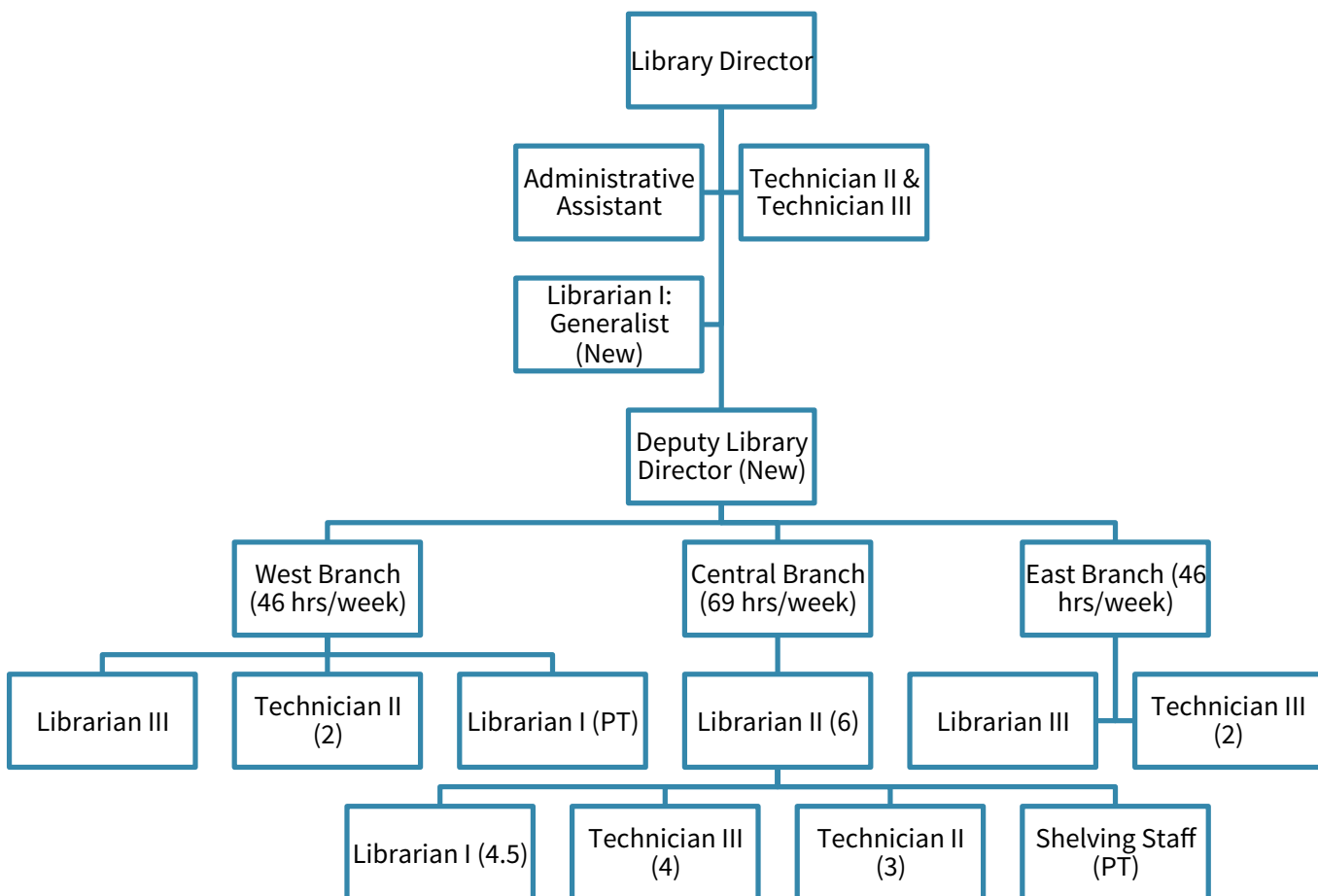
To provide services, materials, and space that meet the educational, cultural, recreational, and informational needs of all residents. From introducing libraries to young children and their families, to supporting their needs in school and meeting educational and recreational needs as adults, the Library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

## CHANGES BETWEEN FY16 & FY17:

- This budget includes two new positions, an Assistant Library Director and a Librarian I - Generalist. These positions were negotiated as part of the most recent collective bargaining agreement.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	1,532,924	1,703,241	1,804,138	5.9%
Ordinary Maintenance	280,431	309,386	339,911	9.9%
General Fund Expenditures	1,813,355	2,012,627	2,144,049	6.5%

## DEPARTMENT ORGANIZATION:



# Libraries

## **FY16 ACCOMPLISHMENTS:**

### Visitors

- Had 309,416 in-person visits compared to 308,966 in FY15.
- Had 1,576,276 website visits compared to 519,107 in FY15.

### Collections

- Circulated 308,142 books, audiobooks, DVDs and magazines, compared to 310,022 in FY15.
- We requested 60,896 items from other Minuteman libraries for residents, compared to 62,779 in FY15; and we loaned 39,964 items to other libraries in the Minuteman network, compared to 38,660 in FY15.
- Patrons downloaded 42,706 eBooks, songs, movies and audiobooks from our website, compared to 33,930 in FY15.
- Added 9,222 books, CDs, DVDs and audiobooks to the collection, compared to 10,173 in FY15.

### Services

- Provided 202 one-on-one technology instruction sessions to help residents learn how to use their computer, tablet, and smart phones (new service).
- Taught 184 ESL classes, compared to 141 in FY15. Classes were attended by 3,210 participants, compared to 1,591 participants in FY15.
- Answered 32,286 reference questions, in-person, via phone and email, compared to 41,067 in FY15.
- Distributed 2,340 (free and discounted) museum passes, compared to 2,359 in FY15.
- 46,028 people used a library computer, compared to 40,249 in FY15, for a total of 42,673 hours compared to 37,672 hours in FY15.
- Made 52 community service visits for patrons unable to come to the library, compared to 58 visits in FY15.
- Proctored 37 exams for residents, compared to 35 in FY15.

### Programs

- Offered 372 juvenile programs, compared with 300 in FY15; attended by 11,176 people, compared to 8,317 participants in FY15.
- Offered 30 teen programs, compared with 32 in FY15; attended by 504 participants, compared with 537 participants in FY15.
- Offered 54 adult programs compared with 209 in FY15; attended by 564 participants, compared to 3,694 in FY15.
- 243 children and 17 teens signed up for the 2015 summer reading program, compared with 217 children and 13 teens in 2014.
- 69 summer programs were offered, compared to 46 in FY15 and 1,854 people were in attendance, compared to 1,157 in FY15.
- The Central library's children's department organized 26 sing-along programs in FY15, compared to 32 in FY14, that were attended by 1,523 people in FY15, compared to 1,865 in FY14.

\*Projected based on data through Q2 FY16

**PERFORMANCE METRICS:**

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
In-person visits	330,322 (T) 209,109 (C) 40,881 (E) 80,332 (W)	308,963 (T) 188,068 (C) 44,970 (E) 75,928 (W)	315,844 (T) 202,064 (C) 42,208 (E) 71,572 (W)	268,000 (T) 205,000 (C) 45,000 (E) 18,000 (W)***
Website visits	515,347	519,107	1,576,276	1,600,000

MEASURE: PROGRAMS	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Juvenile programs	215 (T) 128 (C) 39 (E) 48 (W)	300 (T) 162 (C) 78 (E) 60 (W)	372 (T) 192 (C) 92 (E) 88 (W)	310 (T) 194 (C) 94 (E) 22 (W)***
Participants in juvenile programs	9,388 (T) 7,821 (C) 591 (E) 976 (W)	8,317 (T) 5,464 (C) 1,526 (E) 1,327 (W)	11,176 (T) 6,870 (C) 2,128 (E) 2,178 (W)	9,600 (T) 6,900 (C) 2,150 (E) 550 (W)***
Teen programs	32 (T) 32 (C) 0 (E) 0 (W)	32 (T) 30 (C) 2 (E) 0 (W)	30 (T) 28 (C) 2 (E) 0 (W)	40 (T) 38 (C) 2 (E) 0 (W)
Participants in teen programs	890 (T) 890 (C) 0 (E) 0 (W)	537 (T) 522 (C) 15 (E) 0 (W)	504 (T) 498 (C) 6 (E) 0 (W)	678 (T) 672 (C) 6 (E) 0 (W)
Adult programs	170 (T) 166 (C) 0 (E) 4 (W)	209 (T) 198 (C) 7 (E) 4 (W)	54 (T) 44 (C) 4 (E) 6 (W)	58 (T) 54 (C) 4 (E) 0 (W)***
Participants in adult programs	2,930 (T) 2,902 (C) 0 (E) 28 (W)	3,694 (T) 3,579 (C) 80 (E) 35 (W)	564 (T) 466 (C) 42 (E) 56 (W)	592 (T) 550 (C) 42 (E) 0 (W)

MEASURE: ACCESS	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Book circulations	195,577	181,640	180,246	178,750
e-book circulations	22,258	26,016	27,416	29,000
Audiobook circulations	27,457	24,344	8,608	8,500
Video (DVD) circulations	56,655	45,501	21,910	18,000
Periodical circulations	4,429	3,936	3,890	3,750
Research database searches	6,518	5,666	17,624	17,624

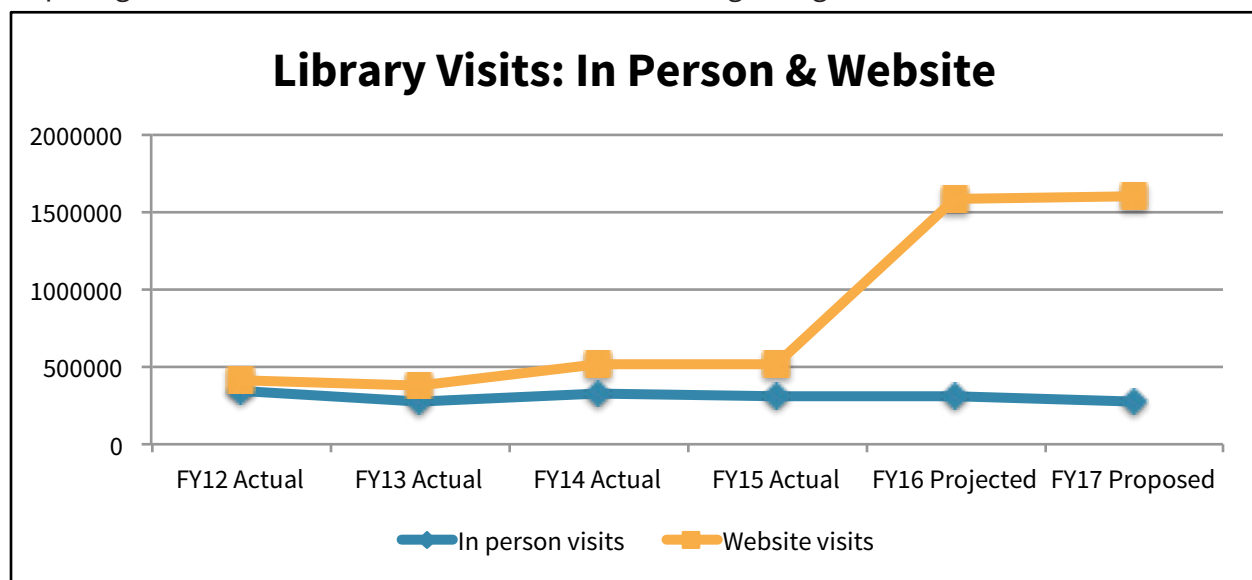
# Libraries

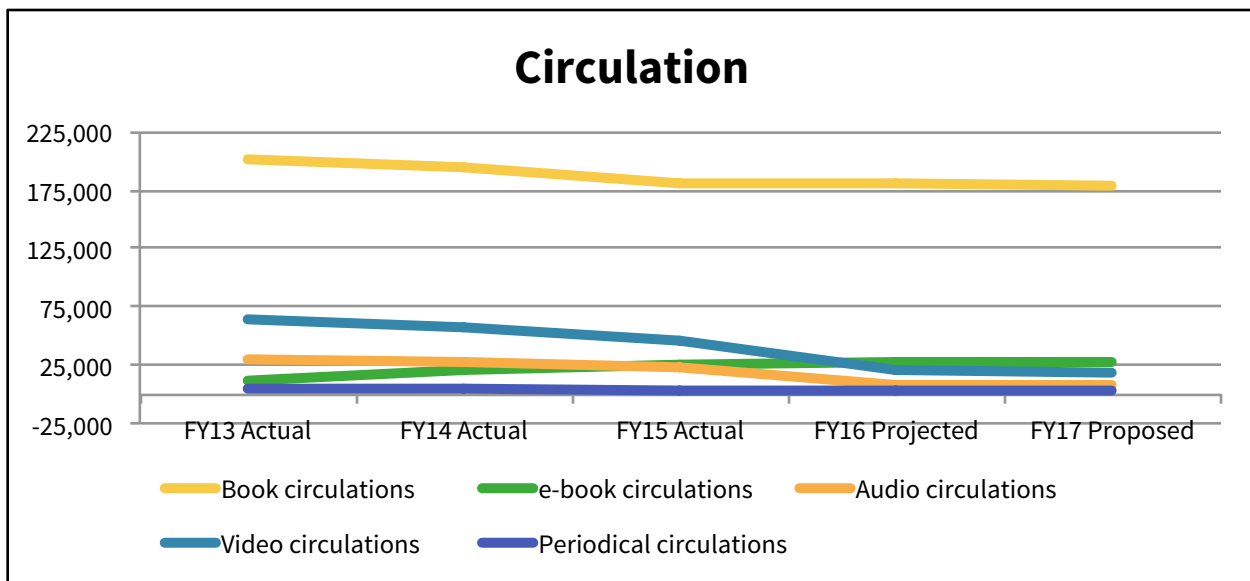
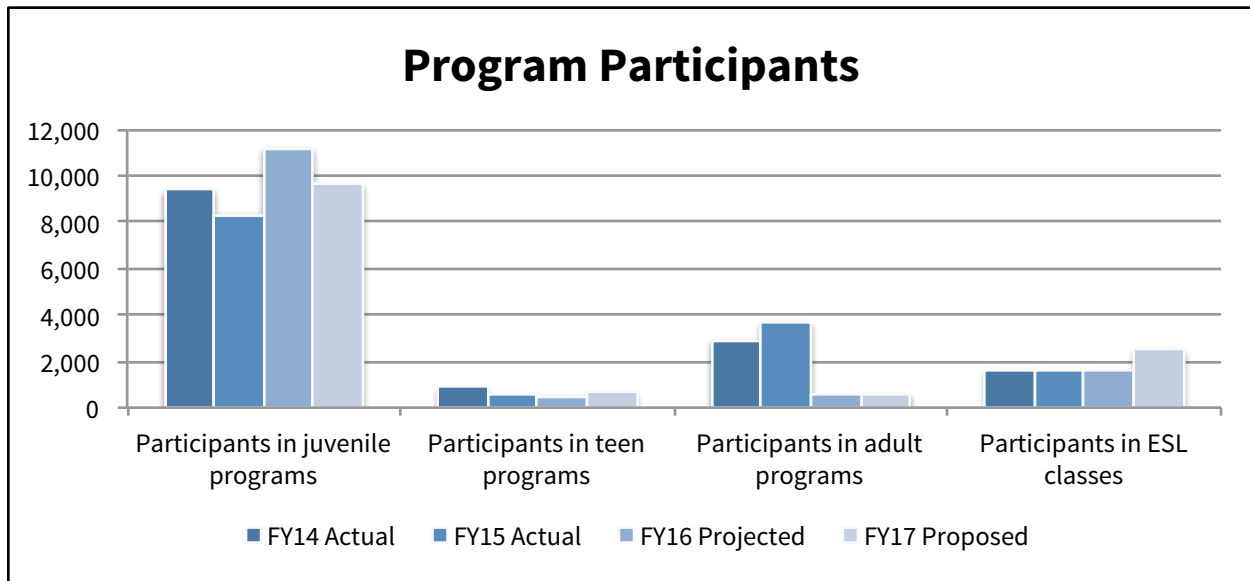
MEASURE: ACCESS	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Movie, Music and Audiobook downloads	N/A	11,463	15,122	19,000
Items borrowed via Minuteman network	66,803	62,779	60,896	58,750
Items loaned to libraries within Minuteman network	45,349	38,660	39,964	40,100
Items borrowed from libraries outside Minuteman network	471	375	215	165
Items loaned to libraries outside Minuteman network	356	124	412	450
Items added to the collection	10,912	10,173	9,222	12,000
Items withdrawn from the collection	15,649	12,253	11,582	12,000

MEASURE: SERVICES	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Reference Questions Answered	42,267	32,893	32,286	31,500
Computer usage (users / hours)	44,920 / 42,043	40,249 / 37,672	46,028 / 42,674	37,400 / 38,374***
ESL classes held	137 (T) 21 (C) 40 (E) 76 (W)	184 (T) 37 (C) 69 (E) 78 (W)	184 (T) 36 (C) 72 (E) 76 (W)	127 (T) 36 (C) 72 (E) 19 (W)***
Participants in ESL classes	1,645	2,177	3,210	2,527
Volunteer hours for ESL classes	634	776	787	484
Museum passes distributed	1,966	2,359	2,168	2,134
Technology Instruction Sessions	N/A	29	202	220

(T)(C)(E)(W) denote Totals, Central, East and West Branch figures; \*\*: Service began in May 2015;

\*\*\*: Anticipating closure of the West Branch for renovation beginning November 2016





## GOALS REVIEW:

### 1. Develop and provide easy access to collections.

1	Develop and implement realia worksheet to streamline process for adding non-traditional items to the collection.	New for FY17
2	Evaluate with the goal of expanding the circulating non-traditional lending library.	Ongoing
3	Cull West Branch collections of dated material (estimated at 20%) in advance of collection relocation.	New for FY17
4	Streamline procedure for relocating world language books from Central to East Branch for improved access.	New for FY17
5	Create collection development plan to determine what material to collect as well as what format and length of maintenance.	New for FY17

# Libraries

- |   |   |              |
|---|---|--------------|
| 6 | Assess and expand non-English print, media, and electronic materials as well as analyze language needs based on the City's demographics.        | Ongoing      |
| 7 | Increase awareness and use of print and digital reference sources through the development of pathfinders, and post them on the library website. | New for FY17 |

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

- |   |   |         |
|---|---|---------|
| 1 | Develop mobile reference & training services. | Ongoing |
|---|---|---------|

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

- |   |  |              |
|---|--|--------------|
| 1 | Conduct a City-wide library space needs assessment.  | New for FY17 |
| 2 | Install new HVAC system in closed stacks area, to safeguard collections against mold damage.   | New for FY17 |
| 3 | Work with architects on the development of construction documents, and in the bidding and construction phases of the West Branch renovation. | Ongoing      |
| 4 | Conduct furniture inventory at East Branch and Central and acquire new and replacement furniture for the public and staff, as needed.        | New for FY17 |
| 5 | Develop a library disaster plan.   | New for FY17 |

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

- |   |   |              |
|---|---|--------------|
| 1 | Develop a Somerville Reads program for children.                | New for FY17 |
| 2 | Host an overnight program at the library for families.          | New for FY17 |
| 3 | Develop and implement a strategic plan for library programming. | Ongoing      |
| 4 | Launch teen Summer reading program or book club.                | Ongoing      |

## 5. Update Library Technology.

- |   |  |              |
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| 1 | Pilot self-checkout station at West Branch.  | New for FY17 |
| 2 | Begin to replace desktop PCs with laptops and iPads at the Central Branch, to increase space for collaborative and individual computing usage. | New for FY17 |
| 3 | Acquire multi-page scanner, and a Mac computer for public use.   | New for FY17 |

## 6. Increase public awareness of the library.

- |   |                                  |         |
|---|----------------------------------|---------|
| 1 | Create a library marketing plan. | Ongoing |
|---|----------------------------------|---------|

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

- |   |  |              |
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| 1 | Develop and deliver customer service and technology training for all staff, delivered via consultant, based on LSTA grant. | New for FY17 |
|---|--|--------------|



2	Develop and implement customer service standards for library staff.	New for FY17
3	Train reference staff to increase knowledge of Local History Room resources, and in use of new microfilm reader.	New for FY17
4	Increase staff training and professional development through webinars, workshops, meetings, and conferences.	Ongoing
5	Engage staff, board, and friends in an ongoing dialogue about library trends, issues, and best practices.	New for FY17

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

1	Reach out to local public and charter schools near the East Branch, to establish relationships, and to offer library services both during and after school.	New for FY17
2	Establish relationships with local businesses, civic and community organizations, and leaders (StoryCorps, Sprout, Parts & Crafts, Nearby colleges and universities) to increase programs, services, funding, awareness, etc.	Ongoing

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

1	Establish a foundation for gifts.	Ongoing
2	Explore additional funding sources for library programming.	New for FY17

## BUDGET:

LIBRARIES	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	1,255,667	1,412,344	1,110,483	1,493,073	
512000 SALARIES & WAGES TEMPOR'Y	100,960	115,472	89,163	108,940	
513000 OVERTIME	111,798	98,349	99,227	121,993	
514004 SHIFT DIFFERENTIALS	27,629	32,039	24,203	33,739	
514006 LONGEVITY	27,375	30,200	15,325	30,700	
514008 OUT OF GRADE	396	-	-	-	
515006 HOLIDAYS NON-UNION	-	368	368	658	
515011 HOLIDAYS - S.M.E.A.	-	5,019	4,843	5,235	
515012 PERFECT ATTENDANCE	-	-	2,300	-	
519004 UNIFORM ALLOWANCE	9,100	9,450	9,100	9,800	
519005 SICK LEAVE BUYBACK	-	-	9,000	-	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>1,532,924</b>	<b>1,703,241</b>	<b>1,355,011</b>	<b>1,804,138</b>	<b>5.9%</b>
524007 REPAIRS OFFICE EQUIPMENT	-	500	-	500	
530000 PROF & TECH SERVICES	52,964	55,000	52,374	60,000	
534003 POSTAGE	1,499	1,150	140	1,300	
534009 INTERNET MAINTENANCE	2,572	2,626	1,933	2,800	
538007 MICROFILMING	593	600	567	600	

# Libraries

LIBRARIES	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
542000 OFFICE SUPPLIES	12,431	10,500	3,417	12,000	
542001 STATIONERY	90	600	-	600	
542004 COMPUTER SUPPLIES	9,216	4,000	4,498	5,000	
542006 OFFICE FURN NOT CAPITALIZ	1,242	-	-	-	
549000 FOOD SUPPLIES & REFRESHMT	144	1,000	224	1,000	
551000 EDUCATIONAL SUPPLIES	-	1,000	725	1,000	
551004 TEXTBOOKS	107,244	115,000	79,300	121,201	
551010 AUDIO VISUAL SUPPLIES	30,435	39,000	18,999	39,000	
551012 MUSIC SUPPL/INSTRUMENT	6,894	9,000	4,256	9,000	
558002 ONLINE SUBSCRIPTION	35,489	50,000	50,107	60,000	
558004 MAG/NEWS SUBSCRIPTIONS	19,287	15,000	16,917	21,000	
558009 BOOK THEFT SYSTEM	-	900	6,425	900	
571000 IN STATE TRAVEL	55	160	49	160	
571001 IN STATE CONFERENCES	-	600	1,071	1,000	
572000 OUT OF STATE TRAVEL	-	2,400	1,540	2,500	
573000 DUES AND MEMBERSHIPS	275	350	275	350	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>280,431</b>	<b>309,386</b>	<b>242,817</b>	<b>339,911</b>	<b>9.9%</b>
<b>LIBRARIES TOTAL</b>	<b>1,813,355</b>	<b>2,012,627</b>	<b>1,597,828</b>	<b>2,144,049</b>	<b>6.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIBRARY DIRECTOR	FERDMAN, GLENN	1,839.44	96,018.77	96,386.66
ASSISTANT LIBRARY DIRECTOR	VACANT/NEW	1,450.36	75,708.79	75,998.86
ADMINISTRATIVE ASSISTANT	DOWNING, HEIDI	1,050.73	54,848.11	56,408.25
WEST BRANCH LIBRARIAN	KRAMER, KAREN	1,013.26	52,892.17	56,293.76
EAST BRANCH LIBRARIAN	COOMBS, MARITA	1,013.26	52,892.17	56,284.08
LIBRARIAN II, ADULT SERVICES	LAMPHIER, SUSAN	997.81	52,085.68	55,285.24
LIBRARIAN II, YOUNG ADULT	CASTILE, RONALD	997.81	52,085.68	54,935.24
LIBRARIAN II, TECHNICAL SERVICES	WOOD, WENDY	997.81	52,085.68	55,435.24
LIBRARIAN II, CHILDREN	PIANTIGINI, CATHERINE	997.81	52,085.68	54,935.24
LIBRARIAN II, CIRCULATION	VENTURA, JAMES	997.81	52,085.68	56,585.24
LIBRARIAN II, REFERENCE	AUGARTEN, RHODA	997.81	52,085.68	54,535.24
LIBRARIAN I	VACANT	949.22	49,549.28	51,939.13
LIBRARIAN I	PECK, PHILIP	949.22	49,549.28	51,939.13
LIBRARIAN I	O'KELLY, KEVIN	949.22	49,549.28	51,939.13
LIBRARIAN I	VACANT	949.22	49,549.28	52,389.13
LIBRARIAN I, GENERALIST	VACANT/NEW	880.71	45,973.06	48,212.91
LIBRARIAN I, YOUTH SERVICES	JACOBS, ELLEN	880.71	45,973.06	48,099.20

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIBRARY TECHNICIAN III, EAST BR	JONES, RITA	918.33	47,936.83	51,420.49
LIBRARY TECHNICIAN III, TECH SRV	HALL, PATRICIA	918.33	47,936.83	51,220.49
LIBRARY TECHNICIAN III, CHILDREN	CASSESSO, ANN	918.33	47,936.83	51,420.50
LIBRARY TECHNICIAN III, CIRC	PIERCE, GEORGE	918.33	47,936.83	51,420.49
LIBRARY TECHNICIAN III, CHILDREN	ALMEIDA, ANNAMARIE	918.33	47,936.83	51,270.49
LIBRARY TECHNICIAN III, CHILDREN	FORSELL, MEGHAN	918.33	47,936.83	50,320.49
LIBRARY TECHNICIAN III, CIRC	IMPERIOSO, RAMO	918.33	47,936.83	50,945.49
LIBRARY TECHNICIAN III, PAYROLL	PERRIELLO, JAMES	918.33	47,936.83	51,420.49
LIBRARY TECHNICIAN III CIRC	MURPHY, MARIA	918.33	47,936.83	50,870.49
LIBRARY TECHNICIAN II, WEST BR	SANCHEZ, CARLOS	808.58	42,207.88	44,569.59
LIBRARY TECHNICIAN II, TECH SERV	GHEBREMICAEL, FREWEINI	808.58	42,207.88	44,594.59
LIBRARY TECHNICIAN II, CIRC	TOEUM, THY	808.58	42,207.88	44,219.60
LIBRARY TECHNICIAN II, BUSINESS	VACANT	792.73	41,380.51	43,289.05

# Parks & Recreation

## MISSION STATEMENT:

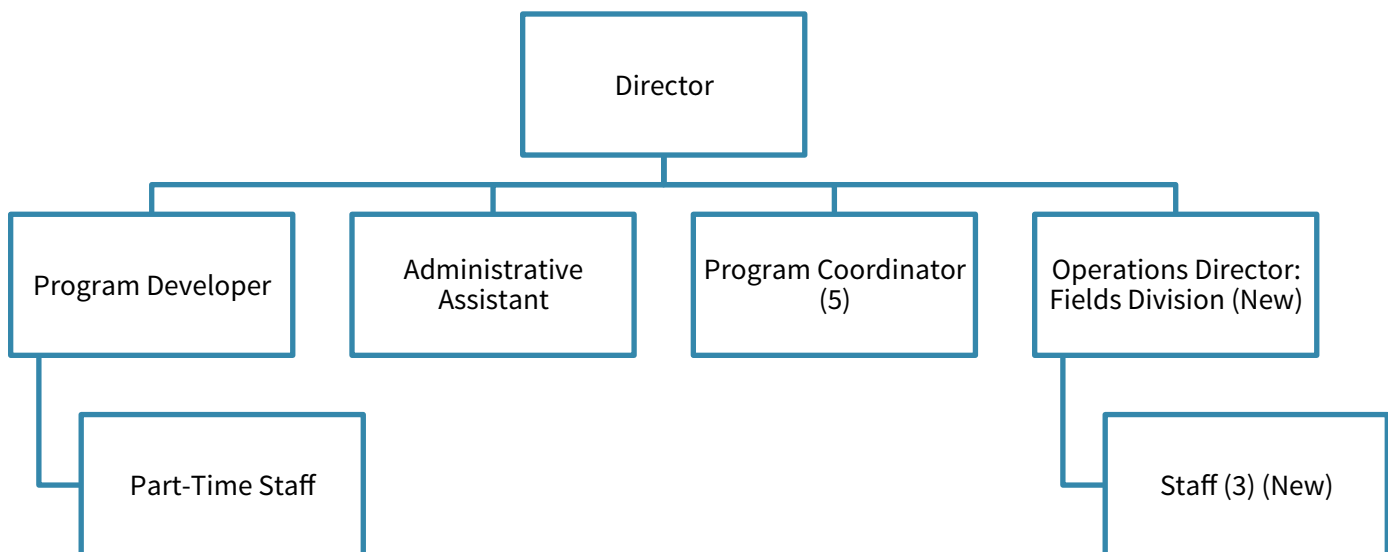
The Parks & Recreation Department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	531,233	612,026	652,334	6.6%
Ordinary Maintenance	203,081	222,850	261,550	17.4%
General Fund Expenditures	734,313	834,876	913,884	9.5%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes a reallocation of part-time funds to a full-time position. This position will facilitate the KidStop program, tot time, afterschool programs, school vacation camps, and the Somertime program. Additionally, they will be in charge of social media promotion, data entry, and program development with a focus on female participation.
- Increase in-season use of the Blessing of the Bay Boat House by adding canoe rental evening hours at least 2 nights per week and having weekend hours available to the public. This will require an increase in part-time staff.
- Pending Administrative Order, this budget includes a new division under Parks & Recreation for Field Maintenance. This division is intended to be staffed by 4 new positions. Refer to the Fields Maintenance budget for more information.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## DEPARTMENT ORGANIZATION:



## FY16 ACCOMPLISHMENTS:

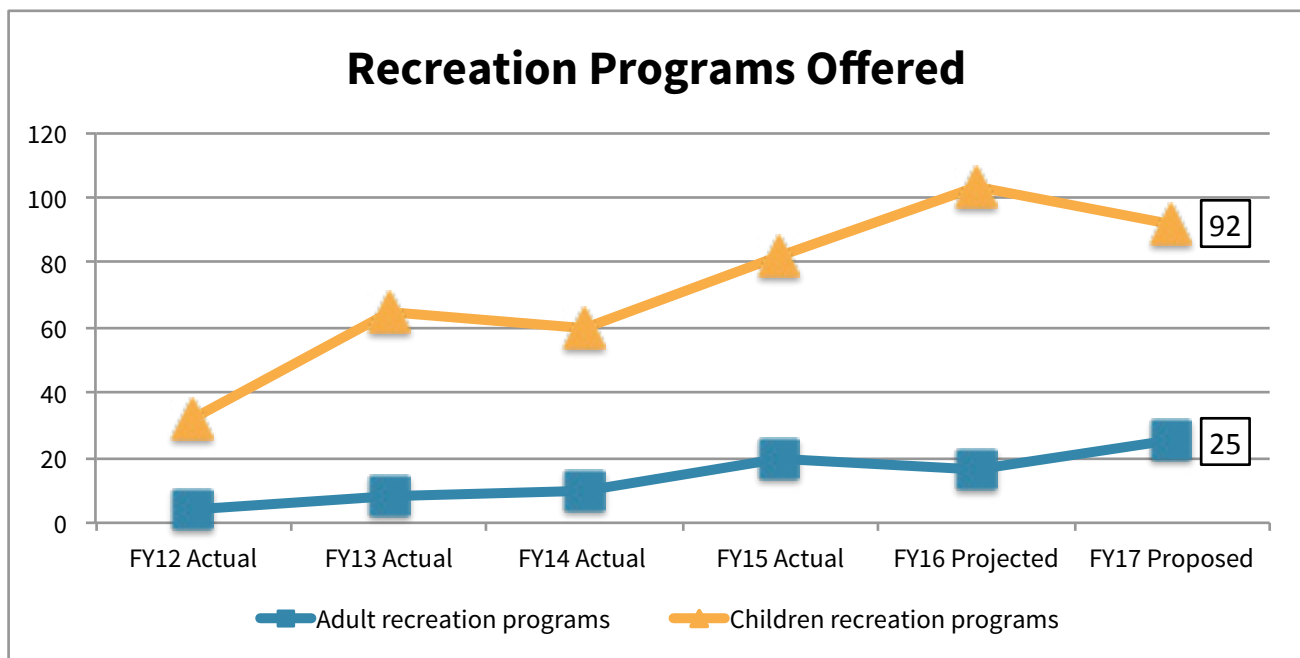
- Hired one full-time and one part-time Program Coordinator to coincide with program growth.
- Opened the new indoor Founders Rink to turf facility April 2016.
- Hosted a successful open public walking program at Dilboy Stadium throughout the summer season.
- Increased enrollment and participation in swimming lessons and adult lap swim at Dilboy Pool.

# Parks & Recreation

- Implemented an online field permitting system that can be used to monitor field usage and patterns.
- Improved communication with schools regarding the use of gym space for Recreation programs, and regularly consulted the school department to avoid scheduling conflicts.
- Implemented a sliding scale fee structure that has increased the ability of low income residents to participate in Recreation programs.
- Partnered with mixed martial arts to have Justu programs.
- Developed relationship with Tufts University to provide more field space.
- Collaborated with neighboring communities including Cambridge, Charlestown, and Medford on Recreation programs.
- Established an equipment rental program for youth leagues, purchased new soccer goals, and laid the foundation for a Somerville Lacrosse league using the additional \$45,000 in Youth Programs funding.
- Revised the Program Coordinator job description so that each coordinator has a clearly defined area of expertise that aligns with the mission and values of Somerville Recreation, including toddler to teen programming, special events, and/or athletic /camp programs. All Program Coordinators now have specific duties related to their role, and each has outreach responsibilities.
- Held two successful Rec Fairs that showcased our partners, vendors, and the wide array of the Rec program offerings.

## PERFORMANCE METRICS:

MEASURE	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJ	FY17 PROP
Adult recreation programs	4	8	10	20	16	25
Children recreation programs	32	65	60	82	103	92
Somertime Day Program registrations (* denotes totals)	531	669	673 982*	700 1960*	700 1960*	700 1960*
Dilboy Stadium revenue	\$90,526	\$140,000	\$170,000	\$178,000	\$165,000	\$200,000
Combined ice rink revenue	\$270,626	\$490,000	\$578,000	\$551,958	\$603,216	\$650,000
Online credit card payments as percent of total payments	49%	64%	70%	80%	85%	85%



# Parks & Recreation

## 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. Programming will include indoor soccer, floor hockey, dodgeball, broomball, etc.	Complete & Ongoing
2	Increase public use of Dilboy Stadium by hosting a public walking program at least 4 times each week in season weather permitting.	Ongoing
3	Increase adult water activities at Dilboy Pool by hosting adult water sport leagues.	New for FY17
4	Use online permitting process to effectively schedule fields to maximize use.	Complete
5	Coordinate with school district facilities to ensure 100% of available gym space is used for recreational programs benefiting Somerville residents.	Ongoing
6	Use program and break even analysis to design programming that increases low income participants' ability to afford activities.	Ongoing
7	As part of the fields' master plan, acquire 1-2 more open spaces to promote leisure and recreational programming using passive and active parks.	Ongoing
8	Increase water activities at Dilboy Pool including lap swimming, water aerobics, and volleyball	Ongoing
9	Add adult indoor leagues at the Founders indoor turf facility.	Ongoing, Expected 2016

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

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

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

1	Create opportunities for female participants to be more involved in recreation activities.	New for FY17
2	Increase inhabitability of current rec building by painting, flooring, cleaning, patching of interior walls, improve lighting, waste disposal, etc.	Complete
3	Look for community partnerships with new development that could provide a new rec space.	Ongoing

- |  |          |
|--|----------|
| 4 Redevelop Boat House in conjunction with DCR to better utilize the asset. Increase use of boat house by 60% by improving functionality of building including painting, flooring, reorganizing storage, sustainable fee structures, bathrooms, etc. | Complete |
|--|----------|

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

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|--|----------|
| 1 Re-structure and redefine coordinator roles by creating new job descriptions. New role definition will create opportunities for more comprehensive and diverse programing.   | Complete |
| 2 Add 1-2 new coordinators to increase the department's ability to provide more programing in schools and community. Additionally, add 1-2 full time ice rink employees to better manage our 2 facilities.                       | Ongoing  |
| 3 Continue to partner with compatible community departments and/or organizations that will increase the availability of leisure and recreational opportunities for Somerville residents of all ages.                             | Ongoing  |
| 4 Increase department's ability to conduct outreach to immigrant communities by providing translations in guides/flyers, website accessibility, bilingual staff, and participation in multicultural events and/or organizations. | Ongoing  |
| 5 Create 1-2 new sustainable programs that target the interests of Somerville's diverse community.   | Ongoing  |
| 6 Utilize Rec Commission's expertise to improve the functionality of the rec department by hosting regular monthly meetings.   | Complete |

## BUDGET:

PARKS & RECREATION		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	332,087	438,437	306,346	453,325	
512000	SALARIES & WAGES TEMPOR'Y	195,111	169,500	152,825	174,023	
513000	OVERTIME	834	700	221	700	
514006	LONGEVITY	1,350	1,350	675	1,350	
515006	HOLIDAYS NON-UNION	-	1,136	1,117	1,756	
515011	HOLIDAYS - S.M.E.A.	-	553	553	830	
515012	PERFECT ATTENDANCE	1,500	-	1,000	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	
519104	SALARY STIPEND	-	-	-	20,000	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>531,233</b>	<b>612,026</b>	<b>463,087</b>	<b>652,334</b>	<b>6.6%</b>
521005	OIL	-	-	513	-	
524001	R&M - BUILDINGS & GROUNDS	7,295	10,000	2,300	10,000	
524003	REPAIRS-VEHICLES	1,725	2,000	-	2,000	
524007	REPAIRS OFFICE EQUIPMENT	348	1,250	511	1,250	
527002	RENTAL-BUILDINGS SCHOOL	4,951	3,000	-	3,000	
530000	PROF & TECH SERVICES	139,056	100,800	49,692	138,300	



# Parks & Recreation

PARKS & RECREATION		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
530023	STAFF DEVELOPMENT	315	2,750	560	2,750	
535003	RECREATION-ADMISSION FEES	1,248	2,000	900	2,000	
535005	RECREATION-TRANSPORTATN.	550	2,000	1,985	3,000	
538005	PHOTOGRAPHY	-	250	-	250	
542000	OFFICE SUPPLIES	2,100	3,000	2,244	3,000	
542001	PRINTING & STATIONERY	4,390	5,500	5,500	8,000	
545000	CUSTODIAL & MAINT SUPPLIES	634	2,000	-59	2,000	
549000	FOOD SUPPLIES & REFRESHMT	578	2,500	1,763	2,500	
550000	MEDICAL/DENTAL SUPPLIES	3,996	3,000	285	3,000	
551006	ATHLETIC SUPPLIES	13,349	48,500	28,674	43,500	
551010	AUDIO VISUAL SUPPLIES	245	-	-	-	
553001	SIGNS AND CONES	1,518	-	-	-	
558004	MAGAZINES & PUBLICATIONS	-	300	-	-	
558005	RECREATION SUPPLIES	13,686	14,500	10,997	14,500	
558006	UNIFORMS	7,022	19,000	18,843	22,000	
573000	DUES AND MEMBERSHIPS	75	500	75	500	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>203,081</b>	<b>222,850</b>	<b>124,781</b>	<b>261,550</b>	<b>17.4%</b>
<b>PARKS &amp; RECREATION TOTAL</b>		<b>734,313</b>	<b>834,876</b>	<b>587,868</b>	<b>913,884</b>	<b>9.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
RECREATION SUPERINTENDENT	LATHAN, JILL	1,923.08	100,384.78	108,461.70
OUTREACH COORDINATOR	QUERUSIO, ALICIA	1,002.83	52,347.73	52,648.58
OUTREACH COORDINATOR	OSOY, MARCO	1,012.90	52,873.38	53,177.25
OUTREACH COORDINATOR	TORRES, MIGUEL	990.38	51,697.84	51,994.95
OUTREACH COORDINATOR	VALLESIO, JENNIE	990.38	51,697.84	51,994.95
PROGRAM DEVELOPER	SCARPELLI, GEORGE	1,693.36	88,393.40	96,901.41
ADMINISTRATIVE ASSISTANT	PALAZZO, DANIELLE	1,071.44	55,929.17	62,450.60



## P&R: Field Maintenance

Field Maintenance is a new Division of the Parks & Recreation Department, pending approval of an Administrative Order. The Field Maintenance Division will be responsible for maintenance and upkeep of the City's many athletic fields. Included in this budget is a new Operations Director position, with an allocation in Salary Contingency for 3 more staff, pending union negotiations.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	-	-	67,760	-
Ordinary Maintenance	-	-	260,000	-
General Fund Expenditures	-	-	327,760	-

### BUDGET:

FIELD MAINTENANCE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	-	-	-	67,760	
<b>SUBTOTAL PERSONAL SERVICES</b>	-	-	-	<b>67,760</b>	-
524002 R&M - REC FACILITIES	-	-	-	25,000	
524013 R&M - TOOLS & EQUIPMENT	-	-	-	7,000	
524017 R&M - OTHER EQUIPMENT	-	-	-	10,000	
524031 REPAIRS TO PARK LIGHTING	-	-	-	20,500	
530000 PROF & TECH SERVICES	-	-	-	120,000	
542000 OFFICE SUPPLIES	-	-	-	2,500	
543007 PAINT	-	-	-	10,000	
546000 GROUNDSKEEPING SUPPLIES	-	-	-	30,000	
546003 LOAM,SOD,FERTILIZER	-	-	-	30,000	
558006 UNIFORMS	-	-	-	5,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	-	-	-	<b>260,000</b>	-
<b>FIELDS MAINTENANCE TOTAL</b>				<b>327,760</b>	-

### PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
OPERATIONS DIRECTOR: FIELD MAINTENANCE	VACANT/NEW	1,843.65	96,238.53	67,760.00

# DPW: Administration

## MISSION STATEMENT:

To maintain the City's infrastructure and guarantee a clean and safe environment for all. The Department of Public Works (DPW) administers and oversees the City's lights and electrical lines, engineering projects, streets and public ways, vehicles, refuse removal, environmental improvement programs, public buildings and grounds, parks and playgrounds, open spaces, school custodial services, water and sewer lines. The DPW Administration team oversees all personnel and financial matters related to the department. The DPW Administration team also works closely with the Mayor's Office of Transportation and the Office of Strategic Planning and Community Development on future projects and visions of redevelopment for the future of the city such as the Green Line Extension, Community Path, Bike Path, Property Conversions and Zoning and Planning.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	577,231	594,017	621,347	4.6%
Ordinary Maintenance	669,465	822,450	921,600	12.1%
General Fund Expenditures	1,246,696	1,416,467	1,542,947	8.9%

## CHANGES BETWEEN FY16 & FY17:

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

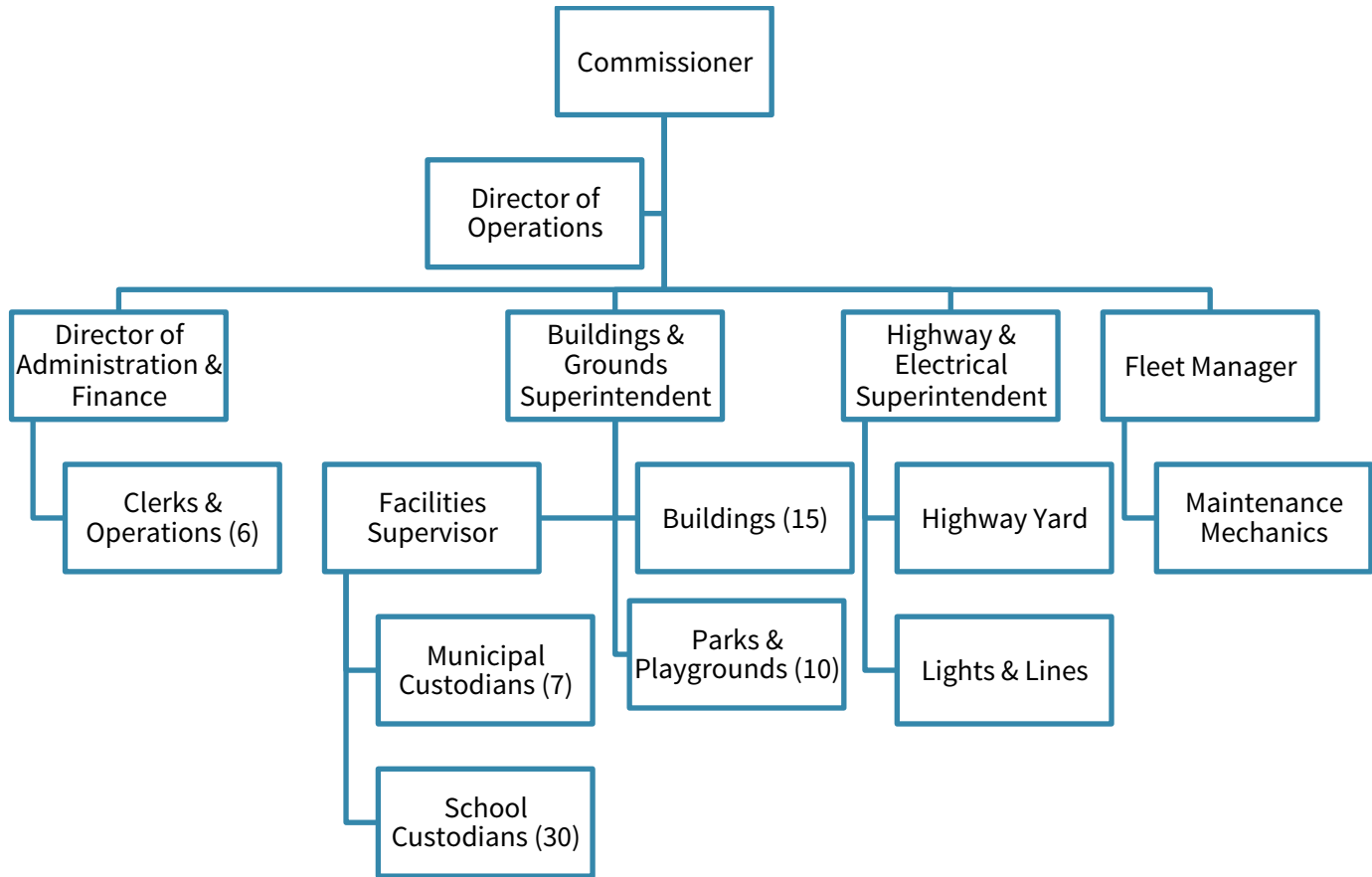
## FY16 ACCOMPLISHMENTS:

- Provided mobile devices to DPW workers in order to improve communication with constituents, expedite completion of service requests, and increase efficiency in fulfillment of daily duties.
- Implemented improved financial controls, allowing the department to more effectively track costs within each division. Moving forward, this will help the department evaluate and reform spending decisions.
- Accounts payable staff attended and implemented targeted procurement training, resulting in more timely processing of vendor invoices and fostering improved relationships with outside vendors.
- A new sanitation ticketing program was implemented through CitizenServe, leading to higher enforcement of sanitation regulations.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
DPW Work Orders	22,234 18,102 on time	27,288 20,390 on time	27696	26500
Sanitation Requests	6,765 6,369 on time	8,988 7845 on time	10572	10000
% Sanitation requests closed on time	94%	87%	-	-
Average closed work orders per day	78	106	69	75
Compost bins sold	n/a	n/a	TBD	TBD
Recycle bins sold	n/a	n/a	TBD	TBD
Number of contracts managed	142	206	158	150

## DEPARTMENT ORGANIZATION:



## GOALS REVIEW:

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

1	Offer the opportunity to attend State-run programs and conferences to finance employees to improve overall knowledge of MCPPO guidelines.	Ongoing
2	Working with SomerStat, implement standard operating procedures across divisions, including Highway, Buildings & Ground, Lights & Lines, (Fleet), and School Custodians.	Ongoing
3	Working with the Purchasing Department and SomerStat, create automated contract management system, enabling department to plan ahead for services and reduce prices.	New for FY17
4	Working with the purchasing department, set sustainable procurement goals, including sustainable product selection for automotive items, cleaning supplies, and landscaping.	New for FY17

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

1	Hold daily meetings with DPW Superintendents to prioritize customer needs and services.	Ongoing
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# DPW: Administration

- |   |  |              |
|---|--|--------------|
| 2 | Implement use of mobile devices into daily operations across the entire department.                    | New for FY17 |
| 3 | Develop and incorporate universal responses to 311 requests to improve communication with constituents | New for FY17 |

## 3. Increase the use of online services for interaction with the DPW.

- |   |  |         |
|---|--|---------|
| 1 | Research and implement other existing City-based online programs to enhance the ability of constituents to fill their needs from home (e.g. white goods sticker purchasing). | Ongoing |
|---|--|---------|

## BUDGET:

DPW: ADMINISTRATION		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	563,390	578,016	463,389	601,238	
513000	OVERTIME	8,690	8,200	6,932	10,000	
514006	LONGEVITY	3,300	3,350	1,650	4,400	
514008	OUT OF GRADE	101	500	20	500	
515006	HOLIDAYS NON-UNION	-	1,035	1,034	1,707	
515011	HOLIDAYS - S.M.E.A.	-	1,166	1,154	1,752	
519004	UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>577,231</b>	<b>594,017</b>	<b>475,929</b>	<b>621,347</b>	<b>4.6%</b>
524000	REPAIRS AND MAINTENANCE	3,095	10,000	450	62,500	
524007	REPAIRS OFFICE EQUIPMENT	-	1,000	-	-	
524034	MAINT CONTRACT-OFFC EQUIP	1,550	2,200	1,163	2,200	
527006	LEASE - PHOTOCPIER EQUIP	5,405	4,500	3,599	4,500	
527018	POSTAGE MACHINE RENTAL	774	1,200	1,032	1,200	
529007	HAZARDOUS WASTE REMOVAL	104,026	125,000	65,653	150,000	
530000	PROF & TECH SERVICES	5,712	169,500	78,197	169,500	
530008	EMPLOYEE TRAINING COURSES	5,070	2,000	-	5,000	
530011	ADVERTISING	-	500	-	500	
530018	POLICE DETAIL	31,107	15,000	40,552	48,000	
530020	FIRE DETAIL	6,461	2,500	612	2,500	
530025	IN SERVICE TRAINING OM	250	-	-	-	
534003	POSTAGE	3,300	3,500	-	3,500	
542000	OFFICE SUPPLIES	5,318	6,000	3,407	6,000	
542001	PRINTING & STATIONERY	205	2,000	90	2,000	
548001	MOTOR GAS AND OIL	470,170	450,000	243,466	450,000	
558003	PUBLIC SAFETY SUPPLIES	22,775	25,000	12,344	10,000	
571000	IN STATE TRAVEL	35	100	-	100	
571001	IN STATE CONFERENCES	1,020	-	-	-	
573000	DUES AND MEMBERSHIPS	1,014	750	820	2,000	

## DPW: Administration

DPW: ADMINISTRATION	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
578007 REIMB OF LICENSES	2,179	1,700	2,045	2,100	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>669,465</b>	<b>822,450</b>	<b>453,429</b>	<b>921,600</b>	<b>12.1%</b>
<b>DPW: ADMINISTRATION TOTAL</b>	<b>1,246,696</b>	<b>1,416,467</b>	<b>929,358</b>	<b>1,542,947</b>	<b>8.9%</b>

### PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DPW COMMISSIONER	KOTY, STANLEY	2,114.64	110,384.21	111,018.60
DIR OPERATIONS	WILLETTE, RICHARD	1,843.65	96,238.53	96,791.63
DIR ADMN & FINANCE	MOORE, WILLIAM	1,730.77	90,346.19	90,865.43
ADMIN ASST	MORIN, CHRISTINE	1,219.51	63,658.42	64,408.42
ADMIN ASST	RINGER, DIANE	1,071.43	55,928.65	58,000.08
HEAD CLERK	COREY, JEAN	980.69	51,192.02	53,236.23
PC1	FOSTER, SUSAN	912.10	47,611.62	48,835.25
TEMP PC1	SPEZZAFERO, KIM	894.52	37,748.74	47,491.62
		912.10	9,121.00	
JR CLERK	COCHRAN, MEGAN	744.14	38,844.11	39,667.35

# DPW: Buildings & Grounds

## MISSION STATEMENT:

To ensure all buildings and grounds are safe, are clean, and have an appealing physical appearance and a comfortable working environment. The Buildings and Grounds Department provides physical support, custodial and maintenance services -- inside and outside -- to over 30 city-owned buildings, including ten schools and over 500,000 square feet of building space. The department also services the city's 40 parks and athletic fields. Among other responsibilities, department staff ensures building safety and the optimal performance of building systems by providing preventative maintenance and repair of mechanical, HVAC, electrical, plumbing, and building security systems; the department also performs interior/exterior repairs and renovations, maintains athletic fields and 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	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	1,964,736	2,151,570	2,161,895	0.5%
Ordinary Maintenance	6,007,191	7,662,250	8,989,531	17.3%
General Fund Expenditures	7,971,928	9,813,820	11,151,426	13.6%

## CHANGES BETWEEN FY16 & FY17:

- Ordinary Maintenance increases in this budget reflect new contract prices for electricity and building systems.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## FY16 ACCOMPLISHMENTS:

- Created standard operating procedures for all event support requests.
- Utilizing mobile devices and the Constituent Services 311 system, improved workflow across all building divisions and began robust data tracking of buildings and grounds services.
- Developed a strategic plan for school building repairs that reduced student disruption, allowed building access to workers, and minimized overtime costs.
- Implemented improvements for controlled irrigation as recommended by the Gale Field Evaluation report.
- Worked with DPW Administration to utilize Roca clients, expanding opportunities for program participants and reducing costs to routine work.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Total city building repair orders completed	885	1,056	922	950
Total school building repair orders completed	2,051	2,280	2,466	2,000
Total Deliveries for Events	n/a	474	191	200
% SLAs met for school and building repairs	69%	68%	61%	75%
Number of events set up/taken down	-	-	260	270

## GOALS REVIEW:

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

1	Establish a deferred maintenance list in order to track routine building maintenance that is being delayed. In addition, provide a priority list for maintenance once resources become available.	New for FY17
2	Create criteria for prioritizing Service Requests in order to complete and close out all requests within prescribed Service Level Agreement.	New for FY17
3	Collaborating with SomerStat and 311, develop client satisfaction survey as a tool to measure the overall satisfaction of internal and constituent clients with Buildings & Grounds services.	Ongoing
4	Continue to improve process for tracking work performed by contractors as well as activity completed by the department that is not captured in the 311 service alert system.	Ongoing
5	Reduce response times for department staff to assess 311 generated repair needs to less than two business days in order to plan next steps.	New for FY17
6	Continue to implement use of mobile devices within the Buildings & Grounds department in order to enable crew members to add comments to 311 generated work orders and respond to constituent requests.	New for FY17
7	Review event support workflow and develop a standard operating procedure for tracking event support requests in 311.	Ongoing

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

1	Working with the Capital Projects department and using the planned preventative maintenance system, identify potential building needs so that corrective action may be included in the budget cycle, scheduled, and completed in a timely manner.	New for FY17
2	Establish a set of core functions within the division, create criteria for efficient performance, and evaluate performance against those criteria in order to improve service across the division.	Ongoing
3	Conserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems.	New for FY17
4	Shift staffing resources to support school and city reconstruction and reuse projects, for example, relocation of various departs to the Edgerly School.	New for FY17
5	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, including upgrading School buildings to card access system.	Ongoing

## DPW: Buildings & Grounds

- |   |   |         |
|---|---|---------|
| 4 | Improve cleaning service process by evaluating chemical treatment levels and developing a plan to minimize and/or meet needs for extra winter cleaning tasks. | Ongoing |
| 5 | Update the High School's HVAC (through a grant).  | Ongoing |

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

- |   |   |              |
|---|---|--------------|
| 1 | Provide landscaping improvements at school entry points and walkways, which may include more robust plant species, improved irrigation, or alternative playground surfaces. | New for FY17 |
| 2 | Institute Sunday trash pickup of waste barrels at athletic fields and parks   | New for FY17 |
| 3 | Increase coordination with the Recreation department to ensure best practices in athletic field maintenance.  | New for FY17 |
| 4 | Increase coordination with the Office of Strategic Planning and Community development to ensure best practices in park maintenance.   | New for FY17 |

#### BUDGET:

DPW: BUILDINGS & GROUNDS		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	383,843	388,626	319,886	393,549	
511300	WAGES	1,101,406	1,233,717	921,299	1,234,924	
513000	OVERTIME	96,222	120,166	75,140	120,166	
513002	OVERTIME - LABOR	299,608	310,600	259,979	310,600	
514006	LONGEVITY	6,575	7,400	3,825	7,550	
514009	LONGEVITY-LABOR	16,000	17,175	8,000	17,900	
514010	OUT OF GRADE-LABOR	4,463	4,800	4,230	5,000	
514015	OTHER DIFFERENTIALS	45,819	51,038	47,106	50,980	
515006	HOLIDAYS NON-UNION	-	345	345	527	
515011	HOLIDAYS - S.M.E.A.	-	5,853	5,346	8,849	
515012	PERFECT ATTENDANCE	-	-	1,300	-	
519004	UNIFORM ALLOWANCE	9,800	10,850	9,800	10,850	
519013	OTHER LUMP SUM PAYMENTS	1,000	1,000	1,000	1,000	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>1,964,736</b>	<b>2,151,570</b>	<b>1,657,257</b>	<b>2,161,895</b>	<b>0.5%</b>
521001	ELECTRICITY	2,517,009	3,001,000	2,183,312	3,346,531	
521002	NATURAL GAS	468,909	600,000	301,526	560,000	
521005	OIL	580,035	700,000	176,571	600,000	
524001	REPAIRS-BUILDINGS & GRNDS	3,557	100,000	6,411	100,000	
524002	REPAIRS-PARKS & PLAYGRNDS	23,765	105,000	48,192	92,500	
524010	HVAC MAINTENANCE	1,116,457	1,072,300	604,878	1,400,000	
524013	REPAIRS-TOOLS & EQUIPMENT	27,756	15,000	7,174	35,000	
524018	FENCE INSTALLATION & MAIN	59,445	100,000	69,182	100,000	



## DPW: Buildings & Grounds

DPW: BUILDINGS & GROUNDS		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
524019	INTERIOR BLDG MAINT	222,593	325,000	288,053	625,000	
524020	EXTERIOR BLDG MAINT	31,815	100,000	90,091	210,000	
524021	FIRE ALARM & EXT R&M	62,898	90,550	11,840	175,000	
524022	PROGRAM TIME CLOCKS	23,900	39,000	8,647	72,000	
524023	INTERCOM EQUIP R & M	5,235	-	-	-	
524024	ELEVATORS R & M	53,761	62,000	30,452	125,000	
524025	PLUMBING R & M	11,472	65,000	555	65,000	
524026	ROOFING R & M	41,669	75,000	15,856	80,000	
524027	FLOOR COVERING R & M	28,158	50,000	10,941	75,000	
524031	REPAIRS TO PARK LIGHTING	-	10,000	-	40,000	
527001	RENTALS-BUILDINGS	11,032	30,000	11,892	45,000	
527014	RENTAL - TABLES & CHAIRS	2,865	9,000	2,890	20,000	
527015	RENTALS EQUIPMENT	9,296	5,000	1,691	6,000	
529009	ALARMS	69,925	68,400	39,847	80,000	
530000	PROF & TECH SERVICES	24,945	125,000	7,322	70,000	
538004	EXTERMINATION	41,203	52,000	31,614	70,000	
538008	MOVING SERVICES	27,460	50,000	24,498	75,000	
542000	OFFICE SUPPLIES	117	-	-	-	
542005	OFFICE EQUIP NOT CAPITALIZ	7,522	-	-	-	
542006	OFFICE FURNITURE	4,979	12,000	4,235	12,000	
542012	OTH EQUIP NOT CAPITALIZ	-	-	10,201	15,000	
543002	PLUMBING SUPPLIES	65,742	65,000	44,892	65,000	
543006	ELECTRICAL SUPPLIES	53,293	75,000	43,458	90,000	
543007	PAINT	8,451	20,000	4,448	26,500	
543008	GLASS	2,842	30,000	2,698	45,000	
543011	HARDWARE & SMALL TOOLS	36,704	10,000	43,469	20,000	
545000	SUNDRY MAINT SUPPLIES	226,474	300,000	145,937	325,000	
546000	GROUNDKEEPING SUPPLIES	16,470	65,000	20,031	48,000	
546003	LOAM,SOD,FERTILIZER	30,392	65,000	17,771	45,000	
548006	MOTOR PARTS & ACCESSORIES	294	-	324	1,500	
549000	FOOD SUPPLIES & REFRESHMT	3,926	6,000	1,465	6,000	
553001	SIGNS AND CONES	253	1,000	5,838	-	
553004	LUMBER & WOOD PRODUCTS	360	-	-	-	
558000	OTHER SUPPLIES	504	-	-	-	
558006	UNIFORMS	26,543	22,000	17,873	23,500	
558011	FLOWERS & FLAGS	14,563	67,000	19,525	100,000	
572000	OUT OF STATE TRAVEL	857	-	-	-	
578009	CHRISTMAS LIGHTING	41,747	75,000	74,487	100,000	

# DPW: Buildings & Grounds

DPW: BUILDINGS & GROUNDS	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>6,007,191</b>	<b>7,662,250</b>	<b>4,430,086</b>	<b>8,989,531</b>	<b>17.3%</b>
<b>DPW: B&amp;G TOTAL</b>	<b>7,971,928</b>	<b>9,813,820</b>	<b>6,087,343</b>	<b>11,151,426</b>	<b>13.6%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SUPT BLDG&GROUNDS	WHITNEY, WALTER	1,754.08	91,562.98	92,089.20
PV SR BLDG CUSTODIAN	KOSLOFSKY, ALAN	919.11	47,977.54	51,884.14
JR BLDG CUSTODIAN	CURLEY, PAUL	904.21	47,199.76	50,876.27
JR BLDG CUSTODIAN + 10%	GAUDET, ROLAND	990.46	51,702.01	54,902.74
JR BLDG CUSTODIAN + 10%	KEATING, DAVID	990.46	51,702.01	55,302.74
JR BLDG CUSTODIAN + 10%	SILVA, JAMES	990.46	51,702.01	55,452.74
JR BLDG CUSTODIAN + 10%	LOGRIPPO, PATRICIA	990.46	51,702.01	54,902.74
PV PUBLIC BLDG FOREMAN	RODERICK, JAMES	1,444.73	54,899.74	80,699.13
		1,448.59	20,280.26	
PUBLIC BLDG FOREMAN	QUINN, STEVEN	1,377.67	67,781.36	72,038.72
		1,381.52	4,144.56	4,420.86
DPW FOREMAN B&G	PANTANELLA, MARTHA	1,080.55	56,404.71	60,337.42
DPW FOREMAN B&G	SANTANGELO, FRANK	1,080.55	56,404.71	60,187.42
WKFM/PLUMBER/PWL	MCKENZIE, STEWART	1,013.42	52,900.52	56,622.63
WKFM/CARPENTER/PWL	FULCO, FRANK	986.61	51,501.04	54,693.99
WKFM1\SHMEO\PWL	ARDOLINO, MARK	958.04	50,009.69	53,744.93
PLUMBER	HARDY, STEPHEN	983.47	51,337.13	54,273.74
ELECTRICIAN	SLATTERY CHRISTOPHER	965.80	49,448.96	51,749.88
		983.47	983.47	983.47
ELECTRICIAN	RIBEIRO, RICHIE	917.00	27,326.60	29,253.84
		965.80	21,633.92	21,923.66
CARPENTER PLASTERER	WALSH, JOHN	940.28	49,082.62	52,306.98
SHMEO/PWL	O'REGAN, CORNEILUS	867.06	45,260.53	47,861.99
SHMEO/PWL	FALAISE, JEAN CLAUDE	867.46	20,125.07	21,458.80
		879.23	25,497.67	26,834.10
PWMAINTMECH/PWL	CHAMBERS, JAMES	873.69	45,606.62	48,571.47
HMEO/MAINT MECH/PWL	JOHNSON, MATTHEW	807.69	14,215.34	14,565.34
		856.56	29,636.98	31,367.23
HMEO/MAINT MECH/PWL	NORMAN, TENNYSON	856.56	44,712.43	46,792.68
HMEO/MAINT MECH/PWL	CORBETT, STEPHEN	867.26	45,270.97	48,222.84
MECH EQUIP RPMN	MCDONOUGH, TIMOTHY	857.06	44,738.53	47,419.79
SHMEO/PWL	PELLIGRINI, EDWARD	857.07	44,739.05	47,420.34

## DPW: Buildings & Grounds

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HMEO/PWL	KEENAN, THOMAS	840.25	43,861.05	45,908.36
HMEO/PWL	KALTON, JOHN	857.06	44,738.53	47,669.79
HMEO/PWL	ANGIULO JR, ANTHONY	796.80	24,382.08	27,432.26
		840.25	18,149.40	18,317.45
PUBLIC GROUNDS GARDENER	HUNT, ANDREW	834.88	43,580.74	46,117.19
PUBLIC GROUNDS MAINTENANCE	MERCIER, ROBERT	834.88	43,580.74	45,867.19
PUBLIC WORKS LABORER	PREVAL, JAQUES	817.79	42,688.64	45,290.57

# DPW: School Custodians

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	1,583,826	1,847,962	1,871,198	1.3%
Ordinary Maintenance	853,410	871,080	888,502	2.0%
General Fund Expenditures	2,437,236	2,719,042	2,759,700	1.5%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes one new custodian position, with funding allocated in Salary Contingency, pending union negotiations.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## BUDGET:

DPW: SCHOOL CUSTODIANS	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	1,431,760	1,701,122	1,221,677	1,695,862	
511002 SALARIES - MONTHLY	15,000	15,000	15,000	15,000	
513000 OVERTIME	67,776	53,988	40,554	60,000	
514006 LONGEVITY	28,475	22,850	11,000	22,575	
514008 OUT OF GRADE	5,212	2,230	1,203	2,500	
514015 OTHER DIFFERENTIALS	3,980	4,526	4,473	4,474	
515004 HOLIDAYS	924	7,026	5,954	14,567	
515011 HOLIDAYS - S.M.E.A.	-	-	520	-	
515012 PERFECT ATTENDANCE	-	-	3,200	-	
519004 UNIFORM ALLOWANCE	700	700	700	700	
519013 OTHER LUMP SUM PAYMENTS	30,000	40,520	33,438	40,520	
519104 SALARY STIPEND	-	-	-	15,000	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>1,583,826</b>	<b>1,847,962</b>	<b>1,337,718</b>	<b>1,871,198</b>	<b>1.3%</b>
530000 PROF & TECH SERVICES	853,410	871,080	652,860	888,502	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>853,410</b>	<b>871,080</b>	<b>652,860</b>	<b>888,502</b>	<b>2.0%</b>
<b>SCHOOL CUSTODIANS TOTAL</b>	<b>2,437,236</b>	<b>2,719,042</b>	<b>1,990,578</b>	<b>2,759,700</b>	<b>1.5%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FACILITIES SUPERVISOR	BOWLER, MICHAEL	1,507.78	78,706.12	97,951.83
ASST SUPER / NIGHT CUSTODIANS	MOORE, HARRY S.	1,092.93	57,050.95	60,458.66
SR CUSTODIAN 1	CONSOLO, JOSEPH	1,072.79	55,999.43	58,278.54
SR CUSTODIAN 2	COLLETTE, CHRISTOPHER	968.91	13,177.18	52,770.51
		983.31	37,955.77	

# DPW: School Custodians

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SR CUSTODIAN 2	CREMINS, DAVID	975.26	50,908.57	54,298.68
SR CUSTODIAN 2	MCDONALD, ROY	988.08	51,577.78	54,020.62
SR CUSTODIAN 2	ROGERS, MICHAEL	1,072.79	55,999.64	59,128.75
SR CUSTODIAN 2	SHEA, STEPHEN	1,072.79	55,999.64	58,928.75
SR CUSTODIAN 1	WHITE, PAUL	1,052.34	47,986.70	57,384.44
		1,041.94	6,876.80	
JR BLDG CUSTODIAN	VACANT	816.25	42,608.25	44,184.75
JR BLDG CUSTODIAN	ANGIULO, ANTHONY SR.	888.98	46,404.76	49,410.35
JR BLDG CUSTODIAN	AULT, JOHN	977.85	51,043.77	53,934.91
JR BLDG CUSTODIAN	BLAIKIE, PETER	977.88	51,045.34	53,286.49
TEMP JR BLDG CUSTODIAN	VACANT	897.88	46,869.34	48,478.49
JR BLDG CUSTODIAN	COLMAN, RONALD	888.98	46,404.76	49,260.35
JR BLDG CUSTODIAN	VACANT	897.88	33,580.71	48,470.00
		903.30	13,368.84	
JR BLDG CUSTODIAN	FINIGAN, MICHAEL	888.98	46,404.76	48,860.35
JR BLDG CUSTODIAN	VACANT	816.25	32,160.25	45,096.33
		821.18	10,511.10	
JR BLDG CUSTODIAN	GUARINO, JASON	888.98	46,404.76	48,788.14
JR BLDG CUSTODIAN	HANSCOM, MARK	1,004.55	52,437.51	55,540.24
JR BLDG CUSTODIAN	HARDY, JOHN	977.87	51,044.81	53,410.96
JR BLDG CUSTODIAN	HODGDON, JAMES	977.88	51,045.34	53,286.49
JR BLDG CUSTODIAN	LOGRIPPO, VINCENT	871.55	13,247.56	47,738.44
		888.98	32,892.26	
JR BLDG CUSTODIAN	LORENTI, ALEXANDER	977.88	51,045.34	53,286.49
JR BLDG CUSTODIAN	MCDALD, THOMAS	888.98	46,404.76	49,460.35
JR BLDG CUSTODIAN	VACANT	897.88	35,376.47	50,535.12
		903.30	13,368.84	
JR BLDG CUSTODIAN	MITCHELL, MARK	888.97	46,404.23	48,859.82
JR BLDG CUSTODIAN	SHEA, JOHN	977.87	51,044.81	53,535.96
JR BLDG CUSTODIAN	STURNIOLO, JAMES	903.30	34,325.40	49,933.89
		958.71	13,613.68	
JR BLDG CUSTODIAN	BOCART, MILLER BEN	903.30	34,506.06	49,539.32
		958.71	13,421.94	
JR BLDG CUSTODIAN	VALENTE, COSMO	977.87	51,044.81	54,131.54
JR BLDG CUSTODIAN	VEIRA, MATTHEW	903.30	44,442.36	48,929.81
		958.71	2,876.13	
JR BLDG CUSTODIAN	WHITLOCK, JOSEPH JR.	888.98	46,404.76	49,038.14
TEMP JR BLDG CUSTODIAN	WASHINGTON, STANLEY	897.88	46,869.34	48,478.49

# 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		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
529003	RUBBISH REMOVAL	1,119,209	1,554,110	844,251	1,492,275	
529006	RECYCLING	152,764	175,000	155,334	375,000	
530000	PROF & TECH SERVICES	2,654,198	3,391,315	2,089,932	3,754,433	
534003	POSTAGE	5,676	16,000	-	6,500	
542001	PRINTING & STATIONERY	11,711	26,000	1,933	12,000	
553008	RECYCLING CARTS	-	-	19,361	35,000	
DPW: SOLID WASTE TOTAL		3,944,280	5,162,426	3,110,811	5,675,208	9.9%

## 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 and maintains a fleet of over 170 city vehicles. Twenty four hours a day, seven days a week, Highway personnel is available to address immediate safety concerns.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	2,094,007	2,310,611	2,323,363	0.6%
Ordinary Maintenance	824,928	1,183,845	1,353,095	14.3%
General Fund Expenditures	2,918,935	3,494,456	3,676,458	5.2%

## CHANGES BETWEEN FY16 & FY17:

- This budget includes one new Mechanic position, with funding allocated in the Salary Contingency account, pending union negotiations.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## FY16 ACCOMPLISHMENTS:

- Worked with Somerstat and Constituent Services to improve work order management and reduce duplicated work orders.
- Worked closely with Somerstat and other City Departments to revise and codify snow standard operating procedures.
- Provided a 'green' formula for cleaning equipment related to asphalt operations.
- Provided resources for a second hot top crew to more efficiently fill potholes.
- Improved cleanliness of roadways and traffic management during public events by utilizing a new, portable trailer filled with roadway assets.
- Improved care of newly planted trees by doubling the capacity of city arborist.
- Evaluated the need for treatment of the Emerald Ash Borer on all city Ash trees.
- Working with SomerStat, helped coordinate installation of streetlights with LED bulbs, which will save electricity and maintenance cost over time.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Number of Highway Work orders	8,001	11,791	7,605	8,000
% Highway workorders on time	73%	65%	TBD	TBD
Number of Potholes repaired	2,443	4,204	2336	2,000
Graffiti removed	655	502	510	450
Downed Tree Limbs cleared	325	531	411	350

# DPW: Highway

## GOALS REVIEW:

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

- |   |   |              |
|---|---|--------------|
| 1 | Provide cross-training to Highway Department crew to allow operation of all Highway vehicles and equipment.   | New for FY17 |
| 2 | Expand sidewalk sweeping beyond squares by sweeping arterial and other main streets outside of squares.   | New for FY17 |
| 3 | Upgrade existing 20+ year old exhaust fan system due to emissions from vehicles in the repair garage.   | Ongoing      |
| 4 | Increase safety for employees and residents by creating a space for employees to properly recuperate during snow or weather events that last greater than 12 hours. | New for FY17 |

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

- |   |   |              |
|---|---|--------------|
| 1 | Prevent infestation of Emerald Ash Borer pest by managing Ash Borer treatment program.                                  | New for FY17 |
| 2 | Work with the Office of Strategic Planning and Community Development (OSPCD) to update existing urban forest inventory. | New for FY17 |
| 3 | Work with the OSPCD to implement organized tree planting in the spring.   | Ongoing      |

### 3. Manage ADA compliance and training.

- |   |  |         |
|---|--|---------|
| 1 | Work with the Engineering Department and the City ADA Coordinator to install HC ramps in sidewalks and parking lots.                       | Ongoing |
| 2 | Train and educate the concrete crew to be proficient in the use of 'smart levels' to meet new ADA standards when replacing sidewalk panels | Ongoing |

### 4. Support and maintain the City's fleet of vehicles.

- |   |  |              |
|---|--|--------------|
| 1 | Train garage mechanics to properly maintain hybrid trash trucks and electric vehicles.   | New for FY17 |
| 2 | Implement repair garage inventory and tracking system to better plan preventative maintenance and regular repairs of vehicles. | New for FY17 |
| 3 | Use fuel tracking system to calculate baseline idling time and educate drivers on how to reduce fuel usage.                    | Ongoing      |



## BUDGET:

DPW: HIGHWAY		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	87,417	153,978	138,334	173,346	
511300	WAGES	1,515,845	1,713,963	1,190,360	1,707,457	
513002	OVERTIME - LABOR	404,989	335,008	365,041	335,000	
514009	LONGEVITY-LABOR	20,917	22,200	10,425	22,025	
514010	OUT OF GRADE-LABOR	6,050	8,500	4,772	8,500	
514015	OTHER DIFFERENTIALS	48,438	58,544	48,306	54,665	
515006	HOLIDAYS NON-UNION	-	337	649	997	
515011	HOLIDAYS - S.M.E.A.	551	6,531	5,619	9,823	
515012	PERFECT ATTENDANCE	-	-	1,100	-	
519004	UNIFORM ALLOWANCE	9,800	11,550	10,150	11,550	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>2,094,007</b>	<b>2,310,611</b>	<b>1,774,756</b>	<b>2,323,363</b>	<b>0.6%</b>
524003	REPAIRS-VEHICLES	30,907	60,000	10,992	65,000	
524013	REPAIRS-TOOLS & EQUIPMENT	2,421	5,000	154	5,000	
524018	FENCE INSTALLATION & MAIN	2,618	15,000	5,524	15,000	
524029	REPAIRS-HIGHWAYS	-	5,000	1,674	5,000	
527015	RENTALS - EQUIPMENT	10,970	-	700	9,000	
527016	RENTALS - VEHICLE	-	-	-	5,000	
529003	RUBBISH REMOVAL	49,366	100,000	47,617	100,000	
529005	CARE OF TREES	46,208	175,000	21,125	175,000	
530000	PROF & TECH SERVICES	406,886	382,500	300,008	450,000	
530008	EMPLOYEE TRAINING COURSES	785	3,000	-	5,000	
530011	ADVERTISING	-	1,000	-	1,000	
530021	TOWING	2,543	5,000	3,348	10,000	
530028	SOFTWARE SERVICES	10,791	15,000	12,449	15,000	
542000	OFFICE SUPPLIES	90	2,000	-	1,850	
542001	STATIONERY	2,590	5,000	4,510	5,000	
542006	OFFICE FURNIT NOT CAPITALIZ	-	-	150	-	
543003	TOOLS	6,166	9,500	-	9,500	
543007	PAINT	-	5,000	58	5,000	
543008	GLASS	2,716	9,000	1,462	10,000	
543011	HARDWARE & SMALL TOOLS	5,200	5,000	9,191	20,000	
548004	TIRES AND TUBES	4,741	10,000	-	10,000	
548006	MOTOR PARTS & ACCESSORIES	99,455	135,000	43,655	155,000	
553000	SAND AND GRAVEL	-	1,200	-	1,200	
553001	SIGNS AND CONES	1,300	2,100	725	-	
553002	BITUMINOUS SUPPLIES	46,982	95,000	21,765	95,000	
553003	READY MIX CONCRETE	86,892	120,000	67,872	150,000	
553004	LUMBER & WOOD PRODUCTS	-	5,000	-	5,000	

# DPW: Highway

DPW: HIGHWAY	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
553006 MASONRY SUPPLIES	-	5,000	-	5,000	
558004 MAGAZINES/SUBSCRIPTS/PUB	1,500	5,545	-	5,545	
558006 UNIFORMS	3,802	3,000	-	15,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>824,928</b>	<b>1,183,845</b>	<b>552,978</b>	<b>1,353,095</b>	<b>14.3%</b>
<b>DPW: HIGHWAY TOTAL</b>	<b>2,918,935</b>	<b>3,494,456</b>	<b>2,327,734</b>	<b>3,676,458</b>	<b>5.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HIGHWAY SUPT.	MACEACHERN, STEVEN	1,731.93	90,406.75	90,926.33
FLEET MANAGER	BONNEY, RONALD	1,588.86	82,938.49	83,415.15
HIGH'Y YARD FOREMAN	BARRY, THOMAS	1,427.43	35,685.75	79,455.11
		1,431.29	38,931.09	
MOTOR EQUIP RPMN FOREMAN	BROWNE, MICHAEL	1,386.89	21,635.48	76,946.25
		1,390.75	50,901.45	
WASTE COLL INSP	MURPHY, BRIEN K	1,302.21	67,975.36	72,780.83
WASTE COLL INSP	O'CONNELL, JOHN	1,302.21	67,975.36	72,555.83
WASTE COLL INSP	ROCHE, CHARLES	1,302.21	67,975.36	72,205.83
WKFM1\SHMEO\TREE CLIMBER	NURSE, RICHARD	990.00	51,678.00	54,627.80
WKFM1\SHMEO\CEMENTFINISHER\ PWL	DIFRAIA, JAMES M	1,013.42	52,900.52	56,547.63
WKFM1\SHMEOCURBSETTER\PWL	CORBIN, FRANK	1,008.04	52,619.69	56,255.93
WKFM1\SHMEO\PWL	BUNKER, DAVID	958.04	50,009.69	53,144.93
MOTOREQUIPRPMN	PANTANELLA, ANTHONY	986.59	51,500.00	54,442.91
MOTOREQUIPRPMN	THORNTON, RICHARD	986.59	51,500.00	54,692.91
MOTOREQUIPRPMN	WINTER, KARL	986.59	51,500.00	54,342.91
SHMEO\CEMENTFINISHER\PWL	BARBIERE, JEFFREY	929.23	48,505.81	51,332.85
SHMEO\CEMENTFINISHER\PWL	STANTON, MATTHEW	911.99	12,950.26	50,988.04
		929.23	35,310.74	
SHMEO\CEMENTFINISHER\PWL	DIORIO, JASON	911.99	47,605.88	49,798.10
SHMEO\CEMENTFINISHER\PWL	MCDEVITT, KEVIN	929.23	48,505.81	49,634.58
SHMEO\CEMENTFINISHER\PWL	MORIARTY, MICHAEL	911.99	47,605.88	49,798.10
SHMEO\CURBSETTER\PWL	HUCKINS, STEVE	922.83	48,171.73	50,385.84
SHMEO\CURBSETTER\PWL	DILL, ROBERT	922.83	48,171.73	50,385.84
SHMEO\CURBSETTER\PWL	HALLORAN, EDWARD	940.29	49,083.14	52,582.52
SHMEO\CURBSETTER\PWL	WOOD, JAMES	940.29	49,083.14	52,832.52

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SHMEO\TREE CLIMBER\PWL	SYLVAIN, JUDE	927.87	21,526.58	23,033.31
		940.29	27,268.41	28,603.62
SHMEO\TREE CLIMBER\PWL	MCAIN, JOSEPH	922.83	48,171.73	50,385.84
SHMEO\PWL+10%	HOGAN, THOMAS	967.14	50,484.71	53,288.33
SHMEO\PWL +10%	HARDY, EDWARD	967.14	50,484.71	53,288.33
SHMEO\PWL+10%	SCIMEMI, JAMES	930.24	28,465.34	30,508.38
		948.19	20,480.90	20,670.54
SHMEO\PWL + 10%	GADSBY, MICHAEL	930.24	5,209.34	5,559.34
		948.19	44,185.65	46,101.00
SHMEO\PWL	ARRIA, CHARLES	845.67	15,052.93	15,402.93
		861.99	29,652.46	31,393.68
SHMEO\PWL	CANTY, MARK	845.67	27,907.11	29,796.23
		861.99	16,550.21	16,722.61
SHMEO\PWL	VACANT (STROSCIO)	845.67	44,143.97	46,202.23
HMEO\PWL	HARDY, DANIEL	857.06	44,738.53	47,469.79
TEMP LABORER	CASSESSO, CHRIS	818.51	42,726.22	45,329.61
WATCHMAN	RIDDLE, MARGARET	817.79	42,688.64	46,090.57

# DPW: Electrical

## MISSION STATEMENT:

To ensure electrical systems under the Department's purview, including fire alarm pull boxes, publicly displayed information systems (i.e. blue lights, traffic speed message boards, etc.), and the City's radio system, are well maintained, safe, and comply with all relevant regulations. The Department also strives to respond to requests and concerns from residents, including wire concerns and Dig Safe compliance requests, in a timely, courteous, and safe manner. Police, Fire and 311 receive special priority for traffic controls that malfunction.

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	294,983	311,916	344,924	10.6%
Ordinary Maintenance	108,956	197,000	233,500	18.5%
General Fund Expenditures	403,938	508,916	578,424	13.7%

## CHANGES BETWEEN FY16 & FY17:

- Personal Services increase is driven by overtime hours required to conduct emergency repairs to street lights, traffic lights and electrical poles.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

## FY16 ACCOMPLISHMENTS:

- All equipment has been updated and converted from wideband to narrowband frequencies.
- Completed the citywide streetlight and external building fixture audit in conjunction with SomerStat, which resulted in a GIS map book of all fixtures within City limits.
- Completed collaboration with SomerStat and LED lighting contractor to finalize street light design.
- Implemented training for staff to maintain LED street lights in-house. This will reduce cost of street light repair maintenance.

## GOALS REVIEW:

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

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| 1 | Work with Neighborways Programs and Safeway to Schools, and other cross-departmental groups to ensure the safety of all modes of travel. | Ongoing |
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### 2. Identify energy efficient and cost effective lighting opportunities.

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| 1 | Work with SomerStat and lighting contractor to convert street and external city building lighting to LED.       | Ongoing      |
| 2 | Develop a plan to work with Eversource to reduce existence of double poles and correct dangerous leaning poles. | New for FY17 |

### 2. Install radio boxes in all City buildings and overhead wire management.

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| 1 | Collaborate with Law Department to create a final draft to update the existing ordinance regarding radio fire call systems. | Ongoing |
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# DPW: Electrical

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| 2 | Collaborate with ISD and Law Department to create a final draft to update the ordinance regarding overhead wires. | Ongoing |
| 3 | Collaborate with businesses to update their fire alarm system radio boxes.  | Ongoing |

## BUDGET:

DPW: ELECTRICAL	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511300 WAGES	177,526	221,728	180,041	223,668	
513002 OVERTIME - LABOR	104,412	70,000	98,465	100,000	
514009 LONGEVITY-LABOR	3,100	3,050	1,525	3,200	
514010 OUT OF GRADE-LABOR	3,452	7,000	2,710	8,000	
514015 OTHER DIFFERENTIALS	5,443	7,343	7,265	7,366	
515011 HOLIDAYS - S.M.E.A.	-	845	845	1,290	
515012 PERFECT ATTENDANCE	-	-	500	-	
519004 UNIFORM ALLOWANCE	1,050	1,400	1,400	1,400	
519015 AUTO ALLOWANCE	-	550	-	-	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>294,983</b>	<b>311,916</b>	<b>292,751</b>	<b>344,924</b>	<b>10.6%</b>
524004 REPAIRS-TRAFFIC CONTROL	10,246	25,000	1,626	25,000	
524006 REPAIRS-COMMUN. EQUIP.	16,240	20,000	3,760	20,000	
524021 REPAIRS-FIRE ALARM	11,185	25,000	5,337	25,000	
524032 REPAIRS TO LIGHTING	35,300	65,000	7,843	65,000	
530000 PROF & TECH SERVICES	31,880	50,000	37,218	75,000	
542008 BOOKS & BOOKBINDING	300	2,000	-	2,000	
543006 ELECTRICAL SUPPLIES	1,648	5,000	4,600	10,000	
543007 PAINT	464	1,500	-	1,500	
543011 HARDWARE & SMALL TOOLS	1,693	2,000	4,173	10,000	
553001 SIGNS AND CONES	-	1,500	-	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>108,956</b>	<b>197,000</b>	<b>64,558</b>	<b>233,500</b>	<b>18.5%</b>
<b>DPW: ELECTRICAL TOTAL</b>	<b>403,938</b>	<b>508,916</b>	<b>357,308</b>	<b>578,424</b>	<b>13.7%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PV FOREMAN	DEVELLIS, VINCENT	1,460.33	54,616.34	81,536.84
		1,464.18	21,669.86	
ELECTRICAN	MARINO, JOSEPH	965.80	50,414.76	52,715.68
SIGNAL MAINTAINER	GOODE, JOSEPH	884.74	46,183.43	48,920.60
ELECTRICAN	CALI, KRISTOFER	965.80	46,744.72	53,436.36
		983.47	3,737.19	

# Snow Removal

## BUDGET:

SNOW REMOVAL		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
529002	SNOW REMOVAL	7,617,518	1,250,000	1,099,771	1,250,000	
530018	POLICE DETAIL	359,089	36,000	1,792	36,000	
<b>SNOW REMOVAL TOTAL</b>		<b>7,976,608</b>	<b>1,286,000</b>	<b>1,101,563</b>	<b>1,286,000</b>	<b>0.0%</b>

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

In March, 2014, Standard & Poor's conducted a credit review and upgraded the City's rating two notches to AA+, the highest rating in City history and one notch shy of AAA. The City rating from Moody's, which was last reviewed in June 2015, is AA2, also the highest rating in City history. Both rating agencies cite the City's "strong budget performance", "strong reserves" and "ongoing redevelopment efforts".

## PRINCIPAL ON LONG TERM DEBT

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

## INTEREST

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

Under Massachusetts statutes, the General Debt Limit of the City is 5% of the valuation of taxable property as last equalized by the State Department of Revenue. The City can authorize debt up to this amount. Somerville's current legal debt margin is \$522,328,700.

## BUDGET:

DEBT SERVICE		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
591000	PRINCIPAL ON LNG TRM DEBT	7,968,385	7,149,624	6,315,623	7,554,123	
591500	INTEREST ON LTD	2,841,182	2,449,537	1,845,988	2,668,943	
592500	INTEREST ON NOTES-BAN	175,000	310,000	24,740	500,000	
593000	INTEREST ON TAX ABATEMENT	-	25,000	263	25,000	
<b>DEBT SERVICE TOTAL</b>		<b>10,984,567</b>	<b>9,934,161</b>	<b>8,186,614</b>	<b>10,748,066</b>	<b>8.2%</b>

# State Assessments

The Cherry Sheet is a form showing all state and county charges assessed against the City, as certified by the state director of accounts. The figures shown here are based on the latest version of the FY2017 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, using a tuition formula. The other assessments contained in this allotment are for grandfathered costs for special education services (Chapter 766 of the Acts of 1972) provided by other districts for students who are state wards who reside in Somerville, and school choice tuition charges (Chapter 71 of the Acts of 1993), which are for Somerville residents attending another school district under school choice.

## BUDGET:

STATE ASSESSMENTS		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
563100	SPECIAL EDUCATION C/SHT	13,071	13,672	-	13,594	
564000	AIR POLLUTION CONTL DIST	21,932	23,970	19,976	24,570	
564100	METROPOLTN PLANNG CNCL	38,552	38,990	32,492	39,965	
564600	RMV NON-RENEWAL SURCH	193,680	193,680	161,400	193,680	
565003	CHARTER SCH SENDING TUIT	7,364,800	8,063,940	5,394,719	8,633,875	
565004	SCH CHOICE SENDING TUIT	14,005	13,400	10,705	13,400	
566100	MBTA ASSESSMENTS	4,922,554	5,062,633	4,218,861	5,112,951	
566200	BOSTON METRO TRANSIT	1,039	1,102	920	1,102	
<b>STATE ASSESSMENTS TOTAL</b>		<b>12,569,633</b>	<b>13,411,387</b>	<b>9,839,073</b>	<b>14,033,137</b>	<b>4.6%</b>

# Health Insurance, Life Insurance & Medicare Payroll

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

## HEALTH INSURANCE

The City participates in the Commonwealth of Massachusetts Group Insurance Commission (GIC). The GIC offers a number of health maintenance (HMO), preferred provider (PPO), and indemnity health plan options to employees and retirees delivered through Tufts Health Plan, Harvard Pilgrim, and Unicare. Beginning in FY16, the City funds 80% of the premium costs for HMO and PPO plans and 75% of the premium costs for indemnity plans; the subscribers contribute 20% and 25% respectively. The budgetary item is the City's share of health insurance costs and does not represent the full cost of health insurance. The full cost of health insurance is financed through a combination of city appropriations, employee and retiree contributions, and grant reimbursements. In FY2017, the City will tap all of these sources to meet its obligation to fund health insurance.

## MEDICARE PAYROLL TAX

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

## LIFE INSURANCE

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

### BUDGET:

HEALTH INSURANCE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
517003 HEALTH INSURANCE FUND	20,962,265	21,168,520	17,611,763	21,564,950	
517050 GIC HEALTH OPT OUT	115,332	170,000	116,165	200,000	
<b>(0190151) SUBTOTAL HEALTH INS PS</b>	<b>21,077,597</b>	<b>21,338,520</b>	<b>17,727,928</b>	<b>21,764,950</b>	<b>2.0%</b>
530000 PROF & TECH SERVICES	22,013	42,000	8,121	50,000	
578032 MEDICARE PENALTIES	217,286	227,559	180,995	240,000	
<b>(0190152) SUBTOTAL HEALTH INS OM</b>	<b>239,299</b>	<b>269,559</b>	<b>189,116</b>	<b>290,000</b>	<b>7.6%</b>

LIFE INSURANCE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
517005 FLEX SPEND BENEFIT	4,108	20,000	10,949	20,000	
517600 LIFE INSURANCE	71,507	79,500	71,705	79,443	
<b>LIFE INSURANCE &amp; FLEX TOTAL</b>	<b>75,615</b>	<b>99,500</b>	<b>82,642</b>	<b>99,443</b>	<b>-0.1%</b>

MEDICARE	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
517900 MEDICARE INSURANCE	1,471,588	1,400,000	1,276,396	1,535,000	
<b>TOTAL MEDICARE</b>	<b>1,471,588</b>	<b>1,400,000</b>	<b>1,276,396</b>	<b>1,535,000</b>	<b>10%</b>

# Worker's Compensation

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

## BUDGET:

WORKER'S COMPENSATION	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	66,484	68,334	55,342	73,621	
512100 WORKERSCOMP REEMPLOY	2,989	20,000	5,785	20,000	
515006 HOLIDAYS NON-UNION	-	260	-	422	
517001 WORKER'S COMPENSATION	317,277	360,000	308,212	360,000	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>386,750</b>	<b>448,594</b>	<b>369,339</b>	<b>454,043</b>	<b>1.2%</b>
530000 PROF & TECH SERVICES	4,760	20,000	4,002	20,000	
530001 MEDICAL & DENTAL SERVICES	146,779	130,000	80,240	130,000	
530008 EMPLOYEE TRAINING COURSES	1,893	25,000	-	25,000	
530010 LEGAL SERVICES	29,889	30,000	4,192	30,000	
542001 PRINTING & STATIONERY	-	-	571	-	
542006 OFFICE FURNITURE	1,065	650	990	10,000	
550000 MEDICAL/DENTAL SUPPLIES	6,395	1,600	344	1,600	
558000 OTHER SUPPLIES	-	-	-	12,000	
558003 PUBLIC SAFETY SUPPLIES	-	-	-	25,000	
558006 UNIFORMS	3,200		-	-	
571000 IN STATE TRAVEL	58	1,100	-	1,100	
576000 JUDGEMENTS/SETTLMNT	61,132	110,000	16,740	110,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>255,171</b>	<b>318,350</b>	<b>107,079</b>	<b>364,700</b>	<b>14.6%</b>
<b>WORKER'S COMP TOTAL</b>	<b>641,921</b>	<b>766,944</b>	<b>476,418</b>	<b>818,743</b>	<b>6.8%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
MANAGER OF EMPLOYEE SAFETY & TRAINING	MELLO, RENEE	1404.6	73,320.12	73,741.50

# 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		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
517002	UNEMPLOYMENT INSURANCE	89,265	125,000	82,939	125,000	
UNEMPLOYMENT INS TOTAL		89,265	125,000	82,939	125,000	0.0%

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 FY2017.

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	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
578008 REIMB/ALLOWANCES	5,866	5,697	-1,137	-	
578020 PENSIONS/NON-CONTRIB	249,157	120,165	99,987	121,265	
<b>PENSION/NON CONTRIB TOTAL</b>	<b>255,024</b>	<b>125,862</b>	<b>98,850</b>	<b>121,265</b>	<b>-3.7%</b>

PENSION ACCUMULATION FUND	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
517004 RETIREMENT FUND	12,324,940	13,304,274	13,304,274	13,711,675	
<b>PENSION ACCUMULATION TOTAL</b>	<b>12,324,940</b>	<b>13,304,274</b>	<b>13,304,274</b>	<b>13,711,675</b>	<b>3.1%</b>

## Damages & Building Insurance

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

### BUDGET:

DAMAGES TO PERSONS & PROPERTY		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
576000	JUDGMENTS/SETTLEMENTS	237,987	175,000	94,718	175,000	
<b>JUDGMENTS/SETTLEMENTS TOTAL</b>		<b>237,987</b>	<b>175,000</b>	<b>94,718</b>	<b>175,000</b>	<b>0.0%</b>

BUILDING INSURANCE		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
574001	BUILDING INSURANCE	453,888	438,150	429,289	460,058	
<b>BUILDING INSURANCE TOTAL</b>		<b>453,888</b>	<b>438,150</b>	<b>429,289</b>	<b>460,058</b>	<b>5.0%</b>

## 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	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	7,439	1,013,701	9,965	1,192,449	
515012 PERFECT ATTENDANCE	71,275	80,000	-	80,000	
519005 SICK LEAVE BUYBACK	8,402	50,000	-	50,000	
519021 FURLOUGH REIMBURSEMENT	-	-	-	-	
<b>CONTINGENCY TOTAL</b>	<b>87,116</b>	<b>1,143,701</b>	<b>9,965</b>	<b>1,322,449</b>	<b>15.6%</b>

# Enterprise Fund Introduction

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

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

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

Each Enterprise Fund is appropriated separately and submitted by the Mayor to the Board of Aldermen. For FY2017, the four Enterprise Funds are intended to be appropriated on June 23, 2016.

Advantages of an enterprise fund include that it:

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



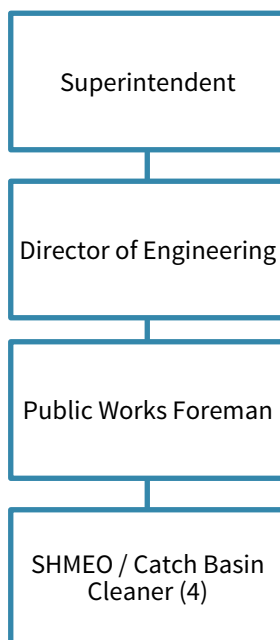
**MISSION STATEMENT:**

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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	225,217	362,546	505,055	39.3%
Ordinary Maintenance	388,837	812,691	947,691	16.6%
Capital Outlay	1,512,802	2,050,000	500,000	-75.6%
Debt Service	3,604,901	798,188	687,379	-13.9%
Special Items	15,344,131	15,745,677	17,176,203	9.1%
Total Expenditures	21,075,888	19,769,102	19,816,328	0.2%

**CHANGES BETWEEN FY16 & FY17:**

- This budget includes funding for a new position, SHMEO/Catch Basin Cleaner, and a pro-rated amount for the Project Manager - Utility Improvements position in Capital Projects Management.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

**DEPARTMENT ORGANIZATION:****FY16 ACCOMPLISHMENTS:**

- Design for repair of the Medford & Pearl St sewer main.
- Created new 15-year Capital Improvement Plan.
- Strengthened Illicit Discharge Detection and Elimination (IDDE) Program.
- Designed improvements to Community Bike Path Drainage and Sewer Project.

# Sewer

## GOALS REVIEW:

### 1. Improve the overall condition of sewer and water drainage systems.

- |   |   |              |
|---|---|--------------|
| 1 | Implement new 15-year Capital Improvement Plan for inflow and infiltration removal. | New for FY17 |
| 2 | Complete sewer separation project on Cedar St.                                      | New for FY17 |

### 2. Develop and implement a new Illicit Discharge Detection and Elimination Program.

- |   |  |          |
|---|--|----------|
| 1 | Conduct IDDE operations on Broadway.   | Complete |
| 2 | Continue to conduct IDDE review of outfalls along Alewife Brook. Conduct sampling and investigation of upstream pipe network to identify opportunities to remove sanitary flow from the stormwater system. | Ongoing  |
| 3 | Research and investigate a sewer lateral assistance program, including development of guidelines and the identification of funding sources.  | Ongoing  |

### 3. Reduce odors, overflows and illegal disposal.

- |   |  |         |
|---|--|---------|
| 1 | Continue public and private catch basin cleaning program to ensure all 2,600 catch basins within City limits are cleaned annually by City staff and contractors. | Ongoing |
| 2 | Continue to identify problem catch basins and reconstruct when necessary.  | Ongoing |

### 4. Improve capacity in existing combined sewer system.

- |   |   |              |
|---|---|--------------|
| 1 | Institute a new Inflow and Infiltration (I/I) program as part of the 15-year sewer CIP. | New for FY17 |
| 2 | Develop local storm water regulations to reduce inflow to the City system.              | New for FY17 |

## BUDGET:

SEWER		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	51,738	91,207	58,810	154,183	
511004	SALARY CONTINGENCY	-	16,949	-	23,102	
511300	WAGES	135,582	207,246	149,364	252,857	
513000	OVERTIME	3,481	5,000	1,792	5,000	
513002	OVERTIME - LABOR	24,189	25,500	37,907	50,000	
514006	LONGEVITY	150	2,100	105	-	
514008	OUT OF GRADE-LABOR	2,281	3,000	2,329	4,000	
514009	LONGEVITY-LABOR	2,100	2,100	1,050	2,100	
514015	OTHER DIFFERENTIALS	4,287	6,880	6,602	9,499	
515006	HOLIDAYS NON-UNION	-	-	169	446	
515011	HOLIDAYS - S.M.E.A.	-	834	685	1,607	
519004	UNIFORM ALLOWANCE	1,230	1,400	1,140	1,930	

SEWER	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
519015 AUTO ALLOWANCE	179	330	69	330	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>225,217</b>	<b>362,546</b>	<b>260,023</b>	<b>505,055</b>	<b>39.3%</b>
524003 REPAIRS-VEHICLES	770	20,000	45,821	40,000	
524013 REPAIRS-TOOLS & EQUIPMENT	728	500	484	500	
527006 LEASE - PHOTOCPIER EQUIPM	4,360	4,361	3,634	4,361	
529003 RUBBISH REMOVAL	7,645	25,000	14,445	25,000	
529012 DISPOSAL C BASIN SPOILS	-	85,000	-	85,000	
530000 PROFESSIONL & TECHNCL SVC	204,817	450,000	137,444	565,000	
530008 EMPLOYEE TRAINING COURSES	-	1,300	398	1,300	
530018 POLICE DETAIL	86,004	60,000	60,249	60,000	
530026 BANK CHARGES	1,761	2,000	1,467	2,000	
542000 OFFICE SUPPLIES	191	500	158	500	
542001 PRINTING & STATIONERY	1,000	1,000	-	1,000	
543003 TOOLS	1,387	2,000	1,649	2,000	
543007 PAINT	-	750	440	750	
543011 HARDWARE & SMALL TOOLS	3,949	7,000	3,101	7,000	
548001 MOTOR GAS AND OIL	10,176	37,950	17,574	37,950	
548006 MOTOR PARTS & ACCESSORIES	6,964	10,000	802	10,000	
553002 BITUMINOUS SUPPLIES	8,430	25,000	12,891	25,000	
553003 READY MIX CONCRETE	1,160	10,000	2,167	10,000	
553005 PIPE FITTINGS	-	20,000	1,215	20,000	
553006 MASONRY SUPPLIES	33,618	25,000	34,132	25,000	
553007 FOUNDRY PRODUCTS	15,680	25,000	17,094	25,000	
578007 REIMB OF LICENSES	195	330	-	330	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>388,837</b>	<b>812,691</b>	<b>355,166</b>	<b>947,691</b>	<b>16.6%</b>
580010 CAPITAL PROJECTS/IMPROVE	-	200,000	-	200,000	
582003 BUILDING IMPROVEMENTS	-	10,000	-	10,000	
585000 EQUIPMENT	-	15,000	-	15,000	
588002 STREET REPAIRS	-	75,000	-	75,000	
588007 SEWER CLEANING/REPAIRS	1,512,802	1,750,000	1,280,041	200,000	
<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>1,512,802</b>	<b>2,050,000</b>	<b>1,280,041</b>	<b>500,000</b>	<b>-75.6%</b>
591000 PRINCIPAL ON LNG TRM DEBT	736,110	738,897	308,051	630,342	
591500 INTEREST ON LTD	68,382	59,291	57,408	50,037	
592500 INTEREST ON NOTES-BAN				7,000	
596007 TRANSFER TO STABILIZ FUND	2,800,409			-	
<b>SUBTOTAL DEBT SERVICE</b>	<b>3,604,901</b>	<b>798,188</b>	<b>365,460</b>	<b>687,379</b>	<b>-13.9%</b>
523003 MWRA ASSESSMENT	14,845,808	15,745,677	14,027,305	16,020,502	

# Sewer

SEWER	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
596010 INDIRECT COST SUBSIDY	498,323			655,701	
596011 OPEB				500,000	
<b>SUBTOTAL SPECIAL ITEMS</b>	<b>15,344,131</b>	<b>15,745,677</b>	<b>14,027,305</b>	<b>17,176,203</b>	<b>9.1%</b>
<b>SEWER ENTERPRISE TOTAL</b>	<b>21,075,888</b>	<b>19,769,102</b>	<b>16,287,993</b>	<b>19,816,328</b>	<b>0.2%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIR. OF ENG.	QUIGLEY, CHARLES	2,115.38	110,422.84	33,317.24
ASST. DIR. OF ENG.	MANter, BRYAN	1,730.77	90,346.19	27,259.63
GIS	JOHNSON, KEITH	1,332.89	69,576.86	17,494.18
TEMP SR. CIVIL ENG.	VASSIL, THOMAS	1,300.27	67,874.09	21,405.19
TEMP JR. CIVIL ENG.	VIOLETTE, PETER	957.57	49,985.15	15,830.83
PROJECT MANAGER UTILITY IMPROVEMENTS	VACANT	1,578.55	82,400.31	41,436.94
PUBLIC WORKS FOREMAN	HUSSEY, THERESA	1,365.62	49,162.32	53,247.75
		1,369.47	22,185.41	22,459.31
SHMEO/CATCH BASIN CLEANER	VACANT (NEW)	851.14	44,429.51	46,498.81
SHMEO/CATCH BASIN CLEANER	DESIR, HENOCK	851.14	19,576.22	20,385.84
		872.23	25,469.12	26,760.02
SHMEO/CATCH BASIN CLEANER	SA'AD, MAHMOOD	872.83	45,561.73	47,674.84
SHMEO/CATCH BASIN CLEANER	DEVITA, ANTHONY	890.29	46,473.14	49,471.52

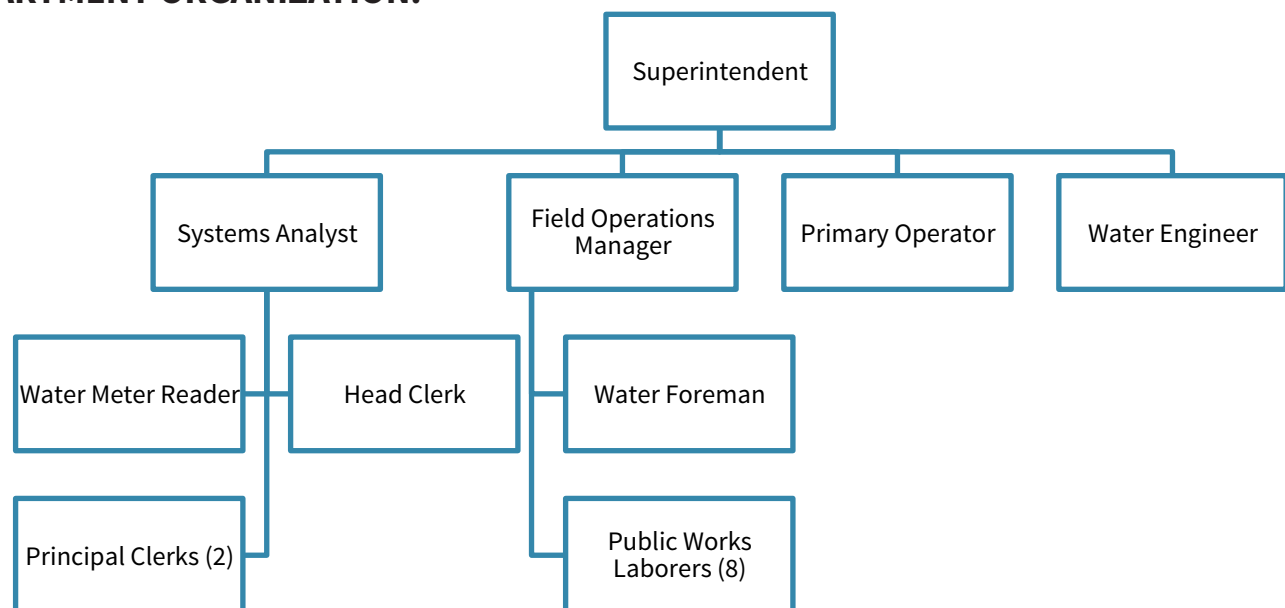
**MISSION STATEMENT:**

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

ACCOUNT	FY2015 ACTUAL	FY2016 BUDGETED	FY2017 PROPOSED	% CHANGE
Personal Services	821,274	1,148,057	1,321,682	15.1%
Ordinary Maintenance	301,104	487,300	688,585	41.3%
Capital Outlay	1,838,284	2,204,500	500,000	-77.3%
Debt Service	3,574,714	1,690,418	1,494,517	-11.6%
Special Items	7,503,165	7,060,400	8,820,163	24.9%
Total Expenditures	14,038,541	12,590,675	12,824,947	1.9%

**CHANGES BETWEEN FY16 & FY17:**

- This budget includes funding for a new position, SHMEO/PW Laborer, and a pro-rated amount for the Project Manager - Utility Improvements.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

**DEPARTMENT ORGANIZATION:****FY16 ACCOMPLISHMENTS:**

- Replaced 8 fire hydrants and repaired 48 fire hydrants.
- Repaired 30 water mains.
- Repaired/replaced 48 water gate valves.
- Flushed 182,135 ft (34.5 miles) of water main.
- Increased awareness of the Aquahawk Alerting program.
- Replaced 6,900 ft. of older water main.

## PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 PROJECTED	FY17 PROPOSED
Water mains replaced (feet)	6,600	3,350	6,900	2,000
Lead services replaced	23	72	36	75
Percent of bills based on actual readings	99.9%	99.9%	99.9%	99.9%
Conservation kits distributed	42	49	32	25
Annual number of Critical consumption alerts responded to via courtesy call	N/A	N/A	54,750	TBD
Field Trainings attended	4	6	22	5
Gates repaired or replaced	50	77	48	50
Weeks flushing/gate exercising performed	20	22	24	24

## GOALS REVIEW:

### 1. Ensure clean, potable water is available to the City.

1	Replace older water mains to improve water quality and fire flows - FY16 goal 1,258 ft.	Complete
2	Replace 25 lead services for city pipes in conjunction with street reconstruction program.	Ongoing
3	Develop a Hydraulic Model to determine system adequacy and monitor water quality. This will allow the Sewer Department to determine water age and allow us to improve sub-standard performance, and update and increase efficacy of the flushing program.	New for FY17
4	Strengthen the Cross Connection Program which ensures legal and safe connections through special valves that eliminate the potential for contamination of our system from high risk facilities.	New for FY17
5	Develop a more robust Lead Service Replacement Line program in concert with MWRA Local Water System Assistance Program (LWSAP).	New for FY17

### 2. Provide exceptional customer service.

1	Provide industry specific training for various water quality and safety programs using best practices.	Ongoing
2	Train front office staff on MUNIS before implementation.	Training Ongoing
3	Utilize CitizenServe application to bring all Water Department Service Application/Permits online which will allow for more efficient tracking of permit status and allow customers to pay online.	New for FY17
4	Increase use of Aquahawk features to reduce “critical consumption” courtesy calls and allow customers to be notified via Aquahawk’s auto call, text messaging and email alerting service.	New for FY17

### 3. Support citywide environmental goals to reduce energy consumption.

1	Increase public awareness of the Aquahawk Program and how to use it for their conservation efforts and deliver water conservation tips to customers through educational pamphlets, billing inserts and social media platforms.	Ongoing
2	Expand the City's Water Monitoring to include our entire infrastructure to identify leaks and reduce lost water revenue.	New for FY17
3	Reduce paper record keeping by transitioning to the QAlert software for job orders.	New for FY17

### 4. Ensure the ability to minimize impact of shut downs.

1	Maintain a gate valve exercising program and expand the program by exercising valves across the city throughout the year as field crew capacity allows.	Ongoing
2	Catalog and map all system components in GIS to allow field staff to respond, locate and isolate required gates, and determine impact zone of affected shut down areas.	New for FY17

### BUDGET:

WATER ENTERPRISE FUND		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000	SALARIES	451,780	632,556	403,100	716,812	
511004	SALARY CONTINGENCY	-	47,336	-	60,782	
511300	WAGES	241,164	339,891	203,036	383,819	
513000	OVERTIME	9,933	15,000	8,189	15,000	
513002	OVERTIME - LABOR	94,123	78,500	79,905	100,000	
514006	LONGEVITY	4,100	7,400	2,080	3,950	
514008	OUT OF GRADE-LABOR	2,203	5,000	1,703	5,000	
514009	LONGEVITY-LABOR	3,450	-	1,650	3,750	
514015	OTHER DIFFERENTIALS	8,832	14,003	10,327	20,316	
515006	HOLIDAYS NON-UNION	-	1,088	1,013	2,191	
515011	HOLIDAYS - S.M.E.A.	-	2,163	1,588	4,452	
515012	PERFECT ATTENDANCE	1,300	-	300	-	
519004	UNIFORM ALLOWANCE	3,680	4,240	2,890	4,730	
519015	AUTO ALLOWANCE	710	880	527	880	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>821,274</b>	<b>1,148,057</b>	<b>716,307</b>	<b>1,321,682</b>	<b>15.1%</b>
524003	REPAIRS-VEHICLES	3,838	5,000	-	5,000	
524013	REPAIRS-TOOLS & EQUIPMENT	514	2,500	2,250	2,500	
524017	R&M - OTHER EQUIPMENT	24,500	25,000	24,500	25,000	
524027	R&M - FLOOR COVERING	4,042	-	-	-	
524034	MAINT CONTRACT-OFFC EQUIP	332	1,000	120	1,000	
527018	POSTAGE MACHINE RENTAL	-	800	-	800	
529003	RUBBISH REMOVAL	25,608	35,000	4,725	35,000	

# Water

WATER ENTERPRISE FUND		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
530000	PROFESSIONL & TECHNCL SVC	112,250	150,000	64,567	250,000	
530008	EMPLOYEE TRAINING COURSES	-	3,500	445	5,000	
530011	ADVERTISING	379	250	-	250	
530018	POLICE DETAIL	47,044	75,000	86,147	150,000	
530026	BANK CHARGES	867	1,200	722	1,200	
534003	POSTAGE	220	2,000	225	2,000	
534008	WEB SITE COSTS	10,500	11,000	10,500	10,500	
542000	OFFICE SUPPLIES	653	2,600	456	3,055	
542001	PRINTING & STATIONERY	25,280	40,000	17,004	40,000	
542005	OFFICE EQUIP NOT CAPITALIZ	-	3,000	1,721	-	
542006	OFFICE FURNITURE	2,380	2,000	-	2,000	
543002	PLUMBING SUPPLIES	315	400	-	400	
543003	TOOLS	3,332	4,000	536	6,000	
543007	PAINT	560	1,000	896	1,000	
543011	HARDWARE & SMALL TOOLS	1,896	7,500	1,375	7,500	
545000	SUNDRY MAINT SUPPLIES	1,165	2,500	682	2,500	
546003	SAND, GRAVEL AND LOAM	-	750	-	750	
548001	MOTOR GAS AND OIL	-	37,950	9,262	37,950	
548004	TIRES AND TUBES	-	3,000	(18)	3,000	
548006	MOTOR PARTS & ACCESSORIES	1,000	2,500	13	2,500	
551004	BOOKS	-	500	-	1,000	
553001	SIGNS AND CONES	-	1,000	58	5,000	
553002	BITUMINOUS SUPPLIES	15,548	25,000	10,515	25,000	
553003	READY MIX CONCRETE	1,283	12,500	854	12,500	
553004	LUMBER & WOOD PRODUCTS	-	2,000	-	2,000	
553007	FOUNDRY PRODUCTS	-	-	-	5,000	
558006	UNIFORMS	-	750	1,097	1,000	
569000	PAYMENTS TO COMMONWLTH	17,493	25,000	18,084	40,080	
571000	IN STATE TRAVEL	-	100	-	100	
573000	DUES AND MEMBERSHIPS	104	500	-	1,000	
578007	REIMB OF LICENSES	-	500	252	1,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>301,104</b>	<b>487,300</b>	<b>256,988</b>	<b>688,585</b>	<b>41.3%</b>
580010	CAPITAL PROJECTS/IMPROVE	-	200,000	111,281	200,000	
582003	BUILDING IMPROVEMENTS	-	15,000	-	-	
588002	STREET REPAIRS	-	250,000	-	-	
588501	WATER METERS & PARTS	82,182	77,000	65,197	70,000	
588502	HYDRANTS	21,750	35,000	13,272	30,000	
588503	LEAK DETECTION PROGRAM	18,560	22,500	16,779	20,000	



WATER ENTERPRISE FUND	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
588504 PIPE FITTINGS	47,285	75,000	46,567	75,000	
588505 WATER SERVICE REPLACEMENT	1,306,672	1,500,000	1,414,103	37,000	
588506 WATER RECONSTRUCTN/RPR	301,231	-	-	38,000	
588508 WATER METER INSTALLATION	60,604	30,000	33,141	30,000	
<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>1,838,284</b>	<b>2,204,500</b>	<b>1,700,340</b>	<b>500,000</b>	<b>-77.3%</b>
591000 PRINCIPAL ON LNG TRM DEBT	1,572,268	1,563,195	1,098,111	1,388,044	
591500 INTEREST ON LTD	151,666	127,223	106,399	101,473	
592500 INTEREST ON NOTES-BAN	-	-	-	5,000	
596007 TRANSFER TO STABILIZ FUND	1,850,780	-	-	-	
<b>SUBTOTAL DEBT SERVICE</b>	<b>3,574,714</b>	<b>1,690,418</b>	<b>1,204,510</b>	<b>1,494,517</b>	<b>-11.6%</b>
523003 MWRA ASSESSMENT	6,896,106	7,060,400	6,354,360	7,688,467	
596010 INDIRECT COST SUBSIDY	607,059	-	-	631,696	
596011 OPEB	-	-	-	500,000	
<b>SUBTOTAL SPECIAL ITEMS</b>	<b>7,503,165</b>	<b>7,060,400</b>	<b>6,354,360</b>	<b>8,820,163</b>	<b>24.9%</b>
<b>WATER ENTERPRISE</b>	<b>14,038,541</b>	<b>12,590,675</b>	<b>10,232,505</b>	<b>12,824,947</b>	<b>1.9%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
(ACTING) WATER SUPERINTENDENT	LAWHORNE, MARK	1,923.08	100,769.39	101,346.32
FIELD OPERATIONS MANAGER	VACANT	1,300.47	68,144.63	68,534.77
PROJECT MANAGER UTILITY IMPROVEMENTS	VACANT	1,578.55	82,400.31	41,436.94
WATER/SEWER SYSTEMS ANALYST	ANGIULO, JEAN	1,305.92	68,430.21	68,821.98
WATER ENGINEER	INGRAM, SHAWN	1,287.50	67,465.00	67,851.25
PRIMARY OPERATOR	HALE, WILLIAM	1,287.50	67,465.00	70,415.75
HEAD CLERK	BROWN, KIM	980.69	51,388.16	52,882.36
PRINCIPAL CLERK 1	MELARAGNI, PAMELA	912.09	47,793.52	49,267.14
PRINCIPAL CLERK - PC II	PEFINE, DARLENE	896.80	46,992.32	49,011.36
WATER METER READER	CUSACK, BARBARA	834.89	43,748.24	47,184.71
DIR. OF ENG.	QUIGLEY, CHARLES	2,115.38	110,845.91	33,444.16
ASST. DIR. OF ENG.	MANter, BRYAN	1,730.77	90,692.35	27,363.47
GIS	JOHNSON, KEITH	1,332.89	69,843.44	17,560.83
SR. CIVIL ENG.	VASSIL, THOMAS	1,300.27	68,134.15	21,483.21
JR. CIVIL ENG.	VIOLETTE, PETER	957.57	50,176.67	15,888.29
WATER FOREMAN	NOLAN, MARK	1,329.59	32,707.91	35,238.63

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
		1,352.67	37,333.69	39,119.22
WFSHMEO/WSCFTSMN	QUINN, JOHN	958.04	50,009.69	53,144.93
SHMEO/WSMM/PWL	CAMPOS, LUCAS	877.77	45,819.59	48,542.69
SHMEO/PWL	GOODE, PAUL	845.67	19,450.41	21,754.96
		861.99	25,170.11	25,428.71
SHMEO/PWL	AVERY, ZACHARY	845.67	28,245.38	30,219.06
		861.99	16,205.41	17,860.43
SHMEO/PWL	VACANT (NEW)	845.67	44,143.97	46,202.23
HMEO/PWL	LOUIS, ESTEVE	796.80	13,226.88	14,947.38
		840.25	29,912.90	31,610.21
HMEO/PWL	VACANT	796.80	41,592.96	44,102.50

# Veteran's Memorial & Founder's Ice Rinks

## BUDGET:

ICE RINK ENTERPRISE REVENUES	FY15 ACTUAL	FY16 BUDGET	FY17 PROPOSED	% CHANGE
432000 FEES	551,959	590,000	650,000	
432001 ADVERTISING FEES	20,750	30,000	20,000	
436000 RENTALS	3,200	-	-	
437015 CONCESSION STAND FEES	-	3,200	3,200	
484001 PY REIMBURSEMENT	3,590			
497001 TRANSFER FROM GF	150,000	150,000	199,000	
482000 INVESTMENT INCOME	40	-	-	
T/I RETAINED EARNINGS	-	115,000	-	
<b>ICE RINK REVENUE TOTAL</b>	<b>729,539</b>	<b>888,200</b>	<b>872,200</b>	<b>-1.8%</b>

## BUDGET:

ICE RINK ENTERPRISE EXPENDITURES	FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
511000 SALARIES	124,315	140,079	93,985	140,079	
512000 SALARIES & WAGES TEMPOR'Y	63,173	78,480	73,653	98,980	
515006 HOLIDAYS NON-UNION	-	-	265	-	
<b>SUBTOTAL PERSONAL SERVICES</b>	<b>187,488</b>	<b>218,559</b>	<b>167,903</b>	<b>239,059</b>	<b>9.4%</b>
521001 ELECTRICITY	213,452	237,541	177,056	213,542	
521002 NATURAL GAS	50,419	58,800	32,310	50,000	
523000 NON-ENERGY UTILITIES	3,460	4,800	2,951	5,000	
524002 R&M - REC FACIL/PARKS/PLAYG	-	16,850	6,289	10,000	
524007 R&M - OFFICE EQUIPMENT	-	500	-	500	
524013 R&M - TOOLS & EQUIPMENT	956	1,750	3,757	1,750	
530000 PROF & TECH SERVICES	28,721	24,250	21,598	24,250	
530002 OTH PROFESSIONAL SERVICE	-	-	-	15,000	
530011 ADVERTISING	1,246	2,750	-	1,500	
540000 SUPPLIES	6,034	7,500	5,583	7,500	
542012 OTH EQUIP NOT CAPITALIZE	-	4,000	-	-	
545000 CUSTODIAL & MAINT SUPPLIES	318	2,500	2,096	1,500	
558006 UNIFORMS	-	1,500	-	1,000	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>	<b>304,606</b>	<b>362,741</b>	<b>251,640</b>	<b>331,542</b>	<b>-8.6%</b>
591000 PRINCIPAL ON LNG TRM DEBT	168,256	180,000	180,000	185,000	
591500 INTEREST ON LTD	99,783	95,400	95,400	89,925	
<b>SUBTOTAL DEBT SERVICE</b>	<b>268,039</b>	<b>275,400</b>	<b>275,400</b>	<b>274,925</b>	<b>-0.2%</b>
<b>RINKS TOTAL EXPENDITURES</b>	<b>760,133</b>	<b>856,700</b>	<b>694,943</b>	<b>845,526</b>	<b>-1.3%</b>

# Veteran's Memorial & Founder's Ice Rinks

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
RECREATION FACILITIES MANAGER	CURLEY, JOHN	1,300.00	68,120.00	68,120.00
ASST. RECREATION FACILITIES MANAGER	VACANT	680.00	35,632.00	35,632.00
ICE RESURFACER OPERATOR SPECIALIST	PACHECO, RICHIE	693.27	36,327.35	36,327.35

## BUDGET:

DILBOY FIELD REVENUE		FY15 ACTUAL	FY16 BUDGET	FY17 PROPOSED	% CHANGE
432000	FEES	178,582	165,000	200,000	
432001	ADVERTISING FEES	3,360	20,000	10,000	
437015	CONCESSION STAND FEES	-	-	-	
482000	INVESTMENT INCOME	40	-	-	
497001	TRANSFER FROM GEN FUND	69,376	-	-	
<b>DILBOY FIELD TOTAL REVENUE</b>		<b>251,358</b>	<b>185,000</b>	<b>210,000</b>	<b>13.5%</b>

DILBOY FIELD EXPENDITURES		FY15 ACTUAL	FY16 BUDGET	FY16 THRU 4/30	FY17 PROPOSED	% CHANGE
512000	SALARIES & WAGES TEMPOR'Y	66,555	105,000	47,903	105,000	
<b>SUBTOTAL PERSONAL SERVICES</b>		<b>66,555</b>	<b>105,000</b>	<b>47,903</b>	<b>105,000</b>	<b>0.0%</b>
521001	ELECTRICITY	74,776	71,000	19,328	90,000	
524013	R&M - TOOLS & EQUIPMENT	774	500	-	500	
530000	PROF & TECH SERVICES	10,248	2,500	2,860	8,500	
540000	SUPPLIES	4,000	2,000	-	2,000	
545000	CUSTODIAL & MAINT SUPPLIES	-	1,000	-	1,000	
546000	GROUNDKEEPING SUPPLIES	-	2,000	-	2,000	
558006	UNIFORMS	-	1,000	-	1,000	
574000	INSURANCE PREMIUMS	4,203	-	-	-	
<b>SUBTOTAL ORDINARY MAINTENANCE</b>		<b>94,000</b>	<b>80,000</b>	<b>22,188</b>	<b>105,000</b>	<b>31.3%</b>
<b>DILBOY FIELD TOTAL EXPENDITURES</b>		<b>160,555</b>	<b>185,000</b>	<b>70,091</b>	<b>210,000</b>	<b>13.5%</b>

# Revolving Funds

A departmental revolving fund is a place to set aside revenue received, through fees and charges, for providing a specific service or program. The revenue pool is, in turn, a source of funds available to use by a department without further appropriation to support the particular service or program. Most frequently, cities and towns create general departmental revolving funds under M.G.L. Ch. 44 Sec. 53E½. The fund is created with an initial Board of Aldermen authorization that identifies which department's receipts are to be credited to the revolving fund and specifies the program or purposes for which money may be spent. It designates the department, board or official with authority to expend the funds and places a limit on the total amount of the annual expenditure. To continue the revolving fund in subsequent years, annual approval of a similar article is necessary. Managers are also required, each year, to report on the fund and program activities.

Under Sec. 53E½, any expenditure from a revolving fund is restricted to the then current fund balance or to the authorized spending limit. If a revolving fund balance remains after total spending has reached the authorized limit, the balance carries over to the next fiscal year. Interest that accrues on a revolving fund balance under Sec. 53E½ reverts to the general fund. However, if the revolving fund is not reauthorized, any remaining balance closes to free cash, unless it is transferred by the legislative body to another revolving fund.

REVOLVING FUND EXPENDITURE CAPS		
	FY16	FY17
Cable Telecommunications	\$848,705	\$753,104
Conservation	\$2,000	\$2,000
Planning & Zoning	\$28,000	\$28,000
Council on Aging	\$130,000	\$130,000
Environmental - Compost Bins	\$7,000	\$7,000
Recycling Carts	\$15,000	\$15,000
Dedication Sign Account	\$2,000	\$2,000
SomerTime Revolving	\$50,000	\$50,000
Mobile Farmer's Market	\$20,000	\$20,000
Special Events	-	\$4,000

# Revolving Fund: Cable Telecommunications

**FUNDING SOURCE:** The Cable Telecommunications Revolving Fund is funded by cable franchise fees provided to the City of Somerville as provided by the Cable Franchise Agreements with RCN and Comcast as stipulated by the federal Cable Communications Policy Act.

**ESTABLISHED PURPOSE:** Payment of salaries, professional and technical services, and equipment for the following purposes: Program and administer the City's two municipal cable television channels; regulate the license agreements with COMCAST and RCN; promote and support city events; communicate information to the public about city programs, services, and events, via print and electronic media; design and maintain the City's website for public information purposes.

**RECEIPTS CREDITED:** Cable Franchise Fees

**AUTHORIZED OFFICER:** Director of Communications

## **FY2017 NOTES:**

Please note that the Communications and Community Engagement Department's funding is split between three budgets: the Communications budget on page 51, the Cable Telecommunications Revolving Fund (presented here), and the Constituent Services budget, on page 58.

## **CHANGES:**

- The 11% decrease in this Revolving Fund budget reflects the completion of the beta phase of the website overhaul, which required extra funding of roughly \$100,000 in the FY16 budget for related one-time expenses.
- The 1.5% decrease in personal services is the sum impact of merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines, increases to fringe benefits costs, increases due to MCAB regrading of positions, and a decrease due to the transfer of the Youth and Senior Arts Coordinator to the Arts Council budget as of July 1, 2016.
- The 26% decrease to Repairs & Maintenance reflects our best projection of costs for planned upgrades to City Cable infrastructure scheduled for FY17, which is less than upgrades completed in FY16.
- The addition of \$6,000 in postage with no postage in prior years reflects the expected mailing costs of the new, annual citywide mailer.

# Revolving Fund: Cable Telecommunications

## BUDGET:

CABLE TELECOMMUNICATIONS		FY16 BUDGET	FY17 PROPOSED	% CHANGE
511000	SALARIES	476,429	465,135	10.0%
512000	SALARIES & WAGES TEMPORARY	15,467	15,467	
515000	FRINGE BENEFITS	64,366	67,269	
515006	NON-UNION HOLIDAY	1,819	2,674	
519000	OTHER PERSONAL SERVICES	1,310	653	
<b>TOTAL PERSONAL SERVICES</b>		<b>559,391</b>	<b>551,198</b>	<b>-1.5%</b>
524000	REPAIRS AND MAINTENANCE	34,434	25,450	
527015	RENTALS A/V	995	995	
530000	PROF & TECHNICAL SERVICES	216,509	121,196	
530008	EMPLOYEE TRAINING COURSES	3,500	3,500	
530010	LEGAL SERVICES	7,000	7,000	
530011	ADVERTISING	600	600	
530029	CUSTODIAL DETAIL	300	300	
534003	POSTAGE	0	6,000	
534006	EXPRESS/FREIGHT	300	300	
534011	LICENSING FEES	4,000	4,500	
540000	COMMUNITY EVENTS SUPPLIES	1,000	1,000	
542000	OFFICE SUPPLIES	2,475	2,800	
542001	PRINTING & STATIONERY	3,500	9,500	
549000	FOOD & REFRESH	600	600	
551010	AUDIO VISUAL SUPPLIES	10,000	12,000	
558002	ONLINE SOFTWARE SUBS	0	3,700	
558004	MAG/NEWS SUBS/PUBLICATIONS	2,071	1,000	
571000	IN STATE TRAVEL	400	300	
573000	DUES AND MEMBERSHIPS	1,630	1,165	
<b>TOTAL ORDINARY MAINTENANCE</b>		<b>289,314</b>	<b>201,906</b>	<b>-30.2%</b>
<b>TOTAL TELECOMMUNICATIONS BUDGET</b>		<b>848,705</b>	<b>753,104</b>	<b>-11.3%</b>

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	TAYLOR, DENISE	2,023.46	105,624.61	106,231.65
DEPUTY DIR. OF COMMUNICATIONS	ROSSETTI, JACLYN	1,730.77	90,346.19	90,865.43
CABLE MANAGER	DECARLO, STEVEN	1,317.43	68,769.85	69,165.08
SENIOR PROGRAM DIRECTOR	WOOD, GEORGE	1,203.34	62,814.35	63,175.35
JR. PROGRAM DIRECTOR	CONSTANTINE, JOSEPH	1,097.17	57,272.27	57,601.43
WEB MASTER	MOORE, DAN	1,538.46	80,307.61	80,769.15



# 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. Key annual revenue sources for the Fund include a 1.5% surcharge on net property taxes, discretionary appropriations into the Fund by the City, and matching funds from the state. State matching funds are distributed in November of each year and match total local funding (surcharge revenue and City appropriation) for the previous fiscal year. Somerville will receive its third distribution in FY17, which will match FY16 local revenue. If approved, the request submitted to the Board of Aldermen to appropriate \$510,844 into the CPA Fund in FY16 will increase the matching funds the City receives from the state in November by 33%.

The Community Preservation Committee is responsible for implementing the CPA in Somerville, by working with the community to establish priorities for how CPA funding should be spent and making recommendations to the Board of Aldermen for specific projects to receive funding. The Committee also submits an annual budget to the Board of Aldermen which is determined in large part by the enabling state CPA legislation. In particular, the legislation allows communities to devote up to 5% of estimated annual CPA revenue to the administrative and operating expenses of the Committee and requires communities to devote a minimum of 10% of estimated annual CPA revenue to each of historic resources, affordable housing, and open space and recreation

## **FY16 ACCOMPLISHMENTS:**

- Restored the Prospect Hill Tower, the first completed CPA funded project in Somerville.
- Improved eight school garden classrooms (Groundwork Somerville).
- Improving the Somerville Museum building to better preserve collections and process underway to restore grave markers in Milk Row Cemetery.
- Conducting design processes for the Community Growing Center (Friends of the Community Growing Center) and for a master plan to better connect the Healey School with the Mystic Housing Authority and the Blessing of the Bay Boat House (Friends of the Healey).
- Enabled grantees to leverage CPA funds to secure additional funding for their projects.
- Leveraged City appropriation into the CPA Fund to receive \$829,456 in state matching funds.
- Appropriated over \$1.8 million to the Affordable Housing Trust to devote to CPA-eligible projects and programs, leveraging the Trust's 25 years of experience supporting affordable housing.
- Engaged the community in awarding CPA funds by holding two public meetings and accepting written comments for nine weeks, ultimately hearing from over 75 residents.
- Recommended \$600,288 to three historic resources projects, \$1.4 million to six open space/recreation projects and bonded \$2.5 million for the historic preservation of West Branch Library through a competitive application process and reserved an additional \$188,828 for future projects.
- Created a grant agreement process for non-City grantees in partnership with the City's Law and Purchasing offices that balances grantees' needs for expedient and efficient access to funding with the City's accountability needs.

# Special Revenue Fund: Community Preservation Act

## FY17 BUDGET:

COMMUNITY PRESERVATION ACT FUND	FY17 BUDGET
<b>ESTIMATED NEW FY17 REVENUE</b>	
SURCHARGE REVENUE	1,535,799
STATE MATCH OF PREVIOUS YEAR'S LOCAL REVENUE	388,862
<b>TOTAL</b>	<b>1,924,611</b>
<b>NEW APPROPRIATIONS &amp; RESERVES</b>	
ADMIN AND OPERATING EXPENSES OF COMMITTEE (5% OF ESTIMATED REVENUE)	96,233
OPEN SPACE AND RECREATION RESERVE (10% OF ESTIMATED REVENUE)	192,466
HISTORIC RESOURCES RESERVE (10% OF ESTIMATED REVENUE)	192,466
COMMUNITY HOUSING RESERVE (10% OF ESTIMATED REVENUE)	192,466
BUDGETED RESERVE (65% OF ESTIMATED REVENUE)	1,251,030
<b>TOTAL</b>	<b>1,924,661</b>

## TOTAL CPA FUNDING:

CPA FUND	FY14 ACTUAL	FY15 ACTUAL	FY16 THRU 6/1	FY17 EST
<b>TOTAL FUNDING AVAILABLE</b>	2,681,180	6,223,963	4,858,869	2,113,489
<b>CURRENT FISCAL YEAR REVENUE</b>	<b>2,681,180</b>	<b>3,542,783</b>	<b>2,879,748</b>	<b>1,924,661</b>
SURCHARGE REVENUE	1,323,320	1,430,721	1,537,243	1,535,799
CITY APPROPRIATION	1,355,671	1,200,000	510,844	0
STATE MATCH OF PREVIOUS YEAR'S LOCAL REVENUE	0	904,917	829,456	388,862
INTEREST	2,189	7,145	2,205	0
<b>ROLLOVER FROM PREVIOUS FY</b>	<b>0</b>	<b>2,681,180</b>	<b>1,979,121</b>	<b>188,828</b>
<b>APPROPRIATIONS &amp; ENCUMBRANCES</b>	<b>56,769</b>	<b>4,188,072</b>	<b>3,933,578</b>	<b>96,233</b>
COMMITTEE ADMIN EXPENSES (UP TO 5% OF ANNUAL REVENUE)	56,769	93,585	53,455	96,233
OPEN SPACE & RECREATION PROJECTS	0	227,463	1,445,160	0
HISTORIC RESOURCES PROJECTS	0	1,660,996	600,288	0

# Special Revenue Fund: Community Preservation Act

FUNDING AVAILABLE FOR PROJECTS IN NEXT FISCAL YEAR (INC ROLLOVER)*	FY14 ACTUAL	FY15 ACTUAL	FY16 THRU 6/1	FY17 EST
<b>TOTAL</b>	<b>2,681,180</b>	<b>1,979,121</b>	<b>188,828</b>	<b>2,258,100</b>
OPEN SPACE & RECREATION RESERVE	402,177	706,131	0	192,466
HISTORIC RESOURCES RESERVE	402,177	0	0	192,466
COMMUNITY HOUSING RESERVE	1,206,531	594,755	0	192,466
UNDESIGNATED PROJECT FUNDING	670,295	678,234	188,828	1,439,858
CURRENT YEAR'S UNALLOCATED CITY PORTION				510,844

\*FY17 funding available for FY17 projects. Unspent CPA projects funds in each category roll over to be available in the same category in the following year.

## PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COMMUNITY PRESERVATION ACT MANAGER	STELLJES, KRISTEN	1,326	69,239	69,239

# Appendix A: Glossary

## TERMS COMMONLY USED IN MUNICIPAL FINANCE

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

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

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

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

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

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

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

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

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

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

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

# Appendix A: Glossary

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.

### 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.