

CITY OF SOMERVILLE, MASSACHUSETTS
ADMINISTRATIVE CODE

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INTRODUCTION AND REGULATORY AUTHORITY

This Administrative Code is promulgated pursuant to Section 37 of Chapter 400 of the Acts of 2012, An Act Relative to the Charter of the City of Somerville. Said Section 37 authorizes the Mayor to promulgate administrative orders to “reorganize, consolidate or abolish any city agency, in whole or in part, or to establish a new city agency as is deemed necessary.” This administrative code will remain in effect unless modified or amended pursuant to the provisions of Section 37.

The administrative code of the City of Somerville provides for the internal organization and administration of the Somerville government. The intention and purpose of this code is to establish a legal, practical and efficient plan of organization and administrative procedures, which allows for and encourages the effective delivery of municipal services to the residents of Somerville. The duties and functions of agencies described herein are to be read broadly, and serve to illustrate, but not to circumscribe, the duties and responsibilities of the agencies of the City under the charter, ordinances, and general laws of the Commonwealth. The administrative code is to be applied harmoniously and in concert with the applicable requirements of the charter, ordinances and the general laws.

The administrative code describes the various responsibilities, authorities and methods of administering municipal agency services. The code is divided into two parts:

- I. Multiple-member appointive organization: Part I describes multiple-member bodies whose members are appointed by the Mayor or other designated officials, and further delineates manner and time of appointment, general terms of appointment, and authorities and responsibilities.
- II. Administrative organization: Part II describes all of the administrative agencies of the City under the jurisdiction of the Mayor. It further delineates the mission, functions, authorities and responsibilities of each agency.

PART I. MULTIPLE-MEMBER APPOINTIVE ORGANIZATION

1.00. Offices and Standards

1.01. Generally

Part I of the administrative code describes multiple-member bodies whose members are appointed by the Mayor or other designated officials, and further delineates manner and time of appointment, terms of appointment generally and authorities and responsibilities. The City's representatives to regional governmental boards and committees shall, unless the organic law establishing such a committee provides otherwise, be appointed by the Mayor.

1.02. Multiple-Member Bodies and Advisory Committees

The Mayor may, by administrative order, reorganize, consolidate, create, merge, divide, or abolish multiple-member bodies of the City. Administrative orders establishing multiple-member bodies shall specify composition, authorities and responsibilities. Multiple-member bodies are considered to be city agencies.

Advisory Committees may be appointed by the Mayor from time to time for the purpose of assisting to carry out the Mayor's responsibilities. Advisory Committees, however, shall exercise no official authority on behalf of the City of Somerville and shall not be considered a board, commission, committee, or subcommittee of the City of Somerville. Appointments to advisory committees are not subject to Board of Aldermen approval or rejection.

1.03. Method of Appointment; Removal; Term of Office

Unless otherwise provided by law or charter, the Mayor appoints all members of multiple-member bodies, provided that appointments made by the Mayor shall become effective on the ninetieth day following the day on which notice of the proposed appointment is filed with the Board of Aldermen, unless the Board of Aldermen shall within such period by majority of the full Board of Aldermen vote to reject such appointment or has sooner voted to affirm it. All members of multiple-member bodies shall take the oath of office within 4 weeks of their appointment and must take the oath of office prior to entering upon the duties of their office. The city clerk administers oaths of office.

Members of multiple-member bodies shall be deemed to have vacated office if said member fails to attend regularly scheduled meetings for a period of 3 consecutive months without express leave from the chair of such multiple-member body or if such member is absent from such duties for the period of 1 year notwithstanding the permission from the chair to be absent.

Unless otherwise provided by law or charter, the terms of office of multiple-member bodies are arranged so that one-third of the terms, or as nearly that number as may be possible, shall expire each year; vacancies are filled in the same manner of appointment for the remainder of the term; length of term is 3 years; and appointments are effective the first day of March and expire the last day of February. Numbers of members for multiple-member bodies will vary. Whenever a vacancy occurs on a multiple-member body, because of death, resignation, removal from the City, removal by the Mayor, or

the pending expiration of a term for which a person has been appointed, public notice shall be given indicating the title, the length of term, a brief description of duties and a general indication of the qualifications desired of candidates. Members may be removed by the Mayor for such cause as the Mayor deems sufficient.

Where membership is not a set number, but rather a range (e.g., “no fewer than x nor more than y members”), it will be the City’s policy to maintain membership bodies with odd numbers, so as to avoid situations that result in a 50-50 vote.

1.04. Annual Reports

All multiple-member bodies shall prepare annual reports of their activities and submit it to the Mayor and the city clerk on or before the fourth Friday in September. The annual report shall describe fiscal year activities for the year ending each June 30. Where required by state, regional and federal regulations, certain boards may be required to submit copies of their annual reports to appropriate state, regional and federal agencies.

1.05. Multiple-Member Body Internal Organization; Rules and Regulations; Setting Charges and Fees

In order to acquaint new members of multiple-member bodies with the affairs which will come before them, the chair shall make available to each new member the minutes of the meetings of the two previous years and copies of any applicable laws, ordinances, rules, or regulations governing such multiple-member body.

Each multiple-member body shall, at a minimum, annually elect from its membership a chair, vice-chair and clerk, and such other officer or officers as are deemed necessary or as is required by statute. The annual election shall occur in March of each year. The Mayor and city clerk shall be notified of the officers of each body upon their election.

Each multiple-member body shall use Robert's Rules of Order and shall provide for the keeping of minutes. Such minutes shall be available for public inspection. The chair presides over all meetings of the multiple-member body and is the official representative of the multiple-member body in all proceedings before the Board of Aldermen and other officials of the City. The vice-chair performs the chair's functions in the absence of the chair. The clerk is responsible for the certification of the multiple-member body's meeting minutes and observance of the open meeting law. If requested by any member, any vote shall be taken by a call of the roll and the vote shall be recorded in the journal provided. However, if the vote is unanimous, only that fact need be recorded. A majority of a multiple-member body shall constitute a quorum, but a smaller number may meet and adjourn from time to time.

Regulatory multiple-member bodies shall make rules and regulations and adopt administrative processes for the proper function of activities under their care and control. Regulatory multiple-member bodies may set such charges and fees for services and the use of facilities as deemed appropriate. Such charges and fees shall be approved by the Mayor. All aspects of financial management for all multiple-member bodies shall be prescribed by the finance director.

1.06. Time and Place of Meetings

The clerk of each multiple-member body is responsible for notifying the city clerk on or before the first of April of the regularly scheduled multiple-member body meeting times and dates for the ensuing calendar year. The notification shall also include a location for each regular meeting. This shall not prevent multiple-member bodies from amending the schedule or calling special meetings in addition to those regularly scheduled, provided that provisions of the open meeting law are followed in all instances. The city clerk shall ensure posting of all meeting schedules, consistent with the open meeting law.

1.07. Authority to Establish Subcommittees

Each multiple-member body may, by a majority vote of its membership, establish subcommittees of the multiple-member body for the purpose of addressing a particular issue or issues. A report of their activities shall regularly be made to the full multiple-member body. Each subcommittee so established shall observe laws relevant to the keeping of public records, the open meeting law, and any other applicable law, charter or administrative order.

1.08. Authority of Multiple-Member Bodies

Multiple-member bodies may be:

- Advisory: Wherein the body has no legal authority to promulgate rules or regulations, decide individual cases or enact policy;
- Regulatory: Wherein the body has legal authority to promulgate rules and regulations, set charges and fees, decide individual cases and enact policy;
- Ministerial: Wherein the body has legal authority to take actions which are essentially administrative in nature; or
- Combinations of advisory, regulatory, and ministerial.

1.09. Eligibility for Service

Any resident of Somerville, except an elected official, is eligible to be appointed to a multiple-member body. The residency requirement may be waived by the Mayor. Only where expressly authorized by the charter, the administrative code, or general law shall an officer or employee be appointed to serve on a multiple-member body. This limitation shall not apply to advisory committees, as further defined in Part I, section 1.02.

Affordable Housing Trust Fund Board of Trustees

Statutory Reference: G. L. c. 44, § 55C (Chapter 491 of the Acts of 2004)

Established

There shall be an affordable housing trust fund board of trustees consisting of 5 members; one of whom shall be the Mayor or designee; 1 of whom shall be the president of the Board of Aldermen or designee; 1 of whom shall be the executive director of the Somerville Housing Authority or designee; and 2 residents appointed by the Mayor.

General Authorities and Responsibilities

The affordable housing trust fund board of trustees creates and preserves affordable housing in the city for the benefit of low- and moderate-income households, and it administers the making of grants and loans upon such terms as the board shall, in its sole discretion, deem appropriate. The affordable housing trust fund board of trustees exercises all of the other powers, duties and responsibilities conferred on affordable housing trust fund boards of trustees by the general laws.

The affordable housing trust fund board of trustees is a ministerial multiple-member body.

Aging, Council on

Statutory Reference: c. 40, § 8B

Established

There shall be a council on aging consisting of no fewer than 5, nor more than 9, members; 3 of whom shall be over the age of 60.

General Authorities and Responsibilities

The council on aging manages senior centers for the recreation, education, health and wellness of all elders within the city; is responsible for outreach to elders in the community, in particular the hard-to-reach elder populations, including those with limited English-speaking abilities or with mobility impairments; and develops and maintains health and wellness, cultural, educational, and recreational programs for the elder population. The council on aging exercises all of the other powers, duties and responsibilities conferred on councils of aging by the general laws.

The council on aging is an advisory multiple-member body.

Assessors, Board of

Established

There shall be a board of assessors consisting of 3 members. The chair of the board of assessors shall serve full-time; the Mayor shall appoint the chair.

General Authorities and Responsibilities

The board of assessors makes fair cash valuation of all estates, both real and personal, subject to taxation within the city; calculates and submits to the Board of Aldermen for its approval the annual tax rate information necessary to meet all sums voted by the city; and hears and decides all questions relating to the abatement of taxes levied by it. The board of assessors exercises all of the other powers, duties and responsibilities that are conferred on boards of assessors by general laws.

The board of assessors is a regulatory and advisory multiple-member body.

Bicycle Advisory Committee

Established

There shall be a bicycle advisory committee consisting of no fewer than 11 nor more than 15 members; 1 of whom shall be the Mayor or designee; 1 of whom shall be the president of the Board of Aldermen or designee; 1 of whom shall be the commissioner of public works; 1 of whom shall be the director of traffic and parking or designee; 1 of whom shall be the executive director of the office of strategic planning and community development or designee; and 1 of whom shall be the chief of police or designee. The remaining members shall be appointed by the Mayor.

General Authorities and Responsibilities

The bicycle advisory committee provides guidance and recommendations concerning the planning and development of cycling infrastructure throughout the city; publishes documentation to promote bicycle safety; and assists in the preparation of a bicycle master plan.

The bicycle advisory committee is an advisory multiple-member body.

Community Preservation Committee

Statutory Reference: c. 44B, § 5

Established

There shall be community preservation committee consisting of no fewer than 5 nor more than 9 members.

General Authorities and Responsibilities

The community preservation committee makes recommendations for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation and restoration of open space and community housing that is acquired or created as provided by the Community Preservation Act. The community preservation committee exercises all of the other powers, duties and responsibilities conferred on community preservation committees by the general laws.

The community preservation committee is a ministerial multiple-member body.

Condominium Review Board

Statutory reference c. 218 of the Acts of 1985.

Established

There shall be a condominium review board consisting of 5 members; 2 of whom shall be homeowners; 2 of whom shall be tenants; and 1 of whom shall be an elderly, handicapped, or low- or moderate-income resident appointed by the Mayor.

Authorities and Responsibilities

The condominium review board shall make investigations into and conduct hearings on condominium conversions and shall exercise its powers as provided by ordinance.

The condominium review board is a regulatory multiple-member body.

Conservation Commission

Statutory Reference: c. 40, §8C

Established

There shall be a conservation commission consisting of no fewer than 3 nor more than 5 members.

General Authorities and Responsibilities

The conservation commission protects, promotes and enhances the quality of the natural resources within the city, especially wetlands and water resources; and hears and decides applications for land altering activities near the city's waterfront. The conservation commission exercises all of the other powers, duties and responsibilities conferred upon conservation commissions by the general laws.

The conservation commission is a regulatory multiple-member body.

Cultural Council

Statutory Reference c. 10, § 58

Established

There shall be a cultural council consisting of no fewer than 5 members nor more than 22, members.

General Authorities and Responsibilities:

Through innovative collaborations and quality programming, the cultural council works to cultivate, celebrate and preserve art and culture that is reflective of the diversity of the city. The cultural council decides the distribution of arts lottery funds or other funds that may be available to it and may also conduct other activities to promote and encourage the arts, humanities, or interpretive sciences. The cultural council exercises all of the other powers, duties and responsibilities conferred on cultural councils by the general laws. Furthermore the cultural council promotes amicable relations among the racial and cultural groups within the city; takes appropriate steps to deal with conditions that strain relationships; and aids in the coordination of the activities of private organizations concerned with these relationships. Finally, the cultural council assembles, analyzes and disseminates data relating to interracial and other intergroup relationships.

The cultural council is an advisory and ministerial multiple-member body.

Disability, Commission on

Statutory Reference: Chapter 40, Section 8J

Established

There shall be a commission on disability consisting of 5 members; 1 of whom shall be the Mayor or designee; 3 of whom shall be people with disabilities; and 1 of whom shall be a member of the immediate family of a person with a disability.

General Authorities and Responsibilities

The commission on disabilities causes the integration and participation of people with disabilities in the city activities; researches local problems of people with disabilities; advises and assists city officials in ensuring compliance with state and federal laws and regulations that affect people with disabilities; coordinates or carries out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on Disability; reviews and makes recommendations about policies, procedures, services, activities and city facilities as they affect people with disabilities; provides information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; and coordinates activities of other local groups organized for similar purposes. The commission on disabilities shall exercise all other powers, duties and responsibilities conferred on commissions on disabilities by the general laws.

The commission on disability is a ministerial multiple-member body.

Election Commissioners, Board of

Statutory Reference: c. 51, §16A

Established

There shall be a board of election commissioners consisting of 4 persons; 2 of whom shall represent each one of the two leading political parties. The chair of the board of election commissioners shall serve full-time; the Mayor shall appoint the chair.

General Authorities and Responsibilities

The board of election commissioners conducts elections in compliance with law, oversees the collection of census data, and maintains a collection of public records, including voter and resident lists, campaign finance records, and election results. The board of election commissioners 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 official results of all elections, and ensuring candidates' compliance with campaign finance laws and the Somerville ethics ordinance. The commission also administers the annual city census. The board of election commissioners shall exercise all of the other powers, duties and responsibilities conferred on boards of election commissioners by the general laws.

The board of election commissioners is a regulatory multiple-member body.

Energy and Climate Change, Commission on

Established

There shall be a commission on energy use and climate change consisting of no fewer than 5 nor more than 9 members.

General Authorities and Responsibilities

The commission on energy use and climate change addresses issues of climate change and sustainable environmental policy, providing information, referral, guidance, advocacy and coordination; offers and provides technical assistance to the city, other public agencies, organizations and institutions engaged in activities intended to reduce the city's greenhouse gas emissions; and contributes to local, regional, national, and international efforts to protect the earth's climate. The commission works with municipal government agencies to increase energy efficiency and conservation by the city.

The commission on energy use and climate change is an advisory multiple-member body.

Ethics Commission

Established

There shall be an ethics commission consisting of 5 members; 2 of whom shall be appointed by the Mayor; 1 of whom shall be appointed by the Board of Aldermen; 1 of whom shall be appointed by the elected School Committee members; and 1 of whom shall be the election commissioner.

General Authorities and Responsibilities

The ethics commission prepares forms and instructions for statements of financial interest and makes them available to those persons required to file; compiles and maintains all reports and statements filed with the ethics commission; inspects all statements and reports to ascertain compliance with the regulations; notifies any filer, in writing, of any deficiency in the statement or report; provides advice, upon request, of the application of the ethics ordinance to a specific situation; preserves all statements for 6 years; and acts as the primary enforcement agency for any violation of the ethics ordinance.

The ethics commission is a regulatory multiple-member body.

Health, Board of

Statutory Reference: c. 111, §26

Established

There shall be a board of health consisting of 3 members; 1 of whom shall be a physician with active valid licensure in the Commonwealth.

General Authorities and Responsibilities

The board of health preserves and maintains public health standards and protects environmental resources through community education and by promulgating rules and regulations pertaining to those matters placed under its jurisdiction by law. These matters may include but are not limited to state and federal sanitary code and environmental codes, as they pertain to food purity and quality and housing quality. The board of health provides for appeal and variances as allowed by law and takes evidence in those appeals related to the state sanitary code, the state environmental code and the various state codes and city ordinances concerning food purity and quality and housing quality; holds hearings and issues findings relative to these matters; and establishes policies and programs and provides guidance for implementation by the health department. The board of health exercises all of the other powers, duties and responsibilities that are conferred on boards of health by the general laws.

The board of health is a regulatory multiple-member body.

Historic Preservation Commission

Statutory Reference: c. 40, §8D

Established

There shall be a historic preservation commission consisting of no fewer than 3, nor more than 7, members, with alternates not exceeding the number of principal members.

General Authorities and Responsibilities

The historic preservation commission provides research on the historical and architectural significance of the buildings, structures, and sites to be included in a proposed historic district or districts, subject to consideration and recommendation by the planning board and Massachusetts Historical Commission; determines the appropriateness of proposed new construction or alterations to the exterior architectural features of existing buildings, structures, or sites within an established historic district; determines the significance of buildings or structures subject to a demolition permit application; and administers the minimum maintenance standards for real property within an established local historic district on the National Register of Historic Places which has been determined to be a significant building or structure. The historic preservation commission exercises all of the other powers, duties and responsibilities conferred on historic preservation commissions by the general laws.

The historic preservation commission is an advisory and regulatory multiple-member body.

Human Rights Commission

Established

There shall be a human rights commission consisting of 7 members.

General Authorities and Responsibilities

The human rights commission initiates and conducts hearings; and conducts investigations into the existence of unlawful discrimination or denial of equal access to housing, employment, education, public accommodations, services and facilities affecting any group or individual on the basis of his or her race, color, religious creed, national origin, sex, age, disability, veteran's status, ancestry, sexual orientation, or public benefits status. The commission may attempt to resolve disputes through the use of mediation and may report to the Mayor on any matters that cannot be resolved through mediation. The commission has the authority to refer matters to the Massachusetts Commission Against Discrimination for enforcement. The commission does not hear complaints alleging discrimination on the part of any city agency or official.

The human rights commission is an advisory and ministerial multiple-member body.

Library Trustees, Board of

Established

There shall be a board of trustees of the library consisting of no fewer than 5 nor more than 9 members.

General Authorities and Responsibilities

The board of library trustees represents to the City the interests, issues and concerns of the library. The board of library trustees establishes written policies for the selection of library materials and the use of materials and facilities in accordance with the standards adopted by the American Library Association. The board of library trustees exercises all other powers, duties, and responsibilities conferred upon boards of library trustees by the general laws.

The board of library trustees is a regulatory and advisory multiple-member body.

Licensing Commission

Statutory Reference: c. 138, §4

Established

There shall be a licensing commission consisting of 3 members, none of whom shall be engaged directly or indirectly in the manufacture or sale of alcoholic beverages and all of whom shall have been residents of the city for at least 2 years immediately preceding their appointment. One member shall be appointed from each of the two leading political parties and the third member may also be appointed from one of said parties.

General Authorities and Responsibilities

The licensing commission acts as the licensing board for the city with all the power to grant, modify, suspend, revoke or cancel licenses and permits for alcoholic beverages, inn holder licenses and common victualler licenses. The licensing commission exercises all of the other powers, duties and responsibilities conferred on licensing commissions by the general laws.

The licensing commission is a regulatory multiple-member body.

Monuments, Memorials and Dedications, Commission on

Statutory Reference: c. 41, §105

Established

There shall be a commission on monuments, memorials and dedications consisting of 6 members; 1 of whom shall be the Mayor or designee; 3 of whom shall be veterans; and 2 of whom shall not be veterans.

General Authorities and Responsibilities

The commission on monuments, memorials and dedications maintains the custody and care of all monuments, memorials and dedications for the purpose of properly commemorating the services and sacrifices of the soldiers, sailors, marines and airmen and airwomen who have served the country in war, or persons who have served the commonwealth in time of war; it has charge and control of the construction of any such monument, memorial or dedication and has custody and care thereof after its construction. In the case of dedications of streets and squares, the several streets and squares in the city shall retain the names by which they are now known, and all streets and squares hereafter to be laid out shall be named by the commission. The commission is authorized, in its discretion, to make any of the above-noted dedications or commemorations to veterans as well as non-veterans.

The commission on monuments, memorials and dedications is a ministerial multiple-member body.

Municipal Compensation Advisory Board

Established

There shall be a municipal compensation advisory board consisting of 5 members; 3 of whom shall be appointed by the Mayor and 2 of whom shall be appointed by the president of the Board of Aldermen.

General Authorities and Responsibilities

The municipal compensation advisory board continuously studies the adequacy of the compensation and expense allowances of all municipal elected officials, all officials appointed by the Mayor subject to the approval of the Board of Aldermen, and any other officials or employees of the city not represented by a collective bargaining unit. Each even-numbered year, by the third week of November, the municipal compensation advisory board reports to the Mayor and Board of Aldermen its recommendations and findings relative to compensation and allowances for those under its jurisdiction.

The municipal compensation advisory board is an advisory multiple-member body.

Planning Board

Statutory Reference: c. 41, § 81A

Established

There shall be a planning board consisting of 5 members and 2 alternate members.

General Authorities and Responsibilities

The planning board hears and decides applications for special permits and other development review as provided by the zoning ordinance; prepares and continually revises the comprehensive master plan of

the city; reviews planning policy and programs for conformance with the comprehensive master plan; and may develop an official map of the city. The planning board exercises all of the other powers, duties and responsibilities conferred on planning boards by the general laws.

The planning board is a regulatory multiple-member body.

Police Chief Selection Committee

Established

There shall be a police chief selection committee consisting of 9 members; 1 of whom shall be the personnel director, who shall serve as the chair; 1 of whom shall be a member of the Board of Aldermen appointed by its president; 1 of whom shall be the chair of the cultural council; 2 of whom shall be residents appointed by the president of the Board of Aldermen, with at least 1 of said members being a representative of the city's diverse socio-economic, racial, and ethnic populations; 2 of whom shall be residents appointed by the Mayor, with at least 1 of said members being a representative of the city's socioeconomic and racial and ethnic segments; and 2 of whom shall be sworn officers of the police department, with 1 of said members being a member of the union representing patrol officers, elected by that body, and with 1 of said members being a member of the union representing superior officers, elected by that body.

General Authorities and Responsibilities

The police chief selection committee consults with the Mayor and the procurement officer on the selection of a qualified recruitment and assessment contractor that will analyze candidates for chief of police; develops selection criteria after consultation with members of the public at community meetings, with an effort to invite representatives of diverse populations within the community; recruit qualified candidates; and administers a selection process, including but not limited to an interview process and a psychological evaluation. The police chief selection committee votes a list of no more than 5 and no less than 3 unranked qualified candidates for police chief and submits such list to the Mayor. All votes taken by the selection committee are by majority vote of those present. The police chief selection committee conducts a public interview process for the finalist prior to the appointment by the Mayor. If the selection committee determines that there are fewer than 3 candidates for police chief, the selection committee sends the names of the candidate(s) to the Mayor. If the selection committee submits to the Mayor a list of fewer than 3 candidates, or for any reason designated in writing, the Mayor may choose to commence a new selection process, in the manner prescribed herein. The Mayor shall make the final appointment from the list, subject to confirmation of the final appointment by the Board of Aldermen. Prior to confirmation of the final appointment, the Board of Aldermen shall be provided with a copy of the contract negotiated with the candidate selected by the Mayor, as well as a complete report of those candidates who applied and were deemed less qualified. The contract may not be subsequently amended without approval of the Board of Aldermen. The length of such contract of chief of police shall be for a period of at least three years, but no longer than five years.

The police chief selection committee is an advisory multiple-member body.

Recreation and Youth Commission

Established

There shall be a recreation and youth commission consisting of 10 members, all of whom shall be residents. The director of the recreation department shall act as the liaison to the commission.

General Authorities and Responsibilities

The recreation and youth commission serves to enrich the lives of Somerville residents by identifying services and programs for youth in the City of Somerville and advising the director concerning services and programs. The commission also serves as a youth advocate, providing access to related services, employers, and organizations within the City. The commission advises the recreation and youth department on all matters involving youth and recreation activities in Somerville.

The recreation and youth commission is an advisory multiple-member body.

Scholarship Committee

Statutory Reference: c. 60, §3C

Established

There shall be a scholarship committee consisting of 5 members, 1 of whom shall be the superintendent of schools or designee and 4 of whom shall be appointed by the Mayor.

General Authorities and Responsibilities

The scholarship committee provides educational financial aid to deserving city residents and establishes educational funds to provide supplemental educational funding for local educational needs or to provide funding for existing adult literacy programs. The scholarship committee exercises all of the other powers, duties and responsibilities conferred on scholarship committees by the general laws.

The scholarship committee is a ministerial multiple-member body of the City.

SomerPromise Trust Fund, Trustees of

Established

There shall be a board of trustees of the SomerPromise Trust Fund consisting of 11 members; 2 of whom shall be appointed by the Mayor; 1 of whom shall be a member of the Board of Aldermen appointed by its president; 2 of whom shall be representatives of Somerville Public Schools appointed by its superintendent; 1 of whom shall be a representative of the Somerville Housing Authority appointed by its executive director, 1 of whom shall be a representative of Tufts University appointed by the president of the university; 2 of whom shall be representatives of low-income residents of the target area of the Trust appointed by a majority vote of nonprofit organizations that serve low-income residents of the target area of the Trust and that are active members of the Coalition, with each nonprofit organization

having one vote, subject to the approval of the Mayor; and 2 of whom shall be representatives of nonprofit organizations serving low-income residents of the target area of the Trust appointed by a majority vote of nonprofit organizations that are active members of the Coalition, with each nonprofit organization having one vote. The Coalition refers to all agencies, departments, and organizations working together for the benefit of the city's children and youth.

General Authorities and Responsibilities

The SomerPromise Trust Fund ensures that each Somerville child who is 0-18 years old achieves his or her greatest potential, including graduating from high school college-ready. Data on service delivery and input from residents will guide decisions on how to use limited resources to achieve the greatest success. The Trustees of the SomerPromise Trust Fund propose policy for the Coalition to the Mayor and superintendent of schools, including the Coalition's mission statement, vision statement, goals and strategies; monitors the Coalition's operations, including evaluating the program director and the Coalition's initiatives and programs; provides the Mayor and superintendent of schools with recommendations on the grantmaking process; provides recommendations on approvals for requests for proposals; assesses funding proposals; provides recommendations on which activities and proposals to fund; evaluates the success of funded activities and proposals; publicly advocates for the Coalition; and ensures the ethical integrity and accountability of the Coalition.

The Trustees of the SomerPromise Trust Fund is a ministerial multiple-member body.

Traffic Commission

Statutory Reference: Chapter 397 of the Acts of 1978; c. 90, §20A½

Established

There shall be a traffic commission consisting of 7 members; 1 of whom shall be the director of the transportation and infrastructure division; 1 of whom shall be the commissioner of public works; 1 of whom shall be the chief of police or his designee; 1 of whom shall be the chief engineer of the fire department or his designee; 1 of whom shall be the chair of the committee on traffic and parking of the Board of Aldermen; and 2 of whom shall be residents of the city appointed by the Mayor.

General Authorities and Responsibilities

The traffic commission has all the authorities, duties and responsibilities conferred upon it pursuant to Chapter 397 of the Acts of 1978, as amended and Chapter 90, Section 20A ½ of the general laws.

The traffic commission is a regulatory multiple-member body.

Traffic Board

Statutory Reference: Chapter 397 of the Acts of 1978

Established

There shall be a traffic board consisting of 3 members; 1 of whom shall be appointed by the Mayor; 1 of whom shall be appointed by the Board of Aldermen; and 1 of whom shall be appointed by the first two members.

General Authorities and Responsibilities

Upon the filing of petitions with the traffic board by no fewer than 50 registered voters of the city, relative to any rule or regulation proposed to be adopted, altered or repealed by the traffic commission, and not yet in effect, the proposed action shall be suspended until the traffic board shall hold a public hearing thereon. The traffic board may approve or disapprove proposed actions by the traffic commission. Upon the filing of petitions with the traffic board by no fewer than 50 registered voters of the city, relative to any rule or regulation which has been adopted, altered or repealed by the traffic commission for a period of at least 30 days, the traffic board need not hold a public hearing thereon within 2 weeks of the date the petitions were filed and shall, following such hearing, determine whether to void the adoption, alteration or repeal of the rule or regulation.

The traffic board is a regulatory multiple-member body.

Tree Advisory Committee

Established

There shall be a tree advisory committee consisting of 5 members, as follows: the Mayor or designee; a representative selected by the Board of Aldermen, to serve for a term of three years; a representative of the office of strategic planning and community development; the tree warden; a member of the Somerville Garden Club, or similar organization, to serve for a term of three years, selected by the Mayor.

Authorities and Responsibilities

The Somerville Tree Advisory Committee will study, investigate, counsel and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. The committee, when requested by the Mayor, shall consider, investigate, make findings, report and recommend upon any special matter of question coming within the scope of its work.

The tree advisory committee is an advisory multiple-member body.

Urban Design Commission

Established

There shall be an urban design commission consisting of 5 members and 2 alternate members.

General Authorities and Responsibilities

The urban design commission provides advice and recommendations on applications for development review and design guideline policy as provided by the zoning ordinance.

The urban design commission is an advisory multi-member body.

Women's Commission

Established

There shall be a women's commission consisting of 9 members.

General Authorities and Responsibilities

The women's commission designs and implements programs that promote equality for all women in the city; recommends policy to all city agencies; coordinates activities of all city agencies on issues affecting women; initiates, coordinates and monitors the enactment of legislation which promotes the equal status of women at the city, state and federal level and ensures that appropriate regulations are adopted and enforced pursuant to such legislation; investigates incidents of discrimination against women; appears and speaks for and acts on behalf of individual women and groups of women confronted with incidents of discrimination; obtains from city agencies information necessary to carry out the functions, purposes, programs, and activities of the commission; initiates public exhibits and media events on city-owned property as well as in other locations within and outside of the city; and raises funds for the use of the commission.

The women's commission is an advisory multiple-member body.

Zoning Board of Appeals

Statutory Reference: c. 40A, §12

Established

There shall be a zoning board of appeals consisting of 5 members and two 2 alternate members.

General Authorities and Responsibilities

The zoning board of appeals hears and decides applications for variances from the requirements of the zoning ordinance; hears and decides applications for special permits and other development review as provided by the zoning ordinance; and hears and decides administrative appeals relating to actions or

refusals to act by the zoning enforcement officer or zoning administrator. The zoning board of appeals exercises all of the other powers, duties and responsibilities conferred on zoning boards of appeals by the general laws.

The zoning board of appeals is a regulatory multiple-member body.

PART II. ADMINISTRATIVE ORGANIZATION

1.00. Offices and Standards

1.01. Generally

All agencies, except the office of the city clerk, are under the jurisdiction of the Mayor and are described in this part of the administrative code. The description of agencies delineates the mission and functions of each agency and broadly highlights their authorities and responsibilities.

1.02. Coordination of Operations

The Mayor coordinates administration, finance, operations and public safety activities by meeting regularly to discuss and coordinate activities to mitigate duplication of services where possible. The Mayor develops action programs, evaluates program completion, and reviews management, financial, personnel, and legal issues. Significant attention is paid towards coordination of work programs, so as to ensure minimal work disruption and efficient service delivery. The delivery of services to the public requires coordination and cooperation among the various agencies, departments and programs within the City. Departmental managers identify those areas of concern where the various agencies can assist each other in the accomplishment of their mission.

1.03. Multiple-Member Body Coordination

It is an administrative obligation for the departmental liaison to a multiple-member body to regularly and accurately represent to management multiple-member body activities, policies and decisions, so as to ensure efficient implementation of said body's activities.

It is further an administrative obligation to assist multiple-member bodies in the pursuit of their missions and responsibilities. Administrative personnel ensure that multiple-member bodies receive objective, timely, professional and accurate information upon request, in order to better assist multiple-member bodies in their activities.

The Mayor ensures proper staff support to multiple-member bodies. The Mayor may discuss with the chair of any multiple-member body, the level and quality of administrative support provided, upon the multiple-member body chair's request. Multiple-member body chairmen are encouraged to communicate with the Mayor, as necessary, in this and other matters.

1.04. Board of Aldermen Coordination

City departments provide professional support to the elective organization of the City primarily through the Mayor and the school superintendent.

Coordination of reports to the Board of Aldermen occurs through the Mayor. All agencies under the jurisdiction of the Mayor ensure that the Board of Aldermen receives objective, timely, professional and accurate information upon request, in order to better assist the Board of Aldermen in its legislative and policy decision making process.

To ensure that the coordination of reports to the Board of Aldermen is effective, the Mayor assumes responsibility for the information transmittal. The procedure for transmittal of reports from an agency to the Board of Aldermen is for information to route through the Mayor. The procedure for transmittal of reports or service requests from the Board of Aldermen to an agency is for such requests to route through the Mayor.

Coordination of report or service requests involving the School Committee and school superintendent from any municipal agency is similarly transmitted through the Mayor.

Nothing in this section shall be construed to deny to members of the Board of Aldermen direct access to information that is readily available and provided by agencies to members of the general public in the pursuit of their civic responsibilities or private business, nor shall staff members be discouraged from providing such information through formal or informal means.

1.05. Annual Reports

All agencies shall prepare annual reports of their activities and submit it to the Mayor, on or before the fourth Friday in September. The annual report shall describe fiscal year activities for the year ending each June 30. Where required by state, regional and/or federal regulations, certain agencies may be required to submit copies of their annual reports to appropriate state, regional and/or federal agencies. The Mayor shall provide for a standard reporting format.

All books, papers, documents, equipment, building facilities, land and any other property, both real and personal, which is in the custody and control of any agency or department affected by any consolidations set forth in this section, shall forthwith be transferred by the former department to the new department. All monies which have been appropriated to any department or agency which is included in any consolidation under the provisions of this section shall be credited to the account of the new department. All contracts in force shall be continued in force by the city of Somerville until they otherwise expire or are cancelled. Any judicial proceeding in which any department affected by any consolidation under this section is a party shall not be affected by the consolidation, but the new department shall stand in the place of the former department.

Arts and Culture, Department of

Established

There shall be a department of arts and culture under the supervision of the director of arts and culture

General Authorities and Responsibilities

The department of arts and culture cultivates and celebrates the creative expressions of the Somerville community. Through innovative collaborations and quality programming the department works to make the arts an integral part of life reflective of the diversity of the city. The department is active in

supporting local artists, cultural organizations, and contributing to the economic development of the city.

Capital Planning and Engineering Department

Established

There shall be a capital planning and engineering department under the supervision of a director of capital planning and engineering.

General Authorities and Responsibilities

The capital planning and engineering department is responsible for the effective operation and the coordination of operations within the capital planning and engineering divisions.

Capital Projects Division

Established

There shall be a capital projects division within the capital planning and engineering department under the supervision of a director of capital planning and engineering.

General Authorities and Responsibilities

The capital projects division supervises the renovation, construction, alteration and preventive maintenance of city-owned buildings and infrastructure in an effective, efficient, economical, and sustainable manner which protects the city's capital investments.

Engineering Division

Established

There shall be an engineering division within the capital planning and engineering department under the supervision of a city engineer.

General Authorities and Responsibilities

The engineering division shall make surveys, plans, estimates and descriptions as necessary, and shall perform all other engineering services required by the City. The engineering division shall be consulted in relation to public improvements of every kind when the advice of a civil engineer would be of service.

City Clerk, Office of

Established

There shall be an office of the city clerk under the supervision of a city clerk.

General Authorities and Responsibilities

The office of the city clerk records and preserves all vital records of the city, including birth certificates, marriage licenses, and death records. The office of the city clerk provides customer assistance on births, marriages, and deaths, as well as business certificates, dog licenses, business licenses, and other matters; maintains and certifies the city charter as amended, the code of ordinances as amended, and other legislative and foundational documents; maintains the city's archive of municipal and public records; acts as clerk to the Board of Aldermen, preparing meeting agendas and meeting minutes, issuing licenses, and acting as the parliamentarian; keeps and distributes as appropriate the authorizations of appropriations, assessments, and other actions of the Board of Aldermen; manages administrative support to the licensing commission, preparing meeting agendas and meeting minutes, issuing licenses, and liaising with the state alcoholic beverages control commission. The office of the city clerk is the issuing authority for all licenses and permits of the Board of Aldermen and the licensing commission, and such other licenses, including dog licenses, raffles, and bazaars as may be authorized by law, ordinance or regulation. The office of the city clerk records all business-related filings, including business certificates. The office of the city clerk administers the oath of office to elected and appointed officials; furnishes copies of the open meeting and conflict of interest laws to all boards and commissions; posts meeting notices for all agencies, boards and commissions; and maintains a roster of appointments to boards and commissions. The city clerk receives official notice of all claims against the city and promptly transmits those notices to the city attorney. The city clerk records the actions of the planning board and zoning board of appeals and researches and issues clerk certificates related to said actions. The city clerk processes noncriminal violation payments, schedules noncriminal appeals for the municipal hearing officer, and provides administrative support for the municipal hearing officer's hearings and decisions. The city clerk is the custodian of the city seal and serves as a notary public.

Communications and Community Engagement, Department of

Established

There shall be a department of communications and community engagement under the supervision of a director of communications and community engagement.

General Authorities and Responsibilities

The department of communications and community engagement ensures both the outgoing delivery of information to community members on emergencies, programs, initiatives, events, public meetings, services and other relevant updates as well as the management of incoming resident feedback and requests for service or information via the 311 call center and other points of contact. The department also facilitates resident participation in all aspects of city government and community activities. Core communications functions include but are not limited to public information, civic engagement, and immigrant outreach.

Public information includes the dissemination of community information via all available communications channels; media and intergovernmental relations; event management; emergency communications; website development and management; citywide social media management; city and school television, video, and intranet services including public and educational access TV; and the enforcement of cable television franchises.

Civic engagement includes bringing data-driven discussions, leadership opportunities, and decision-making to residents and promoting and providing opportunities for civic engagement via a range of programs and services and by providing support to civic programs offered by all city departments.

Immigrant outreach includes providing language liaison services through the SomerViva program so as to provide the above-referenced services to non-English speaking residents, individual support to assist immigrant residents in navigating and accessing city and/or community services, and language support to all city departments.

Constituent Services Division

Established

There shall be a constituent services division within the department of communications and community engagement under the supervision of a director of constituent services.

General Authorities and Responsibilities

The constituent services division provides for the delivery of both resident-facing customer service as well as internal management of resident/community service requests; the management of primary points of customer service contact including the 311 call center, the city hall welcome desk, the city's switchboard operators, the customer service operators at the public safety building, and online 311 communications; management of work order tracking; and citywide customer service training and review.

Elections, Department of

Established

There shall be an elections department under the supervision of an elections commissioner. The department operates in connection with the board of election commissioners.

General Authorities and Responsibilities

The election department conducts elections, collects census data, and maintains a collection of public records, including voter and resident lists, campaign finance records, and election results. The election department distributes and administers nomination papers and petitions, certifies signatures, prepares ballots, staffs polling locations, maintains voting machines, trains wardens and clerks, tabulates votes, publishes official results of all elections, and ensures candidates' compliance with campaign finance laws and the Somerville ethics ordinance. The department also administers the annual city census. The elections commissioner also serves on the ethics commission and is its keeper of records.

Finance Department

Established

There shall be a finance department under the supervision of a finance director who may serve as the auditor or the treasurer/collector, but not both. There shall be an assessing division, an auditing division, a treasury/collecting division, procurement division, and a grants division within the finance department.

General Authorities and Responsibilities

The finance department is responsible for the effective operation and coordination of operations within the assessing, auditing, treasury/collecting and procurement functions. The finance department exercises these responsibilities in accordance with policies adopted by the Mayor and in accordance with all laws, ordinances, rules, regulations and generally accepted governmental financial practices. The department is cognizant of the statutory responsibilities and practices of all of the officers within the department and consults with them to ensure that these duties and responsibilities are properly exercised and discharged. In addition to supervising and directing the effective functioning of the divisions of assessing, auditing, treasury/collecting, procurement and grants, the department assumes the following specific powers and duties: coordination of all financial services and activities of the city and as allowed by law with the school department; investment of city funds and management of debt; rendering advice, assistance, guidance and recommendations to all city agencies in any financial or fiscal affairs; monitoring throughout the fiscal year the expenditure of funds by city agencies; compiling and submitting an annual operating budget to the Mayor; developing and submitting an annual 5-year capital investment plan; developing and submitting a five-year financial forecast of the city's revenue, expenditures and debt; coordinating and managing all financial information received from the board of assessors to forecast future financial growth and anticipated revenues and advising the Mayor and Board of Aldermen accordingly; setting policies and procedures for the collection of all revenues due and owing to the city; participating in collective bargaining contract negotiations and researching their financial implications; and assisting in the development and presentation of the city's fiscal condition to national investment and bond rating services.

Assessing Division

Established

There shall be an assessing division within the finance department under the supervision of a director of assessing who shall also be a member of the board of assessors.

General Authorities and Responsibilities

The assessing division provides taxpayers and the general public with the best professional service and information available. Efficient and effective assistance allows taxpayers, the public, other city departments, and state agencies to maintain the highest level of confidence in the board of assessors and its data. The assessing division develops real and personal property assessments; the tax rate and determination of classification impact; and abatements, statutory and residential exemptions, CPA

exemptions, and excise tax administration. The assessing division also determines percentages of local tax levy for property.

Auditing Division

Established

There shall be an auditing division within the finance department under the supervision of a city auditor.

General Authorities and Responsibilities

The auditing division protects the fiscal interests of the city by ensuring that financial records are accurately maintained and preserved; supervising and controlling the expenditures of city funds; utilizing sound accounting procedures; and performing all other auditing and accounting functions required by sound fiscal practice pursuant to the charter, ordinances and the laws of the commonwealth. The auditing division produces monthly financial reports of revenues and expenditures. The division examines the books and accounts of all city divisions and agencies entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers on which funds have been or may be paid from the city treasury. The auditing division verifies the cash balance of the city treasury by actual count of the cash and review of the bank reconciliations and sets out in an annual report the facts so found. The division audits annually the accounts of the trustees of any property where the principal or income, in whole or in part, is bequeathed or given in trust for the benefit of the city and examines and estimates the funds, securities, and property held by such trustees. The division examines all bills, drafts, orders and payrolls, and, if found correct, draws a warrant upon the treasury for their payment. The auditing division disallows or refuses to approve for payment any claim found to be fraudulent, unlawful or excessive. The division maintains a complete set of books and all accounts are kept, so far as practicable, in conformity with the classifications and forms prescribed by law. The division has custody of all contracts of the city.

Procurement Division

Established

There shall be a procurement division within the finance department under the supervision of a purchasing director.

General Authorities and Responsibilities

Upon requisition in writing signed by the head of any department, the procurement division shall purchase all materials, apparatus, and other supplies required by such departments, except books for the library. The procurement division shall purchase all supplies for the school department except textbooks and educational supplies, in accordance with instructions from the school department. The procurement division shall purchase contractual services needed by departments including the repair and maintenance of office equipment, rentals of machinery, equipment, furniture, and all similar contractual services. Contractual services shall not be construed to mean the hiring of department personnel.

Treasury/Collecting Division

Established

There shall be a treasury/collecting division within the finance department under the supervision of a treasurer/collector.

General Authorities and Responsibilities

The treasury/collecting division manages city assets, including cash and tax receivables and ensures that all assets are accounted for and all receipts due to the city are collected and that city borrowing or investment of city funds are conducted according to the principles of safety, liquidity and yield in accordance with law. The treasury/collecting division collects and enforces compliance with collection of committed taxes, including real estate, personal property, and excise. The division receives all money belonging to the city and expends it accordingly under the direction of the finance director. The treasurer/collector is the negotiating officer for all municipal borrowings and maintains an efficient cash management system reflecting all receipts, disbursements, and cash balances. The treasurer/collector signs all municipal lien certificates, and maintains tax title accounts. Sales of foreclosed properties and land of low value auctions are presided over by the treasurer/collector. The treasurer/collector shall carry bonds with sufficient penalties and sureties protecting the city for duties of receipt, custody, and disbursement of funds.

Grants Division

Established

There shall be a grants division within the finance department under the supervision of a grants administrator.

General Authorities and Responsibilities

The grants division shall prepare applications for grants and provide grant administration for those received. All grants shall be managed to comply with the laws, regulations and guidance of the grantors. All gifts and donations shall be managed and expended according to the wishes and instructions of the donor consistent with the requirements of the constitution, general laws, charter, and ordinances. All gifts and grants shall be evaluated for suitability and consistency with city policies. They shall also be formally accepted by the Board of Aldermen.

Fire Department

Established

There shall be a fire department under the supervision of a chief fire engineer.

General Authorities and Responsibilities

The fire department takes all necessary steps for the prevention and extinguishment of fires and the mitigation of hazardous incidents within the city, including the utilization of all necessary personnel and

equipment therefore, the destruction of any building or structure, and the removal of any obstruction for the purpose of checking or extinguishing fires or hazardous incidents. The fire department assists in the reestablishment of order in the event of civil disturbance, disaster, riot or any other declared emergency; maintains a record of all fires which occur within the city requiring the services of the department; carries out the terms and provision of all fire service agreements entered into with other governmental units; investigates the causes of all fires and provides for written reports of all suspected arson; and inspects all buildings and structures as provided for by the state fire code and for the issuance and renewal of certificates of occupancy. The department acts as the emergency management agency for the city.

Health and Human Services, Department of

Established

There shall be a health and human services department under the supervision of a director of health and human services.

General Authorities and Responsibilities

The health and human services department is responsible for the effective operation and the coordination of operations within the public health division; elder services division; veterans' services division; and human services division.

Public Health Division

Established

There shall be a public health division within the health and human services department under the supervision of a director of health and human services.

General Authorities and Responsibilities

The public health division administers and enforces rules and regulations on behalf of the Board of Health, local ordinances, and state laws and regulations relating to public health. The division provides for the detection, investigation, reporting, prevention and control of any diseases or hazards considered dangerous or that may affect public health. The Board of Health provides regulatory power to agents of the city to conduct inspections and issues permits, licenses, and certificates and promulgates and enforces reasonable rules and regulations and provides for appeals and variances as required under the state sanitary code, the state environmental code and the various state codes and city ordinances concerning food purity and quality, housing quality, and other areas of environmental quality as deemed necessary and allowable under law. The division establishes and maintains health programs as necessary, desirable, and possible for the promotion or protection of public health and the control of disease as necessary to ameliorate the risk factors associated with the causes of injury, sickness, death and disability within the city. The division conducts and/or participates in periodic community assessments in order to identify prevalent health needs and recurrent health problems of the community. The division operates programs including but not limited to public health nursing, school nursing, substance abuse prevention, mental health and wellness initiatives, healthy eating and active living initiatives, and public health emergency preparedness. The division prepares, publishes and

disseminates such information as may be necessary to inform and advise the public concerning the health and wellness of the population, specific hazards and risk factors that may adversely affect the health and wellness of the population, and specific activities that individuals and institutions can engage in to promote and protect the health and wellness of those who live and work in Somerville.

Elder Services Division

Established

There shall be an elder services division within the health and human services department under the supervision of an elder services director.

General Authorities and Responsibilities

The elder services division encompasses the council on aging, which operates senior centers and provides a broad range of services for residents over age 50. The division is responsible for outreach to elders, in particular to hard-to-reach elders, including those with limited English-speaking abilities or with mobility impairments; develops health, cultural and recreational programs; provides administrative support to the council on aging; and receives advisory information regarding program service delivery.

Veterans' Services Division

Statutory reference: c. 115, §§ 3, 10

Established

There shall be a veterans' services division under the supervision of a director of veterans' services.

General Authorities and Responsibilities

The veterans' services division helps veterans to obtain benefits from federal, state, and local sources and encourages public support of veterans by organizing community events such as parades and festivals. The division administers a program of financial assistance for indigent veterans and their dependents pursuant to the general laws; supports veterans with educational and employment counseling, and by assisting them in applying for benefits from government and non-government entities; prepares and pays eligible claims for the burial of veterans and their dependents in accordance with general laws; ensures that each veteran's grave within the city is suitably cared for, as required by law; and encourages public support for veterans by organizing parades and other public events, by dedicating squares to veterans and civilians who made significant contributions to the city or the nation, and by decorating the graves of veterans on Memorial Day.

Human Services Division

Established

There shall be a human services division under the supervision of the director of human services.

General Authorities and Responsibilities

The human services division ensures that Somerville residents have access to high-quality programs and social services that encourage self-sufficiency, offer opportunities to develop participants' full potential, and celebrate the proud history of diversity, racial tolerance, and cultural harmony in the city. It combats potential threats to the overall health of the community and promotes the economic, physical and emotional well being of Somerville residents. To these ends, the human services division seeks to collaborate with residents, other city departments, and local, state and federal agencies in developing appropriate programs and services to bring an inter-departmental approach to issues affecting the health, well being, and connectedness of Somerville residents including but not limited to the areas of accessibility, youth development and services, and social service referrals and coordination.

Human Resources, Department of

Established

There shall be a human resources department under the supervision of a human resources director.

General Authorities and Responsibilities

The human resources department provides advice and assistance to the Mayor and departmental managers on all personnel matters. The department administers the classification and compensation plans, collective bargaining agreements, health and welfare benefits, and personnel policies; plans, develops, supervises, and conducts safety, training, education, employee assistance and career information programs; develops, establishes, and coordinates uniform personnel practices and procedures, including centralized personnel records, standardization of forms and records, position descriptions and compensation standards; furnishes information relative to civil service and provides assistance to public safety departments relative to civil service matters; develops, establishes, and coordinates affirmative action and equal employment opportunity programs designed to reflect the diversity of the city's population in the workforce; ensures the city's compliance with the Fair Labor Standards Act; designs and administers the group health and welfare programs to include group health, dental, group and voluntary life insurance, flexible spending accounts; manages the unemployment insurance program and the Family Medical Leave Act; administers Workers' Compensation benefits for all city employees excluding public safety officials; and ensures payroll checks are distributed to city and school employees in a timely fashion.

The department works under federal and state regulations and guidelines.

Information Technology, Department of

Established

There shall be a department of information technology under the supervision of a director of information technology.

General Authorities and Responsibilities

The department of information technology provides the city with a high-speed fiber network for data recording, electronic mail, high-speed Internet access, citizen website, accessible electronic documents, financial applications, storage considerations, consolidations, and enhanced databases. The department

provides an efficient and accountable access to information about the city for employees and residents. It manages information technology investments in the communications and computing infrastructure and the voice over internet protocol phone system as well as the city's data applications and security, software applications and implementation, and computer-related training.

Innovation and Analytics, Department of

Established

There shall be a department of innovation and analytics under the supervision of a director of innovation and analytics.

General Authorities and Responsibilities

The department of innovation and analytics performs statistical and financial analysis of city data with the aim of improving services, reducing costs, and increasing public safety. The department prepares frequent "Stat" presentations for the Mayor and key personnel with data on how well departments are performing; assists in the preparation of the annual operating and capital budgets, long-term financial forecast and the capital improvement program in conjunction with the finance department; facilitates inter-departmental collaborations at the Mayor's request; makes projections on how policies will impact the city and its residents; and manages critical projects as assigned.

Inspectional Services, Department of

Established

There shall be an inspectional services department, under the supervision of a superintendent of inspectional services who shall serve as the building commissioner. The building inspectors, electrical inspectors, sanitary inspectors, plumbing inspectors, and sealer of weights and measures are under the supervision of the superintendent of inspectional services.

General Authorities and Responsibilities

The department makes inspections, issues permits, enforces ordinances and promulgates and enforces reasonable rules and regulations as may be required under the state building, electrical, wiring, fire, sanitary, and plumbing and gas code. The department enforces the provisions of the zoning ordinance and certain provisions of the code of ordinances as set forth therein.

All permits issued, inspections made and enforcement conducted by the department shall be in accordance with all governing provisions of the Massachusetts General Laws and the Code of Massachusetts Regulations.

Law Department

Established

There shall be a law department under the supervision of a city attorney.

General Authorities and Responsibilities

The law department examines all titles to property purchased by the city; draft all bonds, deeds, contracts and other legal instruments of whatsoever nature which may be required by any ordinance or order of the Board of Aldermen, or by any committee thereof, or by any board or officer of the city to which the city or agents may be a party, and which by law, usage or agreement the city is to be at the expense of drawing; examine and report upon all orders which shall be submitted to him or her for his or her opinion; prosecute all actions in behalf of the city or any officer thereof, and defend all actions brought against the city in any court or other tribunal; appear as counsel in any other action which may involve the rights and interests of the city and defend any of the officers of the city in actions brought against them for the performance of any official duty when any right, privilege, ordinance act or direction of the city may be brought in question; appear as counsel before committees of the legislature whenever the interest of the city may be affected; furnish the Mayor, the Board of Aldermen or any member or committee thereof, and any board or officer of the city who may need the same in the discharge of official duty, his or her legal opinion upon any subject touching the duties of their respective offices; but whenever the opinion is required to be in writing, the question submitted for his or her consideration shall also be stated in writing; and in all matters do every professional act incident to the office which may be required of him or her in behalf of the city. The city attorney may, with the approval of the city treasurer, begin and prosecute legal proceedings for the collection of claims due the city. The city attorney may, with the approval of the Mayor, begin and prosecute such other legal proceedings as in his or her judgment the interests of the city may require, and makes a report thereof to the Board of Aldermen. The head of a department may, with the written approval of the Mayor and the city attorney, make settlements of claims for damages against the city. The Mayor may, with the approval of the head of a department and the city attorney, make settlement of claims in favor of the city and sign, seal and deliver in the name and behalf of the city releases.

Police Department

Established

There shall be a police department under the supervision of a chief of police. There shall be an enhanced 911 division and an animal control division within the police department.

General Authorities and Responsibilities

The police department is responsible for the protection of life and property, the preservation of peace, order and safety, the safeguarding of constitutional guarantees, the prevention of crime and the detection and arrest of offenders. The department investigates incidents and is empowered to enforce laws and ordinances. The chief of police issues licenses and permits for firearms and gunsmiths, and makes recommendation to the Mayor on individuals to be appointed as constables and special police officers.

Enhanced 911 Division

Established

There shall be an enhanced 911 division within the police department under the supervision of the chief of police or the chief's designee.

General Authorities and Responsibilities

The division is responsible for the receipt and appropriate dispatch of public safety service requests.

Animal Control Division

Established

There shall be an animal control division within the police department under the supervision of the chief of police or the chief's designee.

General Authorities and Responsibilities

The animal control officer operates pursuant to the Somerville Code of Ordinances and Charter, as well as the applicable sections of the Massachusetts General Laws, including but not limited to chapter 140.

Public Library

Established

There shall be a public library under the supervision of a library director.

General Authorities and Responsibilities

The public library provides for the free circulation of books, information technology, and digital materials; maintains Somerville memorabilia for the community; and may receive and hold gifts, bequests and devises for its use. The library makes available public meeting space.

Public Works, Department of

Established

There shall be a department of public works under the supervision of a commissioner of public works. There shall be an administrative division; a highway, electric lines and lights division; a sanitation division; and a buildings and grounds division within the department of public works.

General Authorities and Responsibilities

The commissioner of public works shall have the direction and control of the construction, alteration, repair, maintenance and management of ways, streets, sidewalks and bridges; the commissioner shall have the powers and discharge the duties of surveyors of highways, and the construction, alteration,

repair and care of main drains and common sewers; the commissioner shall make and have the custody of all plans, surveys, measurements and levels appertaining the public ways, drains, sewers, water works or lands; the commissioner shall have charge of the repair, maintenance and care of public buildings; the commissioner shall have charge, so far as the rights of the city extend, of fire alarm and police signal systems, gas pipes, and street lighting; and the commissioner shall have charge of the construction, extension, alteration, repair, care and management of the water works.

Administrative Division

Established

There shall be an administrative division within the department of public works under the supervision of a director of administration.

General Authorities and Responsibilities

The administrative division provides centralized administrative and management support including 311 dispatch, constituent services, financial management and community relations.

Building and Grounds Division

Established

There shall be a buildings and grounds division within the public works department under the supervision of a director of building and grounds.

General Authorities and Responsibilities

The buildings and grounds division removes graffiti; maintains grass areas; empties trash receptacles in designated locations; maintains playgrounds, tot-lots and play equipment; shovels, plows, and removes snow in designated locations; distributes voting machines and prepares polling places; installs, maintains and removes holiday lights and decorations; installs and maintains lighting in plazas, squares, median strips, and other designated areas; performs minor renovations and general carpentry, plumbing, masonry and electrical work; supplies sound equipment, stages, movie screens, chairs, tents, trash receptacles for city-sponsored events; moves furniture and equipment from one location to another; supervises custodians in all public buildings; provides sports layouts; maintains cemeteries; repairs equipment; landscapes and designs areas for shrubs, bushes, grass, layouts, and flower planting; supplies and maintain flags; activates and maintains sprinklers, water fountains, and irrigation systems; and provides other related services as assigned.

Highway, Electric Lines and Lights Division

Established

There shall be a highways, electric lines and lights division within the department of public works under the supervision of a director of highways.

General Authorities and Responsibilities

The division causes the streets to be kept in good repair and safe and convenient for travelers; prevents and removes any nuisances and obstructions on the public ways; examines all bridges at least annually; and declares streets or bridges to be unsafe for travel and abates such conditions. The division controls all wires over, under or in the streets and other public places, over buildings, and within a building which is designed to carry any electric light or power current. It controls all poles, conduits and other structures holding, supporting or containing such wires in streets and other public places; removes abandoned wires and poles; and enforces all laws and ordinances relating to such wires, poles, conduits and other structures. It also determines the safety of wire appliances or apparatus used for the distribution of an electric current within a building and may direct any person using the same to shut off the current therefrom until existing defects are remedied and shall also notify the person or corporation supplying the current of existing defects.

Recreation Department

Established

There is hereby established a recreation department under the supervision of a director of recreation.

General Authorities and Responsibilities

The recreation department exists to enrich the lives of youth by identifying, recruiting, improving, increasing, and providing youth services and programs for youth in the City of Somerville. It operates year-round programs throughout the city's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities; creates curriculum and activities that encourage community awareness in the city's young people; and serves as a youth advocate, providing access to related services, employers, and organizations within the city.

The recreation department is responsible for the establishment, coordination and/or implementation of community sports programs for all boys and girls as well as adults, including working with the city's youth leagues. The department interacts with the Mayor for the purpose of program approval, budgeting, expenditure, and grant assistance; interacts with the school department concerning utilization of school gyms, fields, coordination of special needs activities with the school department's special needs division, and scheduling activities for athletic fields; interacts with the department of public works on a regular basis to prepare, maintain, and improve facilities; and interacts with the police department to schedule recreation and public events programs, special details, and patrols and generally coordinate recreational services with public safety concerns.

Strategic Planning and Community Development, Office of

Established

There shall be an office of strategic planning and community development under the supervision of an executive director. There shall be an administration and finance division; an economic development division; a housing division; a planning division; and a transportation and infrastructure division within the office of strategic planning and community development.

General Authorities and Responsibilities

Administration and Finance Division

Established

There shall be an administration and finance division within the office of strategic planning and community development under the supervision of a director of finance and administration. The administration and finance division develops the annual operating budget of the office of strategic planning and development; ensures that revenues and expenditures are within annual budget parameters; implements grants to meet the needs of residents and business persons; and administers funds from various city, state and federal sources.

Economic Development Division

Established

There shall be an economic development division within the office of strategic planning and community development under the supervision of a director of economic development.

General Authorities and Responsibilities

The economic development division fosters the stability and growth of the city's economy and its commercial squares and corridors. This division is committed to bringing new business to Somerville while working with existing business owners to ensure their long-term success. The economic development division provides resources for assisting interested businesses with site location, technical assistance, accessing grants and loans, and other relevant business development programs.

Housing Division

Established

There shall be a housing division within the office of strategic planning and community development under the supervision of a director of housing.

General Authorities and Responsibilities

The housing division delivers resources and services that promote an affordable, sustainable, and livable community for all residents. The housing division secures and administers funds for the development and maintenance of affordable housing and provides various housing services to improve the quality of the housing stock and ensure it meets the needs of residents.

Planning Division

Established

There shall be a planning division within the office of strategic planning and community development under the supervision of a planning director.

General Authorities and Responsibilities

The planning division implements the SomerVision comprehensive master plan by preserving the city's neighborhoods, enhancing the city's corridors and squares, and transforming the city's redevelopment areas. This is achieved by protecting and enhancing the physical environment; shaping the built character of the city; protecting the city's historic resources; managing and implementing long-term planning and urban design projects; and coordinating a transparent and fair, efficient, and effective development review and permitting process.

Transportation and Infrastructure Division

Established

There shall be a transportation and infrastructure division within the department of strategic planning and community development under the supervision of a director of transportation and infrastructure.

General Authorities and Responsibilities

The transportation and infrastructure division makes mobility within the city and access to the city's neighborhoods as safe, convenient, and pleasant as possible; addresses infrastructure needs for economic development; and enhances the built environment by developing high quality civic open spaces. The division undertakes strategic planning, project development, and management of the transportation network and works to link transportation projects with new economic development. Additionally, the division oversees proposed transit and bus projects, bicycle and pedestrian programs, and development and maintenance of Somerville's parks and other civic open spaces.

Sustainability and Environment, Office of

Established

There shall be an office of sustainability and environment under the supervision of a director of sustainability and environment.

General Authorities and Responsibilities

The office of sustainability and environment identifies, implements and promotes cost-effective strategies to reduce the environmental impacts of city government, businesses and residents.

Traffic and Parking Department

Established

There shall be a traffic and parking department under the supervision of a director of traffic and parking.

General Authorities and Responsibilities

The traffic and parking department carries out the traffic commission's rules and regulations related to vehicular and pedestrian traffic in the city's streets and to the movement, stopping, standing or parking of vehicles on, and their exclusion from, all or any streets, ways, highways, roads and parkways under the control of the city.

Water and Sewer Department

Established

There shall be a water and sewer department under the supervision of a superintendent of water and sewer.

General Authorities and Responsibilities

The water and sewer superintendent calculates and sets the retail water and sewer rates subject to Mayoral approval; installs, repairs and maintains the drinking water distribution system; installs, maintains, repairs and replaces water meters and meter transmission units; issue bills for water and sewer services; installs, repairs and maintains the sewer and storm water system; oversees a cross connection control program to ensure the safety of the drinking water system; investigates diversion or theft of water sources; assists homeowners with elimination of sewage back up; provides service assistance to water and sewer customers; and provides other related services as assigned.