

City of Somerville, Massachusetts



Proposed Fiscal Year 2010

Municipal Budget

Mayor Joseph A. Curtatone

**CITY OF SOMERVILLE, MASSACHUSETTS
FISCAL YEAR 2010 BUDGET**

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CITY OF SOMERVILLE
FISCAL YEAR 2010
PROPOSED DEPARTMENT APPROPRIATIONS

GENERAL FUND	PERSONAL SERVICES	ORDINARY MAINTENANCE	CAPITAL OUTLAY	SPECIAL ITEMS	TOTAL BUDGET
GENERAL GOVERNMENT					
BOARD OF ALDERMEN	279,464	40,200			319,664
CLERK OF COMMITTEES	50,465	1,000			51,465
EXECUTIVE ADMINISTRATION	344,444	63,400		85,000	492,844
EXEC-SOMERSTAT	249,340	10,500			259,840
EXEC-CAPITAL PROJECT MGT.	210,683	4,500			215,183
EXEC-COUNCIL ON AGING	215,234	8,700		26,000	249,934
EXEC-ARTS COUNCIL	96,390	2,000			98,390
EXEC-CONSTITUENT SERVICES	565,024	10,750			575,774
OFFICE OF SUSTAINABILITY & ENVIRONMENT	130,088	30,975			161,063
COMMUNICATIONS	42,828	89,387			132,215
PERSONNEL	297,318	153,000		44,000	494,318
INFORMATION TECHNOLOGY	579,970	835,400			1,415,370
ELECTIONS	300,165	70,950			371,115
VETERAN'S SERVICES	106,193	220,304			326,497
FINANCE DEPT-TREASURER/COLL	566,970	274,805		10,000	851,775
FINANCE DEPT-AUDITING DIV	751,535	94,125			845,660
FINANCE DEPT-PURCHASING DIV	265,043	32,275			297,318
FINANCE DEPT-ASSESSING DIV	559,490	75,500			634,990
FINANCE DEPT- INTERNAL CONTROL	61,047	-			61,047
FINANCE DEPT-GRANTS MGT	102,529	5,900			108,429
CITY CLERK	313,947	95,779			409,726
LICENSING COMMISSION	6,405	-			6,405
LAW	527,029	141,200			668,229
OSPCD ADMINISTRATION	135,128	21,551			156,679
OSPCD TRANSPORTATION	110,682	5,212			115,894
OSPCD PLANNING	291,331	18,134			309,465
OSPCD HOUSING	14,130	2,600			16,730
REDEVELOPMENT AUTHORITY	10,676				10,676
OSPCD ECONOMIC DEVELOPMENT	167,940	5,420			173,360
INSPECTIONAL SERVICES	1,003,519	41,912			1,045,431
TOTAL GENERAL GOVERNMENT	8,355,007	2,355,479	-	165,000	10,875,486

CITY OF SOMERVILLE
FISCAL YEAR 2010
PROPOSED DEPARTMENT APPROPRIATIONS

GENERAL FUND	PERSONAL SERVICES	ORDINARY MAINTENANCE	CAPITAL OUTLAY	SPECIAL ITEMS	TOTAL BUDGET
PUBLIC SAFETY					
EMERGENCY MANAGEMENT	18,434	5,700			24,134
FIRE	12,163,551	245,877			12,409,428
FIRE ALARM	811,639				811,639
POLICE-E911	601,906				601,906
POLICE-ANIMAL CONTROL	69,288	12,507			81,795
POLICE	12,317,372	370,741		51,314	12,739,427
TRAFFIC AND PARKING	2,339,165	631,100			2,970,265
BOARD OF HEALTH	1,047,394	116,749			1,164,143
TOTAL PUBLIC SAFETY	29,368,749	1,382,674	-	51,314	30,802,737
CULTURE AND RECREATION					
LIBRARIES	1,417,623	201,520			1,619,143
RECREATION	504,038	25,175			529,213
TOTAL CULTURE&RECREATION	1,921,661	226,695	-	-	2,148,356
PUBLIC WORKS					
DPW - ADMINISTRATION	481,020	850,200			1,331,220
DPW - ELECTRICAL	305,876	86,000	30,000		421,876
DPW - ENGINEERING	83,891	2,075			85,966
DPW - HIGHWAY	1,681,623	495,300			2,176,923
DPW- SNOW REMOVAL		500,000			500,000
DPW - SANITATION		4,280,100			4,280,100
DPW - BUILDING & GROUNDS	1,675,400	6,784,794			8,460,194
DPW-SCHOOL CUSTODIANS	2,483,025				2,483,025
WEIGHTS AND MEASURES	83,990	2,790			86,780
TOTAL PUBLIC WORKS	6,794,825	13,001,259	30,000	-	19,826,084

CITY OF SOMERVILLE
FISCAL YEAR 2010
PROPOSED DEPARTMENT APPROPRIATIONS

GENERAL FUND	PERSONAL SERVICES	ORDINARY MAINTENANCE	CAPITAL OUTLAY	SPECIAL ITEMS	TOTAL BUDGET
PENSION & FRINGE					
HEALTH INSURANCE	25,585,212	80,000			25,665,212
LIFE INSURANCE	105,000				105,000
PAYROLL TAXES	1,045,000				1,045,000
WORKER'S COMPENSATION	451,712	325,600			777,312
UNEMPLOYMENT COMPENSATION	300,000				300,000
PENSIONS/NON-CONTRIBUTORY		333,431			333,431
PENSION ACCUMULATION FUND	10,352,352				10,352,352
TOTAL PENSION & FRINGE	37,839,276	739,031	-	-	38,578,307
DEBT SERVICE					
MUNICIPAL INDEBTEDNESS		8,606,839			8,606,839
TOTAL DEBT SERVICE	-	8,606,839	-	-	8,606,839
OTHER					
DAMAGE TO PERSONS & PROPERTY		175,000			175,000
SALARY CONTINGENCY	1,250,000				1,250,000
BUILDING INSURANCE		305,235			305,235
					-
TOTAL OTHER	1,250,000	480,235	-	-	1,730,235
SCHOOL DEPARTMENT					47,704,034
TOTAL MUNICIPAL- GENERAL FUND APPROPRIATIONS	85,529,518	26,792,212	30,000	216,314	160,272,078

CITY OF SOMERVILLE
FISCAL YEAR 2010
PROPOSED DEPARTMENT APPROPRIATIONS

GENERAL FUND	PERSONAL SERVICES	ORDINARY MAINTENANCE	CAPITAL OUTLAY	SPECIAL ITEMS	TOTAL BUDGET
<u>MEMO ITEMS</u>					
OVERLAY RESERVE				1,500,000	1,500,000
<u>STATE ASSESSMENTS</u>					
RETIRED EMPLOYEES HEALTH INSURANCE				13,469	13,469
AIR POLLUTION DISTRICTS				19,223	19,223
METROPOLITAN AREA PLANNING COUNCIL				22,080	22,080
RMV NON RENEWAL SURCHARGE				359,240	359,240
MBTA				4,569,887	4,569,887
BOSTON METRO TRANSIT DISTRICT				1,040	1,040
SPECIAL EDUCATION				21,032	21,032
SCHOOL CHOICE SENDING TUITION				13,606	13,606
CHARTER SCHOOL SENDING TUITION				5,088,248	5,088,248
TOTAL STATE ASSESSMENTS				10,107,825	10,107,825
GRAND TOTAL				171,879,903	

CITY OF SOMERVILLE
FISCAL YEAR 2010
PROPOSED APPROPRIATIONS

	PERSONAL SERVICES	ORDINARY MAINTENANCE	CAPITAL OUTLAY	DEBT SERVICE	SPECIAL ITEMS	TOTAL BUDGET
WATER ENTERPRISE FUND	1,241,032	520,230	1,746,000	1,263,697	6,102,995	10,873,954
SEWER ENTERPRISE FUND	376,463	464,800	1,194,938	1,005,382	12,684,457	15,726,040
TOTAL ENTERPRISE FUNDS	1,617,495	985,030	2,940,938	2,269,079	18,787,452	26,599,994

City of Somerville, Massachusetts
Revenue Summary and Revenue Estimates
Fiscal Year 2010

	Budget FY2009	Budget FY2010	FY2010 Increase (Decrease)	Percent Increase (Decrease)
Taxes:				
Real Estate & Personal Property	\$ 92,534,464	\$ 96,363,571	\$ 3,829,107	4.14%
Motor Vehicle Excise	4,500,000	4,127,361	(372,639)	-8.28%
Urban Excise Tax - 121A	122,763	122,763	-	0.00%
Local Option Room Excise	364,400	319,520	(44,880)	-12.32%
In lieu of Tax Payments	147,880	155,941	8,061	5.45%
Tax Revenue Total >	\$ 97,669,507	\$ 101,089,156	\$ 3,419,649	3.50%

Penalties & Interest on Taxes & Excises

Interest - Personal Property	\$ 22,000	\$ 19,000	(3,000)	-13.64%
Interest - Real Estate	150,000	150,000	-	0.00%
Interest - Vehicle Excise	26,000	18,000	(8,000)	-30.77%
Penalties - Taxes & Excise	50,000	150,000	100,000	200.00%
Interest Tax Liens	300,000	250,000	(50,000)	-16.67%
Penalties - Tax Liens	246,000	112,500	(133,500)	-54.27%
Penalties-Excise Fees	-	-	-	
Penalties & Interest on Taxes & Excises Total>	\$ 794,000	\$ 699,500	\$ (94,500)	-11.90%

State Aid:

Chapter 70	\$ 20,597,265	\$ 20,185,320	\$ (411,945)	-2.00%
SBAB	4,281,137	4,281,136	(1)	0.00%
Charter School Tuition Assessment Reimbursement	1,571,075	1,076,510	(494,565)	-31.48%
Additional Assistance	16,219,924		(16,219,924)	-100.00%
Lottery	12,055,660		(12,055,660)	-100.00%
General Fund Supplement to Hold Harmless-Lottery	1,845,845		(1,845,845)	-100.00%
Unrestricted General Government Aid	-	19,832,947	19,832,947	
Police Career Incentive	540,696	107,135	(433,561)	-80.19%
Veterans Benefits	106,784	113,926	7,142	6.69%
Elderly Abatement	71,786	-	(71,786)	-100.00%
Surv SPS Abatement	261,999	327,130	65,131	24.86%
Reimbursement of COLA for Non-Contributory	25,000	12,000	(13,000)	-52.00%
Reimbursement-Miscellaneous	20,000	-	(20,000)	-100.00%
State Aid Total >	\$ 57,597,171	\$ 45,936,104	\$ (11,661,067)	-20.25%

Fines & Forfeits

Towing Charges	\$ 37,500	\$ 30,000	\$ (7,500)	-20.00%
Parking Fines	7,086,133	8,668,791	1,582,658	22.33%
Parking Fines Surcharge	95,000	64,000	(31,000)	-32.63%
RMV Non-Renewal Surcharge	66,000	66,000	-	0.00%
Court Fines	12,000	10,000	(2,000)	-16.67%
Moving Violations	260,000	260,000	-	0.00%
Restitution	4,000	8,000	4,000	100.00%
Tobacco Fines	1,400	1,400	-	0.00%
Library - Fines	14,000	26,000	12,000	85.71%

City of Somerville, Massachusetts

Revenue Summary and Revenue Estimates

Fiscal Year 2010

	Budget FY2009	Budget FY2010	FY2010 Increase (Decrease)	Percent Increase (Decrease)
Ordinance Violations	298,000	298,000	-	0.00%
Landcourt/Recording Fines	1,500	326	(1,174)	-78.27%
Chapter 148A, Sec. 5	2,500	2,500	-	0.00%
Fines & Forfeits Total >	\$ 7,878,033	\$ 9,435,017	\$ 1,556,984	19.76%

Licenses & Permits:

Billiard / Pool / Bowling License	\$ 1,250	\$ 1,500	\$ 250	20.00%
Automatic Amusement Devise	250	300	50	20.00%
Taxi Cab Medallion	18,600	23,250	4,650	25.00%
Signs	2,000	2,500	500	25.00%
Lodging House License	12,500	20,000	7,500	60.00%
Outdoor Parking License	14,000	14,000	-	0.00%
Outdoor Seating	2,500	3,750	1,250	50.00%
Used Car Dealer License	18,000	25,000	7,000	38.89%
Taxi Stand License	3,000	4,500	1,500	50.00%
Junk Dealer License	1,000	1,250	250	25.00%
Raffle and Bazaar Permit	250	250	-	0.00%
Marriage Permit	19,250	22,000	2,750	14.29%
Hawker/Peddler License	800	1,200	400	50.00%
Dog Licenses	12,000	15,000	3,000	25.00%
Garage Permits	30,000	50,000	20,000	66.67%
Flammables Permit	23,400	25,000	1,600	6.84%
Sworn Weigher's License	200	300	100	50.00%
Constable's License	2,200	3,000	800	36.36%
Drain Layers License	4,000	4,000	-	0.00%
Physicians, Osteopaths, Podiatrists	250	300	50	20.00%
Package Good Store License	45,600	60,800	15,200	33.33%
Malt Beverage & Wine Store License	10,920	17,500	6,580	60.26%
Restaurant License - Liquor	130,200	169,600	39,400	30.26%
Malt Beverage & Wine License - Restaurant	30,000	37,500	7,500	25.00%
Club Restaurant License - 7 Day	11,700	20,800	9,100	77.78%
Malt & Wine Educational Institution License	2,400	3,200	800	33.33%
Special Alcohol License	300	1,000	700	233.33%
Common Victuallers License	30,000	40,000	10,000	33.33%
Innholder License	4,200	4,200	-	0.00%
Entertainment License	10,050	10,000	(50)	-0.50%
Dance License	1,320	4,000	2,680	203.03%
Grant of Location	6,000	10,000	4,000	66.67%
Explosive Storage - Flammables	25,000	25,000	-	0.00%
Police Revolver Permit	2,500	2,500	-	0.00%
Resident Parking Permits	530,000	700,000	170,000	32.08%
Milk License	9,250	8,550	(700)	-7.57%
Pub Swimming Pool License	17,790	3,856	(13,934)	-78.32%
Funeral Director's License	525	525	-	0.00%
Burial Permits	4,000	4,000	-	0.00%
Retail and Food Permit	105,850	144,548	38,698	36.56%
Dumpster Permit	15,663	24,325	8,662	55.30%
Sidewalk Opening Permit	38,419	82,000	43,581	113.44%

City of Somerville, Massachusetts

Revenue Summary and Revenue Estimates

Fiscal Year 2010

	Budget FY2009	Budget FY2010	FY2010 Increase (Decrease)	Percent Increase (Decrease)
Builders License	550	350	(200)	-36.36%
Building Permit	2,310,762	1,914,410	(396,352)	-17.15%
Inspection	18,280	18,500	220	1.20%
Gas Permit	36,383	45,000	8,617	23.68%
Plumbing Permit	64,429	80,000	15,571	24.17%
Electrical Permit	195,000	220,000	25,000	12.82%
Occupancy Permit	19,755	25,000	5,245	26.55%
Extended Retail Hours	3,000	5,000	2,000	66.67%
Sporting License	41	100	59	143.90%
Dog Kennel	100	200	100	100.00%
Housing Certification	350	350	-	0.00%
Physical Therapist License	5,600	7,270	1,670	29.82%
Open Air Vendor	-	-	-	
Moving Van/POD Permits	40,000	40,000	-	0.00%
Livery/Limousine	200	200	-	0.00%
Licenses & Permits Total >	\$ 3,891,587	\$ 3,947,384	\$ 55,797	1.43%

Fees

Certificate of Liens	\$ 90,000	\$ 90,000	\$ -	0.00%
Returned Check Fee	4,500	5,250	750	16.67%
Sanitation Fees (Commercial)	120,000	100,000	(20,000)	-16.67%
White goods	20,405	20,000	(405)	-1.98%
Royalty Income - Waste Management	200,000	200,000	-	0.00%
Residential Trash Fee (7 units & above)	80,000	90,000	10,000	12.50%
Curb Cut Fee	6,000	8,400	2,400	40.00%
Sealing Fees	17,000	26,000	9,000.00	52.94%
Miscellaneous - Fire	7,000	7,000	-	0.00%
Fire Alarm Reimbursement	56,000	65,000	9,000	16.07%
Smoke Detector Inspections	55,000	56,000	1,000	1.82%
Fire Detail Surcharge	21,000	40,000	19,000	90.48%
Police Detail Surcharge	114,000	125,000	11,000	9.65%
Custodial Detail Surcharge	1,000	12,600	11,600	1160.00%
Police Cruiser Fees	1,860	3,500	1,640	88.17%
Witness Fees	60	-	(60)	-100.00%
False Alarm Fees	30,000	30,000	-	0.00%
Condo Application Fee	30,000	45,000	15,000	50.00%
Alarm Hookup Fee	400	-	(400)	-100.00%
Board of Appeals Fees	45,501	46,250	749	1.65%
Copies of Records	74,000	96,000	22,000	29.73%
Business Certificates	25,000	30,000	5,000	20.00%
Clerk SPGA Certificate	854	600	(254)	-29.74%
Notarization Fee	300	500	200	66.67%
Advertising Fees	600	600	-	0.00%
Newspaper Machine Fees	6,875	5,000	(1,875)	-27.27%
Commission on Vending Machines	900	900	-	0.00%
Bus Routes	-	0	-	
Bus Shelter Advertising	12,000	16,000	4,000	33.33%
Medical Registration	-	0	-	

City of Somerville, Massachusetts

Revenue Summary and Revenue Estimates

Fiscal Year 2010

	Budget FY2009	Budget FY2010	FY2010 Increase (Decrease)	Percent Increase (Decrease)
Removal/Transport of Garbage	3,300	1,500	(1,800)	-54.55%
Miscellaneous Fees	380	400	20	5.26%
Delayed/Amended/Out of State Records	875	0	(875)	-100.00%
Reinstatement Fee for Late Applications	-	0	-	
Fees Total >	\$ 1,024,810	\$ 1,121,500	\$ 96,690	9.43%

Miscellaneous Recurring

Medicaid Reimbursement	1,701,551	800,000	(901,551)	-52.98%
DPW - Recycling	119,000	-	(119,000)	-100.00%
Insurance Reimbursement	353,611	340,000	(13,611)	-3.85%
Vendor Reimbursements	47,500	30,000	(17,500)	-36.84%
Waste Management-Recycling	40,000	40,000	-	0.00%
Proceeds from Auction	-	-	-	
Miscellaneous Receipts	30,000	30,000	-	0.00%
Miscellaneous Recurring Total >	\$ 2,291,662	\$ 1,240,000	\$ (1,051,662)	-45.89%

Other Revenue Sources & Reserves:

Interest on Investments	\$ 900,000	\$ 850,000	\$ (50,000)	-5.56%
Rental - Municipal	284,313	284,313	-	0.00%
Transfers-Special Revenue-Pkg. Meter Receipts	800,000	1,115,000	315,000	39.38%
Free Cash	3,500,000	3,500,000	-	0.00%
Overlay Surplus (Prior Years)	-	700,000	700,000	
Proceeds from Bond Premium	-	10,000	10,000	
Sale of Vehicles	2,000	2,000	-	0.00%
Development Covenant Payment - FRIT		1,000,000	1,000,000	
Transfer-Special Revenue - Capital Stabilization		477,273	477,273	
Water-Sewer Rate Relief - (Pre-Enterprise)		177,816	177,816	
Indirect Cost Subsidy-Water-Sewer Enterprise		25,000	25,000	
Grants Reimbursement		269,840	269,840	
Other Revenue Sources & Reserves Total >	\$ 5,486,313	\$ 8,411,242	\$ 2,924,929	53.31%
Grand Total >	\$ 176,633,083	\$ 171,879,903	\$ (4,753,180)	-2.69%

Somerville Program Budget Methodology

June 22, 2009

Overview of Process:

The FY10 Program Budget is the fourth program-based budget submitted by Mayor Joseph Curtatone to the Board of Aldermen. Staff in the Finance Department and SomerStat Office worked with department staff to complete this budget document.

Every City department is broken out into major functional areas, called activities. Key outputs and additional major outputs are identified for each activity. In previous years, the cost per key output was identified for each activity by assigning a portion of the department's Personal Service and Ordinary Maintenance budget. This year's volatile fiscal situation has not allowed this detailed level of cost analysis for the FY10 budget proposal.

Next Steps:

As the fiscal situation becomes clearer, the program budget will be completed with full analysis for the autumn final budget production. Thus, in FY10, the program budget will continue to function as an analytic tool, allowing departments to implement more sophisticated goal tracking and guide their allocation of resources.

ResiStat Goals and Resident Report:

In FY08, SomerStat piloted a new program called ResiStat. The initial pilot program was funded by grants from The Boston Foundation and the National Center for Civic Innovation and was implemented with support from the Boston Municipal Research Bureau. Throughout FY09, SomerStat staff continued to collaborate with Aldermen to hold ResiStat meetings with multiple neighborhood and demographic groups. At these meetings, residents raised concerns, gave feedback on city initiatives, requested City information, and set priorities and goals for their neighborhood or demographic group.

These resident goals will appear in the City's second annual Resident Report this Fall, which will serve as a smaller resident-centered companion document to this larger Program Budget. The Resident Report will be organized by ward and demographic group, rather than by department. Each section of the Resident Report will include the resident goals associated with each ward or demographic group, along with a narrative for each group.

CITY OF SOMERVILLE

FY10 BUDGET

ORG 1010 BOARD OF ALDERMAN

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51115 SALARIES - MONTHLY	284,921	284,922	142,460	279,464
TOTAL P-ACCT 51000	284,921	284,922	142,460	279,464
P-ACCT 52000 ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP	394	500	197	500
53060 ADVERTISING	779	2,000	453	2,000
53190 STAFF DEVELOPMENT	1,540	2,200	-	-
53420 POSTAGE		100		100
53820 PHOTOGRAPHY				
54200 OFFICE SUPPLIES	723	800		800
54201 OFFICE EQUIPMENT		3,000		
54210 PRINTING & STATIONERY	488	800	135	800
54240 BOOKS & BOOKBINDING		400		400
54900 FOOD SUPPLIES & REFRESHMT	1,285	500	464	500
55810 FLOWERS & FLAGS	50	600		600
57110 IN STATE CONFERENCES				
57801 DIRECT EXPENSE-BOA	34,500	34,500	17,250	34,500
TOTAL P-ACCT 52000	39,759	45,400	18,499	40,200
TOTAL ORG 1010 FUNDING REQUIRED	324,680 -	330,322 -	160,959 -	319,664

DEPARTMENT NAME BOARD OF ALDERMEN
 GENERAL FUND ORG NUMBER 1010

Position	Name	Current Base	Fiscal Year Base	TOTAL
ALDERMAN AT LARGE	CONNOLLY, JOHN	2,083.33	24,521.03	24,521.03
ALDERMAN AT LARGE	DESMOND, BRUCE	2,083.33	24,521.03	24,521.03
ALDERMAN AT LARGE	SULLIVAN, DENNIS	2,083.33	24,521.03	24,521.03
ALDERMAN AT LARGE	WHITE, WILLIAM	2,083.33	24,521.03	24,521.03
ALDERMAN WARD I	ROCHE, WILLIAM	2,083.33	24,521.03	24,521.03
ALDERMAN WARD II	HEUSTON, MARYANN	2,083.33	24,521.03	24,521.03
ALDERMAN WARD III	TAYLOR, THOMAS	2,083.33	24,521.03	24,521.03
ALDERMAN WARD IV	PERO, WALTER	2,083.33	24,521.03	24,521.03
ALDERMAN WARD V	O'DONOVAN, SEAN	2,083.33	24,521.03	24,521.03
ALDERMAN WARD VI	GEWIRTZ, REBEKAH	2,083.33	24,521.03	24,521.03
ALDERMAN WARD VII	TRANE, ROBERT	2,083.33	24,521.03	24,521.03
CLERK	LONG, JOHN	826.83	9,731.88	9,731.88
				279,463.25

ORG 1020 CLERK OF COMMITTEES

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51115 SALARIES - MONTHLY	40,975	51,450	23,493	50,465
TOTAL P-ACCT 51000	40,975	51,450	23,493	50,465
P-ACCT 52000 ORDINARY MAINTENANCE				
54200 OFFICE SUPPLIES		100		-
54210 PRINTING & STATIONERY	94	250		250
54900 FOOD SUPPLIES & REFRESHMT	1,425	1,500		750
TOTAL P-ACCT 52000	1,519	1,850	-	1,000
TOTAL ORG 1020 FUNDING REQUIRED	42,494 -	53,300 -	23,493	51,465

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

CLERK OF COMMITTEES
1020

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
CLERK OF COMMITTEES	ROBERT McWATERS	1,787.49	21,038.96	21,038.96
ASST. CLERK OF COMMITTEES	CHARLES SILLARI	1,250.00	14,712.64	14,712.64
ASST. CLERK OF COMMITTEES	PETER FORCELLESE	1,250.00	14,712.64	14,712.64
				50,464.25

MISSION STATEMENT:

The mission of Somerville’s municipal government is to provide the highest possible level of public service consistent with sound fiscal management, innovative and effective administrative practice, and the laws of our City, state and nation. The overarching goals of the City’s government are to promote a thriving economy, nurture a healthy community, provide a safe environment, create an attractive, sustainable quality of life, and to foster a vibrant sense of shared community based on maximum citizen participation in government.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 351,970	\$ 423,665	\$ 344,444	-19%
ORDINARY MAINTENANCE	\$ 61,034	\$ 63,400	\$ 63,400	0%
SPECIAL ITEMS	\$ -	\$ 85,000	\$ 85,000	0%
GENERAL FUND EXPENDITURES	\$ 413,004	\$ 572,065	\$ 492,844	-14%

CHANGES BETWEEN FY09 and FY10:

- The changes in Personnel Services are the result of one vacant Aide to the Mayor position that will remain vacant in FY10 and savings achieved by implementing a one and two week furlough for staff and the Mayor.

FY10 MAIN PRIORITIES:

- **Promote Economic Development:**
 - Coordinate with Federal Realty Investment Trust, and state and federal officials on continued development in all elements of Assembly Square project, beginning with such infrastructural elements as Assembly Square Drive and continuing with groundbreaking for IKEA principal construction and design completion for the Orange Line MBTA station.
 - Complete master planning process for Innerbelt and Brickbottom in order to allow for expedited construction of the MBTA Green Line Extension.
 - Complete Zoning Study for Broadway Corridor from Winter Hill through Sullivan Square.
 - Expand support for small business with Retail Best Practices, Storefront Improvement Program, Small Business Workshops and Training and Commercial Rehabilitation Revolving Loan Program.
 - Continue efforts to attract a hotel to Davis Square.
 - Develop Davis Square Streetscape Assessment Report.

- **Maximize Return on Taxpayer Dollars:**
 - Work with departments to successfully implement Financial Advisory Committee recommendations to better utilize city funds.
 - Develop models and pilot programs for competitive sourcing of select city services, including preventive maintenance and parks maintenance.
 - Work with community and business leaders to develop a successful implementation plan that allows the City to optimize the availability and turnover of parking spaces, and to offset pressure on property taxpayers by increasing revenue, by moving to a citywide

permit parking program, extend rates and hours on metered parking and developing enhanced permitting programs and alternative pricing strategies.

- Complete Municipal Space Needs Analysis and Master Facilities Plan.
- Implement Ch32b Section 18 Retiree Medicare benefits.

- **Improve City Performance by Using More Effective Management Tools and Demanding Accountability:**

- Complete implementation of a Legislative Tracking System to track and maintain BOA meetings and agenda.
- Complete expert evaluation of Fire Department and implement suggested changes.
- Facilitate 18 ResiStat meetings for neighborhood and special interest resident groups throughout the City.
- Implement an electronic benefit tracking program in the Personnel Department to ensure accuracy of data.

- **Revolutionize Customer Service:**

- Re-launch City website on an open source platform with new features and develop a comprehensive intranet for City staff.
- Continue to expand core hours of operation of 311 city hall call center.
- Implement unmanned “Welcome Desk” style constituent Kiosks at the city hall annex and police substations.
- Facilitate the reallocation of resources and improve reporting by expanding the use of the “workflow” system to DPW, Traffic & Parking and Health Departments.
- Develop and launch a preventative maintenance system with reoccurring task features and warranty alert modules.

- **Professionalize City Planning and Management**

- Complete Voice over Internet Protocol (VOIP) deployment for the Police and Fire departments.
- Finalize transition of Inspectional Services from paper based to digital record keeping and workflow management.
- Develop electronic faxing capability to eliminate more expensive phone lines while allowing employees to have individual fax numbers.
- Full production launch of the Legislative Tracking System so City Staff, Board of Aldermen and constituents can follow the progress of legislation.
- Build out the City’s disaster recovery center.
- Continue deployment of the Kronos time management software to additional city employees.

- **Make Somerville an Exceptional Place to Live, Work, and Play:**

- Work with City departments and the Massachusetts School Building Authority to establish a scope of work and additional funding requirements for a renovation and/or new construction project to re-open the East Somerville Community School on its current site.

- Secure funding and complete the installation of a Massachusetts Technology Collaborative sponsored grant for renewable energy for solar panels at the Argenziano School.
- Develop potential funding plans for a municipal Wi-Fi plan for the city.
- In addition to the new street furniture that accompanies the Somerville Ave Gateway project, install 60 new benches; 80 new barrels and 30 new bike rings in other squares and business districts across the city.

- **Promote Somerville Pride and Sense of Community:**
 - Build on successful use of Memorial Day parade, Fireworks and Family Days, Sunsetters, ArtBeat and Jazz Fest events to explore additional possibilities for outdoor, pedestrian friendly street fairs and performances in city parks and commercial districts.

- **Protect and Support Families and Individuals:**
 - Through Library Department, begin offering computer classes, more young adult programming, increased programming aimed at ethnic minority communities and increased children's programming particularly on weekends and in languages other than English.
 - Implement \$1.18 million in HPRP Homeless Prevention Economic Stimulus Grant Program.
 - Fund development of 161 new affordable housing units using federal HOME, CDBG and local Affordable Housing Trust funds.
 - Commit \$245,000 in federal HOME funds and \$400,000 in Lead Hazard Demonstration grant funds to stabilize a 501-rental unit tenant cooperative.
 - Continue to monitor and track number of foreclosures and sponsor a study of the effects of foreclosure on existing tenants.
 - Organize cooperative efforts on creating education and outreach taskforce to implement 2010 Federal Census.

- **Promote a Healthy Environment by Adopting Eco-Friendly Policies & Implementing Energy Efficient Initiatives:**
 - Implement a new energy efficiency program using funding from the federal Department of Energy's Energy Efficiency and Conservation Block Grant program.
 - Coordinate multi-department Solid Waste and Recycling Task Force in awarding and management of a new contract for hauling solid waste and recyclables.
 - Complete the installation of a Massachusetts Technology Collaborative sponsored grant for renewable energy for solar panels at the Argenziano School.
 - Install 20 recycling containers throughout city squares; plant 120 new trees.
 - Continue legal and administrative efforts to secure relief from sharply increased aircraft noise associated in near-tripling of heavy jet takeoffs from Logan Airport's 33L runway.

FY09 MAIN ACCOMPLISHMENTS:

- **Promote Economic Development:**
 - Worked closely and successfully with state and federal officials to secure federal stimulus (ARRA), Governor's Growth Development Initiative (GDI) and Infrastructure Investment Incentive Program (I-Cubed) funding for Assembly Square.
 - Submitted a detailed application for nearly \$140 million in ARRA funding for ten "shovel-ready" capital projects citywide.
 - Continued negotiations with state EOT and MBTA officials to ensure that Green Line Extension design and development not only remained on schedule but also preserves and enhanced development potential and quality of life in Innerbelt and Brickbottom districts.
 - Issued initial master planning report on Innerbelt and Brickbottom focusing on transit and access issues.
 - Developed and submitted Union Square and Boynton Yards Zoning Amendment creating a new Arts Overlay District and a Corridor Commercial District.
 - Began review and permitting of the Assembly Square development Phase IAA (IKEA) and 1A (mixed use residential).
 - Implemented and executed Request for Information process for Davis Square Hotel project; began negotiations with potential developers.
 - Created design review guidelines for Union Square and other historic areas.
 - Researched and developed loan program for Historic Property owners.

- **Maximize Return on Taxpayer Dollars:**
 - Convened at a group of outside fiscal experts as a Financial Advisory Committee to provide analysis and advice on how to cope with sharply reduced state aid.
 - Implemented major savings in health insurance costs through changes in non-union, union and retiree contribution levels.
 - Worked with regional agencies and municipalities through the MassStat initiative to exchange information, determine best municipal practices and establish service benchmarks.
 - Conducted phone line audit in response to Voice over Internet Protocol transition, eliminating now-unneeded copper phone lines and providing a cost savings of over \$8,000 per month.
 - Eliminated the Novell Netware that will provide cost savings of over \$1,000 per month in ongoing maintenance and support costs.
 - Negotiated contract with new Internet Service Provider and began hosting website in-house for combined savings of \$1100 per month.
 - Issued Request for Information for a municipal Wi-Fi plan and reviewed possible partners.
 - Renegotiated city cell phone contract to expand services at similar cost.
 - Started consolidating City databases and provided SharePoint web interface for data access.
 - Substantially completed transition to new water meters and wireless meter reading technology to improve accuracy, manage costs and enhance customer service and information.

- **Improve City Performance by Using More Effective Management Tools and Demanding Accountability:**
 - Added SomerStat meetings with the Law Department, and specialty interdepartmental meetings regarding Park Maintenance, Snow Plowing, and Trash / Recycling.
 - Analyzed five major policy changes at Traffic and Parking, which are expected to provide up to \$3.5 million dollars in savings and additional revenue.
 - Implemented a technical fix in non-criminal ordinance violations which allows more accurate issuance and could generate up to \$270,000 in additional revenue to the City of Somerville.
 - Continued to coordinate multidepartmental development of a Legislative Tracking System to track and maintain BOA meetings and agenda.
 - Began deployment of Kronos time and attendance tracking software to improve productivity of Payroll Department, eliminate data entry errors and save man-hours lost to untracked work absences.
 - Developed process and selected vendor for complete expert evaluation of the Fire Department.

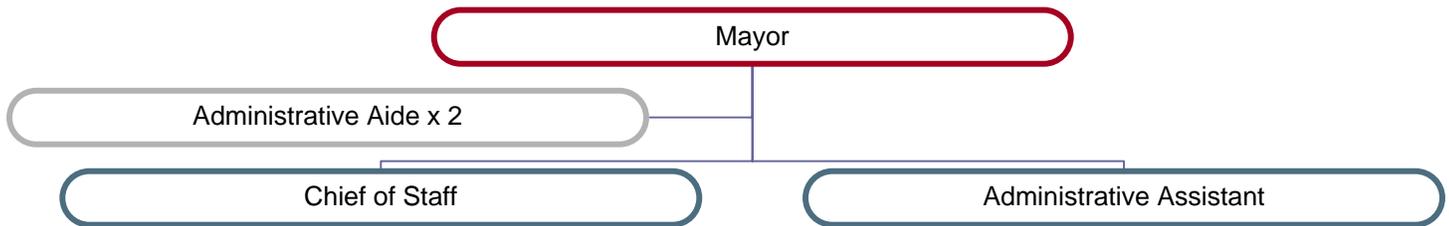
- **Revolutionize Customer Service:**
 - Successfully built on the first year of ResiStat by holding 18 biennial ResiStat meetings with Ward, parent and Young Somerville groups.
 - Expanded the hours of the 311 call center to include the busy 8am-8:30am time slot.
 - Continued to assess all City customer service delivery systems and suggest any potential improvements, including building out the city wide knowledge database which houses over 350 questions and fielded over 43,000 hits in fiscal 2009.
 - Improved functionality of City website with new budget process pages; updated and enhanced content on multiple department home pages.
 - Continued to increase public awareness of 311 through marketing and outreach programs, including free advertisement in bus stop shelters, welcome kits and various collaterals; and began making TV appearances on Spanish speaking city-wide programming discussing 311's features and benefits.
 - Improved process for notifications to residents about public hearings for licensing matters near their property.
 - Successfully transitioned Health-related ISD calls to 311.
 - Switched to a new Traffic and Parking services vendor providing more accurate and customer-friendly hardware and database services while saving the City \$60,000 annually.

- **Professionalize City Planning and Management:**
 - Formed Charter Advisory Committee to modernize the City's organizing document.
 - Organized and conducted training seminars for employees and board members regarding legal services, requirements, and responsibilities.
 - Created a business-licensing database for all business licenses to enhance City's licensing enforcement efforts and simplify compliance.

- Continued the Somerville Historical Archives Restoration Project, to access stored records quickly and accurately, and help alleviate the space issues currently confronting many municipal departments.
- Hosted an SOMWBA information session and developed an Affirmative Market Program.
- **Make Somerville an Exceptional Place to Live, Work, and Play:**
 - Managed and concluded negotiations for a \$12 million insurance settlement covering the fire at the East Somerville Community School in December 2007.
 - Oversaw the design, bidding and contract administration for a selective demolition project to stabilize the structure of the East Somerville Community School.
 - Completed the design and construction on multiple parks and playgrounds.
 - Coordinated and completed planning and funding models for Magoun Square and the East Broadway reconstruction projects.
 - Developed, and began execution on, a street resurfacing program consisting of over forty streets.
 - Managed the Capuano School field turf project to replace 40,000 square feet of natural turf with an artificial surface to improve performance, durability and usable seasonal length for youth soccer and other activities.
- **Promote Somerville Pride and Sense of Community:**
 - Begin Phase II of the Preservation Master Plan for the Milk Row Cemetery
 - Successfully expanded community events such as the Memorial Day parade, fireworks at Trum Field, Family Fun Day, and the Sunsetters performances, while adding two new annual community events, Fireworks on the Mystic and Joe's Jazz & Blues Fest.
 - Installed 100 new barrels and 50 new benches.
- **Protect and Support Families and Individuals:**
 - Opened two new police substations and completed implementation of community-based policing plan.
 - Hired eight additional firefighters and began implementation of a new Rescue Company funded by SAFER grant.
 - Established a City Youth Arts Coordinator position in Communications to support expansion of after-school arts and performance programs in the Somerville Public Schools and in Recreation, as well as more professional management for the Sunsetters and other existing youth arts programs.
 - Achieved a 14% increase in senior participation at health and wellness programs including new blood pressure clinics.
 - Expanded seminar, night, and weekend programs for seniors.
 - Fund development of over 200 affordable housing units through HOME, CDBG and Trust funds.
 - Expanded the summer youth program.

- **Promote a Healthy Environment by Adopting Eco-Friendly Policies & Implementing Energy Efficient Initiatives:**
 - Implemented a Tree Inventory as first step in expanding city’s tree canopy by 20 percent over the next four years; planted 110 new trees.
 - Finalized completion of ESCO contract project and began transition to Measurement and verification phase of the project.
 - Maintained procurement of renewable energy for City facilities.
 - Developed Environmentally Preferable Procurement policy for the City.
 - Developed pilot program for single-stream curbside recycling program.
 - Implemented standing contracts for emergency response and site assessment services for the City.
 - Increased distribution of rain barrels by organizing an extra rain barrel event
 - Began installation of new bike lanes and crosswalks to promote safe, alternative means of transportation.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Direct Constituent Relations
- Internal / External Liaison
- Public Relations and Events
- Administration

ORG 1031: EXECUTIVE ADMINISTRATION

ACTIVITY: DIRECT CONSTITUENT RELATIONS

Description: Handle direct constituent relations, provide a positive public face for the City of Somerville, and work to address the needs of the public.

FY10 GOALS

1. Expand/pilot routine communications with the public in a monthly electronic newsletter.
2. Increase direct email notifications to residents regarding events and updates.
3. Provide increasingly dynamic content on the Mayor's Office city website page.

FY09 GOAL REVIEW

1. Expand/pilot routine communications with the public in a monthly electronic newsletter. (Ongoing)
2. Increase direct email notifications to residents regarding events and updates. (Completed thru ResiStat)
3. Provide increasingly dynamic content on the Mayor's Office city website page. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of responses to constituents (Estimate based on phone calls, emails, in-person visits, and pieces of mail received)	45,288	40,760	26,000
<u>Outcome:</u>	% of residents surveyed expressing an opinion who believe that Somerville is moving in the right direction (Resident satisfaction survey)	FY07: 68%	78%	

ADDITIONAL MAJOR OUTPUTS

Meet with Key Constituents

Description: Allow constituents - including all residents and groups - to interact with the Mayor.

<u>Output:</u>	# of constituents meeting with the Mayor and/or his administrative assistant.	FY08 (Act.): 576	FY09 (Proj.): 519	FY10 (Proj.): 520
<u>Source:</u>	Estimate based on small sampling			

Meet Others

Description: Allow non-constituent groups - ranging from developers to unions to special interest groups - to interact with the Mayor.

<u>Output:</u>	# of non-constituent group meetings with the Mayor and/or his administrative assistant.	FY08 (Act.): 468	FY09 (Proj.): 422	FY10 (Proj.): 650
<u>Source:</u>	Estimate based on small sampling			

ORG 1031: EXECUTIVE ADMINISTRATION**ACTIVITY: INTERNAL/EXTERNAL LIAISON**

Description: Serve as a liaison to internal and external groups; represent the Mayor at events, and research issues for the Mayor.

FY10 GOALS

1. Use intranet more for employee interactions -- use 311 as a model.
2. Finalize full use of online legislative tracking system.
3. Continue regular all city-staff meetings.
4. Require departments to have to internal staff meetings.

FY09 GOAL REVIEW

1. Use intranet more for employee interactions -- use 311 as a model. (On hold for new website)
2. Implement online legislative tracking system. (In progress)
3. Coordinate use of laptops at Aldermen meetings. (Complete)
4. Create regular all city-staff meetings. (Complete)
5. Require departments to have to internal staff meetings. (In progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of internal/external meetings (Number of meetings with department heads + number of meetings and events attended on behalf of the Mayor)	610	610	1,300
<u>Outcome:</u>	% of employees who understand the Mayor's priorities (Somerville staff survey)	59%	74%	

ADDITIONAL MAJOR OUTPUTS**Interact with Municipal Elected Officials**

Description: Ensure good communications and results between the City of Somerville and municipal elected officials.

<u>Output:</u>	# of contacts with municipal elected officials	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimated based on eight contacts per business day.	2,088	2,088	2,088

Act as Liaison to Internal Departments

Description: Participate in regular meetings with City departments and gather information and updates from those departments. Communicate feedback on behalf of the Mayor.

<u>Output:</u>	# of meetings and contacts with department heads.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on sample, with 262 meetings, 5,200 phone calls, and 7,938 e-mails	13,400	13,400	13,400

Represent Mayor at Events or Meetings

Description: Represent the City and act as a liaison to constituents and elected officials when the Mayor is unable to attend.

<u>Output:</u>	# of meetings and events attended	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on 25 meetings per month	300	300	312

Monitor Issues or Events with State Delegation

Description: Ensure good communications and results between the City of Somerville and the state of Massachusetts.

<u>Output:</u>	# of issues monitored	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on one meeting with state delegations per month, and two contacts per week.	116	136	136

ORG 1031: EXECUTIVE ADMINISTRATION

ACTIVITY: PUBLIC RELATIONS AND EVENTS

Description: Aid the Communications Department with public relations, maintain a consistent message from the City of Somerville, and organize City of Somerville events.

FY10 GOALS

1. Continue centralizing methods of informing the public regarding public information.
2. Create comprehensive and centralized web calendar.

FY09 GOAL REVIEW

1. Create centralized method of informing the public regarding public information. (In progress)
2. Create comprehensive and centralized web calendar. (On hold for new website)
3. Increase overall number of public addresses. (Complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of events organized (Events where 50% or more of the planning was the responsibility of the Mayor's Office)	24	24	30
<u>Outcome:</u> % of residents surveyed expressing an opinion who believe that city government in Somerville is important (Resident Satisfaction Survey)	FY07: 73%	79%	

ADDITIONAL MAJOR OUTPUTS

Handle "Crisis Communications"

Description: Ensure a positive message from the City when unexpected circumstances call for a response.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of situations handled			
<u>Source:</u> Estimate	12	12	12

ORG 1031 EXECUTIVE ADMINISTRATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	351,970	423,665	205,663	344,444
TOTAL P-ACCT 51000	351,970	423,665	205,663	344,444
P-ACCT 52000 ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP	2,337	4,000	974	4,000
53000 PROFESSIONL & TECHNCL SVC	1,445	3,000	781	3,000
53420 POSTAGE		100		100
53820 PHOTOGRAPHY	1,620	2,000		2,000
54200 OFFICE SUPPLIES	2,178	3,000	603	3,000
54202 OFFICE FURNITURE	71			
54210 PRINTING & STATIONERY	2,016	3,000		3,000
54230 PHOTOCOPYING		300		300
54900 FOOD SUPPLIES & REFRESHMT	13,387	13,000	1,356	13,000
55810 FLOWERS & FLAGS	333	500	515	500
55820 BADGES, EMBLEMS, TROPHIES	1,405	1,500	1,139	1,500
55870 MAGAZINES,NEWS,SUBSCRIPTS		500		500
57110 IN STATE CONFERENCES	608	500		500
57200 OUT OF STATE TRAVEL	2,389			
57300 DUES AND MEMBERSHIPS	33,245	32,000	17,755	32,000
TOTAL P-ACCT 52000	61,034	63,400	23,123	63,400
P-ACCT 60000 SPECIAL ITEMS				
61060 FIRE EVALUATION STUDY		50,000	50,000	

ORG 1031 EXECUTIVE ADMINISTRATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
61070 CHARTER REFORM STUDY		10,000		
61090 SUMMER YOUTH EMPLOYMENT		25,000	6,849	85,000
TOTAL P-ACCT 60000	-	85,000	56,849	85,000
TOTAL ORG 1031 FUNDING REQUIRED	413,004	572,065	285,635	492,844

**CITY OF SOMERVILLE
FY2008 BUDGET**

DEPARTMENT NAME Executive
GENERAL FUND ORG NUMBER 1031

Position	Name	Current Base	Fiscal Year Base	TOTAL
MAYOR	JOSEPH A . CURTATONE	2,403.85	120,691.69	120,691.69
CHIEF OF STAFF	JANICE DELORY	1,307.00	66,923.41	66,923.41
ADMINISTRATIVE ASSISTANT	JESSIE BAKER	1,250.00	64,004.79	64,004.79
ADMINISTRATIVE AIDE	NANCY AYLWARD	908.98	46,543.26	46,543.26
ADMINISTRATIVE AIDE	DANIELLE WOODY SHEK	903.85	46,280.58	46,280.58
				344,443.73

MISSION STATEMENT:

The SomerStat Program supports and facilitates the Mayor’s performance management, using data and analytical tools to help City departments identify and solve problems quickly, implement innovations and improve service delivery over time. Also, SomerStat manages or supports multi-department projects that increase the City’s ability to deliver high quality services. An increasing focus of SomerStat is to provide direct assistance to departments, functioning as internal consultants and working to streamline processes and improve record-keeping. SomerStat continues to engage residents through regular ResiStat meetings in data-driven discussions on how to improve City operations.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 191,380	\$ 225,713	\$ 249,340	10%
ORDINARY MAINTENANCE	\$ 6,444	\$ 10,500	\$ 10,500	0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 197,824	\$ 236,213	\$ 259,840	10%

CHANGES BETWEEN FY09 and FY10:

- Change of Director
- Addition of Part-time Resistat position (see Resistat section)
- One employee working with OSPCD is no longer partially paid out of the CDBG grant

FY10 MAIN PRIORITIES:

- Work with departments to successfully implement Financial Advisory Committee recommendations to better utilize city funds.
- More Somerstat toward an internal consultant type model in which problems are not only identified, but solutions are implemented
- Increase time working on technological improvements and streamlining the process of various departments’ functions.
- Finalize transition of Inspectional Services from paper based to digital record keeping and workflow management.
- Develop preventive maintenance plan for public facilities.
- Manage the consultant completing the Fire Department’s evaluation and master plan
- Facilitate 18 ResiStat meetings for neighborhood and special interest resident groups throughout the City.

FY09 MAIN ACCOMPLISHMENTS:

- Continued holding regular meetings with largest city departments to assist departmental implementation of citywide initiatives and provide accountability.
- Added SomerStat meetings with the Law Department, and specialty interdepartmental meetings regarding Park Maintenance, Snow Plowing, and Trash / Recycling.
- Worked with regional agencies and Municipalities through the MassStat initiative to exchange information, determine best municipal practices and establish service benchmarks.
- Continued the successful ResiStat program with 18 meetings to gather feedback and bring transparency to the city’s response to the current fiscal crisis.

- Managed a technical fix in non-criminal ordinance violations which allows more accurate issuance and could generate up to \$270,000 in additional revenue to the City of Somerville
- Analyzed five major policy changes at Traffic and Parking, which are expected to provide up to \$3.5 million dollars in savings and additional revenue, and tracked and monitored implementation of programs.
- Supported the City’s response to budget crisis by preparing analysis requested by the Financial Advisory Committee and planning implementation of FAC suggestions such as Competitive Sourcing, Pay As You Throw, and Technological Efficiencies.
- Coordinated major procurement documents for trash hauling, groundwork and an advisory study of the Fire Department.
- Served in an advisory capacity on review committees for the Traffic and Parking Ticket Processing bid, Park signs bid, the Health Department Head hiring committee, the Morse-Kelley and Dickerman Parks bids and the Tree Inventory bid.
- Arranged for additional city-constituent communication points with a series of public bulletin boards, new park signs and a public computer terminal at Traffic and Parking.
- Continued responsibility for the program-based budget in conjunction with the Finance department and managed and analyzed the annual employee satisfaction and suggestion survey, and the bi-annual resident survey.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- SomerStat Meetings Program
- Project Management and City Capacity Building
- SomerStat Outreach

RESISTAT MISSION STATEMENT:

The mission of the ResiStat program is to extend SomerStat’s model of data-driven problem solving into neighborhoods and other special populations. Funded initially by grants from the Boston Foundation and from the National Center for Civic Innovation, ResiStat includes residents in decision-making through regular meetings with nine established ResiStat groups. In addition to the meetings, ResiStat tracks the resolution of resident-identified concerns, analyzes data and issues relevant to each group in an annual Resident Report and updates residents on topics of their concern through regular mailings to the ResiStat listserves.

CHANGES BETWEEN FY09 and FY10:

- In the spring of FY09, former Director Stephanie Hirsch was paid as a contractor working out of the SomerStat Office on the ResiStat program and a few other initiatives. In FY10, we are proposing creating a part-time position to carry out the priorities outlined below.

FY10 MAIN PRIORITIES:

- Create Website and Expand Mailing Lists: ResiStat is currently establishing www.SomervilleResiStat.org as a separate website on which ResiStat issues will be tracked. This website will also result in the following services:
 - *Consolidated Calendar:* ResiStat will maintain a consolidated calendar that includes official meetings, City-sponsored events and programming, and community events submitted by constituents.
 - *Archives of Mailing Lists:* We will be implementing a new mailing list program, called MailMan, and will migrate all of the contacts to that list. The archives of updates will be accessible to the public, linked off the ResiStat webpage.
 - *SomerStat Data:* We will share whatever data we are able to share on this website, and, if possible, provide tools for residents to summarize the data. We will attempt to share some of the 311 dashboard data with the public.
 - *Innovative Civic Engagement:* The ResiStat program will seek to test the best practices in civic engagement, including using digital tools. Some possibilities include: Online database of parcels with information about interests of residents, online database of volunteer opportunities, ways residents can model City decision making using data.
- Develop regular problem-solving internal meetings with Neighborhood Police Officers and other departments working on quality of life issues that have been identified through ResiStat. Develop forum by which NPOs provide updates to residents on neighborhood public safety/quality of life issues.
- Work with the Health Department's Commissions division to update concerns and priorities for the three language ResiStat groups – Spanish, Portuguese, and Haitian Creole.
- Generate updated FY10 Resident Report that provides analysis of SomerStat data by resident group and outlines resident-identified goals.

FY09 MAIN ACCOMPLISHMENTS:

- Carried out 15 spring and fall ResiStat meetings, at which the Mayor and Ward Aldermen provided detailed updates on issues of concern to each neighborhood.
- Worked with the City's Census department to solicit names of individuals who wish to receive updates on neighborhood or special population concerns. This solicitation resulted in the identification of approximately 6,000 residents (almost 20% of all households) who wish to be involved in and kept up to date on neighborhood planning and problem resolution.
- Tracked in SomerStat meetings departmental efforts to resolve constituent issues. Collected updated issues in master task-tracking database. Reviewed Board of Aldermen orders and added these concerns to the master database.
- Provided regular updates to residents subscribed to ResiStat mailing lists on topics of concern to them.
- Produced FY09 Resident Report that provided analysis of SomerStat data by resident group and that outlined resident-identified goals.

ACTIVITY: SOMERSTAT MEETINGS

Description: Support compliance, reform, and innovation in City departments through regular review of available data, frequent SomerStat meetings and tracking of all follow-up steps in a citywide task database.

FY10 GOALS

1. Carry out at least twice annual Stat meetings with remaining smaller departments.
2. Increase efficacy and occurrence of inter-departmental non-traditional SomerStat meetings such as ParkStat, TrashStat and SnowStat.
3. Assist with the ongoing implementation of a work order system in departments served by 311.

FY09 GOAL REVIEW

1. Carry out at least twice annual Stat meetings with remaining smaller departments. (In progress)
2. Launch SomerScout program, in which SomerStat staff identify and take pictures of issues for resolution. (Complete)
3. Assist with implementation of a work order system in departments served by 311. (In progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# departments and special projects with regularly scheduled meetings Actual	15	20	20
<u>Outcome:</u>	% departments in program (Based on count for FY08 and FY09, and plans for FY10)	68%	77%	77%

ADDITIONAL MAJOR OUTPUTS

Conduct Departmental SomerStat Meetings

Description: With Departments, plan, prepare for and hold regular SomerStat meetings.

<u>Output:</u>	# of meetings held	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count of Departmental meetings	180	208	220

Maintain Citywide Task List

Description: Maintain and update daily database of open tasks across 20 departments and for 59 individuals.

<u>Output:</u>	# of tasks entered	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count of Database	552	336	340

Maintain and Develop Data Warehouse

Description: Capture data from administrative systems and maintain in formats, including GIS based, that can be easily accessible for use by SomerStat and departments.

<u>Output:</u>	# of administrative data sources made available	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	40	50	55

Research Special Topics

Description: Conduct data collection or analysis, interviews, or other research in response to requests from departments or the public.

<u>Output:</u>	# of major requests received and completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	10	15	20

ACTIVITY: PROJECT MANAGEMENT AND CITY CAPACITY BUILDING

Description: Manage or support multi-department initiatives that build City's capacity for professional management and data-driven decision-making.

FY10 GOALS

1. Implement Financial Advisory Committee recommendations in response to the City's budget situation
2. Track the spending of federal stimulus funds to aid in the proper and timely usage of the funds
3. Wrap-up and transfer to Mayor's Office oversight of ESCS project.

FY09 GOAL REVIEW

1. Carry out bi-annual All Staff meetings. (On hold)
2. Assist Finance Department in planning for departmental solicitation of grants. (Complete)
3. Complete signs initiative, with the addition of signs and bulletin boards for parks and schools. (Complete)
4. Wrap-up and transfer to Mayor's Office oversight of ESCS project. (In progress)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of meetings for major projects coordinated by SomerStat Estimate based on number and scope of projects	13	15	20

Outcome:

ADDITIONAL MAJOR OUTPUTS

Manage Multi-departmental Projects

Description: Coordinate and monitor progress on special projects that span departments, particularly those related to capacity building for data-driven decision-making.

<u>Output:</u> # of major projects managed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	5	6	10

Attend Mayor's Staff meetings

Description: Brief Mayor on open tasks, issues raised in SomerStat meetings and the status of ongoing projects.

<u>Output:</u> # of meetings attended	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on daily meetings.	190	182	182

ACTIVITY: SOMERSTAT OUTREACH

Description: Extend SomerStat-style meetings to residents to engage them in problem-solving discussions that provide feedback on how the City may improve its service delivery. Additionally, present to governmental entities who wish to learn about SomerStat.

FY10 GOALS

1. Continue twice-annual ResiStat meetings for all wards and special population groups despite tight fiscal situation.
2. Maintain increased quantity of information through ResiStat mailing list.
3. Help maintain MassStat meetings and a forum for local cities to share information and cooperate despite funding cuts to non-profit partners.

FY09 GOAL REVIEW

1. Hold twice-annual ResiStat meetings for all wards and at least three special population groups. (Complete)
2. Distribute Resident Report and regularly report on goal status. (Complete)
3. Create online ResiStat forum with real-time data. (In progress)
4. Work with regional agency to support benchmarking projects and MassStat model. (Complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of presentations and meetings with constituents and other governmental agencies	40	54	59
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Plan for Regional Data Sharing

Description: Participated in regional planning group, funded by Sloan Foundation, working to establish regional benchmarking system.

<u>Output:</u> # of meetings attended	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	3	4	4

Facilitate ResiStat Meetings

Description: Facilitate regular meetings with resident advisory groups in which SomerStat data gets shared, residents provide feedback, and follow-up items are tracked.

<u>Output:</u> # of meetings	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	12	20	20

Host Visitors/Make Presentations

Description: Present to municipalities and other interested parties on SomerStat and 311 model.

<u>Output:</u> # of presentations	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate of visitors and extended inquires	25	30	35

ORG 1042 EXEC - SOMERSTAT

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	191,380	225,713	96,637	<u>249,340</u>
TOTAL P-ACCT 51000	191,380	225,713	96,637	<u>249,340</u>
P-ACCT 52000 ORDINARY MAINTENANCE				
54200 OFFICE SUPPLIES	1,453	1,000	480	<u>1,000</u>
54201 OFFICE EQUIPMENT		500	176	<u>500</u>
54220 COMPUTER SUPPLIES		500		<u>500</u>
57863 NEIGHBORHOOD IMP. COUNCIL	3,408	8,500	1,289	<u>8,500</u>
TOTAL P-ACCT 52000	6,444	10,500	1,945	<u>10,500</u>
TOTAL ORG 1042 FUNDING REQUIRED	197,824	236,213	98,582	<u>259,840</u>

DEPARTMENT NAME SomerStat
GENERAL FUND ORG NUMBER 1042

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
SomerStat Director	MURPHY, SEAN	1,389.97	71,171.79	71,171.79
SomerStat Senior Analyst	HEEBINK, KELSEY	865.38	44,310.77	44,310.77
SomerStat Senior Analyst	FRIEDMAN, ERIC	1,057.69	54,157.78	54,157.78
SomerStat Senior Analyst	MORIN ALLEN, ANGELA	1,250.00	64,004.79	64,004.79
Project Contractor	HIRSCH, STEPHANIE	306.52	15,695.00	15,695.00
				249,340.13

ORG 1043: CAPITAL PROJECTS MANAGEMENT

MISSION STATEMENT:

The Capital Projects Management Department develops and oversees the design and construction of the City's major capital projects, including municipal building construction and renovation, and assists in parks reconstruction. Also, Capital Projects works with various other City departments to develop and maintain a comprehensive Capital Improvement Plan and to standardize and update capital bidding and contract documents.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 203,544	\$ 259,297	\$ 210,683	-19%
ORDINARY MAINTENANCE	\$ 434	\$ 4,500	\$ 4,500	0%
GENERAL FUND EXPENDITURES	\$ 203,978	\$ 263,797	\$ 215,183	-18%

CHANGES BETWEEN FY09 and FY10:

- Decrease in Personnel Services due to the elimination of the Executive Assistant position

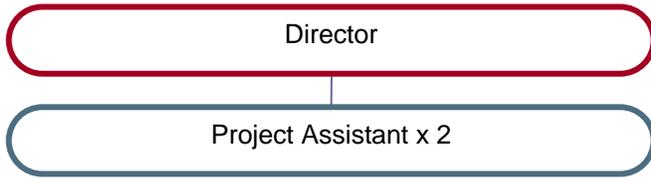
FY10 MAIN DEPARTMENT PRIORITIES:

- Manage the construction of the Dr. Albert F. Argenziano School at Lincoln Park to 100% completion
- Work with City departments and the Massachusetts School Building Authority to establish a scope of work and identify funding for a renovation and/or new construction project to repair and re-open the East Somerville Community School
- Secure funding and complete the installation of a Massachusetts Technology Collaborative sponsored grant for renewable energy for solar panels at the Argenziano School
- Provide on-site management assistance to OSPCD for renovations at Albion and Grimmons Parks
- Oversee renovations and relocation of a City department to 42 Cross Street

FY09 MAIN ACCOMPLISHMENTS

- Managed the construction of the Dr. Albert F. Argenziano School at Lincoln Park to 99% completion
- Assisted with complementation of the City-Wide ESCO project
- Completed the study to review and assess potential renovation issues at the Main Library, West Branch Library, City Hall and Highland Avenue fire station
- Managed the Capuano School field turf project to replace 40,000 square feet of natural turf with an artificial surface to improve performance, durability and usable seasonal length for youth soccer and other activities
- Worked with City departments and a consultant to negotiate a \$12 million insurance settlement for the fire at the East Somerville Community School in December 2007
- Managed the design, bidding and contract administration for a selective demolition project to stabilize the structure of the East Somerville Community School
- Developed an existing conditions assessment of 42 Cross Street for the purpose of presenting options for re-use by a City department

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department is divided into the following major functional areas:

- Assess and Preplan for Projects
- Plan Projects
- Bid and Award Contracts
- Manage Contracts
- Complete Projects and Close Them Out

ORG 1043: CAPITAL PROJECTS MANAGEMENT**ACTIVITY: PROJECT OVERSIGHT**

Description: Assess, plan, and oversee the City's major capital projects.

FY10 GOALS

1. Manage the construction of the Dr. Albert F. Argenziano School at Lincoln Park to 100% completion.
2. Work with City departments and the Massachusetts School Building Authority to establish a scope of work and identify funding for a renovation and/or new construction project to repair and re-open the East Somerville Community School.
3. Secure funding and complete the installation of a Massachusetts Technology Collaborative sponsored grant for renewable energy for solar panels at the Argenziano School.
4. Provide on-site management assistance to OSPCD for renovations at Albion and Grimmons Parks.
5. Oversee renovations and relocation of a City department to 42 Cross Street.

FY09 GOAL REVIEW

1. Complete Argenziano School construction to 100 percent. (Construction complete, punch list ongoing)
2. Install a photovoltaic energy production system funded by a Massachusetts Technology Collaborative Grant at the Argenziano School. (Ongoing to FY10; Expected completion October 2009)
3. Assist with the monitoring of the City-Wide ESCO project. (Complete)
4. Oversee a consultant to complete a study to review and assess potential renovation issues at the main library, West branch library, City Hall and Highland Avenue fire station. (Studies complete)
5. Replace approximately 150 linear feet of retaining wall at Conway Park, including design, bidding and contract administration to completion. (On hold due to budgetary constraints)
6. Manage the Capuano School field turf project to replace 40,000 square feet of natural turf with an artificial surface to improve performance, durability and usable seasonal length for youth soccer and other activities. (Complete)
7. Manage the design, bidding and contract administration for demolition and renovation projects in response to the fire at the East Somerville School. (Selective demolition complete)
8. Assess options for using the building at 42 Cross Street for some of the City's departments. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of Projects Completed (FY07-FY09: Actual data; FY10: estimate)	2	8	5
<u>Outcome:</u>	% of projects completed on schedule			

ADDITIONAL MAJOR OUTPUTS**Assess and Preplan for Projects**Description: Prepare recommendations concerning whether projects should be initiated depending on the City's needs and means.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of projects approved		10	3	1
<u>Source:</u>	Actual			

Plan ProjectsDescription: Develop plans, designs, and funding options for capital projects that meet the City's standards for efficiency and quality.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of projects planned and designed		8	2	2
<u>Source:</u>	Actual			

Bid and Award ContractsDescription: Award contracts with external service providers, minimize costs, and ensure a quality level of services provided.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of contracts awarded		5	2	3
<u>Source:</u>	Actual			

Manage ContractsDescription: Ensure the implementation and oversight of capital projects are in accordance with regulations and approved project plans.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of contracts managed		5	5	3
<u>Source:</u>	Actual			

ORG 1043: CAPITAL PROJECTS MANAGEMENT

Complete Projects and Closeout

Description: Complete scope of work per plans and specifications, initiate all warranties, submit all regulatory and financial documentation, and make final payments to all vendors.

Output: # of projects completed

FY08 (Act.):

FY09 (Proj.):

FY10 (Proj.):

Source: Actual

2

4

2

ORG 1043 EXEC - CAPITAL PROJ MGMT

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	203,544	259,297	123,020	210,683
TOTAL P-ACCT 51000	203,544	259,297	123,020	210,683
P-ACCT 52000 ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC		1,500		1,500
54200 OFFICE SUPPLIES		1,500	792	1,500
54201 OFFICE EQUIPMENT		1,500		1,500
54900 FOOD SUPPLIES & REFRESHMT	434			
TOTAL P-ACCT 52000	434	4,500	792	4,500
P-ACCT 58000 CAPITAL OUTLAY				
58410 BUILDING IMPROVEMENTS				
58745 BUILDING RECONSTRUCTION				
TOTAL P-ACCT 58000	-	-	-	-
TOTAL ORG 1043 FUNDING REQUIRED	203,978	263,797	123,812	215,183

DEPARTMENT NAME Capital Projects Management
GENERAL FUND ORG NUMBER 1043

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
DIRECTOR	GERALD R. BOYLE	1,538.46	78,775.05	78,775.05
PROJECT ASSISTANT	JAMES O'DONOVAN	1,326.12	67,902.42	67,902.42
PROJECT ASSISTANT	EDWARD NUSSO	1,250.00	64,004.79	64,004.79
				210,682.26

MISSION STATEMENT:

The Somerville Council on Aging (COA) provides comprehensive services that enhance the lives of the elderly and enrich the community at large. The COA is deeply committed to providing programming that reflects the diversity of our senior population. We promote and safeguard the health and independence of seniors by advocating for them in many areas, arranging for necessary services, and providing meaningful social and recreational options that enhance their lives. We provide informational, referral, and case management services in addition to coordinating homemaking, meals on wheels, and other support programs for the elders.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 177,926	\$ 206,453	\$ 215,234	4%
ORDINARY MAINTENANCE*	\$ 34,398	\$ 38,585	\$ 34,700	-31%
GENERAL FUND EXPENDITURES	\$ 212,324	\$ 245,038	\$ 249,934	2%

* This includes Special Item: Rental-Buildings

CHANGES BETWEEN FY09 and FY10:

- Personnel Services was increased to cover a full year of work for one employee who began partway through FY2009
- Spending on renting tables and chairs was reduced to zero
- Spending on refreshments was decreased by \$1,450

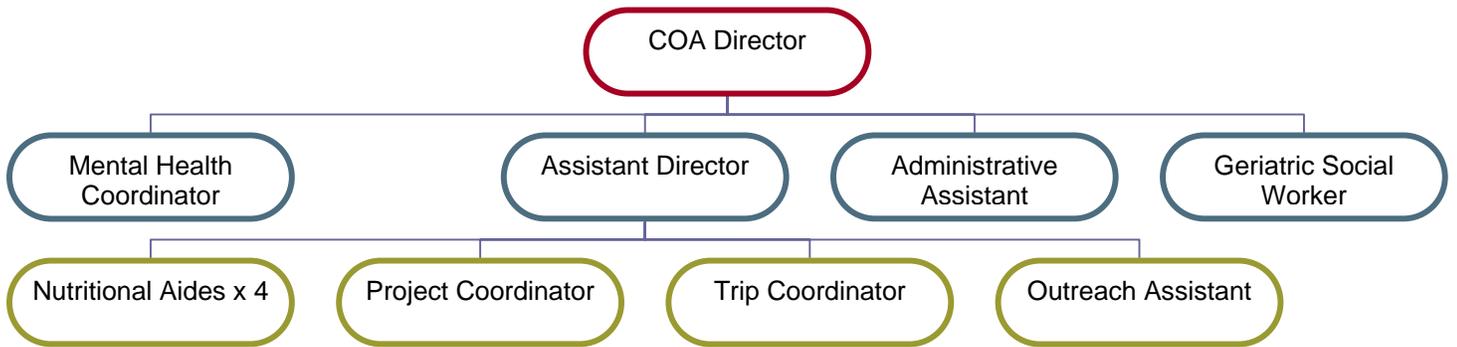
FY10 MAIN PRIORITIES:

- Reach out to more bilingual minority groups
- Start annual health fair
- Quarterly seminars on housing options and educational programs
- Hold six sessions to educate low-vision and isolated seniors about services available
- Increase programming, including re-establishing a restaurant club, beginning photography class, starting a podiatry clinic, expanding the blood pressure clinic to more locations, and providing a monthly ask a lawyer program.

FY09 MAIN ACCOMPLISHMENTS:

- 14.1% increase in attendance at health and wellness programs including new blood pressure clinics
- Prepared programs for baby boomers such as financial planning, travel, cooking
- Expanded seminar, night, and weekend programs.
- Start project outlook group to increase number of activities for low-vision seniors.
- Worked with housing on intergenerational seminars funded through new grant programs
- Provided seniors with advice, information, housing assistance and medical/legal forms almost 14,000 times.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Events for Seniors
- Health and Wellness Programs
- Information / Referral / Case Management

ORG 1034: EXECUTIVE COUNCIL ON AGING**ACTIVITY: EVENTS FOR SENIORS**

Description: Organize events for seniors in order to increase social integration and reduce isolation among seniors.

FY10 GOALS

1. Create more night programming to prepare for the baby boomers.
2. Continue the suppers at the Holland Street site from May to Oct despite tighter funding.
3. Increase social activities for low vision seniors
4. Expand intergenerational activities program.
5. Re-establish a restaurant visiting club.
6. Begin a photography class.

FY09 GOAL REVIEW

1. Expand night programming to prepare for the baby boomers. (In progress)
2. Reactivate the suppers at the Holland Street site from May to Oct. (Complete)
3. Create and begin a low vision group for seniors that are losing their sight or have already lost their sight. (Complete)
4. Provide intergenerational activities. (Complete)
5. Outreach to the community seniors to make them aware of the advocacy work that we do. (Complete and On-going)
6. Create a hairdressing program. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Yearly # of participants at various COA events	9,417	10,221	10,610
<u>Outcome:</u>	% increase in participants	6%	8.5%	

ADDITIONAL MAJOR OUTPUTS**Organize Special and One Day Events**Description: Organize the annual picnic, bringing elders out of nursing homes and assisted living to enjoy an old fashioned picnic. Host an annual Grandchildren and Grandparents pizza party.

<u>Output:</u>	# of seniors who attend annual picnic	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count at 5 events	1,350	1,550	1590

Organize Information SessionsDescription: Provide seniors with information about specific issues relevant to them and their families. Enable seniors to make more informed choices.

<u>Output:</u>	# of yearly participants at informational sessions	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		1,080	1,296	1330

Organize Birthday Parties for SeniorsDescription: Organize a birthday party each month to celebrate all individuals birthdays.

<u>Output:</u>	# of yearly birthday party attendees	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		375	348	350

Organize DancesDescription: Organize dances throughout the year in order to bring seniors into a social environment.

<u>Output:</u>	# of yearly dance attendees	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		2,250	1,796	1800

Organize PartiesDescription: Increase social interaction and reduce isolation among seniors.

<u>Output:</u>	# of yearly party attendees	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		1,400	1,720	1750

Organize Trips and Restaurant OutingsDescription: Organize trips and monthly Restaurant Club Outings to allow seniors to engage with each other and learn about surrounding areas.

<u>Output:</u>	# of participants per year	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	55-59 outings	2,200	2,284	2500

ORG 1034: EXECUTIVE COUNCIL ON AGING

Organize Bingo, Cribbage, and Crochet Classes

Description: Hold bingo, cribbage, and crochet classes at multiple locations to allow seniors to play throughout the week and year.

<u>Output:</u>	# of participants per year	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		632	977	990

Provide Transportation

Description: Provide transportation to Somerville seniors to allow them to make doctors appointments and other scheduled events.

<u>Output:</u>	# of medical and non-medical appointments per year	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count of number of transports	130	250	300

ORG 1034: EXECUTIVE COUNCIL ON AGING

ACTIVITY: HEALTH AND WELLNESS PROGRAMS

Description: Offer services that improves seniors' physical and mental health.

FY10 GOALS

1. Hold a quarterly event for the walking group in association with the Executive of Elder Affairs
2. Hold an annual intergenerational health fair
3. Maintain lions club support for support group eye exams.
4. Expand blood pressure clinic to all three COA sites.
5. Start annual podiatry clinic.

FY09 GOAL REVIEW

1. Hold a quarterly event for the walking group in association with the Executive of Elder Affairs (In Progress)
2. Expand the intergenerational health and wellness program (In Progress)
3. Provide low vision support group with eye exams. (Complete)
4. Operate blood pressure clinic. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of yearly participants at Health and Wellness programs	14,372	16,393	16,920
<u>Outcome:</u>	% increase in participants	7.6%	14.1%	

ADDITIONAL MAJOR OUTPUTS

Host Nutrition Classes

Description: Provide Somerville seniors with cooking classes, recipes, shopping tips, healthy products. Classes taught by a licensed nutritionalist and homeopathic.

<u>Output:</u>	# of students	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	On average 15 participants per session	720	720	730

Host a Veteran's Group

Description: Provide Somerville veterans with the opportunity to meet one another and share their experiences.

<u>Output:</u>	# of veteran's groups participants	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	On average 3-4 participants per session	46	60	75

Host Senior Discussions

Description: Provide elderly men and women the opportunity to participate in an open group discussion.

<u>Output:</u>	# of session attendees	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	On average 15 participants per session	750	780	800

Organize Men's and Women's Breakfast

Description: Promote social integration, improve diets among seniors, and offer information on various issues to seniors.

<u>Output:</u>	# of breakfasts served	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count of breakfasts served	1,750	1,780	1790

Organize a Women's Group

Description: Provide group counseling for older women aimed at improving their mental health.

<u>Output:</u>	# of women attending counseling	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		816	624	650

Organize Physical Exercise Sessions

Description: Provide exercise services and help seniors maintain and improve their physical health.

<u>Output:</u>	# of exercise sessions held - # of participants at sessions	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		250	250	275

Provide Lunch on Weekdays

Description: Serve nutritious meals to the elderly and distribute brown bag lunches once per month

<u>Output:</u>	# of lunches served	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count of lunches served	10,000	12,104	12500

ORG 1034: EXECUTIVE COUNCIL ON AGING

Organize the RUOK Program

Description: Manage the RUOK program that calls seniors to ensure they are well.

<u>Output:</u>	# of seniors receiving calls	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual number of seniors receiving calls	38	75	100

ORG 1034: EXECUTIVE COUNCIL ON AGING

ACTIVITY: INFORMATION/REFERRAL/CASE MANAGEMENT

Description: Provide information, referral, and case management services to seniors in order to meet their needs.

FY10 GOALS

1. Complete set up and training for computer at the Holland Street center for access to Medicare and Part D
2. Have a free lawyer come once a month to COA locations to give advice
3. Expand outreach to elders of minority groups to explain the resources and advocacy available through the COA
4. Increase by 10% the number of SHINE - Serving Health Insurance Needs of Elders - clients that we see

FY09 GOAL REVIEW

1. Set up a computer at the Holland Street center for access to Medicare and Part D (In Progress)
2. Hold a quarterly seminar on legal, medical and educational issues (Complete)
3. Outreach to community elders for information on the advocacy work that the COA does (Complete & on-going)
4. Increase by 10% the number of SHINE clients that we see (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of contacts per year (in person, phone, newsletter recipients)	12,953	13,954	14,300
<u>Outcome:</u>	% increase in contacts	8.4%	7.7%	

ADDITIONAL MAJOR OUTPUTS

Assist Seniors with Legal Forms

Description: Assist seniors in completing their tax forms and with estate management.

<u>Output:</u>	# of seniors assisted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		248	290	300

Offer Advice and Information Referrals

Description: Offer guidance and advice to seniors on issues of relevance.

<u>Output:</u>	# of calls answered	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		6,500	7,691	7700

Provide Housing Assistance and Advice

Description: Assist seniors who require adjustments with their housing situation.

<u>Output:</u>	# of people assisted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		200	250	275

Produce Monthly Newsletter

Description: Inform seniors about events, services, and issues of interest.

<u>Output:</u>	# of newsletters written and distributed per year	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		6,000	6,000	6000

Produce Monthly Cable TV Show

Description: Inform seniors about upcoming events, services, and other relevant issues.

<u>Output:</u>	# of shows aired per year	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	1 show aired per month	12	12	12

Advertise Events and Services

Description: Inform seniors about events and services of interest.

<u>Output:</u>	# of advertisements posted (mainly in newsletter, newspaper, and talk show)	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		88	88	88

ORG 1034: EXECUTIVE COUNCIL ON AGING

Provide Emergency Shelter

Description: Provide emergency shelter to Somerville seniors under extreme temperature conditions (winter/summer) and under other emergency conditions.

<u>Output:</u>	# of times emergency shelters were provided - # of users of emergency shelter	FY08 (Act.): 5	FY09 (Proj.): 13	FY10 (Proj.): 25
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Source:

ORG 1034 EXEC-COUNCIL ON AGING

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	177,926	206,453	86,481	215,234
TOTAL P-ACCT 51000	177,926	206,453	86,481	215,234
P-ACCT 52000 ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP	405	800	513	600
52712 RENTAL - TABLES & CHAIRS		1,850		-
53000 PROFESSIONL & TECHNCL SVC		700		700
54200 OFFICE SUPPLIES	1,134	1,135	485	1,000
54210 PRINTING & STATIONERY		250		-
54900 FOOD SUPPLIES & REFRESHMT	6,941	7,850	4,329	6,400
TOTAL P-ACCT 52000	8,480	12,585	5,327	8,700
P-ACCT 60000 SPECIAL ITEMS				
62710 RENTAL - BUILDINGS	25,918	26,000	22,028	26,000
TOTAL P-ACCT 60000	25,918	26,000	22,028	26,000
TOTAL ORG 1034 FUNDING REQUIRED	212,324	245,038	113,836	249,934

DEPARTMENT NAME COUNCIL ON AGING
 GENERAL FUND ORG NUMBER 1034

Position	Name	Current Base	Fiscal Year Base	TOTAL
EXECUTIVE DIRECTOR	CINDY L HICKEY	1,225.10	62,729.81	62,729.81
ASSISTANT DIRECTOR	JENNIFER QUERUSIO	855.07	43,782.86	43,782.86
ADMINISTRATIVE ASSISTANT	CONCETTA LORENTI	630.42	32,279.92	32,279.92
GERIATRIC SOCIAL WORKER	SUZANNE NORTON	746.44	38,220.59	38,220.59
MENTAL HEALTH COORDINATOR	NANCY O'CONNOR	746.44	38,220.59	38,220.59
				215,233.77

MISSION STATEMENT:

The mission of the Somerville Arts Council is to cultivate and celebrate the creative expressions of the Somerville community. Through innovative collaborations and quality programming we work to make the arts an integral part of life reflective of our diverse city.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 88,415	\$ 98,264	\$ 96,390	-2%
ORDINARY MAINTENANCE	\$ 90,010	\$ 100,264	\$ 98,390	-2%
GENERAL FUND EXPENDITURES	\$ 178,425	\$ 198,528	\$ 194,780	-2%

CHANGES BETWEEN FY09 and FY10:

- No major changes

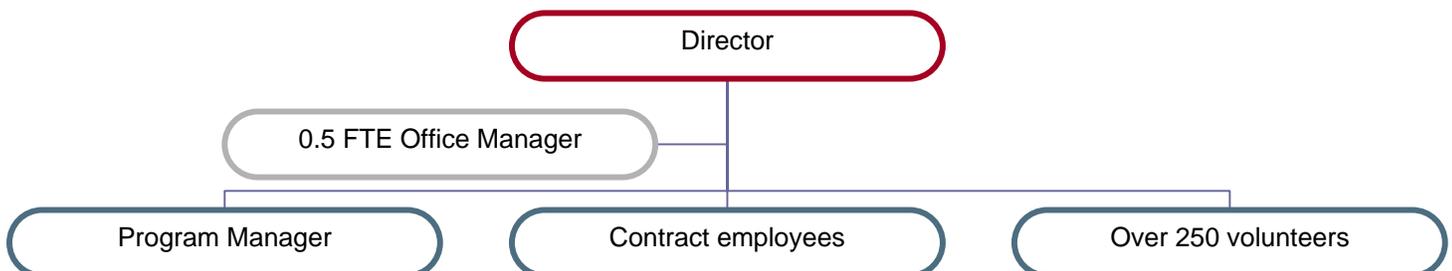
FY10 MAIN PRIORITIES:

- Maintain ongoing and recent initiatives (Jazz Festival, Arts Union stipends) despite increased pressure on grants
- Complete applications for Federal Stimulus Funds
- Work with local Union Square businesses to develop a outdoor exhibit wall that will display media art
- Based on the outcome of FY09 community meetings, rally community partners to start new animation film festival
- Work with Union Square Mainstreets to create spaces for sole proprietor design professionals and promote Somerville's design cluster

FY09 MAIN ACCOMPLISHMENTS:

- Successfully advocated for Arts Overlay component of the Union Square Zoning plan
- Raised \$225,000 for arts programming through grants, personal donations, business sponsorships and earned income
- Facilitated opening of the Armory Center for the Arts through continuing work with the owner and the community
- Completed four large arts markets, eight performance series, and cultural tours.
- Completed FY08 cultural study within in the Brazilian and Portuguese communities culminating in a festival and community report.
- Held 10 community focus meetings to develop new programming goals such as an Animation and Alternative Film Festival

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Constituency Development
- Grants Administration
- Program Development and Management
- Administration

ACTIVITY: CONSTITUENCY DEVELOPMENT

Description: Coordinate and communicate among the various city arts organizations, local government, and city residents to provide for constituency requests. Advocate for arts organizations in the city

FY10 GOALS

1. Work with Union Square Mainstreets to create space for sole proprietor design professionals and promote Somerville's design cluster.

FY09 GOAL REVIEW

- 1.Continue work with SPCD, state, and consultants to promote Somerville's design cluster. Finish research with Rapport fellow to better determine how to serve that economic development constituency. (Complete)
2. Work with Board to conduct outreach with various stakeholders within the City. Revised Council's mission statement, program structure, and address community needs and assets through this revised framework. (Complete)
- 3.Work with East Somerville Main Streets to ensure that any cultural economic development activity is fully supported by the Council and its constituent assets. (On-going)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total # of constituent related interactions (estimated contacts + meetings)	21,600	22,620	23,000
<u>Outcome:</u>	% of residents surveyed expressing an opinion who feel that The Arts in Somerville is important to the City's economy, identity, and sense of community (Resident satisfaction survey)	FY07: 85%	86%	

ADDITIONAL MAJOR OUTPUTS

Broker Relationships

Description: Connect artists, funders and other interested constituents with each other. Promote the arts and improve artist relations with City residents and funders.

<u>Output:</u>	# of emails, meetings, and phone calls handled	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Average of 30 emails, 2 meetings, 15 calls per day per employee.	20,750	21,620	22000

Hold Informational Meetings

Description: Conduct meetings to answer any questions that artists or members of the community have with regards to programs and events, LCC Grants, and general needs assessments.

<u>Output:</u>	# of informational meetings held	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Average 17 meetings per week.	850	884	1000

ORG 1046: EXECUTIVE OFFICE OF THE ARTS COUNCIL**ACTIVITY: PROGRAM DEVELOPMENT AND MANAGEMENT**

Description: Develop and organize festivals, youth art programs, exhibitions, concerts, and tours.

FY10 GOALS

1. Maintain the number of programs currently running despite cuts to grants
2. Based on feedback from 10 community meetings, facilitate new Animation Film Festival

FY09 GOAL REVIEW

1. Work with OSPCD to develop an economic development initiative that supports the design industry within the City. (On-going)
2. Conduct a joint Brazilian and Portuguese event based on the FY08 National Endowment for the Arts-funded community work. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of volunteers, artists, and attendees at major Arts Council Events (Estimate of volunteers/artists/program staff recruited throughout the year for events)	22,595	23,610	23,610
<u>Outcome:</u>	% increase in attendance at major Arts Council events/programs	5%	4.5%	

ADDITIONAL MAJOR OUTPUTS**Communicate Arts Events**Description: Inform community members of Arts Council and other local arts events by creating and disseminating desired materials (posters, brochures, etc..) for all events.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of electronic newsletters, post-cards, posters, program guides, press releases, and banners		70	85	85

Source:**Coordinate Volunteers**Description: Recruit, manage, and communicate with volunteers while preparing for events, LCC Grant panels, and internal programs.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of volunteers recruited		275	280	280

Source: Count of volunteers**Fundraise**Description: Research, solicit, track, and follow-up with funding sources from corporations, foundations, local businesses, individuals, and the Mayor to increase funding for the arts to maintain healthy percentages of income source categories (i.e. - foundations, individuals, City, State, and earned income).

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of funding solicitations and follow-ups		125	130	130

Source:**Recruit Artists & Youth**Description: Attract a diverse and talented group of artists for each festival, youth art program, exhibition, concert, and tour as needed on a contractual basis.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of portfolios received		320	330	330

Source: Estimate based on number of programs held**Manage Programs**Description: Successfully manage all of the operational activities for each program.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of attendees to major programs / events		22,000	23,000	23000

Source: Estimate based upon the total number of events/programs held and approximate attendance

ACTIVITY: GRANTS ADMINISTRATION

Description: Administer local cultural council grants to local artists. Assist artists and cultural organizations in finding necessary funding.

FY10 GOALS

1. Apply for Federal stimulus funding grants.
2. Maintain ratio of outside funds to city funds.

FY09 GOAL REVIEW

1. Develop an assessment with City grants' administrator and new grant writer to create a plan as to how the Council can receive operational support from foundations. (In progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of grant applications reviewed (Estimate of grant applications received)	90	95	105
<u>Outcome:</u>	% increase in grant applications received	5%	5.6%	

ADDITIONAL MAJOR OUTPUTS

Publicize Grants

Description: Inform artists of the availability of available grant money.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of people who receive grant information			
<u>Source:</u>	Estimate of unique individuals on all mailing lists and listserves	2,800	2,900	3000

Report Requirements

Description: Track funding recipient progress, offer grant related assistance, and ensure legality of award.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of grants awarded			
<u>Source:</u>	# of people receiving grants	53	55	55

ORG 1046 EXEC-ARTS COUNCIL

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	88,415	98,264	46,685	96,390
TOTAL P-ACCT 51000	88,415	98,264	46,685	96,390
P-ACCT 52000 ORDINARY MAINTENANCE				
53408 WEB SITE COSTS	95			150
54200 OFFICE SUPPLIES	1,500	2,000	604	1,350
54201 OFFICE EQUIPMENT				500
TOTAL P-ACCT 52000	1,595	2,000	604	2,000
TOTAL OR(1046 FUNDING REQUIRED	90,010	100,264	47,289	98,390

DEPARTMENT NAME ARTS COUNCIL
GENERAL FUND ORG NUMBER 1046

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
DIRECTOR	JENKINS, GREGORY	1,061.69	54,362.60	54,362.60
PROGRAM MANAGER	STRUTT, RACHEL	820.77	42,026.57	42,026.57
				96,389.16

ORG 1049: CONSTITUENT SERVICES

MISSION STATEMENT:

The Mayor’s Office of Constituent Services’ primary responsibility is the overall delivery of customer service throughout the City. This goal is achieved through the management of five primary first point of contact centers in the City: the 311 call center, the City Hall welcome desk, the City’s website, the City’s switchboard operators, and the customer service operators at the public safety building. To help achieve this goal, the Office of Constituent Services also provides high quality training courses to City employees.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 544,649	\$ 597,061	\$ 565,024	-5%
ORDINARY MAINTENANCE	\$ 5469	\$ 14,050	\$ 10,750	-23%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
REVENUE	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 550,118	\$ 611,111	\$ 575,774	-6%

CHANGES BETWEEN FY09 and FY10:

- Director position to be filled in August
- No other major changes

FY10 MAIN PRIORITIES:

- Continue to expand core hours of operation of 311 city hall call center
- Implement unmanned “Welcome Desk” style constituent Kiosks at the city hall annex and police substations
- Optimize efficiency and expand customer service footprint by routing 311 calls to various locations by upgrading existing phone system queue options
- Improve customer out reach and satisfaction by adding outgoing public service messages on 311 introduction
- Facilitate the reallocation of resources and improve reporting by expanding the use of the “workflow” system to DPW, Traffic & Parking and Health Departments
- Work with CRM vendor to design and launch a preventative maintenance system with reoccurring task feature, and warranty alert module.
- Install and call flow an after hours queue at the police console to improve 24/7 services.

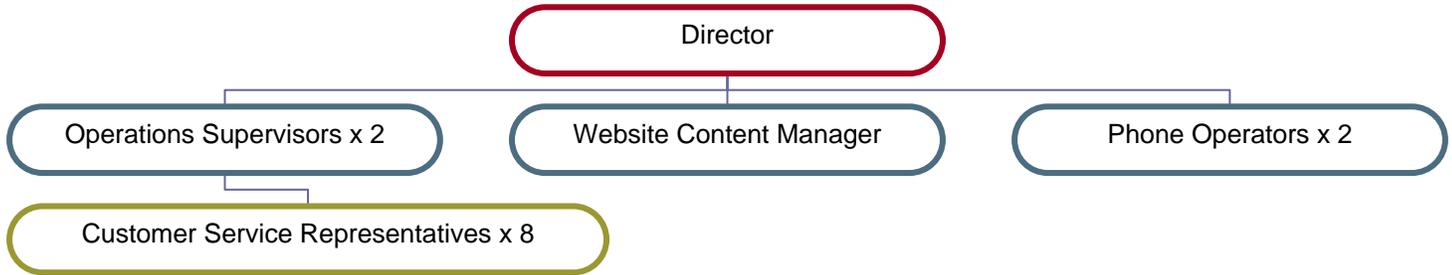
FY09 MAIN ACCOMPLISHMENTS:

- Expanded the hours of the 311 call center to include busy 8am-8:30am time slot
- Continued to increase public awareness of 311 through marketing and outreach programs, including free advertisement in bus stop shelters, welcome kits and various collaterals; and began making TV appearances on Spanish speaking city-wide programming discussing 311’s features and benefits.
- Continued to assess all City customer service delivery systems and suggest any potential improvements, including building out the city wide knowledge database which houses over 350 questions and fielded over 43,000 hits in fiscal 2009,

ORG 1049: CONSTITUENT SERVICES

- Continue to expand operations to include additional City departments in 311, including launching ISD onto the workflow platform,
- Improve the City's overall customer service delivery through the continuous training of front-line staff, and further reduces class cost to under \$20 per person trained,
- Ensure that the City's legacy phone systems are fully functional as the move toward VOIP phones continues, and worked with IT to help save the city \$140,000 annually by monitoring bills and testing lines.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- 311 Information Center
- Police Console Operators
- City Hall Operators
- In-House Training
- Support Services
- Administration

ORG 1049: EXECUTIVE OFFICE OF CONSTITUENT SERVICES

ACTIVITY: 311 INFORMATION CENTER

Description: The 311 call center is designed to efficiently respond to calls from residents, businesses, and visitors by providing reliable City government information and accurately processing requests for city services.

FY10 GOALS

1. Answer 80 percent of all calls within 20 seconds.
2. Increase public awareness of 311 Call Center, especially in ESL communities.
3. Abandon less than 3 percent of calls.

FY09 GOAL REVIEW

1. Answer 80 percent of all calls within 20 seconds. (Complete & Ongoing)
2. Increase public awareness of 311 Call Center. (In progress)
3. Abandon less than 3 percent of calls. (Complete & Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total number of contacts with constituents (Actual calls answered & letter and emails written)	88,333	102,890	103,800
<u>Outcome:</u>	% of residents surveyed expressing an opinion who have heard about the 311 line (Resident satisfaction survey)	FY07: 43%	80%	

ADDITIONAL MAJOR OUTPUTS

Manage 311 Telephone Line

Description: Respond to queries that come in through the 311 telephone line by providing accurate and timely information.

<u>Output:</u>	# of calls received and responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimates based upon daily records	66,906	73,886	75,000

Manage 311 Website and Email

Description: Respond to queries that come in through the 311 website or via email by providing accurate and timely information. Respond within 24 hours of receiving items during business hours.

<u>Output:</u>	# of queries received and responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimates based upon CRM System	3,488	5,665	5,000

Process Work Orders

Description: Submit work orders to appropriate department when constituents use the 311 telephone line, website, or email to report a problem. Perform quality control monitoring of work order system. Track status of work orders when complaints are received.

<u>Output:</u>	# of work orders processed and/or tracked	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimates based upon CRM System	16,589	21,549	22,000

Market and Advertise 311 Information Center

Description: Draft and distribute both informational and promotional materials regarding the 311 Information Center.

<u>Output:</u>	# of citizen outreaches	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on records	500	570	600

Respond to Mayoral Letters and Emails

Description: Draft and send responses to all emails or letters forwarded to Constituent Services by the Mayor.

<u>Output:</u>	# of letters responded to with information about Somerville and City Services	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on records	850	1,220	1,200

ORG 1049: EXECUTIVE OFFICE OF CONSTITUENT SERVICES

ACTIVITY: POLICE CONSOLE OPERATORS

Description: Police console operators answer the main non-emergency phone calls at the police station, service all walk in visitors at the public safety building and answer all after-hours City calls received through the 311 line.

FY10 GOALS

1. Institute a calling queue at Police console.

FY09 GOAL REVIEW

1. Handle all walk-in traffic and phone calls at the public safety building. (Complete & Ongoing)
2. Handle all after-hours 311 calls and complete CRM information form. (Complete & Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of queries (phone or walk-up traffic received) Estimate	50,000	50,000	50,000
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Manage Non-Emergency Police Telephone Lines

Description: Respond to queries that come in through the non-emergency telephone line by providing accurate and timely information. Forward incoming calls to appropriate members of police department.

<u>Output:</u> # of calls received and responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	36,000	36,000	36,000

Manage Police Station Reception

Description: Respond to foot traffic at the Police Department including tow, accident, and incident reports. Refer persons to appropriate members of Police Department.

<u>Output:</u> # of visitors	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	14,000	14,000	14,000

ORG 1049: EXECUTIVE OFFICE OF CONSTITUENT SERVICES

ACTIVITY: IN-HOUSE TRAINING

Description: The training program is designed to train all front line City personnel on customer service skills and protocol, while offering continued education courses in management skills.

FY10 GOALS

1. Facilitate mandatory customer service trainings for all newly-hired front-line staff.

FY09 GOAL REVIEW

1. Offer training courses to City personnel to enhance their ability to interact with the public and perform their jobs. (Complete & Ongoing)
2. Continually reduce class cost while maintaining a good/excellent class rating. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of employees trained through courses and on phone systems Actual: FY08-FY09; Projected for FY10	90	47	60

Outcome:

ADDITIONAL MAJOR OUTPUTS

Customer Service Courses

Description: Develop and teach courses on improving customer service and external relations.

<u>Output:</u>	# of employees trained	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	30	17	30

Phone and Voicemail Training

Description: Train all new employees on how to use phone and voicemail systems.

<u>Output:</u>	# of employees trained	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	60	30	30

ACTIVITY: SUPPORT SERVICES

Description: The support services program is designed to manage City phone lines, including the snow emergency line, consolidate phone services to reduce City costs and reconcile all phone records.

FY10 GOALS

1. Reduce unnecessary phone expenses.

FY09 GOAL REVIEW

1. Reduce unnecessary phone expenses. (Complete)
2. Ensure reliable and cost effective phone service. (Complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of support service actions taken Estimate	385	337	275
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Updated Massachusetts Street Area Guide (MSAG)

Description: Reconcile address information given by callers to 911 emergency telephone line with address information in MSAG.

<u>Output:</u> # of MSAG updates	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on records	30	20	20

Manage Telephone Lines within City Hall

Description: Oversee service and repair orders on all telephones and telephone lines within City Hall.

<u>Output:</u> # of repair orders received and processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on records	200	121	100

On-Call Emergency Response

Description: Act as on-call point of contact for emergency circumstances. Notify appropriate members of City government to address such situations.

<u>Output:</u> # of emergency situations managed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on records	80	84	80

Manage SNOW Emergency Hotline

Description: Record timely and accurate information regarding snow emergencies.

<u>Output:</u> # of emergency situations managed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on records	75	112	75

ORG 1049 EXECUTIVE - CONSTITUENT SR

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	487,511	546,861	256,650	529,529
51200 SALARIES & WAGES TEMPOR'Y	34,559	22,000	15,143	22,000
51300 OVERTIME	6,724	10,000	2,304	10,000
51410 LONGEVITY	2,500	2,500	1,250	2,500
51430 SHIFT DIFFERENTIALS	10,433	13,000	5,307	
51530 HOLIDAYS		2,000		
51532 HOLIDAYS - S.M.E.A.	1,222			295
51540 PERFECT ATTENDANCE	1,000		500	
51930 UNIFORM ALLOWANCE	700	700	700	700
TOTAL P-ACCT 51000	544,649	597,061	281,854	565,024
P-ACCT 52000 ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC		4,000	2,229	2,500
53210 EMPLOYEE TRAINING COURSES	150	2,000		1,000
53420 POSTAGE	500	1,000		1,000
53440 EXPRESS/FREIGHT	14	50		
54200 OFFICE SUPPLIES	814	2,000	1,164	2,000
54202 OFFICE FURNITURE	3,991	1,000		750
54210 PRINTING & STATIONERY		4,000	1,456	3,500
TOTAL P-ACCT 52000	5,469	14,050	4,849	10,750
TOTAL ORG 1049 FUNDING REQUIRED	550,118	611,111	286,703	575,774

DEPARTMENT NAME CONSTITUENT SERVICES
 GENERAL FUND ORG NUMBER 1049

Position	Name	Current Base	Fiscal Year Base	TOTAL
DIRECTOR	VACANT	1,307.70	62,246.47	62,246.47
CALL CENTER MANAGER	VIVEIROS,ELENA	955.15	48,907.34	48,907.34
SYSTEM COORDINATOR	COSTA, EILEEN	932.01	47,722.48	47,722.48
CUSTOMER SERVICE REP I	JOSEPH, WIDLINE	729.91	37,374.19	37,374.19
CUSTOMER SERVICE REP I	CARLISLE, NAHOMI	715.22	36,622.00	36,622.00
CUSTOMER SERVICE REP I	GARCIA,VERONICA	715.22	36,622.00	36,622.00
CUSTOMER SERVICE REP I	FUCILLE, KIMBERLY	715.22	36,622.00	36,622.00
CUSTOMER SERVICE REP I	PERO, EMILY	715.22	36,622.00	36,622.00
CUSTOMER SERVICE REP II	WRIGHT, HEATHER	715.22	36,622.00	36,622.00
CUSTOMER SERVICE REP II	COOK, LORI	715.22	36,622.00	36,622.00
CUSTOMER SERVICE REP II	ZAROUKI, LINDA	715.22	36,622.00	36,622.00
OPERATOR, CITY HALL	DOUGLAS, NORMA	736.82	38,462.00	40,209.36
OPERATOR, CITY HALL	ALLEN, CAROL	736.82	38,462.00	40,209.36
				533,023.24

MISSION STATEMENT:

The mission of the Office of Sustainability and the Environment (OSE) is to identify and implement cost effective strategies to continually improve the environmental performance of Somerville City government. OSE’s objective is to make Somerville a model livable and sustainable city by reducing the energy costs and environmental impacts of City operations, adopting and promoting environmentally sensitive practices, and by advocating for a healthy and enjoyable environment for the citizens of Somerville.

The Department has oversight and input in several areas of City operations:

- Provides energy management oversight, and, with input from Public Works’s Administration and Finance and Buildings & Grounds operations personnel, seeks to identify and implement opportunities to reduce energy usage, environmental impacts, and related costs across all City facilities and operations.
- Plans and manages environmental services such as recycling, household hazardous waste drop-off, and emergency response on environmental issues.
- Manages energy efficiency and renewable energy programs funded under the federal Department of Energy’s Energy Efficiency and Conservation Block Grant program and other funding sources.
- Addresses residential, business, and departmental needs related to environmental issues such as oil/hazardous material spills, indoor air quality, watershed quality, and greenhouse gas emission reductions.
- Provides public education about City environmental services and targeted issues of concern such as solid waste reduction, hazardous waste management, storm water pollution reduction, and greenhouse gas emission reduction strategies.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONAL SERVICES	\$ 119,531	\$ 126,751	\$ 130,088	3%
ORDINARY MAINTENANCE	\$ 4,515	\$ 37,675	\$ 30,975	-18%
GENERAL FUND EXPENDITURES	\$ 124,046	\$ 164,426	\$ 161,063	-2%

CHANGES BETWEEN FY09 and FY10:

- \$5,000 reduction in Technical and Professional Services reflects reduction in cost to the ESCO Commissioning Agent

FY10 MAIN PRIORITIES:

- Implement a new energy efficiency program using funding from the federal Department of Energy’s Energy Efficiency and Conservation Block Grant program
- Launch comprehensive recycling education program
- Implement single stream recycling City wide to increase recycling rate
- Continue monitoring ESCO program working with Commissioning Agent
- Expand Environmentally Preferable Products policy
- Continue to seek state and federal grant funding for environmental projects
- Working with local business and advocacy groups, expand partnership to bring training and resources on environmental and energy issues to businesses and residents
- Expand anti-Idling education program to residents and businesses

FY09 MAIN ACCOMPLISHMENTS:

- Finalized completion of ESCO contract project and began transition to Measurement and verification phase of the project.
- Began to develop comprehensive plan for City-wide energy conservation t including Smart Grid, load aggregation and other models.
- Initiated review of City owned roofs for best location for Green Roofs. Identified potential models for system.
- Maintained procurement of renewable energy for City facilities.
- Developed Environmentally Preferable Procurement policy for the City.
- Developed Pilot for single-stream curbside recycling program.
- Leverage inventory of hazardous materials storage sites on City owned property to reduce environmental liabilities.
- Implemented standing contracts for Emergency response and Site Assessment Services for City.
- Developed and implemented education campaign to reduce idling of City vehicles.
- Worked with local businesses on food composting that can help in reducing solid waste and rodent issues.
- Received state and federal grant funding for environmental projects.
- Conducted outreach to the public about solid waste reduction and recycling.
- Increased distribution of rain barrels by organizing an extra rain barrel event

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department is divided into the following major functional areas:

- Environmental Programs
- Environmental Protection

ACTIVITY: ENVIRONMENTAL PROGRAMS

Description: Plan and manage municipal energy use, conservation, and efficiency efforts, develop policies and programs to integrate renewable energies, direct Brownfield redevelopment activities and manage related federal grants, develop and implement strategic plans leading to long-term community sustainability, and forge partnerships with, and support objectives of, local organizations pursuing the goal of improving Somerville's natural environment.

FY10 GOALS

1. Implement programs and projects for Energy Efficiency and Conservation Block Grant Program.
2. Update Sustainability Strategy.
3. Complete City-Wide Greenhouse Inventory.
4. Complete installation of two Solar Photovoltaic Panels on city buildings.
5. Organize four education sessions with local business and advocacy groups.
6. Provide outreach to citizens on Anti-Idling Program.

FY09 GOAL REVIEW

1. Work in conjunction with the Purchasing department to implement a "green" purchasing policy citywide. (Complete)
2. To be determined pending hiring of new Environmental Programs Manager. (Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # projects managed. (Based on count).	6	8	10
<u>Outcome:</u> % of ESCO ECMs implemented			

ADDITIONAL MAJOR OUTPUTS

Implement Renewable Energy

Description: Pursue cost effective opportunities to integrate domestic sources of renewable energy in the City's energy mix.

<u>Output:</u> # of projects implemented.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Actual for FY08; Estimate for FY09/FY10	3	3	4

Direct Citywide Environmental Planning

Description: Develop, promote and implement cost effective environmental programs and sustainability goals that are in the best interest of Somerville citizens.

<u>Output:</u> Plan completed or revised.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Actual for FY08; Estimate for FY09/FY10	1	1	1

Communicate with the Public

Description: Forge partnerships between Mayor's Office of Sustainability & Environment and the many active non-profits and citizen groups working on energy and environmental issues.

<u>Output:</u> # of community meetings attended.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Actual for FY08. FY09/FY10: 12 Climate Action Commission, 6 Other meetings.	18	18	25

Manage UST Retrofits/Closures

Description: Clean and close out-of-service Underground Storage Tanks and retrofit existing in-service USTs to meet applicable codes.

<u>Output:</u> # of facilities retrofitted or closed.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Actual for FY08; Estimate for FY09/FY10	2	3	1

ACTIVITY: ENVIRONMENTAL PROTECTION

Description: Plan and manage environmental services, provide public education, and address business and residential needs to reduce solid waste production, manage energy use, and improve land, air, and watershed quality.

FY10 GOALS

1. Implement Single Stream recycling program.
2. Manage UST issues for City-owned properties.
3. Seek funding for USTs from Department of Revenue.
4. Launch Somerville Recycling Challenge to educate citizens and increase recycling.
5. Secure new solid waste and recycling hauling contract.
6. Oversee City Emergency response and hazardous waste site investigations projects.

FY09 GOAL REVIEW

1. Initiate and implement single stream recycling program. (Ongoing)
2. Initiate and implement mercury collection system to honor new statewide mercury ban. (Complete)
3. Manage UST issues for City-owned properties. (Ongoing)
4. Complete Green Building Education grant project funded by MTC. (Complete)
5. Seek funding from Department of Revenue for UST. (Ongoing)
6. Seek funding from Mass DEP for potentially various recycling related projects. (Complete)
7. Air quality analysis for Assembly Square during development phase (subject to fund availability). (Complete)
8. Develop stormwater utility plan (cost system for impervious surface that increase storm water). (Ongoing)
9. Develop Mandatory Recycling ordinance. (Ongoing)
10. Meet public demand for rain barrels by organizing an extra rain barrel event. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of households and commercial units served (Estimate based on brochures mailed.)	27,000	27,000	33,000
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with recycling (Resident Satisfaction Survey)			

ADDITIONAL MAJOR OUTPUTS

Attend Neighborhood Impact Team Meetings

Description: Attend Neighborhood Impact Team meetings to provide information and education regarding environmental protection. Provide the necessary follow-up when necessary.

<u>Output:</u>	# of meetings attended	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual for FY08; Estimate for FY09/FY10	10	10	10

Respond to Emergency and Non-Emergency Citizen Requests

Description: Respond to public roadways, City buildings, and residential hazardous waste emergencies within 24 hours of notification. Also, respond to all non-emergency citizen requests in a timely and efficient manner.

<u>Output:</u>	# of emergency and non-emergency requests responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual for FY08; Estimate for FY09/FY10	40	50	60

Provide Yard Waste Services

Description: Provide yard waste stickers for resident barrels to identify yard waste for pick up. Provide drop-off and pick-up opportunities and distribute calendar.

<u>Output:</u>	# of stickers provided	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual for FY08; Estimate for FY09/FY10	1,500	1,500	1,500

Provide Education Regarding Recycling Procedures

Description: Inform and educate the public as to what, how, why and when to recycle. Distribute information and recycling bins.

<u>Output:</u>	# of brochures issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual for FY08; Estimate for FY09/FY10	37,000	37,000	34,000

ORG 1050: OFFICE OF SUSTAINABILITY AND ENVIRONMENT

Provide Drop-Off for Household Hazardous Wastes

Description: Reduce and/or eliminate hazardous waste going to natural streams or mixing with domestic waste.

Output: # of HHW items collected

FY08 (Act.):

FY09 (Proj.):

FY10 (Proj.):

Source: Actual for FY08; Estimate for FY09/FY10

1,200

2,000

2,000

ORG 1050 EXEC-OS ENVIRONMENT

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	119,531	126,751	51,726	130,088
TOTAL P-ACCT 51000	119,531	126,751	51,726	130,088
P-ACCT 52000 ORDINARY MAINTENANCE				
52110 ELECTRICITY	4,000	4,000		4,000
53000 PROFESSIONL & TECHNCL SVC		30,000		25,000
53420 POSTAGE		100		50
54200 OFFICE SUPPLIES		1,000		500
54201 OFFICE EQUIPMENT		1,000		500
54210 PRINTING & STATIONERY	275	200		200
54220 COMPUTER SUPPLIES		1,000		500
55870 MAGAZINES,NEWS,SUBSCRIPTS	115	150		
57300 DUES AND MEMBERSHIPS	125	225		225
TOTAL P-ACCT 52000	4,515	37,675	-	30,975
TOTAL ORG 1050 FUNDING REQUIRED	124,046	164,426	51,726	161,063

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

Off. Of Sustainability and Environment
1050

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
DIRECTOR	DAVID LUTES	1,538.45	68,774.94	68,774.94
ENVIRONMENTAL COORDINATOR	VITHAL DESHPANDE	1,197.42	61,312.49	61,312.49
				130,087.43

ORG 1701: COMMUNICATIONS

MISSION STATEMENT:

The Executive Office of Communications and City Cable is responsible for all internal and external communications in the Somerville City government, including City cable functions, public information, media relations, and administrative support for cellular telephone service. The Office is responsible for communicating all public information, supporting the external communications initiatives of other City departments, and helping to market the City's economic development, arts, community improvement, and quality-of-life agendas.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 42,258	\$ 42,669	\$ 42,828	+0.37%
ORDINARY MAINTENANCE	\$ 4,175	\$ 89,337	\$ 89,387	0.0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 46,433	\$ 132,006	\$ 132,215	+0.15%

CHANGES BETWEEN FY09 and FY10:

- The only significant change is the continuation in FY2010 of a new position created in FY2009. The position of Somerville Youth Arts Coordinator (SYAC) is funded out of the Telecommunications Revolving Fund and provides administrative, technical and creative support for a range of arts programs targeted to the city's young people. These programs include: an after-school improvisational musical and comedy program (Klass Klownz); a Somerville Youth Rocks Talent Concert (developed in collaboration with the Somerville Public Schools); a summer theater camp and a youth recording studio (both developed and conducted in collaboration with the Rec and Youth Departments) and the Sunsetters street performance troupe. The new position helps make the most of existing resources across multiple departments to create enrichment opportunities for Somerville youth interested in the performing arts.

FY10 MAIN PRIORITIES:

- Continuing to inform constituents of City responses to the fiscal crisis and aid in ongoing policy outreach and engagement efforts.
- Review citywide signage and form correspondence to improve customer service.
- Working in close collaboration with the Traffic and Parking Department to communicate changes in parking regulations during FY2010.
- Maintain current level of informative local cable video programming.
- In collaboration with the Youth and Recreation Departments and the Somerville Public Schools, continue to develop and expand new community youth programming, including a summer theater camp, afterschool comedy class, and youth musical concerts.
- Provide communications outreach and support for the Algonquin Gas project, the Somerville Avenue Project and other high-impact construction projects.

FY09 MAIN ACCOMPLISHMENTS:

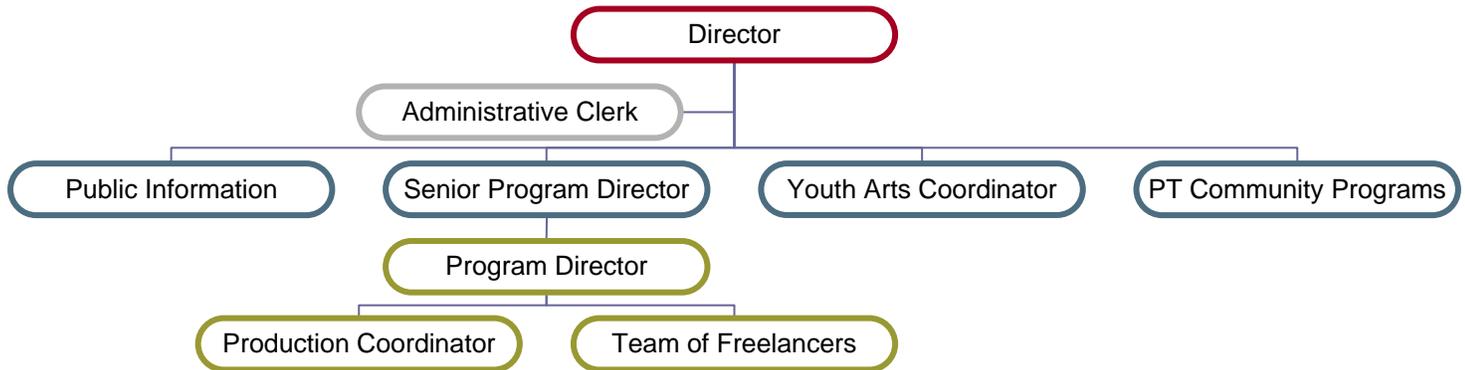
- Prepared request for Federal Stimulus funding for Citywide WiFi program.
- Supported Mayor's Office in providing outreach and citizen engagement on the City's response to the fiscal crisis, as well as joining with SomerStat and Finance in providing staff support for the work of the Financial Advisory Committee. Promoted budgetary transparency

ORG 1701: COMMUNICATIONS

by creating a Budget Development webpage, documentary programming and assisting on the production of briefing materials.

- 90 % completion of negotiations on renewal of RCN cable lease at favorable terms to ensure continued cable provider competition in Somerville
- Issued Request for Information and Request for Proposals for Citywide WiFi and Connect CTY calling program and reviewed responses
- Consolidated citywide mass notification databases for greater efficiency
- Developed and staffed Somerville's preliminary and final applications to the All American City competition.
- Staffed the successful SERAPO student exchange program with Somerville's sister city Gaeta, Italy.
- Produced a new public affairs, culture and parody television series, "Seriously Somerville."
- Used Connect CTY mass notification technology and the Web to provide information updates on Somerville Avenue schedules and impacts.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Communications
- Cable Television Production and Operations
- Administration

ORG 1701: COMMUNICATIONS DEPARTMENT**ACTIVITY: PRESS, PUBLIC, AND COMMUNITY RELATIONS**

Description: Provide all the internal and external telecommunications in Somerville City Hall, and all other municipal governmental offices, in order to promote the efficient flow of information. Communicate the City government and Mayor's views and actions to the public through events covered by the media. Provide programming and oversee production of the two municipal cable television stations in order to facilitate communication with the residents of Somerville.

FY10 GOALS

1. Continue to enhance the mayor's Customer Service Initiative with additional information and services available on the city website.
2. Continue to assist in communications outreach for Somerville Ave reconstruction project.
3. Support Economic Development agenda, particularly the Assembly Square Development
4. Support and enhance city's environmental and sustainability initiatives.
5. Review citywide signage and form letters to improve customer service

FY09 GOAL REVIEW

1. Continue to enhance the mayor's Customer Service Initiative with additional information and services available on the city website. (On-going)
2. Continue to assist in communications outreach for Somerville Ave reconstruction project. (On-going)
3. Per recommendations from ResiStat, develop capability to offer citywide Connect CTY calls in languages other than English for groups that sign up for such calls. (On hold)
4. Produce additional public affairs programming for City Cable (Ch 16 Comcast/Ch 13 RCN) by developing new segments of "Somerville: Going Green," "City Tails," "Keys to the City" and the Jimmy Del Ponte Project (final title TBD). (Complete)
5. Support Economic Development agenda. (On-going)
6. Support and enhance city's environmental and sustainability initiatives. (On-going)
7. Coordinate web, cable, media relations, and Connect-CTY channels with needs of departments. (On-going)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of connect CTY calls	559,200	555,950	556,000
<u>Outcome:</u> % increase in the call list for the CTY calling program		15%	

ADDITIONAL MAJOR OUTPUTS**Answer Press Calls**

Description: Facilitate communication between the Mayor and outside parties by fielding press calls and providing information.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of press calls & emails answered			
<u>Source:</u> Estimate	2,200	2,200	2,500

Create a Photo Portfolio

Description: Provide photos to outside parties and document important events.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of photos taken			
<u>Source:</u> Count of photos	7,000	7,500	7,500

Issue Press Releases

Description: Provide the public with accurate and timely information about the City government and the Mayor's activities and positions.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of press releases issued			
<u>Source:</u> Count, not including community notes	215	220	235

Organize Press Events

Description: Provide a public venue for disseminating positions, actions, or activities.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of press events conducted			
<u>Source:</u> Estimate	45	45	40

ORG 1701: COMMUNICATIONS DEPARTMENT

Produce Monthly Television Programs

Description: Produce and broadcast three different shows in addition to current programs: Somerville Women Today, Keys to the City, City Tails, Somerville Going Green, Talking Business: Jimmy delPonte

<u>Output:</u>	# of episodes successfully produced and aired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual	20	34	35

Build Relationships with Local Newspaper Op Ed/

Blogs

Description: Write and publish Mayor's Somerville Journal Blog (weekly) and Somerville News Op-Eds (bimonthly).

<u>Output:</u>	# of Op Eds	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count of articles	42	64	50

Implement Connect-CTY Mass Notification System

Description: Deploy new technology to call Somerville residents with emergency or time sensitive information.

<u>Output:</u>	# of times Connect-CTY is used to notify public of issues and events	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count of calls	140	166	170

ORG 1701 COMMUNICATIONS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	40,876	41,469	19,701	41,469
51410 LONGEVITY	850	850	425	850
51532 HOLIDAYS - S.M.E.A.				159
51930 UNIFORM ALLOWANCE	350	350	350	350
TOTAL P-ACCT 51000	42,076	42,669	20,476	42,828
P-ACCT 52000 ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP	284	400		400
52495 REPAIRS-COMMUN. EQUIP.		600		600
53000 PROFESSIONL & TECHNCL SVC		85,162	85,161	85,162
53420 POSTAGE		200		200
53440 EXPRESS/FREIGHT	151	300	19	300
54200 OFFICE SUPPLIES	95	200	169	200
57300 DUES AND MEMBERSHIPS		1,200		1,200
57311 BAPERN LINE RENTAL	1,125	1,275	1,225	1,325
TOTAL P-ACCT 52000	1,655	89,337	86,574	89,387
TOTAL ORG 1701 FUNDING REQUIRED	43,731	132,006	107,050	132,215

DEPARTMENT NAME COMMUNICATIONS
GENERAL FUND ORG NUMBER 1701

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
PRINCIPAL CLERK	SHERWOOD, ANN	794.41	41,468.20	42,827.08
				42,827.08

MISSION STATEMENT:

The Personnel Department endeavors to oversee the fair and uniform administration of employment practices to all City employees and applicants. The Personnel Department promotes open communication among employees and departments and implements practices and policies to ensure a safe, productive, and viable workforce. The Department also provides ongoing review and administration of all applicable benefit programs, including the workers' compensation program, and other programs, policies and practices that ensure a safe, productive and viable workforce. In addition, the Department is responsible for the negotiation, adherence, and administration of the City's nine labor contracts.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONAL SERVICES*	\$ 298,088	\$ 325,056	\$ 352,447	8%
ORDINARY MAINTENANCE	\$ 107,284	\$ 172,757	\$ 153,000	-11%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 405,372	\$ 497,813	\$ 505,447	2%

*Including Educational Incentives

CHANGES BETWEEN FY09 and FY10

- Advertising Budget has been reduced by \$15,000 and the Training Budget by \$2000 in anticipation of fewer new hires
- Salaries increased by \$28,000 to hire a part time Volunteer Coordinator to engage residents in a variety of projects around the City.

FY10 MAIN PRIORITIES

- Expand in-house training of management staff and employees.
- Provide on-going review and centralization of all employee personnel files into Personnel.
- Complete the extensive certification process to Create Fire and Police Department reserve lists.
- Complete the implementation of a citywide time and attendance program.
- Implement an electronic benefit tracking program to ensure accuracy of data.
- Input Ch32b Section 18 Retiree Medicare Benefits

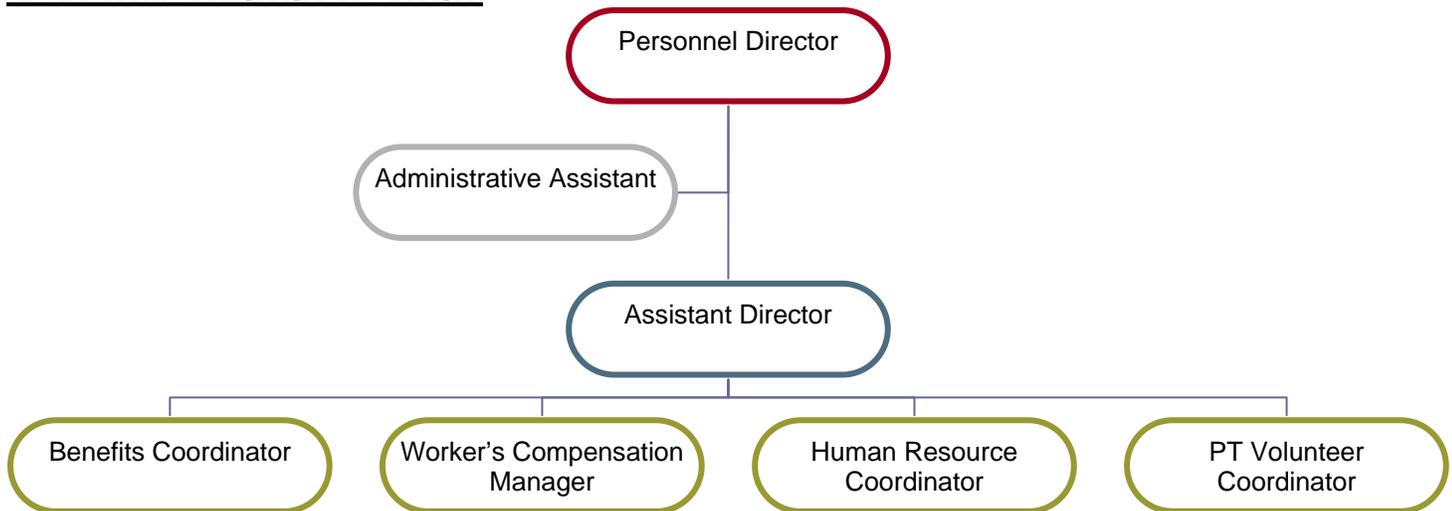
FY09 MAIN ACCOMPLISHMENTS

- Conducted an extensive Fire certification process of thirty-five (35) candidates which enabled the City to hire twelve (12) Firefighters.
- Conducted an extensive Police certification process of twelve (12) candidates which enabled the City to hire two (2) Police Officers
- Completed first phase of implementation of the KRONOS time and attendance tracking system
- Successfully processed one thousand four hundred and forty four (1,444) resumes and/or applications for calendar year 2009 and hired two hundred and twenty three (223) individuals and fifteen (15) public safety staff,.
- Participated in the Summer Youth Job Program which provided employment for one hundred and five (105) youth of those seventy (70) were placed in City Departments and thirty-five (35) placed in local businesses.

ORG 1901: PERSONNEL

- Coordinated and executed eighteen (18) trainings for eight hundred and two (802) City employees. Trainings included a DOT Supervisor Reasonable Suspicion Training, an Offsite Manager Retreat, four (4) Computer Classes, Three (3) CPR and First Aid and CPR classes, Two (2) Customer Service Trainings, a City Wide Ethics Training, and a Benefits Fair.
- Conducted Union Negotiations which concluded with three (3) Unions signing new contracts.
- Oversaw the Medical Benefit analysis for 1400+ City and Teacher Retirees.
- Continued employee benefits such as the MBTA Pass Program, the Perks card program, Working Advantage, and the BeneFit Program.
- Continued the employee Appreciation/Recognition “Cup o’ Joe with Joe” program with twenty seven (27) employees receiving recognition
- Continued monthly “Brown Bag” Luncheon Series with topics such as Healthy Eating and Dealing with Stress in the Workplace.
- Monitored procedures to continue to reduce Workers’ Compensation cost to the City, resulting in projected savings of five (5) percent compared to last year.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Compliance
- Employee Benefits
- Employee Relations
- Collective Bargaining
- Oversight Employment Selection for all Positions
- Employee Discipline
- Employee Termination

ORG 1901: PERSONNEL

ACTIVITY: COMPLIANCE

Description: Fulfill the city's requirements for HR management in the current policy environment.

FY10 GOALS

- 1. Implement phase 2 of Kronos time and attendance system.

FY09 GOAL REVIEW

- 1. Implement Kronos time and attendance system. (Phase 1 complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of new polices implemented + # of policies revised (FY08: Actual; FY09/FY10: Estimate)	52	10	12
<u>Outcome:</u> % of reports submitted on time	100	100	

ADDITIONAL MAJOR OUTPUTS

Comply and Monitor Federal and State Regulations

Description: On a daily basis, ensure complete compliance with FLSA, ADA, FMLA, COBRA, ERISA, and other applicable regulations.

<u>Output:</u> # of federal and state laws that are monitored by Personnel	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10:Estimate	55	72	78

ORG 1901: PERSONNEL

ACTIVITY: EMPLOYEE BENEFITS

Description: Inform employees about available benefits and facilitate their usage. Enable high-quality services provided by the city.

FY10 GOALS

1. Input Ch32b Section 18 Retiree Medicare Benefits.
2. Implement an electronic benefit tracking program to ensure accuracy of data.

FY09 GOAL REVIEW

1. Distribute printed orientation packets to all new hires. (Complete)
2. Put information on employee benefit programs online. (On hold)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of requests by employees responded to FY08-FY10: Estimate (Average of 163 queries per day)	40,000	42,000	44,200
<u>Outcome:</u>	% of employees who are satisfied with Personnel's role in letting them know their benefits and responsibilities (Somerville staff survey)	75%	83%	

ADDITIONAL MAJOR OUTPUTS

Register New City Employees for Benefits

Description: Give employees access to benefits and confirm that they are informed about their benefit plans.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# enrollments completed		150	238	175
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate			

Review Benefits on a Yearly Basis

Description: Conduct a comprehensive review of benefits offered by the City to employees. Assess where the City stands on health insurance costs and provide recommendations on available benefits packages.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of people changing their benefits plan due to restructuring		2,100	3,000	3,500
<u>Source:</u>	FY08-FY10: Estimate			

Collect Sick Days and Evaluate Applications for Sick

Bank Sick Days (SMEA)

Description: Provide a pool of sick days for emergency use, and confirm that sick bank requests are valid. Review applications on a monthly basis.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of applications received and reviewed		9	2	6
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate			

Utilize Benefits of EAP

Description: Coordinate with the Employee Assistance Program throughout the year and education employees about the services offered in order to maximize benefits to employees.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of EAP sponsored events and trainings throughout the year		8	22	30
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate			

Screen for Foreign Languages (SMEA)

Description: Test potentially qualified bilingual employees to provide translation services as needed by the City.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of people on interpreters list		42	40	40
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate			

ORG 1901: PERSONNEL

ACTIVITY: EMPLOYEE RELATIONS/ COLLECTIVE BARGAINING

Description: Maintain a relationship with employees that is considered constructive in order to sustain a productive work ambiance.

FY10 GOALS

1. Provide on-going review and centralization of all employee personnel files into Personnel.
2. Expand in-house training of management staff and employees.

FY09 GOAL REVIEW

1. Expand employee recognition program to highlight retirements and years of service to the City. (In progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of employees counseled (FY08-FY10: Estimate)	750	1,000	1,200
<u>Outcome:</u>	% of employees satisfied with Personnel's role in ensuring they have useful training opportunities (Somerville staff survey)	68%	70%	

ADDITIONAL MAJOR OUTPUTS

Conduct Negotiations

Description: Conduct negotiations to reach optimal agreements with all bargaining units for local unions and the City.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	# of union contracts in negotiation	8	3	6
	FY08: Actual; FY09/FY10: Estimate			

Prepare for and Conduct Grievance or Arbitration

Description: Represent the City and come to quick and equitable agreements in each grievance or arbitration situation. Minimize the loss of productivity and maximize City success.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	# of arbitrations and grievances heard	65	76	110
	FY08-FY10: Estimate			

Offer Trainings for City of Somerville Employees

Description: Give City of Somerville employees the opportunity to attend various trainings throughout the year to help them gain the skills to perform their jobs better.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	# of people trained	150	802	900
	FY08: Actual; FY09/FY10: Estimate			

ORG 1901: PERSONNEL

ACTIVITY: HIRING

Description: Efficiently find and attract the best employees for open positions as well as provide employment education and support for the community.

FY10 GOALS

1. Complete the extensive certification process to Create Fire and Police Department reserve lists.

FY09 GOAL REVIEW

1. Expand summer youth program from 100 available jobs to 150 available jobs. (Omitted -- moved to Recreation and Youth Department.)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of job postings (FY08: Actual; FY09/FY10: Estimate)	157	46	35
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Educate New Hires/ Conduct Orientation

Description: Ensure that new hires understand their entitlements and benefits.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of new hires on board	295	270	200
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate			

Summer Youth Program

Description: Facilitate Summer Youth Program to place youth in internal as well as external positions across the City.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of youth who participate in the Summer Youth Program	138	105	n/a
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate			

ORG 1901 PERSONNEL

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	262,611	268,529	127,806	297,317
51115 SALARIES - MONTHLY	7,177	7,177	3,588	7,039
51410 LONGEVITY	3,000	3,000	1,500	3,000
51532 HOLIDAYS - S.M.E.A.				391
51540 PERFECT ATTENDANCE	1,300		1,300	
51930 UNIFORM ALLOWANCE	1,050	350	350	700
TOTAL P-ACCT 51000	275,138	279,056	134,544	308,447
P-ACCT 52000 ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP		300		300
53000 PROFESSIONL & TECHNCL SVC	51,072	85,000	17,157	85,000
53045 ARBITRATION SERVICES	350	22,000	2,150	22,000
53060 ADVERTISING	19,899	30,000	6,014	15,000
53210 EMPLOYEE TRAINING COURSES	6,287	15,000	1,417	13,000
53420 POSTAGE	112	200		200
54200 OFFICE SUPPLIES	1,003	1,000	455	1,000
54210 PRINTING & STATIONERY	1,790	1,800	725	1,800
54900 FOOD SUPPLIES & REFRESHMT		1,457	1,457	
55874 MAGAZINES & PUBLICATIONS	1,881	1,000	633	1,000
57110 IN STATE CONFERENCES	130	1,000		1,000
57300 DUES AND MEMBERSHIPS	265	1,000	464	1,000

ORG 1901 PERSONNEL

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
57520 REIMB/ALLOWANCES	20,578	8,000	134	8,000
57865 AWARDS	3,917	5,000	754	3,700
TOTAL P-ACCT 52000	107,284	172,757	31,360	153,000
P-ACCT 60000 SPECIAL ITEMS				
61010 ED INCENTIVES SMEA A	3,722	7,500	2,522	7,500
61020 EDUCATIONAL INCENTIVE - B	11,228	20,000	4,000	20,000
61028 ED INCENTIVE - FIRE ALARM		5,000		5,000
61029 ED INCENTIVE - E911		3,500		3,500
61030 SMEA EMPLOY FLUENCY BONUS	8,000	10,000	4,000	8,000
TOTAL P-ACCT 60000	22,950	46,000	10,522	44,000
TOTAL ORG 1901 FUNDING REQUIRED	405,372	497,813	176,426	505,447

DEPARTMENT NAME Personnel
 GENERAL FUND ORG NUMBER 1901

Position	Name	Current Base	Fiscal Year Base	TOTAL
Director	Richard Tranfaglia	1,346.15	68,928.04	68,928.04
Affirmative Action Officer	Richard Tranfaglia	181.38	2,134.86	2,134.86
Assistant Director	Carlene Campbell	1,153.85	59,081.54	59,081.54
ADA Coordinator	Carlene Campbell	416.67	4,904.25	4,904.25
Human Resource Coordinator	Deborah Connolly	730.77	37,418.22	37,418.22
PT Volunteer Coordinator	Vacant		18,845.00	18,845.00
Benefits Coordinator	Mary Alice Lally	1,019.19	53,201.72	55,505.56
Administrative Assistant	Donna Joy	933.20	48,713.04	50,499.68
				297,317.16

MISSION STATEMENT:

The Information Technology (IT) Department’s mission is to maintain, improve, and deliver a reliable technology infrastructure for City employees and residents. Our primary goal is to guarantee a reliable telecommunication, data network, and systems foundation on which to conduct City business operations efficiently. The IT Department provides vision, leadership, and a framework for evaluating emerging technologies and implementing proven information technology solutions to meet the needs of the City. We strive to leverage IT to maximize the productivity of City staff and improve customer services by partnering closely with other departments to foster and build standard functional commonality across organizations.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 583,849	\$ 615,707	\$ 579,970	-6%
ORDINARY MAINTENANCE	\$ 942,901	\$ 919,900	\$ 835,400	-9%
GENERAL FUND EXPENDITURES	\$ 1,526,750	\$ 1,535,607	\$ 1,415,370	-8%

CHANGES BETWEEN FY09 and FY10:

- \$37,526 reduction in salaries from the elimination of 1 administrative position.
- \$39,500 reduction in PSTN usage from the reduction of unnecessary copper phone lines.
- \$5,000 reduction in Internet Maintenance from the new internal hosting of the city website.
- \$15,000 reduction in phone maintenance from the elimination of old phone equipment
- \$25,000 reduction in software and computer supplies through a reduction of new computer purchases for FY2010.

FY10 MAIN PRIORITIES:

- Re-launch the City’s website on an open source platform with new features and develop a comprehensive intranet for City staff
- Develop potential funding plans for a municipal Wi-Fi plan for the city
- Retire the Meredian switchboard to eliminate over \$30,000 in annual maintenance costs
- Complete VOIP deployment for the Police and Fire departments
- Develop electronic faxing capability to eliminate more expensive phone lines while allowing employees to have individual fax numbers
- Full production launch of the Legislative Tracking System so City Staff, Board of Aldermen and constituents can follow the progress of legislation
- Distribute Exchange 2007 to all computers to improve computing efficiency
- Build out the City’s disaster recovery center
- Continue deployment of the Kronos time management software to additional city employees

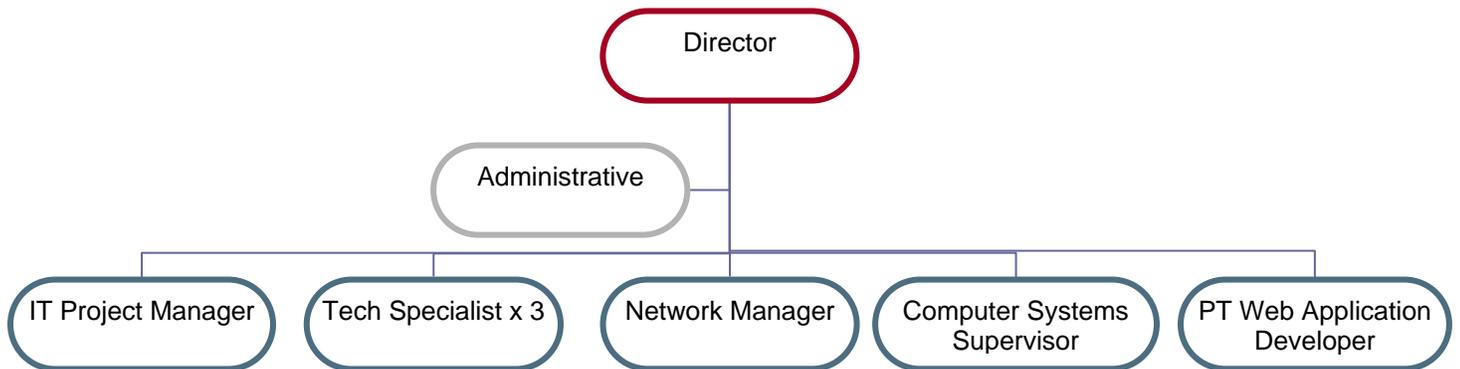
FY09 MAIN ACCOMPLISHMENTS:

- Added wiring and completed VOIP deployments for the Libraries, allowing voicemail, direct extensions on phones, and cost savings
- Conducted phone line audit in response to VOIP transition, eliminating no longer necessary phone lines to provide cost savings of over \$8,000 per month
- Eliminated the Novell Netware that will provide cost savings of over \$1000 per month in ongoing maintenance and support costs

ORG 2110: INFORMATION TECHNOLOGY

- Negotiated contract with new Internet Service Provider and began hosting website in house for combined savings of \$1100 per month.
- Issued Request for Information for a municipal Wi-Fi plan and reviewed possible partners
- Renegotiated city cell phone contract to expand services at similar cost
- Started consolidating City databases and provided SharePoint web interface for data access
- Began deployment of Kronos time and attendance tracking software to improve productivity of Payroll department, eliminate data entry errors and save manhours lost to untracked work absences

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Internet access and network maintenance
- Phone and computer support
- Procurements
- Special Projects

ACTIVITY: INTERNET ACCESS AND NETWORK MAINTENANCE

Description: Ensure City employees have access to the Network and the Internet to facilitate their work. Ensure that the City's network is protected from penetrates.

FY10 GOALS

1. Replace aging Network switches.
2. Upgrade the Uninterrupted Power Supply for Data Center & Switches.

FY09 GOAL REVIEW

1. Eliminate Novell Netware to realize cost savings on ongoing maintenance and support. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of users granted Internet access Actual number of computers on the network, excluding the School Department	1,800	1,900	2,100
<u>Outcome:</u>	% of time network is available (Based on time network is available to users)	99.8	99.8	

ADDITIONAL MAJOR OUTPUTS

Maintain Firewall and Security

Description: Ensure the City's network remains secure and protected from penetrators and prevent individuals without access from entering the system.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	% of time the network is up and running			
<u>Source:</u>	Estimated time network is available to users	100	100	100

ORG 2110: INFORMATION TECHNOLOGY

ACTIVITY: PHONE AND COMPUTER SUPPORT

Description: Provide prompt, efficient support services to all technology users in the city government.

FY10 GOALS

1. Eliminate the PBX System for internal Copper lines.
2. Continue to build out the City's Disaster Recovery Data Center.
3. Consolidate the Storage Area Network.
4. Develop electronic faxing capability to eliminate more expensive phone lines while allowing employees to have individual fax numbers.

FY09 GOAL REVIEW

1. Complete VOIP Deployments for Fire & Police Departments. (In Progress)
2. Build out the City's Disaster Recovery Data Center. (In Progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of Helpdesk internal requests for service resolved Report from "Track It" software	4,200	3,727	4,000
<u>Outcome:</u>	% of users rating IT's response for basic software or hardware setup or fixes as satisfactory or very satisfactory (Somerville staff survey)	77%	61%	

ADDITIONAL MAJOR OUTPUTS

Install New Telephones and Maintain Phone Systems

Description: Ensure all employees of the City have the necessary telephonic equipment to perform their tasks.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of new telephone equipment ordered		450	400	25
<u>Source:</u>	phones + wall mounts + voicemail licenses + headsets			

Back-up Systems

Description: Back up servers to protect all databases and other information contained in the City's network.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of full back-ups completed		4,560	3,800	4000
<u>Source:</u>				

Provide Computer Training

Description: Provide training on how to use software applications to all City employees.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of training sessions conducted		14	15	15
<u>Source:</u>	department head's records			

Maintain Applications

Description: Keep all software application up-to-date (patches, upgrades, etc.).

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of software patches implemented		65	70	80
<u>Source:</u>	Estimate based on software patches sent out weekly;			

ACTIVITY: PROCUREMENTS

Description: Work with the Purchasing department to obtain and assist other departments in obtaining information technology equipments to facilitate their work.

FY10 GOALS

1. Begin Implementation of a new Financial System for the City.
2. Research funding options and pursue Federal Stimulus Funding for Muni-WiFi.
3. Install and upgrade to Exchange 2007 citywide.

FY09 GOAL REVIEW

1. Begin Implementation of a new Financial System for the City. (On Hold)
2. Develop a Municipal Wi-Fi plan for the City. (In progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of orders for hardware and software processed Count of all orders except phones	45	94	80
<u>Outcome:</u>				

ADDITIONAL MAJOR OUTPUTS

Purchase Hardware and Supplies and Manage Vendors

Description: Obtain the necessary hardware and supplies to facilitate the work of City's employees.

<u>Output:</u>	# of contract vendors	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	The number of contracts with outside vendors	32	32	32

Maintain Hardware Inventory

Description: Ensure the Department and the City keep an accurate account of all hardware (including faxes and printers), both in use and in storage.

<u>Output:</u>	# of items recorded in inventory	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	audited PCs + printers	475	600	655

Sign Contracts and Track Vendors

Description: Obtain competitive contracts with outside vendors for products and/or services at a cost that is comparable to the state contract rate.

<u>Output:</u>	# of contracts signed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Number of contracts signed for major projects	9	6	3

ORG 2110: INFORMATION TECHNOLOGY

ACTIVITY: SPECIAL PROJECTS

Description: Provide leadership and collaboration in planning, executing, and maintaining information technology projects with other departments in the City to ensure the departments and the City have the appropriate IT capabilities.

FY10 GOALS

1. Complete production roll out of Legislative Tracking System.
2. Re-launch City Web Site on an open source platform with new features and develop a comprehensive intranet for City Staff.
3. Continue to consolidate City Databases and provide Web interface for Data Access.
4. Develop a citywide GIS solution.

FY09 GOAL REVIEW

1. Deploy Legislative Tracking System. (In progress)
2. Re-launch City Web Site on an open source platform with new features and develop a comprehensive intranet for City Staff. (In progress)
3. Continue to consolidate City Databases and provide Web interface for Data Access Systems & Process Automation for Fire Prevention. (In progress)
4. Continue to develop a citywide GIS solution. (On Hold)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of projects completed Departmental records	72	50	45
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Plan and Review Projects

Description: Assist with planning activities, define the goals and outcomes of a project, and review existing plans to ensure projects are successfully implemented.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of projects planned	48	50	45
<u>Source:</u> Departmental Records			

ORG 2110 INFORMATION TECHNOLOGY

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	576,249	608,757	275,340	571,231
51410 LONGEVITY	3,600	3,900	2,000	4,550
51520 AUTO ALLOWANCE	2,350	2,350	1,175	2,350
51532 HOLIDAYS - S.M.E.A.				1,139
51540 PERFECT ATTENDANCE	1,300		300	
51930 UNIFORM ALLOWANCE	350	700	700	700
TOTAL P-ACCT 51000	583,849	615,707	279,515	579,970
P-ACCT 52000 ORDINARY MAINTENANCE				
52475 MAINT SOFTWARE	253,814	364,500	131,948	364,500
52480 REPAIRS COMPUTER EQUIPMT	41,710	35,000	3,673	35,000
53000 PROFESSIONL & TECHNCL SVC	23,915	9,400		9,400
53210 EMPLOYEE TRAINING COURSES	35,100	35,000	25,000	35,000
53405 PSTN-USAGE	95,691	159,500	146,679	120,000
53408 WEB SITE COSTS	9,185	10,000	6,500	10,000
53409 INTERNET MAINTENANCE	36,415	30,000	23,625	25,000
53415 PHONE MAINTENANCE	56,731	60,000	37,091	45,000
53900 SOFTWARE	13,041	20,000	616	15,000
54200 OFFICE SUPPLIES	1,999	1,500	499	1,500
54202 OFFICE FURNITURE	2,879			

ORG 2110 INFORMATION TECHNOLOGY

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
54220 COMPUTER SUPPLIES	4,814	50,000	6,392	30,000
54221 COMPUTER EQUIPMENT	367,607	145,000	144,356	145,000
TOTAL P-ACCT 52000	942,901	919,900	526,379	835,400
TOTAL ORG 2110 FUNDING REQUIRED	1,526,750	1,535,607	805,894	1,415,370

DEPARTMENT NAME Information Technology
 GENERAL FUND ORG NUMBER 2110

Position	Name	Current Base	Fiscal Year Base	TOTAL
DIRECTOR	VISWANATHAN, KARTHIK	2,115.38	108,315.56	108,315.56
INTERNET COORDINATOR	GOODRIDGE, DAVID	1,250.00	64,004.79	64,004.79
SUPV COMPUTER SYS	SANTOS, JOSEPH	1,497.76	72,791.14	
		1,501.61	5,405.80	79,746.48
COMP TECH/ SYS ADMN	DASILVA, EDWARD	1,247.00	8,978.40	
		1,250.85	56,288.25	66,766.05
ADMIN/PROGRAM TECH	VICENTE, TERESA	1,222.42	36,428.12	
		1,226.27	27,468.45	64,991.05
HELP DESK ADMINISTRATOR	FITZGERALD, MARILYN	702.38	561.90	1,652.38
IT TECH SPECIALIST	SPINGEL, BRIAN	1,025.21	53,515.96	55,221.00
	SANTANA, MIGUEL	945.06	48,390.69	48,390.69
	SLONINA, DAVID	1,153.85	59,081.54	59,081.54
WEB MAINTENANCE	VACANT		30,000.00	30,000.00
				578,169.55

MISSION STATEMENT:

The Election Department's mission is to conduct elections, oversee the collection of census data, and maintain a collection of public records, including voter and resident lists, campaign finance records, and election results. The Election Department strives to conduct fair and orderly elections by distributing and administering nomination papers and petitions, certifying signatures, preparing ballots, staffing polling locations, maintaining voting machines, training wardens and clerks, tabulating votes, publishing official results of all elections, and ensuring candidates' compliance with Campaign Finance laws and the Somerville Ethics Ordinance. The Department also administers the annual City census, which is a several-month project, mandated by City Charter.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 300,084	\$ 325,816	\$ 300,165	-8%
ORDINARY MAINTENANCE	\$ 112,588	\$ 69,570	\$ 70,950	2%
GENERAL FUND EXPENDITURES	\$ 421,659	\$ 395,386	\$ 371,115	-6%

CHANGES BETWEEN FY09 and FY10:

- The PS savings are due to there only being one election in FY2010 (no preliminary election needed).

FY10 MAIN PRIORITIES:

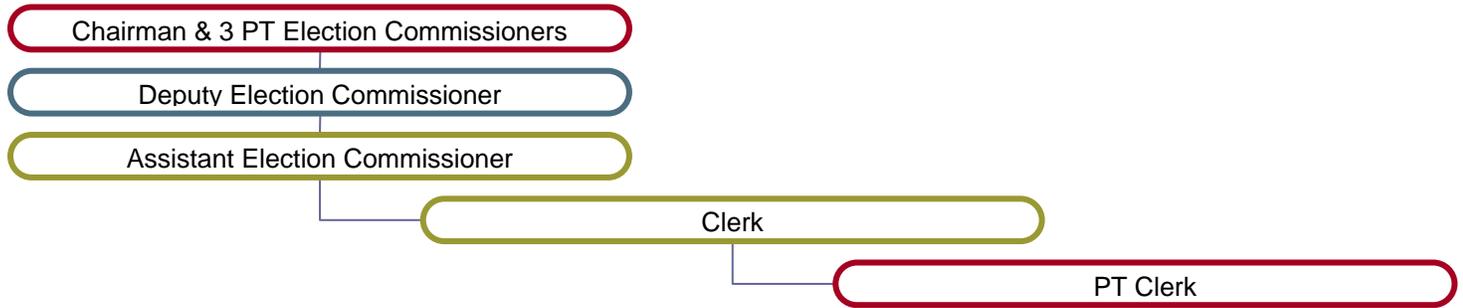
- Explore ways to increase publicity for voter registration and deadlines through additional signage, CTY calls, church bulletin boards, city and school bulletin boards and electronic scrolls on local banks.
- Increase census response by distributing more census forms at city offices, schools, directly to city employees and explore distribution options at private vendors.
- Develop an emergency relocation plan for elections in case a last minute change of venue is required.

FY09 MAIN ACCOMPLISHMENTS:

- Handled the highest voter turnout in the past 20 years during the November Presidential Election.
- Held additional absentee voting hours, including Friday and Saturday, the week before the November election to handle a 109% increase in absentee voting.
- Replaced 11 voting booths with newer models.
- Held extra poll worker training to handle the crowds at the Presidential Election
- Increased speed and capacity at voting stations by adding an extra poll worker/greeter in each district to confirm voter registration and troubleshoot problems before voters reached the polls.
- Reconfigured the interior layout of smaller voting locations to improve crowd flow.
- Highest ranked city department in 2008 Somerville Resident Survey with 87% satisfaction.

ORG 3501: ELECTIONS

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Annual Census
- Voter Registration / Absentee Ballots
- Election Management
- Public Records

ORG 3501: ELECTIONS DEPARTMENT**ACTIVITY: ANNUAL CENSUS**

Description: Accurately estimate the population of the city of Somerville and maintain an accurate voting list.

FY10 GOALS

1. Try to increase census response through increased accessibility of census forms.
2. Ensure an accurate voting list on election day by lowering the number of inactive voters.
3. Work with other city departments to combine the census mailing with other city mailings to reduce postage costs and increase efficiency.

FY09 GOAL REVIEW

1. Continue to increase census response. (Ongoing)
2. Ensure an accurate voting list on election day by lowering the number of inactive voters. (Ongoing)
3. Consider adding additional fields to annual census. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total census forms and follow up postcards mailed	57,414	56,829	57,000
<u>Outcome:</u>	% of Somerville residents who responded to Census mailers and follow-up postcards (Percents based on projected census forms received)	50%	52%	

ADDITIONAL MAJOR OUTPUTS**Identify Multi Units and Process Multi-Unit Census Forms**Description: Identify multi-unit housing in the City of Somerville, prepare lists, and send packets. Process census forms from multi-unit landlords. Monitor compliance.

<u>Output:</u>	# of forms processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		1,000	1,000	1000

Design and Mail Census FormsDescription: Select a vendor to design annual census forms. Mail out new census forms to all Somerville residents.

<u>Output:</u>	# of census forms mailed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		40,000	40,000	40000

Process Census FormsDescription: Process all census forms that are received, compile an accurate population count of Somerville residents, and maintain an accurate voting list.

<u>Output:</u>	# of census forms received	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		17,800	15,894	17000

Design and Mail Follow-up PostcardsDescription: Select a vendor to design and mail follow-up postcards.

<u>Output:</u>	# of postcards mailed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		17,000	16,829	15000

Process Follow-up MailingDescription: Process all follow-up census/voter postcards that are received. Increase the accuracy of the voting list.

<u>Output:</u>	# of postcards received	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		5,834	5,117	5000

ORG 3501: ELECTIONS DEPARTMENT

ACTIVITY: VOTER REGISTRATION/ ABSENTEE BALLOTS

Description: Oversee the voter registration and absentee ballot process to ensure all eligible Somerville residents can vote.

FY10 GOALS

1. Continue publicizing voter registration deadlines and elections through advertisements, the website, cable programming and signage.
2. Explore ways to increase publicity for voter registration and deadlines through additional signage, CTY calls, church bulletin boards, city and school bulletin boards and electronic scrolls on local banks.

FY09 GOAL REVIEW

1. Continue publicizing voter registration deadlines and elections. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of new voter registrations edited in database & # of absentee ballots sent out Voter registration software	31,373	44,288	30,600
<u>Outcome:</u>				

ADDITIONAL MAJOR OUTPUTS

Maintain Voter Database

Description: Process new voter registrations, register changes of address and party affiliation, and delete ineligible voters from the database.

<u>Output:</u>	# of new voter registrations received, changes, and deletions from database	FY08 (Act.): 30,000	FY09 (Proj.): 41,423	FY10 (Proj.): 30000
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Source: paper tally

Mail and Process Absentee Ballots

Description: Mail applications to all Somerville residents requesting an absentee ballot and make the application accessible on-line. Process completed absentee ballot applications.

<u>Output:</u>	# of absentee ballots received and in-person early votes	FY08 (Act.): 1,373	FY09 (Proj.): 2,865	FY10 (Proj.): 600
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Source: Elections software

ORG 3501: ELECTIONS DEPARTMENT**ACTIVITY: ELECTION MANAGEMENT**

Description: Prepare resources at precinct voting sites, accurately count the votes of residents, and process election results to be kept on record.

FY10 GOALS

1. Work with DPW to ensure all resources are in place prior to election day.
2. Develop an emergency relocation plan for elections in case a last minute change of venue is required.

FY09 GOAL REVIEW

1. Ensure all resources are in place prior to election day. (Ongoing)
2. Continue to increase poll worker training. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of elections in the Precincts	67	42	42
<u>Outcome:</u>	% of precincts opening on time on Election day (Actual Data)	100%	100%	

ADDITIONAL MAJOR OUTPUTS**Prepare and Process Nomination and Petition Papers and Provide Candidate Education and Services**

Description: Prepare, process, and review nomination and petition papers. Provide candidates with rules and regulations governing elections.

<u>Output:</u>	# of nomination and petition forms prepared and processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count	750	500	700

Coordinate Poll Workers

Description: Recruit, train, and place election workers on Election Day. Facilitate a fair voting process.

<u>Output:</u>	# of election workers recruited and trained	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		600	350	300

Provide Supplies for Precinct Wardens

Description: Assemble and deliver necessary supplies to each of the precinct wardens for use on Election day.

<u>Output:</u>	# of supply kits provided	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count	67	42	42

Operate Election Call Center and Monitor Voting Areas

Description: Respond to technical assistance needs of poll workers and to all election-related inquiries. Ensure all registered voters can vote in a timely manner, without interference.

<u>Output:</u>	# of calls responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count	2,000	2,000	2000

Review Precinct Returns

Description: Verify that all important documents have been returned, audit results in the 21 precincts, and tally the 21 precincts for citywide results.

<u>Output:</u>	# of documents verified	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	5 sets of records per precinct x yearly elections	315	250	250

Process Provisional Ballots and Transmit Official Results

Description: Audit final vote counts for accuracy and transmit official results to Secretary of State (Federal and State Elections) or City Clerk (City Elections).

<u>Output:</u>	# of votes cast	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count	37,139	41,323	15000

ORG 3501: ELECTIONS DEPARTMENT**ACTIVITY: PUBLIC RECORDS**

Description: Collect and maintain records necessary to support City activities. Comply with disclosure laws in order to make information in the public record available to citizens in a helpful and timely manner.

FY10 GOALS

1. Respond to requests for public records within 10 days, ensuring compliance with state law.

FY09 GOAL REVIEW

1. Respond to requests for public records within 10 days, ensuring compliance with state law. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of records kept or retrieved	667	642	642
<u>Outcome:</u>	% of requests for public records from Somerville residents answered within 10 days Departmental Records	100%	100%	

ADDITIONAL MAJOR OUTPUTS**Maintain Election Results Records**

Description: Maintain election day records for at least two years following an election.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of election records maintained - Tally books	67	42	42
<u>Source:</u>	1 tally book per precinct per election			

Answer Requests for Public Information

Description: Make information in the public record available to Somerville residents in a helpful and timely manner.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of information requests filled	500	500	500
<u>Source:</u>				

Monitor Campaign Finance Reporting and Maintain Records

Description: Enforce compliance of campaign finance disclosure laws by collecting and reviewing candidate campaign finance reports. (Set filing schedule, review files, set up schedule, receive forms, and monitor for accuracy and compliance).

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of requests to candidates to submit reports	50	50	50
<u>Source:</u>				

Maintain Ethics Commission Records

Description: Collect, review, and maintain records requested by the Ethics Committee.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of records collected	50	50	50
<u>Source:</u>				

ORG 3501 ELECTIONS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	221,006	233,386	110,987	233,126
51115 SALARIES - MONTHLY	6,530	6,530	3,265	6,405
51200 SALARIES & WAGES TEMPOR'Y	53,061	61,500	54,085	38,340
51300 OVERTIME	16,487	22,000	19,845	19,000
51410 LONGEVITY	2,050	2,050	1,025	2,300
51532 HOLIDAYS - S.M.E.A.				644
51540 PERFECT ATTENDANCE	600		700	
51691 OTHER LUMP SUM PAYMENTS			350	
51930 UNIFORM ALLOWANCE	350	350		350
TOTAL P-ACCT 51000	300,084	325,816	190,257	300,165
P-ACCT 52000 ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP			180	600
52620 REPAIRS-TOOLS & EQUIPMENT	562	600		
52710 RENTALS-BUILDINGS	405	670	270	150
52760 RENTALS EQUIPMENT				
53000 PROFESSIONL & TECHNCL SVC	8,658	21,000	6,795	15,500
53060 ADVERTISING	4,487	6,500	4,027	5,300
53420 POSTAGE	13,894	21,000	117	20,400
54200 OFFICE SUPPLIES	3,299	3,500	1,030	2,150
54210 PRINTING & STATIONERY	11,689	7,000	1,921	16,750
54240 BOOKS & BOOKBINDING		2,000		2,000

ORG 3501 ELECTIONS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
54900 FOOD SUPPLIES & REFRESHMT	355	500	150	300
57100 IN STATE TRAVEL	502	600		600
57300 DUES AND MEMBERSHIPS		200		200
57870 CENSUS	5,195	6,000		7,000
57873 SPECIAL ELECTION	63,542			
TOTAL P-ACCT 52000	112,588	69,570	14,490	70,950
P-ACCT 58000 CAPITAL OUTLAY				
58615 EQUIPMENT	8,987			
TOTAL P-ACCT 58000	8,987	-	-	-
TOTAL ORG 3501 FUNDING REQUIRED	421,659 -	395,386 -	204,747 -	371,115

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

ELECTION DEPT
3501

*Partial Special Revenue
Positions Only*

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
CHAIRMAN	NICHOLAS P SALERNO	1,269.23	64,989.44	64,989.44
DEPUTY ELECTION COMMISSIONER	LOUISE A MCCARTHY	1,277.42	3,321.29	4,426.78
		1,281.27	63,550.99	63,550.99
ASSISTANT ELECTION COMMISSIONER	EDNA J MURRAY	1,158.53	24,560.84	25,642.54
		1,162.38	36,033.78	36,033.78
PRINCIPAL CLERK 1	JEAN K ROGERS	779.10	40,669.02	41,774.84
P/T ELECTION COMMISSIONER	ANTHONY J ALIBRANDI	181.38	2,134.86	2,134.86
P/T ELECTION COMMISSIONER	LAURINDA T BEDINGFIELD	181.38	2,134.86	2,134.86
P/T ELECTION COMMISSIONER	ISAAC M MACHADO	181.38	2,134.86	2,134.86
				242,822.96

MISSION STATEMENT:

Mandated by Massachusetts General Law (MGL) Chapter 115, the Department of Veteran Services advocates on behalf of Somerville's wartime veterans, provides them with quality support services, and directs an emergency financial assistance program for veterans and dependents in need. The primary function of the department is to administer a benefits program that provides monetary aid to qualified veterans and/or their dependents. The cost of the benefits program is reimbursed by the State at the rate of \$0.75 for every City dollar expended. In addition, the Department of Veteran Services assists veterans in processing applications for federal benefits. The Department of Veteran Services, in conjunction with the Mayor's Office and the Somerville Allied Veterans Council, also coordinates public events on Veterans' Day, Memorial Day, and additional ceremonies and dedications throughout the year.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 106,771	\$ 107,369	\$ 106,193	-1%
ORDINARY MAINTENANCE	\$ 134,429	\$ 188,104	\$ 220,304	17%
CAPITAL OUTLAY	\$ -			
GENERAL FUND EXPENDITURES	\$ 241,200	\$ 295,473	\$ 326,497	10%

CHANGES BETWEEN FY09 and FY10:

- The OM budget was increased by \$32,000 for additional veterans benefits.

FY10 MAIN PRIORITIES:

- Enroll as many veterans in the VA Health Care system as possible and provide assistance to veterans filing claims for compensation or pension with Veterans Affairs
- Plan for moving the Vietnam Memorial to a permanent location on Central Hill.
- Hold a fundraiser to help maintain the Memorial Day parade and other events honoring Somerville veterans
- Digitize grave records for easier information retrieval

FY09 MAIN ACCOMPLISHMENTS:

- Enrolled 150 veterans in the VA Health Care System
- Assisted 150 veterans in filing claims for compensation or pension with Veterans Affairs.
- Handled 11% more requests for aid due to returning veterans from Iraq and Afghanistan and a 70% increase in investigations of eligibility to ensure Veterans are eligible for benefits.
- Expanded the Memorial Day Parade and memorial restoration revolving fund through a successful fundraising dinner raising 38% more revenue than the FY08 fundraiser.
- Organized 50 dedications and community events

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Ceremonies
- Monument Restoration
- Veteran's Benefits
- Administration

ORG 4801: VETERAN SERVICES**ACTIVITY: CEREMONIES**

Description: Coordinate public events on Patriots', Veterans' and Memorial Days, in conjunction with the Somerville Allied Veterans Council and the City's Square Dedication Committee. The Department also participates in the dedications of streets, squares and parks named in honor of veterans.

FY10 GOALS

1. Expand the revolving fund that was established to help defray the cost of the Memorial Day Parade and other events
2. Continue to follow strict guidelines in accordance with the dedication ordinance.

FY09 GOAL REVIEW

1. Continue to expand the revolving fund that was established to help defray the cost of the Memorial Day Parade and other events (Complete & On-going)
2. Continue to follow strict guidelines in accordance with the dedication ordinance. (Complete & On-going)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of attendees and participants at public ceremonies (Based on actual with projection for end of FY08.)	5,180	6,300	6,300
<u>Outcome:</u>	% increase in attendance at ceremonies.	3.6%	21.6%	

ADDITIONAL MAJOR OUTPUTS**Market Events**

Description: Publicize ceremonies. Enhance community awareness, participation, and enthusiasm toward a particular event.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of special invitations sent		1,200	1,300	1,500
<u>Source:</u>				

Organize Dedications

Description: Coordinate ceremony logistics to ensure they are executed according to plan.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of dedications, fundraisers, and other events organized		30	50	50
<u>Source:</u>				

Organize Participants for Ceremonies

Description: Organize participants and volunteers and enhance community involvement and recognition of veteran related activities and programs.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of parade participants mobilized		5,000	6,000	6,000
<u>Source:</u>				

ORG 4801: VETERAN SERVICES

ACTIVITY: MONUMENT RESTORATION

Description: Maintain Somerville's Civil War memorial, Spanish-American War memorial, World War I memorial, World War II memorial, Korean War memorial, Vietnam memorial, Henry Hansen memorial, and Veteran's memorial cemetery in order to commemorate the service of Somerville's veterans.

FY10 GOALS

1. On an on-going basis clean existing monuments and memorials.
2. Plan for a future move of monuments to permanent space in Central Hill

FY09 GOAL REVIEW

1. On an on-going basis clean existing monuments and memorials. (Complete & On-going)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of Veterans' related monuments and memorials residing in Somerville (Based on 9 Memorials / 1 Cemetery)	9	9	9
<u>Outcome:</u> % of monuments in need of restoration (Actual Data in FY07 & FY08)	30%	25%	

ADDITIONAL MAJOR OUTPUTS

Solicit In-kind Donations

Description: Solicit in-kind donations from companies willing to donate their services or supplies to the maintenance of Somerville monuments.

<u>Output:</u>	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of monuments being restored that have had resources/time donated	3	4	4

Source:

Acquire Restoration Contracts

Description: Arrange contracts with companies as needed which specialize in restoring monuments.

<u>Output:</u>	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of memorials and cemeteries in the City of Somerville that need or may need restoration	9	9	9

Source: 9 Memorials/ 1 Cemetery - Contracts as Needed

ORG 4801: VETERAN SERVICES**ACTIVITY: VETERAN'S BENEFITS**

Description: Administer a benefits program which provides monetary aid to qualified veterans and/or their dependents for food, clothing, shelter, utilities, house supplies, personal needs, insurance, fuel, telephone and transportation, as well as medical, dental, hospital, nursing home care and burial allowances.

FY10 GOALS

1. Enroll as many veterans as possible in the VA Health Care System.
2. Provide assistance to veterans filing claims for compensation or pension with Veterans Affairs.
3. Work closely with families who have lost a veteran, to provide financial assistance when necessary.

FY09 GOAL REVIEW

1. Enroll as many veterans as possible in the VA Health Care System. (on-going)
2. Provide assistance to veterans filing claims for compensation or pension with Veterans Affairs. (on-going)
3. Work closely with families who have lost a veteran, to provide financial assistance when necessary. (on-going)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total # of Veterans receiving aid	450	475	525
<u>Outcome:</u>	% of veteran's who receive their monthly aid on time	100%	100%	

ADDITIONAL MAJOR OUTPUTS**Pay for Burials**

Description: Pay for burial charges for income eligible veterans

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of burials funded			
<u>Source:</u>	Departmental Count	5	7	10

Report Benefits and Activities

Description: Provide a report specifying all benefits and related activities conducted by the Veteran's services department.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of reports provided to State and City			
<u>Source:</u>	monthly and quarterly reports to state each year	16	16	16

Refer Clients to Appropriate Agencies or Organizations

Description: Refer veterans to organizations or agencies that best suit their individual needs.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of referrals made per case			
<u>Source:</u>		10	40	40

Deliver Checks

Description: Deliver checks to veterans and/or dependents.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of checks delivered per month			
<u>Source:</u>	# of special circumstances veterans who cannot physically pick up check.	25	25	25

Process Paperwork to Establish Benefits

Description: Aid veterans in completing paperwork necessary to establish and maintain benefits.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of benefits petitions mailed per case			
<u>Source:</u>		30	50	60

Investigate Eligibility of Veterans

Description: Investigate veterans and their activities to ensure that they are eligible for benefits.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of veterans investigated			
<u>Source:</u>		65	110	120

Provide Counseling

Description: Counsel veterans and/or their dependents to accurately assess their benefit and service needs.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of veterans counseled			
<u>Source:</u>		820	800	800

ORG 4801: VETERAN SERVICES

ACTIVITY: ADMINISTRATION / GRAVE REGISTRATION

Description: Keep records of where all deceased veterans are buried and respond to requests for information

FY10 GOALS

1. Correctly record all death certificates and burial locations for veterans
2. Digitize existing grave records for easier access

FY09 GOAL REVIEW

1. Correctly record all death certificates and burial locations for veterans (Complete & Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of graves registered	200	250	300
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Requests for information

Description: Respond to requests for burial location of veterans

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of calls/emails/letters responded to	250	300	
<u>Source:</u>			

ORG 4801 VETERAN'S BENEFITS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	104,837	105,419	50,084	104,186
51300 OVERTIME	984	1,000	117	900
51410 LONGEVITY	600	600	300	600
51532 HOLIDAYS - S.M.E.A.				157
51540 PERFECT ATTENDANCE			500	
51930 UNIFORM ALLOWANCE	350	350	350	350
TOTAL P-ACCT 51000	106,771	107,369	51,351	106,193
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT		100		100
52470 MAINT CONTRACT-OFFC EQUIP	395	200	197	400
53000 PROFESSIONL & TECHNCL SVC	1,000	41,000	500	41,000
53420 POSTAGE	164	600	168	600
53880 GROUNDS MAINTENANCE	50	2,985		2,985
54200 OFFICE SUPPLIES	240	500	730	500
54210 PRINTING & STATIONERY	245	600		600
55810 FLOWERS & FLAGS	1,474	1,800	100	1,800
55870 MAGAZINES,NEWS,SUBSCRIPTS		34		34
57110 IN STATE CONFERENCES		150		150
57300 DUES AND MEMBERSHIPS	85	135	85	135
57700 VETERANS BENEFITS	130,776	140,000	78,739	172,000

ORG 4801 VETERAN'S BENEFITS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
TOTAL P-ACCT 52000	134,429	188,104	80,519	220,304
TOTAL ORG 4801 FUNDING REQUIRED	241,200 -	295,473 -	131,870 -	326,497

DEPARTMENT NAME VETERANS
GENERAL FUND ORG NUMBER 4801

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
VETERANS DIRECTOR	FRANK P. SENESI	1,238.42	63,411.85	63,411.85
PRINCIPAL CLERK II	KATHLEEN M. CAREY	781.10	40,773.42	41,879.64
				105,291.49

ORG 2201: FINANCE (TREASURER / COLLECTOR'S DIVISION)

MISSION STATEMENT:

The mission of the Treasurer/Collector Division is to manage City assets, including cash and receivables. Treasury ensures that all assets are accounted for and all receipts due to the City are collected. In compliance with State requirements, Treasury reconciles cash and receivables with the City Auditor and reconciles City funds with all financial institutions. In accordance with Mass General Laws Ch. 44 Section 55B, Treasury maximizes the return on City investments, while minimizing risk and interest paid on City debt. Treasury also disburses all City funds in accordance with Auditing-approved warrants.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 533,889	\$ 605,965	\$ 566,970	-6%
ORDINARY MAINTENANCE	\$ 191,463	\$ 294,900	\$ 274,805	-7%
CAPITAL OUTLAY*	\$ -	\$ 25,000	\$ 10,000	-60%
GENERAL FUND EXPENDITURES	\$ 725,352	\$ 925,685	\$ 852,775	-8%

*Bond Issuance Cost

CHANGES BETWEEN FY09 and FY10:

- One junior clerk position under the Assistant Treasurer that became vacant in FY09 will not be filled in FY10.
- Most of the OM line reduction is due to a \$20,000 reduction in Data Processing/Payroll costs.
- Printing, Stationary and Postage OM line was increased by \$5,000 due to increased demand and intent to lien mailings.
- The OM line for computer hardware and software was reduced by \$6,500.

FY10 MAIN PRIORITIES:

Improve customer service. The Department will continue to provide professional and courteous customer service and to ensure equity amongst all Somerville residents and taxpayers. We will continue to strive to address all inquires in a prompt and professional manner and to continue to educate and train staff.

Further enhance outstanding tax lien collection policies. All liens able to be perfected are current through FY09. As our recent history has shown, a more comprehensive policy of follow-up on outstanding tax liens results in significantly higher collections. The Division plans to file more Petitions to Foreclose in Land Court with the goal of reducing the outstanding tax liens and increasing revenue.

Move to quarterly demands for unpaid non-criminal tickets and continue the annual lien process for these outstanding tickets.

FY09 MAIN ACCOMPLISHMENTS:

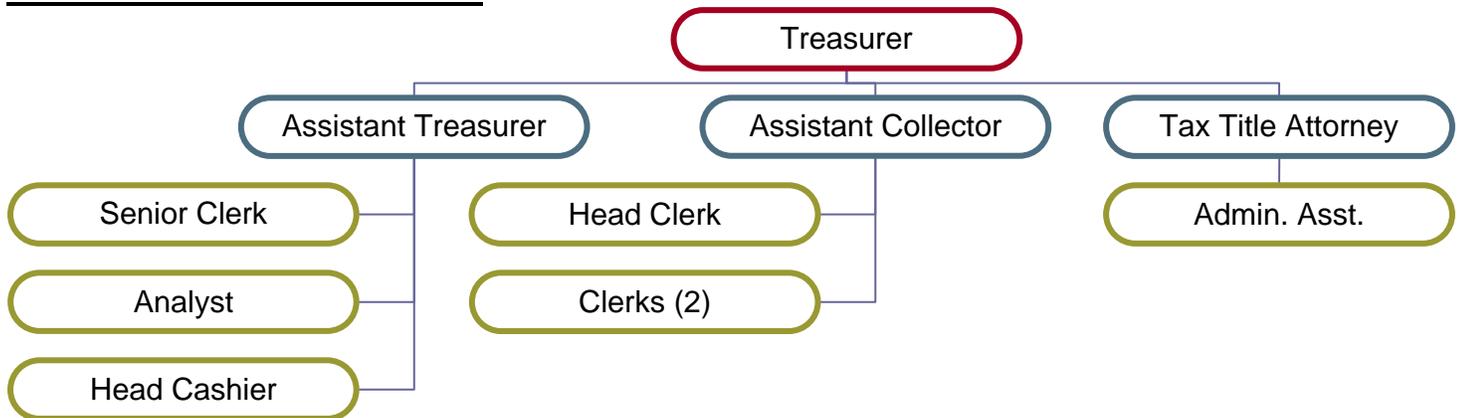
Collection of \$1,416,939 in water/sewer liens in FY09. The Division continues to improve the process for the collection of unpaid water/sewer bills.

Collection of unpaid non-criminal fines/tickets. Treasury worked with other City departments to improve on the collection of non-criminal fines and tickets by initiating the demand and lien procedures for collection.

Close coordination with tax remittance companies to improve the collection on unpaid real estate taxes and tax title liens. In FY09, more than \$794,000 has been collected in Real Estate Liens. The City continues to offer payment plans and tax deferral agreements for qualified taxpayers.

Enhancement of personal property tax collections. The Division has paired with a debt collection vendor to increase on previously uncollectible personal property taxes. As a result, over \$66,000 was collected in FY2009.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The division can be divided into the two following major functional areas:

- Treasury
- Billing/Collections

ORG 2201: FINANCE-TREASURY

ACTIVITY: BILLING / COLLECTIONS

Description: Provide oversight and processing of all Real Estate, Personal Property, and Water/Sewer billing, and monies collected. Issue refunds, issue municipal lien certificates, file Tax Liens and Foreclosures, and revoke licenses and permits of delinquent taxpayers.

FY10 GOALS

1. Refine demand/lien process for the collection of non-criminal fines and tickets.
2. Utilize Dept. of Revenue and Mass. Treasurer/Collectors Association's educational programs for staff.

FY09 GOAL REVIEW

1. Implement a collections program for outstanding Personal Property Taxes. (Complete)
2. Initiate a demand/lien process for the collection of non-criminal fines and tickets. (Complete)
3. Utilize Dept. of Revenue and Mass. Treasurer/Collectors Association's educational programs for staff. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Real Estate and Personal Property dollars collected by the Treasury Department (Actual for FY08 based on Treasury's records, projections for FY09 and FY10)	85,376,533	86,888,471	94,815,259
<u>Outcome:</u>	% of monies owed that have been collected (Treasury's records)	97%	94%	

ADDITIONAL MAJOR OUTPUTS

Process Tax Refunds for Real Estate

Description: Distribute refunds to residents and business that have overpaid their taxes.

<u>Output:</u>	# of refunds issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual based on Treasury records, FY09/FY10: Estimate	535	500	500

Follow-Up on Non-Payments on Real Estate

Description: Issue demands for outstanding taxes.

<u>Output:</u>	# of tax liens issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual based on Treasury records, FY09/FY10: Estimate	119	125	130

ORG 2201: FINANCE-TREASURY

ACTIVITY: TREASURY

Description: Provide oversight of cash receipt processing, payroll coordination, debt payments and issuance, the scholarship program and trust fund administration, and bank account transactions.

FY10 GOALS

1. Develop departmental policies/procedures to insure strong internal security controls.
2. Streamline office procedures and develop a cross-training program for staff.

FY09 GOAL REVIEW

1. Develop departmental policies/procedures to insure strong internal security controls. (Ongoing)
2. Streamline office procedures and develop a cross-training program for staff. (Ongoing)
3. Initiate new software (E-Check) to insure faster bank deposit. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of Internal Cash Postings (Estimate based on Treasury's records)	50,000	50,000	50,000
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with the customer service they receive from the Treasury Department (Resident satisfaction survey)	FY07: 63%	73%	

ADDITIONAL MAJOR OUTPUTS

Manage Debt

Description: Issue and service notes and bonds.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	Total debt managed			
<u>Source:</u>	FY08: Actual (Total of all outstanding municipal debt); FY09/FY10: Estimate	94,593,991	94,471,149	92,225,665

Manage Accounts

Description: Manage and monitor bank accounts.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of accounts managed			
<u>Source:</u>	FY08: Actual based on files; FY09/FY10: Estimate	58	55	55

ORG 2201 TREASURER/COLLECTOR

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 3/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	508,754	570,225	388,288	552,276
51200 SALARIES & WAGES TEMPOR'Y	11,392	18,700	6,624	
51300 OVERTIME	6,768	10,140	3,241	7,000
51410 LONGEVITY	4,725	4,800	2,400	4,800
51460 OUT OF GRADE			100	100
51532 HOLIDAYS - S.M.E.A.				1,044
51540 PERFECT ATTENDANCE	500		900	
51930 UNIFORM ALLOWANCE	1,750	2,100	1,750	1,750
TOTAL P-ACCT 51000	533,889	605,965	403,303	566,970
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	1,071	600	864	600
53000 PROFESSIONL & TECHNCL SVC	12,521	6,000	5,456	7,000
53060 ADVERTISING	7,300	25,000	8,235	25,000
53090 DATA PROCESSING/PAYROLL	94,461	110,000	74,766	90,000
53210 EMPLOYEE TRAINING COURSES	655	1,200	240	1,400
53420 POSTAGE	36,850	70,000	33,883	72,000
53900 SOFTWARE		3,500		
54200 OFFICE SUPPLIES	1,558	4,000	2,547	4,200

54201 OFFICE EQUIPMENT	306	1,500	443	1,500
54210 PRINTING & STATIONERY	2,531	20,000	8,237	23,000
54221 COMPUTER EQUIPMENT		3,000	2,250	
55870 MAGAZINES,NEWS,SUBSCRIPTS	598	400	350	400
57110 IN STATE CONFERENCES	1,674	1,500	1,433	1,500
57300 DUES AND MEMBERSHIPS	895	600	665	605
57400 INSURANCE PREMIUMS	2,610	2,600	2,600	2,600
57401 BUILDING INSURANCE	364			
57820 CERT OF NOTES & BONDS	1,105	20,000		20,000
57830 LAND COURT PROCEEDINGS	26,964	25,000	10,641	25,000
TOTAL P-ACCT 52000	191,463	294,900	152,610	274,805
P-ACCT 59000 DEBT SERVICE				
59750 BOND ISSUANCE COST		25,000		10,000
TOTAL P-ACCT 59000	-	25,000	-	10,000
TOTAL ORG 2201 FUNDING REQUIRED	725,352	925,865	555,913	851,775

DEPARTMENT NAME Treasury
GENERAL FUND ORG NUMBER 2201

Position	Name	Current Base	Fiscal Year Base	TOTAL
TREASURER/COLLECTOR	ELIZABETH A CRAVEIRO	1,489.30	76,257.87	76,257.87
ASSISTANT COLLECTOR	VACANT	1,226.77	62,815.32	62,815.32
TAX TITLE ATTORNEY	CAROL WESSLING	960.70	49,191.52	49,191.52
TAX TITLE ADMINISTRATIVE ASST.	ROSA BURNS	22.00	28,162.11	28,162.11
TREASURY ACCOUNTANT	LYNN DOUCETTE	942.31	48,249.88	48,249.88
ASSISTANT TREASURER	FRED TOBIN	1,321.03	59,446.35	
		1,324.88	9,539.14	70,099.69
HEAD CLERK	JOAN SHUTE	854.17	44,587.67	46,358.51
HEAD CASHIER	CAROL RADOCHIA	794.42	41,468.72	42,827.61
PRINCIPAL CLERK 1	MARY MURPHY	781.10	40,773.42	42,529.64
PRINCIPAL CLERK 1	DEBBIE STILLINGS	781.10	40,773.42	41,879.64
SENIOR CLERK	LUCY BARROWS	688.60	35,944.92	36,432.64
CUSTOMER SERVICE REP.	JULIE DIPASQUALE	16.00	15,065.75	15,065.75
				559,870.18

MISSION STATEMENT:

The mission of the Auditing Department is to protect the fiduciary interests of the City by providing independent, timely oversight of the City’s finances and by ensuring that financial transactions are executed legally, efficiently, and effectively. Auditing provides the controllership and audit functions for the City. Auditing serves as a barrier to potential fraud or misuse of City resources.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 637,157	\$ 755,304	\$ 751,535	0%
ORDINARY MAINTENANCE	\$ 72,325	\$ 100,825	\$ 94,125	-7%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 709,482	\$ 856,129	\$ 845,660	-1%

CHANGES BETWEEN FY09 and FY10:

- \$4,000 (40%) reduction in Overtime Account.
- Eliminate Appraisals Line - \$5,000. Conduct valuation of capital assets in-house.

FY10 MAIN PRIORITIES:

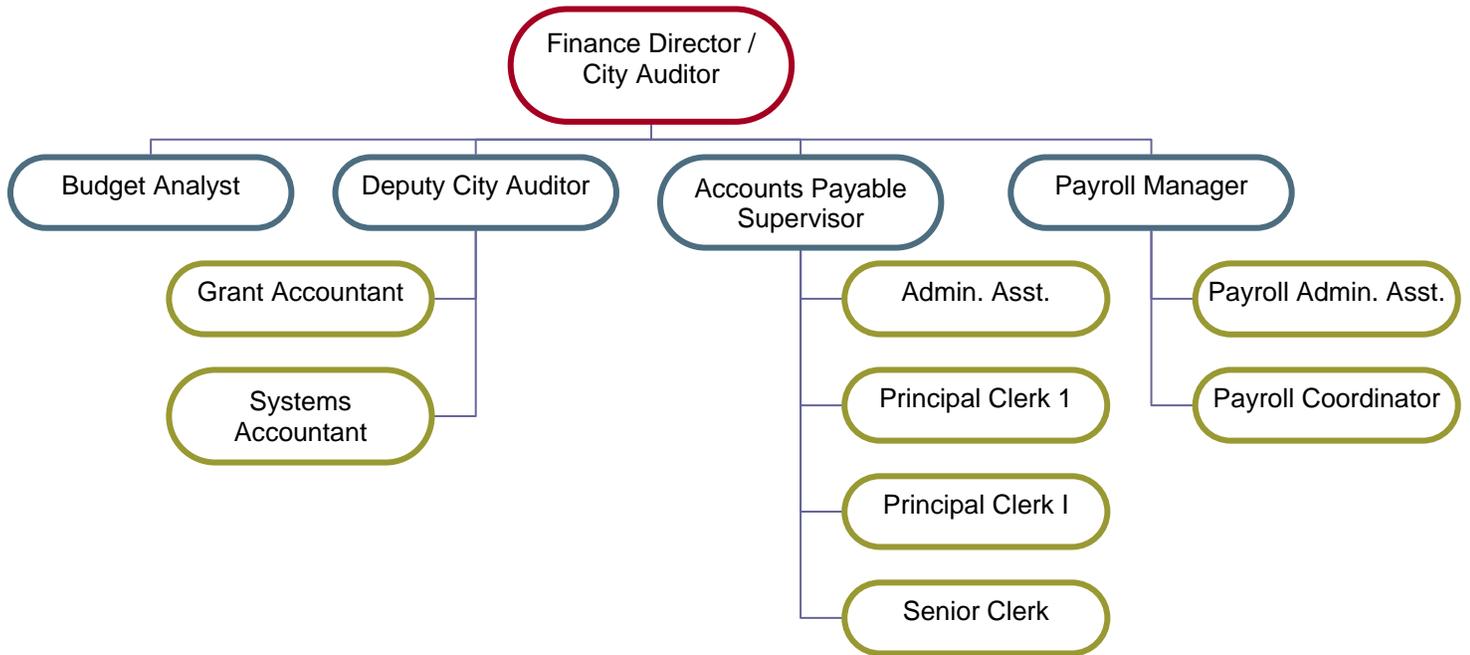
- Conduct the valuation of capital assets in-house. The reporting of capital assets is a requirement of GASB Statement No. 34 and is reported in the City’s Audited Financial Statements. Bringing this process in-house will result in a cost savings to the City.
- Develop and implement the cash receipts module on a citywide basis. The cash receipts module will be integrated with the City’s general ledger to ensure daily updated cash receipts posting.
- Establish a written policy regarding an indirect cost allocation methodology for grants and Enterprise Funds.

FY09 MAIN ACCOMPLISHMENTS:

- **FUND EQUITY:** The City’s General Fund Equity continued to rise. The City’s General Fund Equity rose to a level of \$30,186,523 per the City’s Audited Financial Statements as of June 30, 2008. General Fund Equity increased by \$950,285 in one fiscal year. The amount of General Fund Equity has exhibited strong growth over the past several years.
- **FREE CASH:** The Department of Revenue certified the City’s amount of available funds or “free cash” as of July 1, 2008 for the General Fund as \$10,210,232. The “free cash” certification is the highest ever in the City’s history. The amount of “free cash” is another strong indicator of the community’s fiscal health.

ORG 2101: FINANCE (AUDITING DIVISION)

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Accounting
- Accounts Payable
- Payroll

ORG 2101: FINANCE-AUDITING**ACTIVITY: ACCOUNTING**

Description: Ensure the accuracy and integrity of the City's Ledger and internal financial reports and timely and accurate compliance with Massachusetts State, Federal, and Government Accounting Standards Board (GASB) external financial reporting requirements.

FY10 GOALS

1. Prepare capital asset valuation in house.
2. Implement Cash Receipts Module.
3. Capture indirect costs from Enterprise Funds and Grant.

FY09 GOAL REVIEW

1. Implement Month End & Year End Closing Procedures Manual. (Complete)
2. Assist OSPCD in resolving Fund 26 deficit. (Ongoing)
3. Develop new chart of Accounts in conjunction with consultant for new integrated financial system. (On hold)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of ledger entries-accounting adjustments (FY08-FY10: Estimate)	4,200	4,200	4,200
<u>Outcome:</u>	Timely completion of Schedule A and Balance Sheet to State Department of Revenue			

ADDITIONAL MAJOR OUTPUTS**Produce External Financial Reports**

Description: Produce financial reports for the Massachusetts Department of Revenue and outside Auditors to comply with Massachusetts state law (Schedule A, "free cash", Recap Sheet, Audit).

<u>Output:</u>	# of reports issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	4	5	5

Produce Internal Financial Reports

Description: Provide revenue and expenditure information to department heads in order to maintain accurate, up-to-date records of the departments' finances and ensure a smooth month and year end close.

<u>Output:</u>	# of monthly reports issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	38	38	38

Maintain General and Subsidiary Ledgers

Description: Ensure financial transactions are properly classified within the general and various subledgers in order to ensure timely and accurate external and internal reporting.

<u>Output:</u>	# of entries posted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	6,500	7,084	7,124

Reconcile Cash and Receivables

Description: Reconcile cash and receivables between Treasurer and Auditing records to ensure timely and accurate external and internal reporting.

<u>Output:</u>	# of reconciliations completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	78	108	115

ORG 2101: FINANCE-AUDITING**ACTIVITY: ACCOUNTS PAYABLE**

Description: Ensure that all vendor expenditures of the City of Somerville are processed in a timely and accountable manner in accordance with Massachusetts General Law and accounting principles.

FY10 GOALS

1. Continue procedural training for individual departments.
2. Review and revise system access for departmental clerks to standardize availability of system information.
3. Assist in implementation of new integrated financial accounting software.

FY09 GOAL REVIEW

1. Encourage departmental use of online forms. (Ongoing)
2. Revise Training Manual. (Complete)
3. Continue training for individual departments. (Ongoing)
4. Assist in implementation of new integrated financial accounting software. (On hold)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of accounts payable transactions (FY08-FY10: Estimate)	25,000	27,750	28,910
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS**Review Purchase Requisitions**

Description: Analyze purchase requisitions to determine that the purchase is legally allowable, charged to the correct ledger account, and that the funds are available.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of purchase orders approved			
<u>Source:</u> FY08-FY10: Estimate	5,975	6,200	6,200

Review and Approve Contracts

Description: Ensure sufficient funds are available prior to Auditor's certification of contract.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of contracts approved			
<u>Source:</u> FY08-FY10: Estimate	390	453	453

Process Vendor Warrants

Description: Produce the weekly warrant after determining that all vendor invoices submitted by departments meet the requirements of the Mass. General Law and meets general auditing standards.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of invoices processed			
<u>Source:</u> FY08-FY10: Estimate	32,071	31,500	32,000

Maintain Vendor Files

Description: Maintain all files in order to ensure that information regarding payments to vendors for goods/services stays current and accurate.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of file maintenance postings			
<u>Source:</u> FY08-FY10: Estimate	3,100	3,362	3,500

ORG 2101: FINANCE-AUDITING**ACTIVITY: PAYROLL**

Description: Collect, reconcile, and distribute information to ensure that all employees are paid in a timely and accurate manner. Ensure that all payroll records are accurate.

FY10 GOALS

1. Integrate more departments into Kronos and train all staff.
2. Continue implementation of accrual tracking on individual payments.
3. Provide quarterly evaluations of payroll vendor.

FY09 GOAL REVIEW

1. Work with Personnel and Information Technology to implement Kronos time and attendance system. (Ongoing)
2. Implement accrual tracking on individual payments. (Ongoing)
3. Directly manage relations with external payroll vendor. (Complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of payroll transactions (FY08-FY10: Estimate)	8,580	10,250	12,000
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS**Process Weekly and Monthly Payroll**

Description: Ensure employees are paid timely and accurately.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of payroll reports issued			
<u>Source:</u> FY08-FY10: Estimate	2,295	4,000	4,000

Maintain Payroll System and Ledger

Description: Update payroll system with data for all new payroll events and record changes to the general ledger.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of journal entries			
<u>Source:</u> FY08-FY10: Estimate	875	880	1,200

Provide Customer Service

Description: Respond to routine employee inquiries about pay, benefits, etc. so that customers are knowledgeable and satisfied.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of employee inquiries responded to			
<u>Source:</u> FY08-FY10: Estimate	385	600	1,000

Reconcile Year End Activities

Description: Conduct adjustments and analysis so that all payroll records are reconciled at the end of the year.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of reconciliations completed			
<u>Source:</u> FY08-FY10: Estimate	30	30	110

ORG 2101 AUDITING

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	627,252	737,854	346,437	738,785
51300 OVERTIME	3,205	10,000	1,648	6,000
51410 LONGEVITY	4,900	5,350	2,550	3,650
51532 HOLIDAYS - S.M.E.A.				1,350
51540 PERFECT ATTENDANCE	400		600	
51930 UNIFORM ALLOWANCE	1,400	2,100	1,750	1,750
TOTAL P-ACCT 51000	637,157	755,304	352,985	751,535
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT		365		365
52470 MAINT CONTRACT-OFFC EQUIP	697	725	195	725
52760 RENTALS EQUIPMENT		400		-
53020 ACCOUNTING AND AUDITING	65,012	81,885	11,500	81,885
53060 ADVERTISING	1,165			-
53180 APPRAISALS	1,900	5,000		-
53210 EMPLOYEE TRAINING COURSES	209	1,550	899	850
54200 OFFICE SUPPLIES	1,522	3,000	1,130	3,000
54201 OFFICE EQUIPMENT		2,000		2,000
54210 PRINTING & STATIONERY	369	1,600		1,000
55830 DEPARTMENTAL REPORTS		2,800		2,800
55870 MAGAZINES,NEWS,SUBSCRIPTS	132	300	175	300
57100 IN STATE TRAVEL	160		18	
57110 IN STATE CONFERENCES		500	120	500
57300 DUES AND MEMBERSHIPS	1,159	700	350	700
TOTAL P-ACCT 52000	72,325	100,825	14,387	94,125
TOTAL ORG 2101 FUNDING REQUIRED	709,482	856,129	367,372	845,660

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

Auditing
2101

Position	Name	Current Base	Fiscal Year Base	TOTAL
FINANCE DIRECTOR/CITY AUDITOR	BEAN, EDWARD	1,819.23	93,151.55	93,151.55
DEPUTY CITY AUDITOR	COSTA, KENNY	1,340.86	68,657.17	68,657.17
PAYROLL MANAGER	SHEA, PHYLLIS	1,250.00	64,004.79	64,004.79
BUDGET ANALYST	DIAS, MATTHEW	1,234.83	63,228.03	63,228.03
PAYROLL COORDINATOR	COOPER, CANDACE	961.54	49,234.53	49,234.53
PAYROLL ADMINISTRATIVE ASSISTANT	LIMA, SANDRA	923.08	47,265.23	47,265.23
ACCOUNTS PAYABLE SUPERVISOR	LIPMAN, ANITA	1,264.45	55,635.80	
		1,268.30	10,400.06	66,590.15
SYSTEMS ACCOUNTANT	PAVAO, ELIZABETH	1,187.29	50,103.64	
		1,228.66	12,286.60	62,653.24
GRANT ACCOUNTANT	O'CONNELL, WILLIAM	1,132.11	59,096.14	61,072.56
ADMINISTRATIVE ASSISTANT	LIBERATORE, JO-ANN	915.16	25,441.45	
		933.20	22,583.44	49,807.92
PRINCIPAL CLERK I	MACMULLEN, DIANE	779.10	36,150.24	
		794.42	4,607.64	41,263.70
PRINCIPAL CLERK I	LANDRY, KATHRYN	779.10	37,085.16	
		794.42	3,654.33	41,245.31
SENIOR CLERK	CARRON, CORRIE	688.60	2,203.52	
		702.38	33,995.19	36,686.43
				744,860.61

ORG 2001: FINANCE (PURCHASING DIVISION)

MISSION STATEMENT: The Purchasing Department's mission is to obtain the best price in procuring supplies, services, and facilities for City departments by competitively bidding contracts, soliciting quotations, and negotiating contracts in compliance with Massachusetts General Law and City Ordinances. Purchasing is responsible for the efficient, economical, centralized management of the purchasing process for the City. Purchasing establishes, implements, and monitors the procurement systems, policies, and procedures. Purchasing negotiates and implements strategies with vendors, City, and School departments to reduce cost, improve service delivery, and implement best practices. Purchasing evaluates vendor performances and helps vendors and departments achieve contractual resolution. Purchasing also analyses the feasibility of cooperative purchasing with other governmental units, associations, or public agencies. Purchasing administers the minority business enterprise program and works closely with the State Office of Minority Women Business Assistance and the Affirmative Market Program offices.

The Purchasing Department determines and inventories all surplus materials and arranges for sale or reassignment to other city departments. Purchasing obtains the most revenue for the disposition of the City's surplus supplies and the lease of City-owned real property.

The Purchasing Department's function can be described as both a service function and as a control function. The service function involves assisting other departments in obtaining the highest quality of services and supplies for the best price. The control function involves ensuring that the City is complying with all state statutes and local ordinances as well as flagging areas for potential abuse.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 214,283	\$ 259,076	\$ 265,042	2%
ORDINARY MAINTENANCE	\$ 26,743	\$ 32,825	\$ 32,275	-2%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 241,026	\$ 291,901	\$ 297,317	2%

CHANGES BETWEEN FY09 and FY10:

- Increase to PS FY10 budget due to the hiring of Construction Procurement Manager in September 2008.
- Food & Refreshments line eliminated
- Reduction in Dues & Membership line

FY10 MAIN PRIORITIES:

- Execute at least three vendor evaluations for ongoing accountability of both the vendor and internal customers.
- Continue to maximize the City's dollars by competitively bidding out goods and services even services that may be deemed Exempt by MGL 30B.

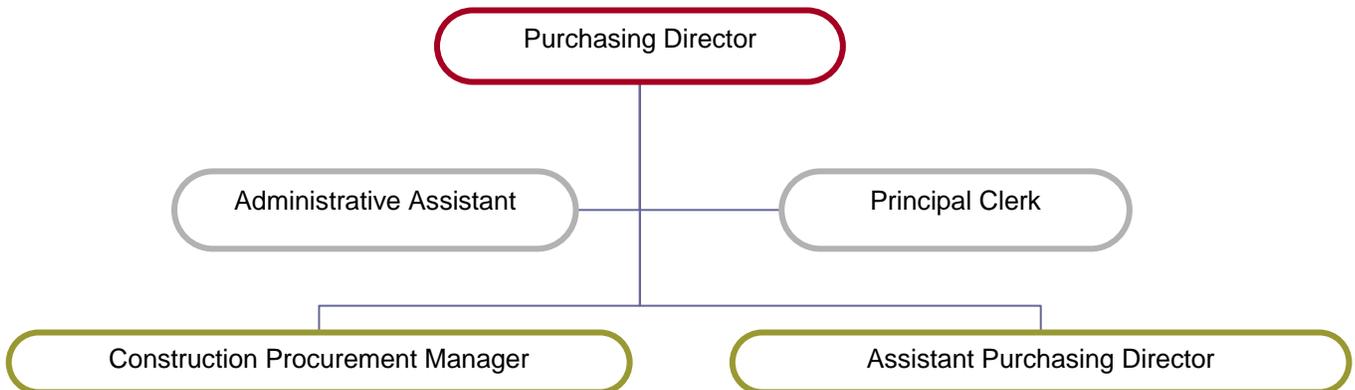
ORG 2001: FINANCE (PURCHASING DIVISION)

- Continue to seek ways to eliminate the need for 4-part NCR form and to use plain paper for purchase orders.
- Continue to investigate ways to use electronic signatures to expedite the process of purchase requisitions and purchase orders.

FY09 MAIN ACCOMPLISHMENTS:

- October 2008, hosted an Information Session in Somerville with SOMWBA (State office of Minority and Women-owned Business Assistance), OSD (Operational Services Division) and AMP (Affirmative Market Program).
- Developed Affirmative Market Plan for the city.
- Implemented and executed Request For Information process for Davis Square Hotel project. Key contact and one of the presenters for the Mandatory Site Visit for this project.
- Incorporated Responsible Employer Ordinance into all large construction Chapter 149 IFB's and contracts.
- Bid out trash hauling and electricity which are exempt from bidding according to MGL 30B.
- Executed Request For Information for the City's Wi-Fi initiative.
- Completed procurement training of OSPCD, school department and DPW (6/3/09) departments

DEPARTMENT ORGANIZATION:



ORG 2001: FINANCE-PURCHASING**ACTIVITY: CONTRACT PROCUREMENT**

Description: Procure supplies, materials, equipment and services for all City departments by competitive bidding, informal quotation, and negotiations for the best price, while ensuring compliance with state and local law. Purchasing also facilitates the sale or distribution of surplus equipment.

FY10 GOALS

1. Execute at least three vendor evaluations for ongoing accountability of both the vendor and internal customers.
2. Continue to maximize the City's dollars by competitively bidding out goods and services even services that may be deemed Exempt by MGL 30B.
3. Continue to seek ways to eliminate the need for 4-part NCR form and to use plain paper for purchase orders.
4. Continue to investigate ways to use electronic signatures to expedite the process of purchase requisitions and purchase orders.

FY09 GOAL REVIEW

1. Work with consultant to implement new integrated financial accounting system. (On hold)
2. Host another Affirmative Market Program/SOMWBA information session. (Complete)
3. Execute at least 3 vendor performance evaluations. (In progress)
4. Develop written procedures for the Disposal of Surplus Goods under \$5,000. (In progress)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of contracts (FY08-FY10: Estimate)	442	400	400
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS**Process Purchase Orders**

Description: Review and approve requisitions and purchase orders.

<u>Output:</u> # of requisitions and purchase orders approved	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10: Estimate	5,500	6,000	6000

Training

Description: Train employees on the City's purchasing policies and state law.

<u>Output:</u> # of employees trained	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10: Estimate	80	55	60

Record Keeping

Description: Maintain paper and electronic files, as well as Access database for data analysis. Types of records maintained: Bids, Proposals, Quotes, File sub bids, Contracts, PO's, Emergency Waivers, Sole Source, Vendor Database, School Contracts, Memorandum of Understanding (MOU), and Contractors Payroll Records.

<u>Output:</u> # of records made	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10: Estimate	6,300	7,000	7000

Prepare Informal Solicitations for Smaller Procurements, Renew Contracts, and Prepare Emergency Contracts and Contract Requirements

Description: Draft and issue sole source, renewal, quoted contracts, change orders and contract amendments; draft rationale for emergency under M.G.L.C. 30B; request emergency waiver from DCAM for construction contracts.

<u>Output:</u> # of small procurement contracts, renewal contracts, change orders, contract amendments, and emergency contracts prepared	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10: Estimate	342	415	415

Prepare Formal Solicitations for Large Procurements

Description: Draft and issue IFBs, RFPs and Quotes, write and revise specifications.

<u>Output:</u> # of IFBs, RFPs and Quotes issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10: Estimate	97	85	85

ORG 2001 PURCHASING

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	211,483	255,876	113,800	261,500
51410 LONGEVITY	2,100	2,500	1,450	2,500
51532 HOLIDAYS - S.M.E.A.				343
51930 UNIFORM ALLOWANCE	700	700	700	700
TOTAL P-ACCT 51000	214,283	259,076	115,950	265,043
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	155	250		250
52470 MAINT CONTRACT-OFFC EQUI	244	1,200	487	1,200
52760 RENTALS EQUIPMENT	5,133	9,000	2,022	9,000
53060 ADVERTISING	5,954	10,000	2,163	10,000
53200 TUITION	1,820	1,000	450	1,000
54200 OFFICE SUPPLIES	10,883	10,000	3,015	10,000
54202 OFFICE FURNITURE	1,124		481	
54210 PRINTING & STATIONERY	729	200	1,196	200
54900 FOOD SUPPLIES & REFRESHM	100	50	49	
55870 MAGAZINES,NEWS,SUBSCRIP	301	325	225	325
57300 DUES AND MEMBERSHIPS	300	800	300	300
TOTAL P-ACCT 52000	26,743	32,825	10,388	32,275
TOTAL ORG 2001 FUNDING REQUIRED	241,026	291,901	126,338	297,318

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

Purchasing
2001

Position	Name	Current Base	Fiscal Year Base	TOTAL
PURCHASING DIRECTOR	ROSITHA DURHAM	1,282.45	65,666.35	65,666.35
ASSISTANT PURCHASING DIRECTOR	KAREN MANCINI	1,057.69	54,157.78	54,157.78
CONSTRUCTION PROCUREMENT MANAGER	ORAZIO DELUCA	1,019.23	52,188.48	52,188.48
ADMINISTRATIVE ASSISTANT	ANGELA J. KOERBER	933.20	48,713.04	50,499.68
PRINCIPAL CLERK	JANE F. ANTONELLI	781.10	40,773.42	42,529.64
				265,041.94

MISSION STATEMENT:

It is the mission of the Assessor’s Office to provide taxpayers and the general public with the best professional service and information available. Efficient and effective assistance allows taxpayers, the public, other city departments, and state agencies to maintain the highest level of confidence in the Assessors and their data.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 500,366	\$ 557,343	\$ 559,490	0%
ORDINARY MAINTENANCE	\$ 42,479	\$ 76,500	\$ 75,500	-1%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 542,845	\$ 633,843	\$ 634,990	0%

CHANGES BETWEEN FY09 and FY10:

There are no significant changes between FY09 and FY10.

FY10 MAIN PRIORITIES:

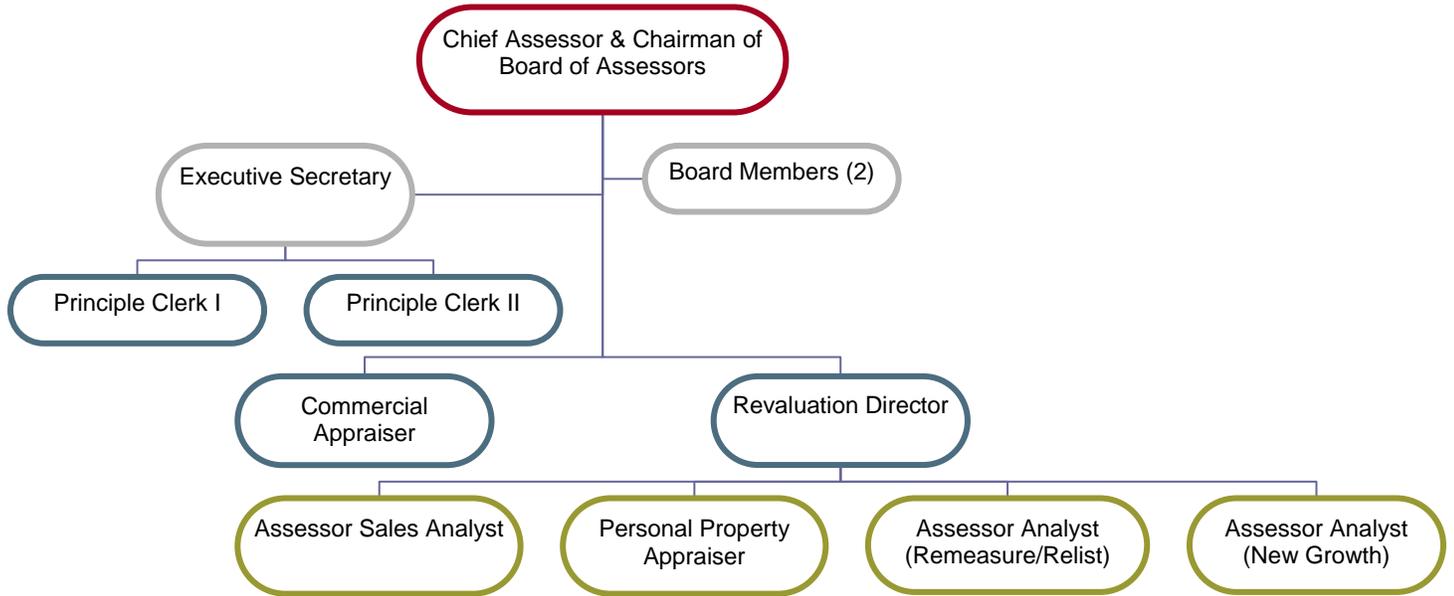
- The successful completion of the triennial revaluation certification by the Department of Revenue. An audit team from the DOR will be certifying our methodologies meeting their statistical criteria.
- Remeasuring and relisting of a significant portion of our 16,363 parcels.
- Recertification and computerized cross-checks for residential exemption eligibility.
- The mailing and reviewing of income and expense forms.
- The mailing and reviewing of the “Form of List” for Personal Property valuation.
- The continued practice of home visits, as needed, to assist seniors with statutory exemption applications.

FY09 MAIN ACCOMPLISHMENTS:

- Completed a State-required interim year property assessment adjustment.
- The Board received overvaluation appeals of less than 3 percent of our parcel count, which means a high confidence level of 97% from our taxpayers.
- The Board outsourced part of our personal property data collection. A fee of \$25,000 yielded a 16 to 1 return on investment and added \$400,278 in new growth tax dollars.

ORG 2301: FINANCE (BOARD OF ASSESSORS)

DEPARTMENT ORGANIZATION:



ORG 2301: FINANCE-ASSESSORS**ACTIVITY: ASSESSMENTS**

Description: Measure, list and assess residential and commercial properties.

FY10 GOALS

1. Complete the triennial revaluation certification required by the State Department of Revenue.
2. Continue our remeasure/relist program.
3. Continue our residential exemption recertification program.
4. Mail and review "Form of List" for Personal Property.
5. Mail and review Income & Expense forms.
7. Continue the practice of home visits to assist seniors with statutory exemption applications.

FY09 GOAL REVIEW

1. Complete the state-required interim year property assessment adjustments, with the number one priority leading up to FY2010 being to achieve triennial revaluation certification by the Department of Revenue. (In progress)
2. Continue additional recertification and computerized cross-checks for residential exemption eligibility, the mailing and reviewing of Income & Expense data and the mailing and reviewing of the Form of List for Personal Property valuation. (Complete)
3. Hire an Assessor Analyst who shall offer staff support to ongoing revaluation and assessing programs such as re-measuring and re-listing all of our parcels within a nine year cycle as mandated by the Department of Revenue. (Complete)
4. Procure the services of Real Estate Research Consultants, Inc. (RRC) to assist in the discovery and re-listing of all Personal Property accounts. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of parcels revalued (FY08-FY10: Estimate)	16,851	17,073	17,348
<u>Outcome:</u>	% increase of properties revalued		1.3%	1.6%

ADDITIONAL MAJOR OUTPUTS**Verification of Income & Expense Forms**Description: Determine the income and expenses of income-producing commercial, industrial, mixed-use, and apartment (4 or more apartments) properties.

<u>Output:</u>	# of processed Income & Expense forms (mailed and processed)	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	1,626	1,574	1550

Verification of Residential Exemption EligibilityDescription: Recertify existing residents and send out, review, and process applications for those qualifying for the first time in FY10.

<u>Output:</u>	# of applications processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	1,694	1,650	1600

Remeasure and RelistDescription: Remeasure the exterior and reinspect the interior of dwellings and buildings last visited in 2002 or before in order to comply with minimum DOR standards.

<u>Output:</u>	# of parcels remeasured	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	391	3,441	2100

Verification of "Form of List"Description: Determine the value of personal property accounts with review of "Form of List" (and inspections as needed).

<u>Output:</u>	# of forms reviewed (mailed and processed)	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	1,267	1,297	1360

CITY OF SOMERVILLE

FY10 BUDGET

ORG 2301 BOARD OF ASSESSORS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	480,020	536,895	248,425	539,098
51115 SALARIES - MONTHLY	16,498	16,498	8,249	16,182
51300 OVERTIME	598	800		500
51410 LONGEVITY	2,450	2,450	1,225	2,450
51532 HOLIDAYS - S.M.E.A.				560
51540 PERFECT ATTENDANCE	100		500	
51930 UNIFORM ALLOWANCE	700	700	700	700
TOTAL P-ACCT 51000	500,366	557,343	259,099	559,490
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	750	800		300
52470 MAINT CONTRACT-OFFC EQUIP			227	500
52480 REPAIRS COMPUTER EQUIPMT	9,600	11,800	379	11,800
53000 PROFESSIONL & TECHNCL SVC	3,981	18,000	480	15,500
53025 PROPERTY DATA SERVICES	11,660	35,000	27,600	35,000
53060 ADVERTISING	60	500	45	500
53200 TUITION	1,909	2,500	502	2,500
54200 OFFICE SUPPLIES	4,389	4,000	2,626	3,000
54210 PRINTING & STATIONERY	1,143	1,500	915	1,500
54221 COMPUTER EQUIPMENT	1,986			
54240 BOOKS & BOOKBINDING	1,518	1,100		1,100
55870 MAGAZINES,NEWS,SUBSCRIPTS	676	700	241	700
57100 IN STATE TRAVEL	4,237		596	2,500
57110 IN STATE CONFERENCES			82	
57300 DUES AND MEMBERSHIPS	570	600	510	600
TOTAL P-ACCT 52000	42,479	76,500	34,203	75,500
TOTAL ORG 2301 FUNDING REQUIRED	542,845	633,843	293,302	634,990

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

Board of Assessors
2301

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
CHIEF ASSESSOR	BRESCIA, RICHARD M	1,560.22	79,889.24	79,889.24
ASSESSOR	MOYNIHAN, HUMPHREY	687.40	8,090.78	8,090.78
ASSESSOR	FLYNN, MICHAEL	687.40	8,090.78	8,090.78
REVALUATION DIRECOTR	LEVYE, MARC	1,339.12	68,568.07	68,568.07
COMMERCIAL APPRAISER	SWARTZ, LYNDA	1,145.40	58,648.87	58,648.87
PERSONAL PROPERTY ANALYST	DEPAULO, SYDNEY	1,033.21	52,904.31	52,904.31
SALES ANALYST	IRELAND, MARY LOUISE	866.76	44,381.43	44,381.43
ASSESSOR ANALYST	HOGAN, MICHAEL	865.38	44,310.77	44,310.77
ASSESSOR ANALYST	MATHEWS, DANIEL	865.38	44,310.77	44,310.77
EXECUTIVE SECRETARY	D'ANGELI, DIANE	1,222.42	53,542.00	
		1,226.27	10,300.67	65,337.15
PRINCIPAL CLERK I	HALEY, CAROL	794.42	41,468.72	42,577.61
PRINCIPAL CLERK II	NUNZIATO, TERESA	781.09	40,772.90	41,879.12
				558,988.91

DEPARTMENT OVERVIEW

MISSION STATEMENT: The mission of the Internal Control Division of Finance is to add value and improve the organization by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, internal control, and governance processes.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$9,776	\$62,235	\$61,047	-2%
ORDINARY MAINTENANCE	\$-	\$-	\$ -	0%
CAPITAL OUTLAY	\$-	\$-	\$ -	0%
GENERAL FUND EXPENDITURES	\$9,776	\$62,235	\$61,047	-2%

CHANGES FROM FY09 TO FY10:

- Decrease in Salary due to 1 week furlough

FY10 DEPARTMENT PRIORITIES:

- **Reconciliation of health insurance costs.** The Internal Auditor will work with the Benefit Analyst to automate as many processes as allowed by the system to permit monthly reconciliation procedures to ensure that all employee health insurance contributions are being deducted accurately and that all ineligible employees are terminated from the City's Health Care System as timely as possible. Monthly reconciliations will ensure the accuracy of the City's portion of the health insurance appropriation.

The Governmental Accounting Standards Board (GASB) issued Statement No. 45 "Accounting and Financial Reporting for Post Employment Benefits Other than Pensions". This Statement improves the relevance and usefulness of financial reporting of other Post Employment Benefits. The monthly reconciliations will ensure the accuracy of the Financial Reporting for Post Employment Benefits.

- **Set up a Fraud Hotline.** The Internal Auditor will set-up a fraud hotline to allow any concerned City employees, Residents, or other concerned individual the opportunity to report fraud tips anonymously to protect the welfare of the City. The internal auditor will log all reported cases and investigate the validity of each fraud tip to prevent any employees or other individual to gain benefits by deceit at the expense of City Taxpayer.
- **Compliance with Auditing Standards Statement No. 112.** The Internal Auditor will continue to be the key player in developing the overall plan to comply with SAS #112, the new Auditing Standards established by AICPA. Failure to comply with SAS #112 may lead to an adverse ranking by the bond rating agencies. The Internal Auditor will establish a plan to maintain an effective internal control structure to prevent fraud and ensure that a working system of internal checks and balances is in place for city departmental financial functions including, but not limited to, the monitoring of signatory approval for time sheets; the segregation of duties involving financial transactions such as collecting, receiving, and disbursements of funds and city

DEPARTMENT OVERVIEW

property; the use of passwords to restrict access to authorized users; and the appropriate documentation of financial transactions.

FY09 ACCOMPLISHMENTS:

- Performed reconciliation on the Health Care / Dental contributions and identified individuals with variances. On an ongoing basis, work with Personnel Department to fix and resolve variances to ensure the accuracy of the City's portion of the health insurance appropriation.
- Initiated the process to streamline and fix data in the Payroll System for more meaningful and accurate reporting information
- Created a template to assist personnel and payroll in the verification of employees' accrued sick and vacation time to ensure the most accurate data balances being uploaded to Kronos system.
- Implemented a Trust Fund reconciliation spreadsheet to ensure timely reconciliation and assist with the timely transfer of Funds to and from the proper Bank Accounts.
- Worked with the Police department to setup proper internal controls for the collection of record and fingerprint receipt fees.
- Performed an Inventory / Fixed Asset audit for the Water & Sewer division and created a recommendation report to enhance internal controls.

DEPARTMENT ORGANIZATION: The Internal Auditor reports directly to the Finance Director and the Mayor. The Internal Auditor is responsible for the evaluation, design, and implementation of an effective internal control structure that protects the City of Somerville's fiscal, capital, and operational assets. The Internal Auditor is charged with conducting a variety of audits, reviews, investigations, and assessments of City departmental fiscal and operational records, processes, and procedures to ensure effective compliance with the Massachusetts General Laws, GAAP, GASB, and Federal and State regulations.

ORG 2107 FINANCE-INTERNAL CONTROL

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	9,776	62,235	29,567	61,047
TOTAL P-ACCT 51000	9,776	62,235	29,567	61,047
TOTAL ORG 2107 FUNDING REQUIRED	9,776	62,235	29,567	61,047

DEPARTMENT NAME INTERNAL CONTROL
GENERAL FUND ORG NUMBER 2107

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
INTERNAL AUDITOR	COLLEEN TAM	1,192.23	61,046.74	61,046.74

ORG 2105 FINANCE (GRANTS ADMINISTRATION)

MISSION STATEMENT: The Grants Administrator provides support to City Departments to secure grant funding.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$54,331	104,524	102,529	-2%
ORDINARY MAINTENANCE	\$10,419	\$6,900	\$5,900	-14%
CAPITAL OUTLAY	\$-	\$-	\$-	0%
GENERAL FUND EXPENDITURES	\$64,750	\$111,424	\$108,429	-3%

Changes between FY09 and FY10:

- Salaries reduced by \$2,000 due to 1 week furlough.
- Ordinary Maintenance Professional Services reduced by \$1,000.

FY10 DEPARTMENT PRIORITIES: In FY10, Grants Administration will work in conjunction with respective departments in order to seek funding:

- To fight drug and alcohol use among youth;
- To contribute to public safety;
- To upgrade our open spaces;
- To improve public health;
- To improve our environment and
- To support economic development initiatives.

FY09 ACCOMPLISHMENTS: In FY09 over \$3,300,000 in competitive grant money was awarded to the City. The Grants Administrator and the Grant Writer were involved to different degrees with the awards, including the following steps: identifying these funding opportunities, establishing relationships with the funders, eliciting political and community support for the projects, developing budgets, editing and/or writing a significant portions of the proposals, coordinating the proposal application and submission processes, and assisting in the design, presentation and organization of the proposal documents.

Departmental Grants of Interest:

- \$100,000 to Somerville Cares about Prevention, Health Department, to target Substance Abuse among youth.
- \$100,000 to Somerville Cares about Prevention, Health Department to target Alcohol Abuse among youth.
- \$124,236 to Tobacco Control, Health Department to fund regional Anti- Smoking Campaign among youth.
- \$345,680 to Police for Community Policing Grant.
- \$71,924 to combat youth violence. Police Department received \$33,924 for overtime for intervention of violence and Teen Empowerment received \$38,000 for prevention.
- \$48,820 to Police to equip school safety support personnel with communications equipment to report incidents and observations in real time.

- \$269,800 to the Fire Department toward the cost of eight firefighters who form the basis of a Rapid Intervention Rescue Unit in the City.
- \$22,500 to the Arts Council to focus on programming and infrastructure changes in Union Square that will continue the economic development in the Square by expanding artistic and cultural initiatives.
- \$101,000 Health to the Essential School Health Program, Health Department to fund the position of the School Nurse leader and various school based health programmatic initiative each year for the next four years.
- \$45,000 to Shape up Somerville, Health Department to continue Active Living by Design programming citywide.
- \$100,000 to Shape up Somerville, Health Department for funding Healthy Kids/ Healthy Communities initiatives that will create new healthy programming for children when not in school.
- \$50,000 to Capital Projects to fund Green Schools Initiative at the Argenziano School.
- \$25,000 Sustainability and Environment: Awarded from Massachusetts Technology Council Clean Energy Choice Initiative. Residents of the City provided the basis of the award by choosing alternative energy sources for their residential needs.
- \$41,000 to Arts Council for Books of Hope and Art Without Walls from seven different funders many of which are foundations that traditionally do not fund municipalities.

The Grants Administrator is co-chair of the 53-member Somerville Non-Profit Development Network. In this role, the Grants Administrator is the creator of a research list-serve that reaches out to our membership and to grant writers nationwide through the Network's website. The Grants Administrator coordinates collaborative funding efforts between private non-profits and the City. Funding opportunities identified through research of the Grants Administrator presented on the list-serve resulted in millions of dollars in funding for various organizations representing the needs of diverse residents of Somerville.

DEPARTMENT ORGANIZATION: Grants Administration is a division of the Finance Department. The Department is made up of a Grants Administrator and a Contracted Grant Writer.

ORG 2105 GRANTS MANAGEMENT

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	54,331	104,524	35,800	102,529
TOTAL P-ACCT 51000	54,331	104,524	35,800	102,529
P-ACCT 52000 ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC	7,786	5,000	1,075	4,000
54200 OFFICE SUPPLIES	665	1,000		1,000
54210 PRINTING & STATIONERY	1,295	500		500
54220 COMPUTER SUPPLIES		200		200
55870 MAGAZINES,NEWS,SUBSCRIPTS	398	200		200
57300 DUES AND MEMBERSHIPS	275			
TOTAL P-ACCT 52000	10,419	6,900	1,075	5,900
TOTAL ORG 2105 FUNDING REQUIRED	64,750	111,424	36,875	108,429

DEPARTMENT NAME GRANTS MANAGEMENT
GENERAL FUND ORG NUMBER 2105

Position	Name	Current Fiscal Year		TOTAL
		Base	Base	
GRANT ADMINISTRATOR	KATE ASHTON	1,040.82	53,293.97	53,293.97
GRANT WRITER	LAURA HAAS	961.54	49,234.53	49,234.53
				102,528.50

MISSION STATEMENT:

The City Clerk's Office is the City's keeper of records, vital statistics, and general information. The mission of the Office is to record, maintain, and certify municipal records, including resident vital statistics, business licenses and permits, and legislative acts. To that end, we provide technical assistance to individuals and businesses, and professional support to public officials. We also provide professional and clerical support to the Board of Aldermen and the Licensing Commission, including meeting preparation, interdepartmental communication, license and permit processing, and document management.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 356,566	\$ 374,915	\$ 313,947	-16%
ORDINARY MAINTENANCE	\$ 80,553	\$ 110,132	\$ 95,779	-13%
GENERAL FUND EXPENDITURES	\$ 437,119	\$ 485,047	\$ 409,726	-16%

CHANGES BETWEEN FY09 and FY10:

- \$60,968 reduction in Personnel Services from the elimination of one head clerk position in FY2010. (position currently vacant)

FY10 MAIN PRIORITIES:

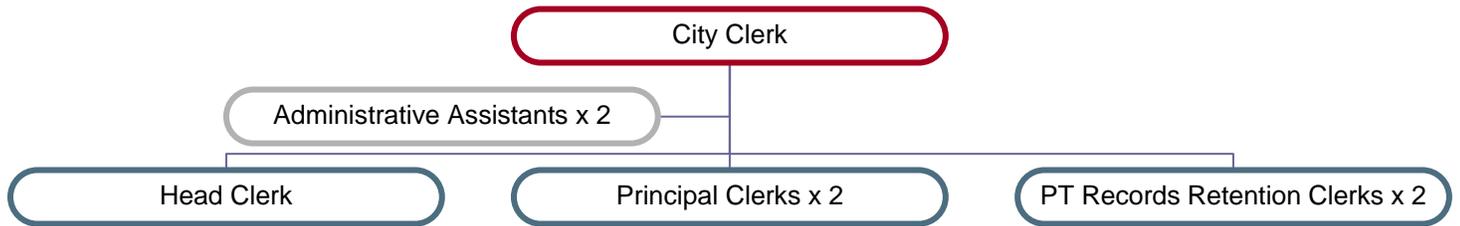
- Continue preparing a citywide business licensing database with the IT Dept.
- Update forms and instructions for all business license applications and post on city website
- Continue the Somerville Historical Archives Restoration Project, providing safe storage space for municipal files, and implementing the municipal retention schedule citywide
- Complete the Legislative Tracking System with the IT Dept., allowing residents and government officials to track business license applications and legislative initiatives online
- Publish a Municipal Register with updated elected officials, boards & commissions, departments and streets

FY09 MAIN ACCOMPLISHMENTS:

- Helped establish the new Municipal Hearing Officer, and related administrative processes, allowing constituents to appeal non-criminal tickets
- Installed new Marriage Licensing software, enhancing the ability to serve residents wishing to marry or obtain documentation of their marriage.
- Posted Minutes of the Board of Alderman prior to 1980 on the city website
- Increased notification to neighbors of businesses who seek to remain open between midnight and 5 am.
- Defined the parameters of a citywide business licensing database, with the IT Dept.
- Began preparing forms and instructions for Licensing Commission license applications
- Continued the Somerville Historical Archives Restoration Project, providing safe storage space for municipal files, and distributing a municipal retention schedule
- Continued developing the Legislative Tracking System, with the IT Dept.

ORG 2401: CITY CLERK'S OFFICE

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Resident Services
- Business Services
- City Government Services
- Administration

ORG 2401: CITY CLERK'S OFFICE**ACTIVITY: RESIDENT SERVICES**

Description: Provide basic governmental services and record keeping for Somerville's residents, with respect to relevant legal documentation.

FY10 GOALS

1. Publish a Municipal Register with updated elected officials, boards & commissions, departments and streets.

FY09 GOAL REVIEW

1. Post to the City's website a complete record of the Minutes of the Board of Aldermen, back to the creation of Somerville as a city in 1872. (Complete)
2. Improve notifications to residents about Public Hearings for licensing matters near their property. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of records/ licenses issued number of vital records, dog licenses, clerk certificates and sporting licenses issued	10,980	11,010	11,010
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with the customer service they receive from the City Clerk's Office (Resident satisfaction survey)	FY07: 72%	77%	

ADDITIONAL MAJOR OUTPUTS**Manage Resident Vital Records**

Description: Develop, maintain, and disseminate vital records of marriages, births, and deaths. Advise the public with respect to each of these vital records.

<u>Output:</u>	# of vital records processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	9,800	9,450	9450

Issue Dog Licenses

Description: Develop, maintain, and disseminate new and renewing dog licenses. Advise the public with respect to dog licensure.

<u>Output:</u>	# of dog licenses issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	960	1,230	1230

Issue Sporting Licenses

Description: Issue fishing, hunting, and sporting licenses to the public.

<u>Output:</u>	# of licenses issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	220	180	180

Process Zoning Board, Planning Board, and Historic Preservation Commission Decisions for Residents

Description: Maintain decisions and issue clerk certificates for residents.

<u>Output:</u>	# of clerk certificates issued and decisions recorded	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	120	150	150

Respond to Resident Inquiries

Description: Efficiently and courteously provide information to residents.

<u>Output:</u>	# of inquiries answered	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Estimate	20,800	28,240	28240

Notarize Documents for the Public

Description: Notarize documents for the public.

<u>Output:</u>	# of documents notarized	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	500	370	370

ORG 2401: CITY CLERK'S OFFICE**ACTIVITY: BUSINESS SERVICES**

Description: Collect the necessary legal documentation and approval to ensure legally binding and responsible conduct of the City's businesses. Promote an orderly and balanced commercial community.

FY10 GOALS

1. Continue to be a part of the citywide initiative to create a business-licensing database for all business licenses.
2. Update forms and instructions for all business license applications and post on city website.

FY09 GOAL REVIEW

1. Continue to be a part of the citywide initiative to create a business-licensing database for all business licenses. (In progress)
2. Complete the Licensing Commission's efforts to update forms and develop user-friendly instructions for all license applications, and place this information on the city's website. (In progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of licenses, certificates, and grants issued Number of licenses, certificates, and grants	1,920	1,320	1,320
<u>Outcome:</u>	% of licenses issued within 14 days (Based on actual time taken for each license)			

ADDITIONAL MAJOR OUTPUTS**Issue Licenses and Permits**

Description: Process business licenses, including new applications and renewal notices.

<u>Output:</u>	# of licenses or permits processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	1,200	900	900

Manage Business Certificates

Description: Accept, maintain, and distribute business certificates, business certificate amendments, and business certificate withdrawals.

<u>Output:</u>	# of business certificates accepted, maintained, and distributed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	680	400	400

Coordinate Grants of Location

Description: Coordinate the processing of grants of location with the DPW, BOA, and utility and telecommunications companies.

<u>Output:</u>	# of grants processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	40	20	20

ORG 2401: CITY CLERK'S OFFICE**ACTIVITY: CITY GOVERNMENT SERVICES**

Description: Provide administrative support and record keeping so that government officials may carry out their appointed duties.

FY10 GOALS

1. Continue the Somerville Historical Archives Restoration Project, providing safe storage space for municipal files, and implementing the municipal retention schedule citywide.
2. Complete the Legislative Tracking System with the IT Dept., allowing residents and government officials to track business license applications and legislative initiatives online.

FY09 GOAL REVIEW

1. Continue the Somerville Historical Archives Restoration Project, so we can access stored records quickly and accurately, and help alleviate the space issues currently confronting many municipal departments. (On-going)
2. Complete the installation of an agenda management/legislative tracking software application for the Board of Aldermen's documents, so users can track the progress of license applications and legislative initiatives. (In Progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of Board of Aldermen and Licensing Commission decisions processed Departmental Records	2,750	2,080	2,080

Outcome:

ADDITIONAL MAJOR OUTPUTS**Support the City's Boards and Commissions**

Description: Provide support for the City's Boards and Commissions, including meeting notices and member rosters.

<u>Output:</u>	# of Boards and Commissions meetings	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental records	37	38	38

Process Mail for City Hall

Description: Ensure that incoming and outgoing correspondence is forwarded in a timely and accurate manner.

<u>Output:</u>	# of pieces of mail processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Mail room estimate	221,230	226,350	226350

Preserve and Archive Municipal Records

Description: Act as the City's custodian of records and seek to preserve their security and condition.

<u>Output:</u>	cubic feet of records archived	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Survey	400	1,080	1080

Collect Noncriminal Revenues

Description: Receive and process noncriminal ticket revenues for noise, snow, and other violations.

<u>Output:</u>	# of noncriminal tickets processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	1,740	4,950	4950

Respond to Interdepartmental Needs

Description: Research and respond to other departments' requests for information or documentation.

<u>Output:</u>	# of responses to requests	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	2,280	2,500	2500

ORG 2401 CITY CLERK

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	345,112	364,173	166,446	304,560
51300 OVERTIME	1,604	2,192	1,106	1,950
51410 LONGEVITY	6,250	6,450	3,225	4,850
51532 HOLIDAYS - S.M.E.A.				837
51540 PERFECT ATTENDANCE	1,500		1,500	
51691 OTHER LUMP SUM PAYMENTS			2,100	
51930 UNIFORM ALLOWANCE	2,100	2,100		1,750
TOTAL P-ACCT 51000	356,566	374,915	174,377	313,947
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	564	1,550	829	1,550
52711 RENTAL - STORAGE SPACE	597	2,400	598	2,400
53000 PROFESSIONL & TECHNCL SVC	180	1,800		1,800
53060 ADVERTISING	103	600		600
53420 POSTAGE	50,600	65,200	20,008	59,900
53430 POSTAGE MACHINE RENTAL	11,762	12,072	2,940	3,519
54200 OFFICE SUPPLIES	4,060	5,000	2,377	5,000
54201 OFFICE EQUIPMENT	919	1,600		1,600
54210 PRINTING & STATIONERY	4,756	6,000	530	5,500
54240 BOOKS & BOOKBINDING	6,050	12,610	497	12,610
54900 FOOD SUPPLIES & REFRESHMT	82			
57110 IN STATE CONFERENCES	323	500		500
57300 DUES AND MEMBERSHIPS	275	500	287	500
57400 INSURANCE PREMIUMS	282	300		300
TOTAL P-ACCT 52000	80,553	110,132	28,066	95,779
TOTAL ORG 2401 FUNDING REQUIRED	437,119	485,047	202,443	409,726

DEPARTMENT NAME City Clerk's Office
 GENERAL FUND ORG NUMBER 2401

Position	Name	Current Base	Fiscal Year Base	TOTAL
CITY CLERK	LONG, JOHN J	1,311.62	67,159.97	67,159.97
P/T RECORDS RETENTION CLERK	DIXSON, NADIA	16.00	17,308.80	17,308.80
PV ADMN ASST	DEPRIZIO, JO-ANN	933.20	48,713.04	50,499.68
PV ADMN ASST	PAGLIARO, JENNEEN	847.42	26,947.96	
		915.16	18,669.26	47,386.70
HEAD CLERK	JAMES, MAUREEN	854.16	44,587.15	46,357.98
PRINCIPAL CLERK II	CASSIDY, NANCY	781.10	40,773.42	41,879.64
PRINCIPAL CLERK II	STONE, MARY	765.79	18,685.28	
		781.10	21,714.58	41,403.01
				311,995.78

ORG 2601 LICENSING COMMISSION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51115 SALARIES - MONTHLY	6,529	6,530	3,265	6,405
TOTAL P-ACCT 51000	6,529	6,530	3,265	6,405
TOTAL ORG 2601 FUNDING REQUIRED	6,529 -	6,530 -	3,265 -	6,405

DEPARTMENT NAME Licensing Commission
GENERAL FUND ORG NUMBER 2601

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
CHAIRMAN	UPTON, ANDREW	181.38	2,134.86	2,134.86
COMMISSIONER	VACCARO, VITO	181.38	2,134.86	2,134.86
COMMISSIONER	MCKENNA, JOHN	181.38	2,134.86	2,134.86
				6,404.59

ORG 2501: LAW DEPARTMENT

MISSION STATEMENT:

The Law Department strives to provide the City with high quality, informed legal services and personal attention. The Office of the City Solicitor represents the Mayor, the Board of Aldermen, all City department heads, and the Boards and Commissions of the City as a municipal corporation. The Law Department's representation includes maintaining an active litigation workload, the drafting of legal opinions, providing legal counsel to our clients and managing negotiations of claims brought by and against the City. The Law Department's office examines all titles to property purchased by the City and drafts all bonds, deeds, contracts, and other legal instruments. The Law Department prosecutes and defends all actions on behalf of the City and its officials in Federal, State, and District court and in all state and federal administrative agencies. The Law Department appears as legal counsel before committees of the state legislature when the City's interests may be impacted. The Law Department provides the Mayor, Board of Aldermen, City departments, and Boards and Commissions with legal opinions on a broad range of legal issues that further the City's commitment to providing essential services in an efficient manner.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 538,697	\$ 535,210	\$ 526,962	-1.5%
ORDINARY MAINTENANCE	\$ 143,900	\$ 147,450	\$ 141,200	-4.2%
GENERAL FUND EXPENDITURES	\$ 682,597	\$ 682,660	\$ 668,162	-2.1%

CHANGES BETWEEN FY09 and FY10:

- \$8,248 reduction in office equipment and various ordinary maintenance expenses while maintaining a level appropriation to fund outside counsel.

FY10 MAIN PRIORITIES:

- Provide the Mayor, the Board of Aldermen, department heads, boards and commissions with high-quality, informed legal services and personal attention and provide prompt attention to resolving and investigating issues to avoid lawsuits against the city.

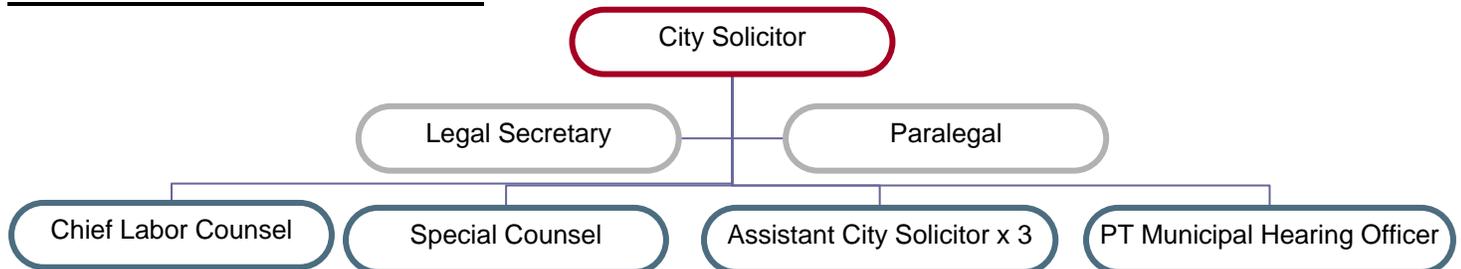
FY09 MAIN ACCOMPLISHMENTS:

- Assembly Square: Provided legal support for Assembly Square development, including pursuing public funding from Federal Stimulus plan, state I-Cubed program, state Growth Development Initiative, Tiger Grant and other sources for construction of public roadways, utilities and MBTA Orange Line Station. Worked with developer Federal Realty and MassHighway to ensure that all legal steps are taken with respect to bidding and constructing roadways.
- Negotiated settlement of \$12 million for East Somerville Community School and pursued maximal state funding for school reconstruction. Obtained cost recovery totaling \$40,000 for other City claims.
- Initiated legal action against Massport and potentially other parties in an effort to reduce the tripling of airplane noise over the Somerville air corridor that has occurred over the last three years.
- Facilitated funding of brownfields cleanup in City through drafting grant applications and negotiating with EPA to secure nearly \$500,000 in federal appropriations. Provided legal support for Kiley Barrel property, including discussions with EPA and DEP relative to property remediation.

ORG 2501: LAW DEPARTMENT

- Developed significant reforms with City's provision of health care insurance, reducing City's costs and providing additional insurance options for City's workforce and retirees
- Drafted and lobbied for City ordinances, regulations and internal policies to generate additional revenue for City during challenging fiscal conditions.
- Continue to strive to assure neighborhood integrity through vigorous enforcement in the state court system and through local enforcement efforts of all state and local safety codes, including building, zoning, liquor control, health, wetlands and other regulatory authority.
- Prepared three land use covenants and directed legal strategy to facilitate City economic goals for Boynton Yards.
- Launched legal effort against architectural firm and potentially additional parties to seek recovery for cost overruns at Trum Field.
- Developed innovative employee furlough system that minimized impact on employees, as well as reduced potential overtime costs for the City. Negotiated furlough language in three collective bargaining contracts, as well as 0% wage increases for fiscal year.
- Negotiated 80/20 health insurance contribution rates for majority of City's bargaining units.
- Drafted and addressed before Board of Aldermen numerous ordinances, including Union Square zoning amendments, Winter Hill development moratorium, plastic bag ordinance, living wage ordinance amendment, bed and breakfast ordinance, dog ordinance amendment, late fee ordinance, snow removal ordinance, private well water regulations, tree preservation ordinance, 515 Somerville Avenue zoning, commercial dumpster ordinance, BOA furlough order, Design Review Committee amendment, and outdoor festival ordinance.
- Drafted and addressed before Board of Aldermen numerous Home Rule Petitions, including retiree health care insurance hardship waivers, increasing the number of liquor licenses in the City, Somerville Housing Authority property transfer, Assembly Square land swaps with DCR and removal from civil service of position of Deputy Police Chief.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The Law Department can be divided into the following major functional areas:

- Collective bargaining / Employee Relations
- Draft documents and issue opinions
- Self insurance
- Legislative advocacy
- Litigation
- Administration

ORG 2501: LAW DEPARTMENT

ACTIVITY: COLLECTIVE BARGAINING/ EMPLOYEE RELATIONS

Description: Assist all departments with legal matters related to employees and unions in a fair and efficient manner.

FY10 GOALS

1. Continue to negotiate nine union contracts and serve as the City's representative on school bargaining unit negotiations pursuant to Mass Ed. Reform Act
2. Negotiate labor-management challenges presented in the current difficult fiscal situation

FY09 GOAL REVIEW

1. Bargain and sign all nine union contracts, and serve as the City's representative on school bargaining unit negotiations pursuant to Mass. Ed. Reform Act. (In progress)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of union contracts which have had negotiations and ongoing conversations	9	9	9

Outcome:

ADDITIONAL MAJOR OUTPUTS

Moderate Employee Grievances and Disciplinary

Actions

Description: Moderate and resolve disputes between City departments and their employees in order to facilitate fair management and fair working conditions.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of grievances/disciplinary actions addressed	30	42	62
<u>Source:</u> Estimate from Personnel Department			

ORG 2501: LAW DEPARTMENT

ACTIVITY: DRAFT DOCUMENTS AND ISSUE OPINIONS

Description: Draft and review legal documents and provide competent and effective legal advice to the Mayor, Aldermen, Boards, Commissions and Department Heads to assist them in the performance of their duties.

FY10 GOALS

1. Organize three training seminars for employees regarding legal services, including open meeting law.
2. Meet client needs in a timely manner

FY09 GOAL REVIEW

1. Organize three training seminars for employees regarding legal services including open meeting law. (Complete)
2. Provide legal-related resources to department heads on newly-released intranet. (On hold)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of documents drafted and opinions issued based on contracts, written and verbal opinions, MOUs, and agreements	27,670	27,830	27,411
<u>Outcome:</u>				

ADDITIONAL MAJOR OUTPUTS

Draft Standard Contracts

Description: Draft proposals and standard contracts for City officials by request.

<u>Output:</u>	# of contracts signed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Purchasing Department Records	325	341	370

Provide Counsel

Description: Provide formal and informal counsel to clarify legal issues facing the City.

<u>Output:</u>	# of written and verbal opinions provided	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on 35 written opinions per day and 70 verbal opinions per day.	27,300	27,000	27000

Issue Memorandums of Understanding

Description: Deal with legal issues that require clarification of rights and responsibilities of City officials and authorities vis-à-vis third parties or inter-agency parties. Achieve consensus among the parties which may serve as a base for future negotiations or actions.

<u>Output:</u>	# of MOUs written	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental records	40	34	34

Negotiate development covenants

Description: Develop agreements on behalf of City officials with land developers.

<u>Output:</u>	# of agreements currently involving the city	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental records	5	5	7

ORG 2501: LAW DEPARTMENT

ACTIVITY: SELF INSURANCE

Description: Provide efficient and fair resolution of claims to protect the City against costly and unfair claims that negatively affect the functioning of government.

FY10 GOALS

1. Continue to provide a well-researched and vigorous defense for the City's interests

FY09 GOAL REVIEW

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of investigated and resolved claims	100	179	195
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Process Claims

Description: Receive and prepare claims for legal processes

<u>Output:</u> # of claims processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Departmental records	300	306	350

Resolve Claims

Description: Deny claims when no merit exists and settle when claims have merit. Fairly and efficiently protect the City from costly and adverse legal dispositions.

<u>Output:</u> # of claims resolved	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Departmental records	100	103	120

ORG 2501: LAW DEPARTMENT

ACTIVITY: LEGISLATIVE ADVOCACY

Description: Provide competent and efficient legal representation and advocacy regarding issues affecting the City that come before the State Legislature and the Board of Alderman.

FY10 GOALS

1. Respond in a timely manner to legislative requests including networking with state legislators and Aldermen to educate them regarding the City's need for passing state legislation and City Home Rule Petitions.

FY09 GOAL REVIEW

1. Increase legislative advocacy role to include networking with state legislators and Aldermen to educate them regarding the City's need for passing State legislation and City home rule petitions. (In progress)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of Home-Rule Petitions and ordinances	45	42	36
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Pass Home-Rule Petitions

Description: Enable beneficial City proposals to pass legislation by winning the approval of legislators and the votes of legislative bodies.

<u>Output:</u> # of HRP drafted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Departmental Records	15	15	9

Draft Ordinances

Description: Assist City officials in establishing ordinances to protect the best interests of the City and its citizens.

<u>Output:</u> # of ordinances drafted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Departmental Records	30	27	27

ORG 2501: LAW DEPARTMENT

ACTIVITY: LITIGATION

Description: Provide the city with competent and effective legal representation in court.

FY10 GOALS

- 1. Effectively manage pending litigation

FY09 GOAL REVIEW

- 1. Provide legal assistance where necessary to support the Mayor's inaugural goals. (In progress)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> Total # of cases and appeals number of appeals plus cases	86	115	120
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Provide Legal Representation

Description: Provide legal representation in federal, state and district courts (e.g., contracts, employment, land use appeals, enforcement of codes, civil rights, torts, property damage, personal injury, election law, bankruptcy of City taxes).

<u>Output:</u> # of cases handled	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	71	87	90

Attend Administrative Law Hearings

Description: Provide legal representation in cases concerning administrative procedures before federal and state administrative agencies (e.g., Appeals to Civil Service Commission or State Labor Relations Commission, and Appellate Tax Board).

<u>Output:</u> # of appeals handled	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	15	28	30

ORG 2501 LAW

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	519,068	524,360	248,802	516,115
51115 SALARIES - MONTHLY	7,500	10,000	5,000	9,809
51410 LONGEVITY	850	850	425	850
51532 HOLIDAYS - S.M.E.A.				255
51540 PERFECT ATTENDANCE			300	
TOTAL P-ACCT 51000	527,418	535,210	254,527	527,029
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT		400	294	400
53000 PROFESSIONL & TECHNCL SVC	13,960	7,000		7,000
53040 LEGAL SERVICES	38,846	100,000	177	100,000
53200 TUITION	770	4,000	1,110	3,000
53420 POSTAGE		150	41	150
53820 PHOTOGRAPHY		200		200
54200 OFFICE SUPPLIES	1,154	2,100	317	2,100
54201 OFFICE EQUIPMENT		5,200		1,200
54210 PRINTING & STATIONERY	110	400		400
54220 COMPUTER SUPPLIES		250		250
54230 PHOTOCOPYING		500	20	500

ORG 2501 LAW

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
54240 BOOKS & BOOKBINDING	18,383	19,000	7,431	19,000
55870 MAGAZINES,NEWS,SUBSCRIPTS	732	750	253	500
57100 IN STATE TRAVEL	439	1,000	108	1,000
57300 DUES AND MEMBERSHIPS	2,725	5,000	1,200	4,000
57810 RECORDINGS	1,012	1,500		1,500
TOTAL P-ACCT 52000	78,516	147,450	10,951	141,200
TOTAL ORG 2501 FUNDING REQUIRED	605,934 -	682,660 -	265,478 -	668,229

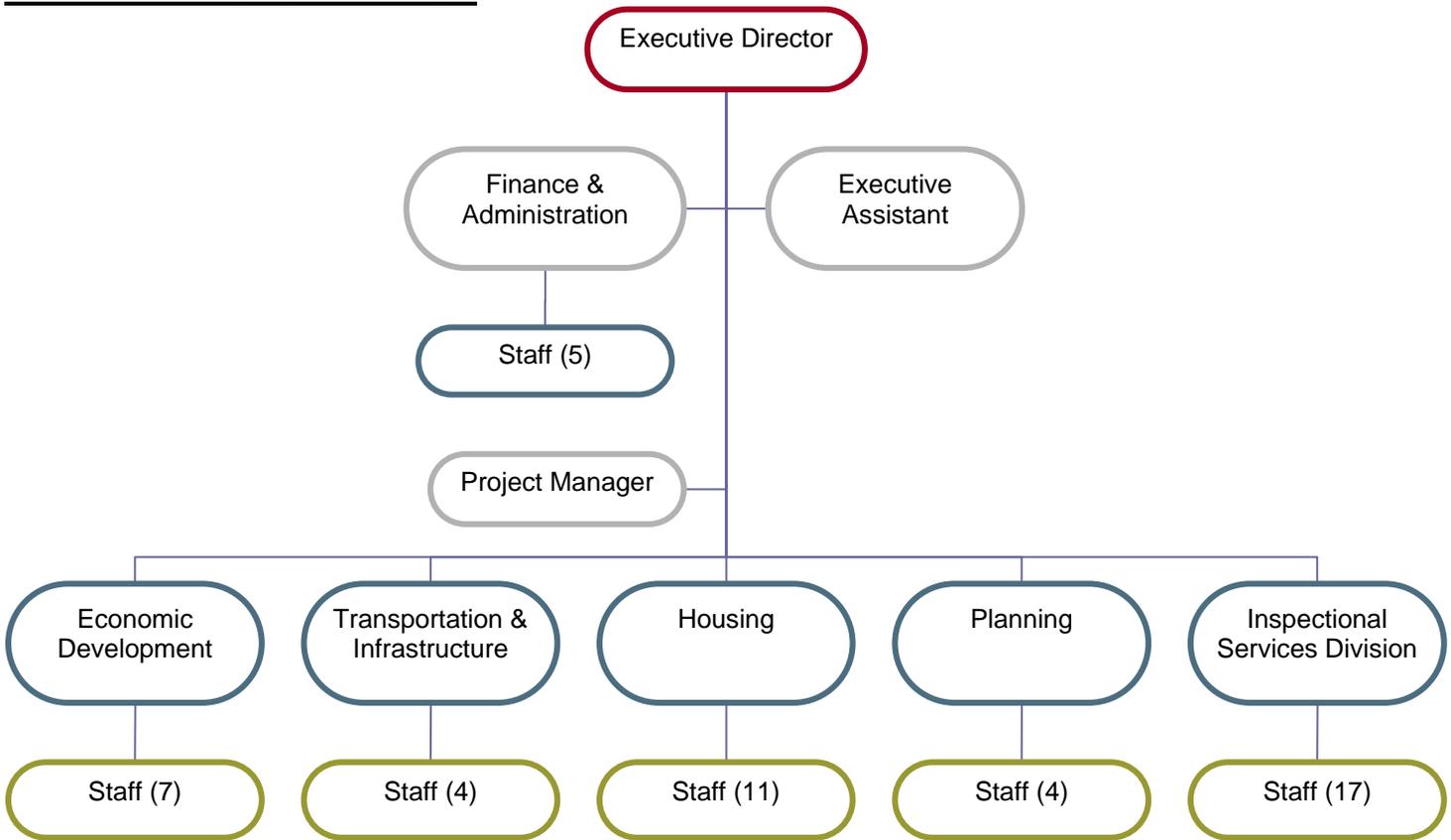
DEPARTMENT NAME LAW
 GENERAL FUND ORG NUMBER 2501

Position	Name	Current Base	Fiscal Year Base	TOTAL
CITY SOLICITOR	JOHN G. GANNON	1,809.05	92,630.29	92,630.29
ASSISTANT CITY SOLICITOR	MATTHEW J. BUCKLEY	1,488.00	76,191.30	76,191.30
ASSISTANT CITY SOLICITOR	ROBERT V. COLLINS	1,490.52	76,320.33	76,320.33
ASSISTANT CITY SOLICITOR	DAVID P. SHAPIRO	1,485.53	76,064.83	76,064.83
ASSISTANT CITY SOLICITOR	FRANCIS X. WRIGHT, JR.	1,497.14	76,659.30	76,659.30
LEGAL COUNSEL	ANNE M. THOMAS	1,497.43	76,674.15	19,168.54
PARALEGAL/LEGAL ASSISTANT	SUSAN M. TKACZUK	635.05	32,516.99	32,516.99
LEGAL ASSISTANT	PAULA GARTLAND	1,274.40	53,269.92	
		1,278.25	13,293.80	67,668.60
MUNICIPAL HEARING OFFICER	KENNETH JOYCE	833.33	9,808.39	9,808.39
				527,028.58

MISSION STATEMENT:

The Mayor’s Office of Strategic Planning and Community Development (OSPCD) is committed to improving the quality of life for Somerville’s residents. Toward this end, OSPCD is dedicated to enhancing low and moderate-income areas, improving transportation access across the City, and attracting economic development to increase job opportunities and commercial tax revenue. OSPCD’s activities are focused on planning for current development opportunities and identifying and creating future development opportunities. The department seeks to emphasize the importance of: public participation, sound urban design, environmental preservation/enhancement, transportation access, and diverse housing choice.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Administration & Finance
- Transportation & Infrastructure
- Planning
- Housing & Condominium Review Board
- Redevelopment Authority
- Economic Development & Historic Preservation
- Inspectional Services Division

MISSION STATEMENT:

OSPCD **Administration** provides support and oversight to all of OSPCD. This is in large part focuses on managing the department’s locally funded budget, personnel, contractual resources, and grant funds. The Administration also manages and oversees large projects such as the citywide Comprehensive Plan, mixed-use development at Assembly Square and the Green Line extension project. The Administration is committed to enhancing communication and collaboration among the divisions and does so through regular communication, trainings and an annual all-staff retreat.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 354,715	\$ 122,673	\$ 135,128	10%
ORDINARY MAINTENANCE	\$ 23,288	\$ 22,551	\$ 21,551	-4%
CAPITAL OUTLAY	\$ 4,990	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 382,993	\$ 145,224	\$ 156,679	8%

CHANGES BETWEEN FY09 and FY10:

- The PS line increase results from fully staffing two positions that were filled part way through the fiscal year, which is partially offset by increased CDBG allocation and the one-week furlough for non-union employees.

FY10 MAIN PRIORITIES:

1. Continue to monitor, track and provide financial council for all divisions in OSPCD. Ensure that projects remain on time and on budget.
2. Sponsor 3rd OSPCD annual staff retreat and issue quarterly staff newsletters.
3. Secure additional state and federal funding to assist with infrastructure development at Assembly Square and facilitate review of revisions to approved Master Plan.
4. Develop the City’s 2010-2011 HUD Action Plan and compile the 2008-2009 HUD Performance Report.
5. Effectively manage regular HUD grant funds and ARRA stimulus funds to ensure that expenditure conform to grant requirements, including required ARRA timelines.
6. Prepare vision and preliminary goals and actions for citywide Comprehensive Plan.
7. Secure additional ARRA and other grant funds to support City initiatives.
8. Maintain an expeditious drawdown and reimbursement process to improve City cash flow.
9. Hold first annual meeting of all board and commission members supported by OSPCD (10 boards/commissions in total).

FY09 MAIN ACCOMPLISHMENTS:

1. Secured nearly \$4.0 million in HUD entitlement funds and \$2 million in HUD ARRA funds for homeless prevention and economic stimulus.
2. Secured \$2 million in Growth District Initiative grant funds for infrastructure at Assembly Square.
3. Issued approximately 350 contracts / purchase orders with a value of \$4 million.

ORG 2910: OSPCD – ADMINISTRATION

4. Served as City representative on Green Line Extension Advisory Committee and convened Green Line PAC-Plus to coordinate efforts among committee members.
5. Held 2nd Annual OSPCD staff retreat and issued quarterly staff newsletters.
6. Recruited and hired 7 new staff members and 7 summer interns.

ORG 2910: OSPCD-ADMINISTRATION & FINANCE**ACTIVITY: ADMINISTRATION & FINANCE**

Description: Provide overall direction to OSPCD activities. Budget, monitor and report on federal, state, and local resources used to carry out OSPCD's and the Mayor's larger missions.

FY10 GOALS

1. Continue to monitor, track and provide financial council for all divisions in OSPCD. Ensure that projects remain on time and on budget.
2. Sponsor 3rd annual OSPCD staff retreat and issue quarterly staff newsletters.
3. Secure additional state and federal funding to assist with infrastructure development at Assembly Square and facilitate review of revisions to approved Master Plan.
4. Develop the City's 2010-2011 HUD Action Plan and compile the 2008-2009 HUD Performance Report.
5. Effectively manage regular HUD grant funds and ARRA stimulus funds to ensure that expenditures conform to grant requirements, including required ARRA timelines.
6. Prepare vision and preliminary goals and actions for citywide Comprehensive Plan.
7. Secure additional ARRA and other grant funds to support City initiatives.
8. Maintain an expeditious drawdown and reimbursement process to improve City cash flow.
9. Hold first annual meeting of all board and commission members supported by OSPCD (10 boards/commissions in total)

FY09 GOAL REVIEW

1. Facilitate the submission and review of a revised Master Plan and Phase 1A (Mixed-Use residential) applications. (Ongoing)
2. Continue to collaborate with the MBTA and Federal Realty Investment Trust (FRIT) on the planning and design of the Orange Line T Station. (Ongoing)
3. File a joint application with FRIT for the State's Infrastructure Improvement Incentives Program (I-Cubed) to fund infrastructure in Assembly Square. (Ongoing)
4. Lead a permit streamlining initiative including relevant OSPCD divisions, community members, and the business community in the process. (Ongoing)
5. Facilitate department wide communication by producing a department wide newsletter on a quarterly basis and holding an annual department wide retreat. (Complete)
6. Develop the City's 2009-2010 HUD Action Plan. (Complete)
7. Compile the City's 2008-2009 HUD Performance Report. (Ongoing)
8. Develop FY10 OSPCD Budget Request for Appropriations. (Complete)
9. Write grants management policies and procedures. (Ongoing)
10. Continue to pursue outside resources to support projects within OSPCD. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# individual H.U.D. projects and activities assessed, approved, and established (Actual data)	74	70	70
<u>Outcome:</u>	% of projects and budgets within authorized spending limits			

ADDITIONAL MAJOR OUTPUTS**Prepare Grant Applications**

Description: Prepare grant applications for federal Housing and Urban Development CDBG, HOME, and ESG funds.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of federal grant applications prepared		3	5	3
<u>Source:</u>	Actual Data			

Grant Funds Awarded

Description: Apply for Federal Housing and Urban Development resources.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
\$ of federal grant funds awarded		3,836,281	5,789,357	3,977,973
<u>Source:</u>	Actual Data			

ORG 2910: OSPCD-ADMINISTRATION & FINANCE

Prepare and Distribute Quarterly Newsletter

Description: Prepare and distribute Department's Quarterly Newsletter updating staff of the activities of the Department.

<u>Output:</u>	# of newsletters	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	3	4	4

Hold Annual OSPCD Planning Retreat

Description: Plan for and hold Department's Annual staff planning retreat.

<u>Output:</u>	# of retreats	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	1	1	1

ORG 2910 OSPCD-ADMINISTRATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	354,715	122,673	52,484	135,128
51520 AUTO ALLOWANCE				
TOTAL P-ACCT 51000	354,715	122,673	52,484	135,128
P-ACCT 52000 ORDINARY MAINTENANCE				
52770 LEASE-PHOTOCPIER EQUIPMT	8,391	5,551	936	5,551
53000 PROFESSIONL & TECHNCL SVC	9,415	13,500		13,500
53060 ADVERTISING	410	1,250	369	1,250
53190 STAFF DEVELOPMENT	593	1,000	140	
53420 POSTAGE	34	500		500
54200 OFFICE SUPPLIES	49	500		500
54221 COMPUTER EQUIPMENT	4,396			
55870 MAGAZINES,NEWS,SUBSCRIPTS		250	34	250
TOTAL P-ACCT 52000	23,288	22,551	1,479	21,551
P-ACCT 58000 CAPITAL OUTLAY				
58575 PARK RECONSTRUCTION	4,990			
TOTAL P-ACCT 58000	4,990	-	-	-
TOTAL ORG 2910 FUNDING REQUIRED	382,993	145,224	53,963	156,679

DEPARTMENT NAME ADMIN & finance
 GENERAL FUND ORG NUMBER 2910

Position	Name	Current Base	Fiscal Year Base	TOTAL
EXECUTIVE DIRECTOR	LAMBOY, MONICA	2,115.38	108,315.56	41,159.91
DIRECTOR FIN & ADMIN	FEDERICO, DANIEL	1,346.15	68,928.04	12,407.05
ASSISTANT DIRECTOR OF FINANCE	MENGESTU, ZEWDITU	1,051.74	53,853.12	10,232.09
PROJECT MANAGER	CRAIG, KEITH	1,153.85	59,081.54	29,540.77
PROGRAM ANALYST	CUFF, KATHEE	961.54	49,234.53	12,308.63
SENIOR ACCOUNTANT	VACANT	1,153.85	59,081.54	11,816.31
ADMINISTRATIVE ASST	LYNCH, NANCY	769.24	39,388.04	13,785.81
ADMINISTRATIVE ASST PT	OBRIEN, BRIANNA	504.81	25,848.21	3,877.23
ADMINISTRATIVE ASST PT	SNYDER, PENELOPE	550.12	28,168.25	
				135,127.81

MISSION STATEMENT:

The **Transportation and Infrastructure Division** serves as a City representative to local, regional, and state transportation planning organizations, applies for transportation-related funding, and manages transportation studies, contracts, and grants. In addition, the Transportation and Infrastructure Division plans, designs, and manages the reconstruction of parks within the City, oversees open space planning, and provides staff support to the Somerville Bicycle Advisory Committee, Shape-up Somerville and the Conservation Commission.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 27,605	\$ 151,849	\$ 110,682	-27%
ORDINARY MAINTENANCE	\$ 963	\$ 5,212	\$ 5,212	0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 28,568	\$ 157,061	\$ 115,894	-26%

CHANGES BETWEEN FY09 and FY10:

- The PS line reduction was achieved by the one-week furlough for non-union employees and CDBG allocation changes.

FY10 MAIN PRIORITIES:

1. Continue to coordinate the Green Line PAC “Plus” group and participate in EOT’s Green Line Public Advisory Group in order to ensure optimal station/maintenance facility design and location; as well as a coordinated Community Path design effort.
2. Initiate a city-wide transportation study by early fall.
3. Complete round of SafeSTART/ADA improvements by end of summer 2009.
4. Advance redesign projects for Union Square and Broadway in East Somerville.
5. Complete construction of Hodgkins Park, Albion Park, and Grimmons Park and Zero New Washington Park (including Off Leash Recreational Area).
6. Initiate design/preparation process for South Street OLRA, Morse-Kelly, Dickerman, Quincy Street, North Street and Harris Parks, as well as two community gardens.
7. Implement information/data gathered from city-wide street tree inventory to expand city’s tree canopy.
8. Increase the total length of bike lanes and install new racks and rings throughout the city.

FY09 MAIN ACCOMPLISHMENTS:

1. Completed the 2008-2013 Open Space and Recreation Plan.
2. Created and staffed Green Line Public Advisory Group “Plus” and successfully lobbied the Commonwealth to extend the Green Line to Route 16 and to plan/design the Community Path in conjunction with the rail extension.
3. Completed streetscape design of Lower Broadway. Received official project designation from MassHighway.

4. Maintained status of City's eight State Transportation Improvement Plan projects. Applied to add two additional projects/funding sources.
5. Developed scopes of work for citywide transportation study and I-93 / Rt 28 / Mystic Avenue transportation study.
6. Implemented Safe-START pedestrian friendly and ADA compliant upgrades citywide.
7. Completed the construction of Ed Leathers Park and Skilton Avenue.
8. Completed the construction of Somerville Junction Park.
9. Completed redesign and initiated construction on Albion, Grimmons, and Hodgkins Parks.
10. Initiated redesign of Morse-Kelly and Dickerman Park using CDBG stimulus funds.
11. Managed the planting of 110 trees throughout HUD-eligible areas of the city.
12. Completed the city's first-ever street tree inventory to document type, health, and location of all public shade trees.

ORG 1033: OSPCD-TRANSPORTATION & INFRASTRUCTURE

ACTIVITY: TRANSPORTATION AND INFRASTRUCTURE

Description: Improve transportation options and access to parks and open space within the City of Somerville.

FY10 GOALS

1. Continue to coordinate the Green Line PAC "Plus" group and participate in EOT's Green Line Public Advisory Group in order to ensure optimal station/maintenance facility design and location; as well as a coordinated Community Path design effort.
2. Initiate a city-wide transportation study by early fall.
3. Complete round of SafeSTART/ADA improvements by end of summer 2009.
4. Advance redesign projects for Union Square and Broadway in East Somerville.
5. Complete construction of Hodgkins Park, Albion Park, and Grimmons Park and Zero New Washington Park (including Off Leash Recreational Area).
6. Initiate design/preparation process for South Street OLRA, Morse-Kelly, Dickerman, Quincy Street, North Street and Harris Parks, as well as two community gardens.
7. Implement information/data gathered from city-wide street tree inventory to expand city's tree canopy.
8. Increase the total length of bike lanes and install new racks and rings throughout the city.

FY09 GOAL REVIEW

1. Represent the Mayor on the Metropolitan Planning Organization (MPO). (Ongoing)
2. Advocate for additional bus service and bus shelters throughout the city. (Ongoing)
3. Advocated for the Green Line Extension by participating in the EOT's Green Line Public Advisory Group and coordinating the PAC Plus group. (Ongoing)
4. Improve roadways in the city including initiating the transportation study and design of I-93/Mystic Avenue, completing design of streetscape plan for Lower Broadway and secure funding and seek funding for the design and construction of Beacon Street and Magoun Square. (In Progress)
5. Increase bike and pedestrian access by implementing Safe Start recommendations, installing ADA improvements, and serve as a liaison on a variety of pedestrian/bike oriented committees and organizations. (Ongoing)
6. Complete the 2008-2013 Open Space and Recreation Plan. (Complete)
7. Complete the construction of Somerville Junction Park, Zero New Washington Street, Highland Road Gardens, and Central Hill Park. (In Progress)
8. Begin construction of Albion, Grimmons and Hodgkins-Curtin Parks. (Complete)
9. Advocate for including the expansion of the Community Path in the environmental review for the Green Line extension. (Complete)
10. Ensure the Community Path improvements in Davis Square funded through the TIP are implemented. (In Progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of parks constructed or redesigned and reconstructed. (Actual Data)	7	8	6
<u>Outcome:</u>	% of residents surveyed satisfied with access to parks and open space. (Resident satisfaction survey)	FY07: 59%	63%	

ADDITIONAL MAJOR OUTPUTS

Transit Projects

Description: Analyze and plan for transit improvements within the City. Apply for federal funds for the design and construction of transit projects.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
\$ of Federal Transit Projects Commitments		25,000,000	45,000,000	25,000,000
<u>Source:</u>	Estimated Data			

Process Wetland Permit Applications (Conservation Committee)

Description: Ensure that wetland permit applications follow the state-mandated response time of 65 days to open a case and 90-100 days to render a decision on the permit application.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of submitted permit application cases opened within the state-mandated 65-day period after receipt of application		4	3	2
<u>Source:</u>	Actual count			

ORG 1033: OSPCD-TRANSPORTATION & INFRASTRUCTURE

Bus Shelters

Description: Work with community, the MBTA and other interest groups in order to have new bus shelters installed throughout the City.

<u>Output:</u> # of new bus shelters installed City-wide	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimated Data	2	3	2

Manage Community Gardeners (Conservation Committee)

Description: Registered community gardeners.

<u>Output:</u> # of community gardeners	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	140	140	140

State Funds for City Projects

Description: Work with planning agencies and officials to receive State Transportation Improvement Program funds for local construction projects.

<u>Output:</u> State T.I.P. Fund Commitments Received	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimated Data	20,000,000	25,600,000	30,000,000

CDBG Tree Planting Program

Description: Identify locations in eligible areas of the City, and work with residents to effectuate the planting of trees.

<u>Output:</u> # of Trees Planted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Actual Data	100	110	110

Serve as liaison to local agencies / community groups

Description: Serve as a city liaison on the following committees / groups: Bike Committee, Green Line Forum, Shape up Somerville, Eastern Mystic Watershed Alliance, STEP, Green Line Public Working Group, East Somerville Main Streets, and Union Square Main Streets.

<u>Output:</u> # of Meetings attended per year	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	30	31	32

Manage the Safe Start Initiative & ADA Improvements

Description: Provide interdepartmental coordination to implement the improvements of the Safe Start initiative citywide.

<u>Output:</u> # of Safe Start improvements implemented (contingent upon CIP funding)	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	25	16	20

Manage MAPC's Reimbursable Bike Rack Program

Description: Select strategic locations for bike racks citywide, coordinate installation and reimbursement through MAPC.

<u>Output:</u> # of Bike Racks installed citywide	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	50	50	30

Apply for grants & funding for new parks projects.

Description: Write grant applications and coordinate with state agencies to receive funding for the design / construction of new parks.

<u>Output:</u> \$ of grant funds received per year for parks and open space	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Actual data - Urban Self Help Grant	192,104	0	500000

Conservation Commission Inspections

Description: Inspect "order of conditions" from approvals of the Conservation Commission to ensure all requirements are met.

<u>Output:</u> # of inspections	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	10	10	10

Bike Lanes

Description: Coordinate installation of bike lanes.

<u>Output:</u> # of feet of bike lanes	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	600	600	1000

ORG 1033 OSPCD-TRANSPORTATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	27,605	151,849	72,143	110,682
TOTAL P-ACCT 51000	27,605	151,849	72,143	110,682
P-ACCT 52000 ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC	500	2,967		2,967
53060 ADVERTISING		400	112	400
53190 STAFF DEVELOPMENT		1,000		1,000
53420 POSTAGE	17	100		100
54200 OFFICE SUPPLIES		100		100
54230 PHOTOCOPYING		30		30
57110 IN STATE CONFERENCES	140	300		300
57300 DUES AND MEMBERSHIPS	306	315	315	315
TOTAL P-ACCT 52000	963	5,212	427	5,212
TOTAL ORG 1033 FUNDING REQUIRED	28,568	157,061	72,570	115,894

DEPARTMENT NAME Transportation and Infrastructure
 GENERAL FUND ORG NUMBER 1033

Position	Name	Current Base	Fiscal Year Base	TOTAL
DIRECTOR TRANS AND INFRASTRCT	LAMBERT, MICHAEL	1,538.46	78,775.05	38,599.77
DIRECTOR OF PARKS & OPEN SPACE	FRANZEN, ARN	1,180.55	60,448.68	7,858.33
LANESCAPE PROJECT MANAGER	SCHNEIDER, ELLEN	1,057.69	54,157.78	36,285.71
PROJECT MANAGER	WINSLOW, STEVE	1,113.50	57,015.47	27,937.58
PROJECT MANAGER	O'MEARA RONALD	456.73	23,386.33	0.00
				110,681.39

MISSION STATEMENT:

The OSPCD **Planning & Zoning Division** reviews and makes recommendations to the Special Permit Granting Authorities (SPGAs)—the Planning Board and the Zoning Board of Appeals (ZBA)—on requests for zoning approval. This role is governed by Chapters 40A and 40B of the Massachusetts General Laws, the Somerville Zoning Ordinance (SZO), and the Rules and Regulations of the Permit Granting Authorities.

Additional responsibilities of the Planning Division are to research and make recommendations on proposed Zoning Amendments; provide support to the Design Review Committees; and make independent findings on small projects that are within its administrative review authority.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 225,590	\$ 296,764	\$ 291,331	-2%
ORDINARY MAINTENANCE	\$ 7,543	\$ 17,078	\$ 18,134	6%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 233,133	\$ 313,842	\$ 309,465	-1%

CHANGES BETWEEN FY09 and FY10:

- The PS line reduction is a result of the one-week furlough for non-union employees.
- The minor increase in the OM line is for the electronic codification of amendments to the zoning ordinance.

FY10 MAIN PRIORITIES:

1. Continue to review cases for the Planning Board, Zoning Board, and Design Review Committees.
2. Implement new Union Square and Boynton Yards rezoning.
3. Submit zoning amendments for the Broadway corridor from Dartmouth Street to the City line in East Somerville, following completion of zoning study.
4. Submit zoning amendments for adoption and ordination including establishing or expanding Neighborhood Business Districts in appropriate areas throughout the city; and creating a new Senior Housing use.
5. Submit zoning amendments needed to support process changes, including removal of dual review requirements for Zoning Board of Appeals cases.
6. Complete adoption by Boards of amendments to Rules and Regulations of the Special Permit Granting Authorities, in order to accomplish the following objectives: schedule public hearings earlier in the review process (consistent with MGL Ch40A); clarify review of each SPGA in project review.
7. Draft additional amendments to Rules and Regulations of SPGAs in order to establish updated policies on inclusionary housing and linkage in response to 2008-2009 studies.
8. Implement file scanning, reorganization, and archival project.

FY09 MAIN ACCOMPLISHMENTS:

1. Reviewed 83 zoning cases heard before the Planning Board, ZBA, and Design Review Committees including SPSRs for MaxPak development (199 units); 50 and 70-100 Inner Belt Road; and amendments for the IKEA / Assembly Square Drive permit issued in FY07.
2. Drafted and passed zoning amendments rezoning Union Square and Boynton Yards, creating the new Arts Overlay District, Corridor Commercial District, and four Transit Oriented Districts;
3. Drafted and passed zoning amendment temporarily limiting new development at the Star Market site in order to enable a zoning study of the Broadway corridor.
4. Drafted zoning amendments to consolidate the two Design Review Committees; create a new Historic Bed & Breakfast use; establish or expand Neighborhood Business Districts in appropriate areas throughout the city; and create a new Senior Housing use.
5. Drafted and passed amendments to the Rules and Regulations of the Special Permit Granting Authorities updating fees
6. Drafting and gained Planning Board approval of amendments to the Rules and Regulations of SPGAs in order to remove the dual review requirement for Zoning Board of Appeals cases and correct inconsistencies.
7. Purchased notice signs and began posting on properties under zoning review.
8. Revised zoning application form to include all required information and increased extent of public information available on city website.

ACTIVITY: PLANNING

Description: Enforce the Somerville ordinances and provide technical assistance in review of permits before the Planning Board, Zoning Board and Design Review Committee. Recommend amendments to Somerville zoning ordinances to improve economic conditions and quality of life.

FY10 GOALS

1. Continue to review cases for the Planning Board, Zoning Board, and Design Review Committees.
2. Implement new Union Square and Boynton Yards rezoning.
3. Submit zoning amendments for the Broadway corridor from Dartmouth Street to the City line in East Somerville, following completion of zoning study.
4. Submit zoning amendments for adoption and ordination including establishing or expanding Neighborhood Business Districts in appropriate areas throughout the city and creating a new Senior Housing use.
5. Submit zoning amendments needed to support process changes, including removal of dual review requirements for Zoning Board of Appeals cases.
6. Complete adoption by Boards of amendments to Rules and Regulations of the Special Permit Granting Authorities, in order to accomplish the following objectives: schedule public hearings earlier in the review process (consistent with MGL Ch40A); clarify review of each SPGA in project review.
7. Draft additional amendments to Rules and Regulations of SPGAs in order to establish updated policies on inclusionary housing and linkage in response to 2008-2009 studies.
8. Implement file scanning, reorganization, and archival project.

FY09 GOAL REVIEW

1. Submit final Union Square Zoning Amendments for adoption and ordination. (Complete)
2. Analyze the effectiveness of the Residence-A (RA) and Residence-B (RB) zones in Somerville and make recommendations on how the zoning could be modified to maintain and enhance the character of the City of Somerville and the quality of life for its residents; consider and propose amendments to SZO. (Ongoing)
3. Propose amendments needed to support process changes. (Ongoing)
4. Request Boards to vote for amendments to Rules and Regulations of Permit Granting Authorities, in order to accomplish the following objectives: schedule public hearings earlier in the review process (consistent with MGL Ch40A); clarify review of each SPGA in project review; establish operational guidelines for Zoning Administrator; update fees to reflect actual costs; improve public information. (Complete)
5. Implement file scanning, reorganization, and archival project. (Ongoing)
6. Complete new design of website and initiate staff updating of its contents. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of plans reviewed (Actual Data)	96	83	90
<u>Outcome:</u>	% of all applications and reviews conducted within statutory time limits (Estimate)	100%	100%	100%

ADDITIONAL MAJOR OUTPUTS

Zoning Ordinance Amendments

Description: Update Zoning Ordinances to more effectively accommodate community needs and economic and community development.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# Zoning Ordinances drafted and passed	4	6	4
<u>Source:</u>	Actual Data			

Process Zoning Applications (Zoning Board of Appeals)

Description: Ensure all applications for variances, special permits, special permits with site plan review, minor revisions, any extension, modification or renewal thereof follow state-mandated time limits for opening appeal applications within 65 days, as well as follow the rules governing the hearing process mandated by Chapter 40A of Massachusetts General Law, the Special Permit Granting Authority Rules and the Somerville Zoning Ordinance.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of applications reviewed and decided upon	92	80	80
<u>Source:</u>	Actual count based on calendar NOT fiscal year			

ORG 2901: OSPCD-PLANNING

Process Zoning Applications (Planning Board)

Description: Ensure all site plan reviews, PUD apps, and apps within the Assembly Square Mixed-Use District follow state-mandated time limits and procedures according to Chapter 40A and 40B of Massachusetts General Law.

Output: # of applications reviewed and decided upon

FY08 (Act.):

FY09 (Proj.):

FY10 (Proj.):

Source: Actual count based on calendar NOT fiscal year

2

3

4

ORG 2901 OSPCD-PLANNING

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	190,288	230,057	123,101	225,667
51115 SALARIES - MONTHLY	32,452	64,407	31,780	65,664
51410 LONGEVITY	1,950	1,950	975	
51520 AUTO ALLOWANCE	550			
51930 UNIFORM ALLOWANCE	350	350		
TOTAL P-ACCT 51000	225,590	296,764	155,856	291,331
P-ACCT 52000 ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC	1,045	6,500	2,775	6,846
53060 ADVERTISING	613	3,000	220	2,210
53420 POSTAGE		400		400
53900 SOFTWARE	4,727	3,000	505	3,000
54200 OFFICE SUPPLIES	585	750	96	1,250
54210 PRINTING & STATIONERY	382	800	1,660	1,800
54220 COMPUTER SUPPLIES	160	500		
54221 COMPUTER EQUIPMENT				500
54240 BOOKS & BOOKBINDING		2,000		2,000
55874 MAGAZINES & PUBLICATIONS	31	28		28
57110 IN STATE CONFERENCES		100		100
TOTAL P-ACCT 52000	7,543	17,078	5,256	18,134
TOTAL ORG 2901 FUNDING REQUIRED	233,133	313,842	161,112	309,465

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

Planning and Zoning
2901

Position	Name	Current Base	Fiscal Year Base	TOTAL
DIRECTOR OF PLANNING	VACANT	1,274.54	65,261.33	65,261.33
PLANNER	MASSA , LORI	865.38	44,310.77	44,310.77
SENIOR PLANNER ZBA ADMIN	DIORIO, CHRIS	1,038.46	53,173.13	53,173.13
SENIOR DRAFTSMAN PT	LUND, FRED	461.54	23,632.62	23,632.62
LEGAL TECHINICIAN	PEREIRA, DAWN	767.31	39,289.21	39,289.21
BOARD MEMBER PLANNING	PRIOR, KEVIN	423.23	4,981.47	4,981.47
BOARD MEMBER PLANNING	MORONEY, ELIZABETH	423.23	4,981.47	4,981.47
BOARD MEMBER PLANNING	KIRYLO, JAMES	423.23	4,981.47	4,981.47
BOARD MEMBER PLANNING	FAVALORO, JAMES	423.23	4,981.47	4,981.47
BOARD MEMBER PLANNING	VACANT	423.23	4,981.47	4,981.47
BOARD MEMBER PLANNING	CAPUANO, MICHAEL	423.23	4,981.47	4,981.47
BOARD MEMBER PLANNING MPO REP	BENT, THOMAS	500.00	5,885.06	5,885.06
BOARD MEMBER ZBA	ROSSETTI, RICHARD	423.24	4,981.58	4,981.58
BOARD MEMBER ZBA	FOSTER J. HERBERT	423.24	4,981.58	4,981.58
BOARD MEMBER ZBA	DARLING III, T.F.SCOTT	423.24	4,981.58	4,981.58
BOARD MEMBER ZBA	FILLIS, DANIELLE	423.24	4,981.58	4,981.58
BOARD MEMBER ZBA	FONTANO, ORSOLA	423.24	4,981.58	4,981.58
ASSOC BOARD MEMBER ZBA	VACANT	211.62	2,490.79	2,490.79
ASSOC BOARD MEMBER ZBA	SEVERINO, ELAINE	211.62	2,490.79	2,490.79
				291,330.41

MISSION STATEMENT:

The Housing Division’s mission is to promote and deliver resources and services for an affordable, sustainable and livable community for all of the residents of Somerville. Towards that goal, the Housing Division coordinates a number of important functions, including: providing financing for the development of affordable rental and homeownership projects in partnership with for-profit and non-profit developers of affordable housing; administering the homeowner rehabilitation and lead hazard abatement programs as well as the Down Payment and Closing Cost Assistance program for eligible First-Time Homebuyers; managing the Inclusionary Housing program, providing administrative support to the Condominium Review Board, Fair Housing Commission, Affordable Housing Trust Fund and the HUD McKinney-Vento Continuum of Care Program.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 34,250	\$ 37,383	\$ 14,130	-62%
ORDINARY MAINTENANCE	\$ -	\$ 2,600	\$ 2,600	0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 34,250	\$ 39,983	\$ 16,730	-58%

CHANGES BETWEEN FY09 and FY10:

- The PS line reduction was achieved by the elimination of the condo conversion coordinator position and transfer of duties to another position and the one-week furlough for non-union employees.

FY10 MAIN PRIORITIES:

1. Rehabilitate 45 housing units using \$250,000 in CDBG-R Stimulus, CDBG and HOME funds.
2. Implement final year of a \$3 million Lead Hazard Demonstration Grant
3. Provide closing cost assistance to 15 households for up to \$5,000 per household and downpayment assistance to 2-3 households for up to 15% of the purchase price for first time homebuyers.
4. Provide marketing and outreach for 12-15 potential first-time homebuyers as mandated by the Inclusionary Housing Ordinance.
5. Apply to HUD for \$2 million in Continuum of Care McKinney-Vento Homelessness Assistance funds.
6. Implement \$1.18 million in HPRP Homeless Prevention Economic Stimulus Grant Program
7. Fund development of 161 new affordable housing units using federal HOME, CDBG and local Affordable Housing Trust funds.
8. Complete the publication of the Affordable Housing Trust Fund Annual Report.
9. Commit \$245,000 in federal HOME funds and \$400,000 in Lead Hazard Demonstration grant funds to stabilize a 501-rental unit tenant cooperative.
10. Commit \$200,000 in HOME funds towards the modernization of a scattered site Walnut Street Center servicing Department of Mental Health and Mental Retardation clients.
11. Continue to monitor and track number of foreclosures and sponsor a study of the effects of foreclosure on existing tenants.

12. Organize cooperative efforts on creating education and outreach taskforce to implement 2010 Federal Census.

FY09 MAIN ACCOMPLISHMENTS:

1. Created (129) new affordable housing units which included 95 units as part of the VNA Assisted Living facility and (24) new affordable rental units as part of the St. Polycarp's Village Phase I.
2. Rehabilitated (10) of housing units.
3. Provided foreclosure education and referral information on the OSPCD website for residents experiencing threats of foreclosure.
4. Organized a mass mailing to 14,000 households with pertinent information about resources and counseling on foreclosure prevention and lead hazard abatement programs.
5. Secured \$1.9 million in HUD McKinney-Vento Homeless Prevention funds for our Homelessness Provider agencies in Somerville.
6. Provided closing cost assistance to (3) households and downpayment assistance to (1) household.
7. Received a one -year extension to complete the Lead Hazard Demonstration grant until December 2010.
8. Committed \$500,000 in HOME funds to a (95) unit elderly housing project being developed by the Somerville Housing Authority.
9. Provided tenant rent stabilization subsidies for 25 individuals and households through the PASS program and Wayside Inn.

ORG 3101: OSPCD-HOUSING**ACTIVITY: HOUSING**

Description: Provide safe, attractive and affordable housing in Somerville through Housing Programs and Services.

FY10 GOALS

1. Rehabilitate 45 housing units using \$250,000 in CDBG-R Stimulus, CDBG and HOME funds.
2. Implement final year of a \$3 million Lead Hazard Demonstration Grant.
3. Provide closing cost assistance to 15 households for up to \$5,000 per household and down payment assistance to 2-3 households for up to 15% of the purchase price for first time homebuyers.
4. Provide marketing and outreach for 12-15 potential first-time homebuyers as mandated by the Inclusionary Housing Ordinance.
5. Apply to HUD for \$2 million in Continuum of Care McKinney-Vento Homelessness Assistance funds.
6. Implement \$1.18 million in HPRP Homeless Prevention Economic Stimulus Grant Program.
7. Fund development of 161 new affordable housing units using federal HOME, CDBG and local Affordable Housing Trust funds.
8. Complete the publication of the Affordable Housing Trust Fund Annual Report.
9. Commit \$245,000 in federal HOME funds and \$400,000 in Lead Hazard Demonstration grant funds to stabilize a 501-rental unit tenant cooperative.
10. Commit \$200,000 in HOME funds towards the modernization of a scattered site Walnut Street Center servicing Department of Mental Health and Mental Retardation clients.

FY09 GOAL REVIEW

1. Implement strategies suggested in study on Foreclosure Prevention. (Ongoing)
2. Rehabilitate 30 housing units. (In progress - 10 units completed)
3. Implement final year of the \$3 million in Lead Abatement Demonstration grant. (Ongoing - Extension granted)
4. Provide Closing Cost Assistance to 15-20 households in the amount of \$5,000 per household and Down Payment Assistance to 2-3 households for up to 15% of the purchase price of their home. (Ongoing)
5. Apply to HUD and receive over \$2 million of funds for local Homeless Providers. (Complete)
6. Obtain Aldermanic approval of proposed Condominium Conversion Ordinance and implement changes once approved. (Postponed)
7. Fund development of over 200 affordable housing units through HOME, CDBG and Trust funds. (Ongoing - 105 units created)
8. Conduct studies of Elder Housing Needs and Inclusionary Housing and Linkage Programs. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of properties rehabilitated, affordable units created, expiring use units preserved, and tenant rental assistance cases. (Based on estimate by OSPCD.)	273	228	561
<u>Outcome:</u>	% of Somerville Housing Units that are affordable (on 40 B Subsidized inventory list) (Based on count)	9.85%		

ADDITIONAL MAJOR OUTPUTS**Create Affordable Housing**Description: Create new units of affordable housing through Affordable Housing Trust Fund Loans, HOME loans, and marketing of units created by inclusionary housing zoning ordinance.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of affordable units created			
<u>Source:</u>	Existing client loan database.	130	105	125

Preserve Expiring Affordable HousingDescription: Preserve expiring use Section 8 units.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of affordable units preserved			
<u>Source:</u>	Subsidized Housing Inventory.	0	0	0

ORG 3101: OSPCD-HOUSING

Rehabilitate/Improve Properties

<u>Description:</u>	Provide assistance to homeowners through Housing Rehab/Lead Abatement and Heating System Replacement programs.			
<u>Output:</u>	# of properties rehabilitated/improved.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Existing client database.	100	99	600

Assist Tenants with Rent

<u>Description:</u>	Review and approve requests for tenant-rental assistance through PASS, Wayside, and Rental Revolving Loan Fund.			
<u>Output:</u>	# of households receiving tenant rental assistance	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Existing contracts.	43	43	43

Down payment / Closing Cost Assistance

<u>Description:</u>	Provide loans to income eligible households to assist in the purchase of a home in Somerville using Trust and Home Funds.			
<u>Output:</u>	# of loans provided	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on budget	20	5	15

Condominium Conversions

<u>Description:</u>	Review and approve requests for Condominium conversions.			
<u>Output:</u>	# of rental units converted to condominiums	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Condo conversion database	200	114	120

Obtain Homeless Assistance Grants

<u>Description:</u>	Apply for and receive funding from HUD for Homeless Assistance Projects.			
<u>Output:</u>	\$ amount received for Homeless Programs	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual grant funds received	1,906,069	1,900,000	2,400,000

Fair Housing Commission

<u>Description:</u>	Intake for Fair Housing Commission complaints and assess next steps. Staff Commission meetings and events.			
<u>Output:</u>	# of Fair Housing Complaints filed with MCAD.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	15	15	15

Affordable Housing Trust Fund

<u>Description:</u>	Make grants and loans to non-profits for housing development and homelessness prevention work.			
<u>Output:</u>	\$ committed to programs and projects	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	445,000	350,000	350,000

ORG 3101 OSPCD-HOUSING

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	21,301	22,149	7,200	14,130
51115 SALARIES - MONTHLY	12,949	15,234	6,094	
TOTAL P-ACCT 51000	34,250	37,383	13,294	14,130
P-ACCT 52000 ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP			325	
53060 ADVERTISING		750		750
53190 STAFF DEVELOPMENT		1,000		1,000
54200 OFFICE SUPPLIES		100		100
54210 PRINTING & STATIONERY		250		250
55870 MAGAZINES,NEWS,SUBSCRIPTS			400	
57300 DUES AND MEMBERSHIPS		500		500
TOTAL P-ACCT 52000	-	2,600	725	2,600
TOTAL ORG 3101 FUNDING REQUIRED	34,250	39,983	14,019	16,730

DEPARTMENT NAME HOUSING
 GENERAL FUND ORG NUMBER 3101

Position	Name	Current Base	Fiscal Year Base	TOTAL
DIRECTOR HOUSING	ERCOLINI, PHIL	1,538.46	78,775.05	0.00
DIRECTOR LEAD PROGRAM	VACHON , JACQUELINE	1,200.00	61,444.60	0.00
DIRECTOR SPECIAL PROJECTS	VACANT	953.12	48,803.40	0.00
PROGRAM MANAGER HOUSING	ELAM, KELLY	961.54	49,234.53	0.00
PROGRAM MANAGER LEAD	MINDRUM, NATALIE	961.54	49,234.53	0.00
HOUSING GRANTS MANAGER	PERSOFF, EVELYN	1,057.69	54,157.78	0.00
OUTREACH AND EDUCATION	WIARI, VICKI	788.46	40,372.17	14,130.26
PROJECT COORDINATOR	BEAUZILE, MARIO	740.17	37,899.54	0.00
REHABILITATION SPECIALIST	WHITNEY, WALTER	961.54	49,234.53	0.00
COORD LEAD PROGRAMS	DODD, JASON	774.20	39,642.01	0.00
OUTREACH & EDUCATION	HAUCK,DANIEL	769.23	39,387.52	0.00
				14,130.26

MISSION STATEMENT:

The **Somerville Redevelopment Authority** has all of the powers granted to redevelopment authorities under G.L. c. 121B, including the adoption and implementation of urban renewal plans. In designated urban renewal areas, the SRA has the power to acquire properties by eminent domain, but the SRA also has the power to acquire properties for economic development in non-urban renewal areas by consensual purchase. The SRA is staffed by OSPCD.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 8,706	\$ 10,833	\$ 10,676	-1%
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -	0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 8,706	\$ 10,833	\$ 10,676	-1%

CHANGES BETWEEN FY09 and FY10:

- The PS line reduction is a result of the one-week furlough for non-union employees.

FY10 MAIN PRIORITIES:

1. Continue to participate in permitting and approvals for the Assembly Square Revitalization District projects, including in particular the “Assembly on the Mystic” project. Facilitate land acquisition / takings as needed.
2. Work with OSPCD to the manage Kiley Barrel site environmental issues.
3. Explore acquisition of properties in the Prospect/Bennet area with HUD 108 loans and other financing.
4. Develop urban renewal plans for the Inner Belt / Brickbottom / Cobble Hill area and Boynton Yards area.

FY09 MAIN ACCOMPLISHMENTS:

1. Permitting of the IKEA/Assembly Square Drive Phase IAA in Assembly Square.
2. \$1 million paid to CDBG program income from Yard 21 Promissory Note payment.

DEPARTMENT ORGANIZATION:

In accordance with G.L. c. 121B s. 5, the Somerville Redevelopment Authority consists of four members appointed by the Mayor and confirmed by the Board of Aldermen, and one member appointed by the Department of Housing and Community Development. Organizationally, the Redevelopment Authority is not under the Executive Director of OSPCD; however, the Executive Director of OSPCD designates OSPCD staff to serve as staff for the SRA under G.L. c. 121B, s.7, which states “So far as practicable, a . . . redevelopment authority shall make use of the services of the agencies, officers and employees of the city or town in which such authority is organized, and such city or town shall, if requested, make available such services”

ORG 3201: OSPCD-SOMERVILLE REDEVELOPMENT AUTHORITY

ACTIVITY: REDEVELOPMENT AUTHORITY

Description: Manage and implement existing Urban Renewal Plans.

FY10 GOALS

1. Continue to participate in permitting and approvals for the Assembly Square Revitalization District projects, including in particular the "Assembly on the Mystic" project. Facilitate land acquisition/takings as needed.
2. Work with OSPCD to the manage Kiley Barrel site environmental issues.
3. Explore acquisition of properties in the Prospect/Bennet area with HUD 108 loans and other financing.
4. Develop urban renewal plans for the Inner Belt / Brickbottom / Cobble Hill area and Boynton Yards area.

FY09 GOAL REVIEW

1. Collect payment for Yard 21 Disposition. (Complete)
2. Resolve the two acquisition/disposition parcels in Assembly Square either through eminent domain or private acquisition. (Ongoing)
3. Explore feasibility of an Urban Renewal Plan in Inner Belt/Brickbottom and an Urban Renewal District in Union Square. (Ongoing)
4. Either transfer Kiley Barrel parcels to the city or participate with the City in the disposition of the Kiley Barrel parcels. (On hold)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of Urban Renewal Plans (Actual Data)	2	0	2
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

SRA Management

Description: Hold SRA meetings at least every two months.

<u>Output:</u> # of meetings	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Actual Data	6	6	6

Redevelopment Parcels

Description: Acquire and/or dispose of redevelopable parcels.

<u>Output:</u> # of parcels	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Actual Data	1	0	2

ORG 3201 REDEVELOPMENT AUTHORITY

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51115 SALARIES - MONTHLY	8,706	10,833	4,353	10,676
TOTAL P-ACCT 51000	8,706	10,833	4,353	10,676
TOTAL ORG 3201 FUNDING REQUIRED	8,706	10,833	4,353	10,676

DEPARTMENT NAME SOMERVILLE REDEVELOPMENT AUTHORITY
GENERAL FUND ORG NUMBER 3201

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
BOARD MEMBER	MCCARTHY, JAMES	41.70	2,135.20	2,135.20
BOARD MEMBER	BUSNACH, ANN NANCY	41.70	2,135.20	2,135.20
BOARD MEMBER	BONNEY, IWONA	41.70	2,135.20	2,135.20
BOARD MEMBER	GAGE, WILLIAM	41.70	2,135.20	2,135.20
BOARD MEMBER	LEVINE, JEFF	41.70	2,135.20	2,135.20
				10,676.00

MISSION STATEMENT:

The **Economic Development** division facilitates economic opportunity across the City utilizing an array of tools including smart growth, transit oriented development, and extensive data analysis and mapping. Business development efforts include supporting of the Main Streets Programs and Storefront Improvement Program, partnering with financial institutions to provide small business loans, and enhanced business retention, attraction, development efforts. The division also focuses on facilitating real estate development opportunities by identifying opportunity sites, determining infrastructure needs, providing technical assistance and funding to clean up brownfields, and identifying funding available to build a cadre of “shovel ready” sites in Somerville.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 77,638	\$ 185,451	\$ 167,940	-9%
ORDINARY MAINTENANCE	\$ 1,489	\$ 5,317	\$ 5,420	0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 79,127	\$ 190,768	\$ 173,360	-9%

CHANGES BETWEEN FY09 and FY10:

- The PS line reduction was achieved by the one-week furlough for non-union staff as well as CDBG allocation changes.

FY10 MAIN PRIORITIES:

1. Manage Assembly on the Mystic Redevelopment Project
2. Develop Area Plan for Inner Belt and Brickbottom Districts.
3. Finalize design work on Union Square Transportation and Infrastructure Plan. Develop Transportation and Urban Renewal Plan for Boynton Yards.
4. Complete Zoning Study for Broadway Corridor from Winter Hill through Sullivan Square.
5. Expand support for small business with Retail Best Practices, Storefront Improvement Program, Small Business Workshops and Training and Commercial Rehabilitation Revolving Loan Program.
6. Continue efforts to attract a hotel to Davis Square.
7. Develop Davis Square Streetscape Assessment Report.
8. Continue to facilitate the Harris Park land swap.
9. Complete Municipal Space Needs Analysis and Master Facilities Plan
10. Prepare application for District Improvement Financing for Union Square and Boynton Yards.
11. Manage Brownfield assessment and clean up activates to foster redevelopment.

FY09 MAIN ACCOMPLISHMENTS:

1. Issued \$450,000 in Brownfield Clean Up loan financing to the MaxPak development and CAAS to address identified soil clean up issues.
2. Negotiated scope of work with US EPA to allow the City to continue and expand Kiley Barrel assessment work.

3. Negotiated Developer's Agreements for Green Cab and Royal Hospitality expansion in Boynton Yards.
4. Initiated Union Square Transportation and Infrastructure Plan and hosted several focus group and community meetings.
5. Prepared Population and Economic Trends Reports analyzing change in Somerville.
6. Conducted ten small business development workshops and completed four storefront improvements
7. Secured contractor for Powder House School redevelopment analysis.
8. Secured \$100,000 State grant and began digitization of legacy documents for permit streamlining efforts.
9. Hosted focus group and community meetings to develop a proposal for the Broadway Rezoning Study, extending from Winter Hill to Sullivan Square.
10. Facilitated Porter Square Visioning process.
11. Secured contractor for citywide Municipal Space Needs Analysis and Master Facility Plan.
12. Developed and implement Minimum Maintenance Standards Ordinance for Historic Preservation.

ACTIVITY: ECONOMIC DEVELOPMENT

Description: Improve economic conditions and quality of life within the City of Somerville.

FY10 GOALS

1. Manage Assembly on the Mystic Redevelopment Project.
2. Develop Area Plan for Inner Belt and Brickbottom Districts.
3. Finalize design work on Union Square Transportation and Infrastructure Plan. Develop Transportation and Urban Renewal Plan for Boynton Yards.
4. Complete Zoning Study for Broadway Corridor from Winter Hill through Sullivan Square.
5. Expand support for small business with Retail Best Practices, Storefront Improvement Program, Small Business Workshops and Training and Commercial Rehabilitation Revolving Loan Program.
6. Continue efforts to attract a hotel to Davis Square.
7. Develop Davis Square Streetscape Assessment Report.
8. Continue to facilitate the Harris Park land swap.
9. Prepare application for District Improvement Financing for Union Square and Boynton Yards.
10. Manage Brownfield assessment and clean up activates to foster redevelopment.

FY09 GOAL REVIEW

1. Identify needed infrastructure and transportation improvements in Union Square and develop cost estimates for the work. (Ongoing)
2. Prepare an application and plan for District Improvement Financing (DIF) in Union Square. (Ongoing)
3. Secure consulting services to work with the community and stakeholders on a master development plan for Inner Belt/Brickbottom. (Ongoing)
4. Continue to participate in Davis Square community planning processes. (Ongoing)
5. Provide information and technical assistance to consider the possible creation of a Business Improvement District (BID) in Davis Square. (Ongoing)
6. Evaluate responses to the Davis Square Hotel Request for Qualifications and Request for Proposal to select a development team to construct and operate hotel and public parking facility. (Ongoing)
7. Facilitate review of proposals submitted as part of the Harris Park potential land swap and submit Mayor's recommendations to the Board of Aldermen. (Ongoing)
8. Complete space needs analysis and facilities master plan for the City of Somerville operations and School Department administration. (Ongoing)
9. Facilitate the Green Line Land Use Planning Committee. (Ongoing)
10. To leverage local, state and Federal funds to promote the redevelopment of Brownfield sites across the city. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of square feet of new commercial space occupied (Estimated Data)	270,000	190,500	100,000
<u>Outcome:</u>	% of residents surveyed who believe the City needs more business and economic development (Resident satisfaction survey)	FY07: 52%	50%	

ADDITIONAL MAJOR OUTPUTS

Business Visitation Program

Description: Survey and Face to Face interviews of key local employers to identify expansion opportunities and relocation threats.

<u>Output:</u>	# of companies surveyed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	0	10	15

Small Business Development Workshops

Description: Workshops to provide technical assistance to entrepreneurs and existing businesses.

<u>Output:</u>	# of workshops	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	3	10	10

ORG 1044: OSPCD-ECONOMIC DEVELOPMENT

Redevelop Brownfields

Description: Pursue and strategically manage awards of EPA grant funds to undertake environmental site assessment and environmental cleanup activities on key environmentally compromised properties in the City.

<u>Output:</u>	# of sites managed.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Count	3	2	3

Storefront Improvement Program

Description: Provide matching fund grants to local businesses to improve their storefronts and signage.

<u>Output:</u>	# of grants	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	1	4	10

Business District Support

Description: Provide technical assistance to local business development groups including Main Streets, DARBI, and Somerville Local First.

<u>Output:</u>	# of active groups	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	3	3	4

Historic Preservation Projects

Description: Manage rehabilitation, repair, and restoration projects on municipally owned properties.

<u>Output:</u>	# of historic preservation projects completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	1	0	2

Historic Preservation Survey

Description: Identify and inventory private and public buildings.

<u>Output:</u>	# of properties surveyed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Data	50	5	10

Process Alteration and Repair Permit Applications (Historic Preservation)

Description: Ensure that the Commission reviews and renders a decision on all historic property alteration applications within the City ordinance-mandated response time of 45 days, unless time period is waived by applicant.

<u>Output:</u>	# of applications	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Count	53	47	40

Sponsor Community Pride Initiatives (Historic Preservation)

Description: Sponsor and coordinate historic re-enactments and May Preservation Month events, including walking tours, media articles, videotapes, talks, and bicycle tours.

<u>Output:</u>	# of events	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Count	17	17	5

Process Demolition Review Applications (Historic Preservation)

Description: Ensure that the Commission reviews and renders a decision on all proposed demolition applications within the City ordinance-mandated response time.

<u>Output:</u>	# of applications	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Count	17	15	15

Process Section 106 / NEPA Applications (Historic Preservation)

Description: Ensure that all Section 106 or NEPA applications are reviewed within the Federal-mandated 30 day review period and public hearings are scheduled if required.

<u>Output:</u>	# of applications processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Count	6	7	7

ORG 1044 OSPCD-EC DEVELOPMENT

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	77,638	185,451	87,507	167,940
TOTAL P-ACCT 51000	77,638	185,451	87,507	167,940
P-ACCT 52000 ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC	805	2,892		2,892
53060 ADVERTISING	244			
53190 STAFF DEVELOPMENT		1,000		1,000
53420 POSTAGE		400		400
54200 OFFICE SUPPLIES	63			103
54210 PRINTING & STATIONERY	182	300		300
55810 FLOWERS & FLAGS		100		100
57110 IN STATE CONFERENCES		500		500
57300 DUES AND MEMBERSHIPS	195	125		125
TOTAL P-ACCT 52000	1,489	5,317	-	5,420
TOTAL ORG 1044 FUNDING REQUIRED	79,127	190,768	87,507	173,360

DEPARTMENT NAME ECONOMIC DEVELOPMENT & HISTORIC PRESERVATION
 GENERAL FUND ORG NUMBER 1044

Position	Name	Current Base	Fiscal Year Base	TOTAL
DIRECTOR ECONOMIC DEVELOPMENT	MAY, ROBERT	1,538.46	78,775.05	14,179.51
EXECUTIVE DIRECTOR (PART TIME)	WILSON, BRANDON	938.82	48,071.18	48,071.18
PRINCIPAL PLANNER	TINTOCALIS, MELISA	1,250.00	64,004.79	18,561.39
SENIOR PLANNER	HOUDLETTE, STEPHEN	1,038.46	53,173.13	7,975.97
SENIOR PLANNER	AZAR, STEVEN	1,038.46	53,173.13	5,317.31
PLANNER	GUZMAN, DAVID	884.62	45,295.93	12,682.86
PLANNER	RAWSON, BRAD	884.62	45,295.93	33,066.03
PLANNER (PART TIME)	CHASE, KRISTI	548.50	28,085.30	28,085.30
				167,939.56

MISSION STATEMENT:

The **Inspectional Services Division** is divided into two teams: Buildings and Health. The Buildings Division is responsible for reviewing construction plans, issuing permits, inspecting properties, assisting residents and other tasks involved in development and improvement of property. In addition, they are responsible for enforcing City ordinances concerning these issues. The Health Division works to provide all residents and community members with consistent and high quality education, code enforcement, emergency services and support to improve health and safety in the City of Somerville.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 951,709	\$ 991,650	\$ 1,003,519	1%
ORDINARY MAINTENANCE	\$ 35,580	\$ 41,912	\$ 41,912	0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 987,289	\$ 1,033,562	\$ 1,045,431	1%

CHANGES BETWEEN FY09 and FY10:

- The PS line increase is due to a scheduled increase in salaries for union employees.

FY10 MAIN PRIORITIES:

1. Issue Building Permit for new IKEA store in Assembly Square.
2. Identify properties with health and safety problems for inspection by NIT team each week and ensure that enforcement efforts are pursued. Implement the NIT team tracking system prepared by SomerStat.
3. Scan street address paperwork into an automated documentation system in order to improve the ISD's organization, tracking and efficiency.
4. Select a vendor and initiate a contract related to the modular news rack program.
5. Improve citywide customer service by working with 311 to successfully transition all Building Division calls to 311.
6. Prepare written materials for applicants and abutters to provide clear expectations regarding permitting, construction, and inspections process.
7. Complete ISD website improvements to provide new educational materials and enhanced public information.
8. Hold annual training with State Department of Environmental Protection (DEP).

FY09 MAIN ACCOMPLISHMENTS:

1. Issued 1,740 Building Permits as of April 30, 2009.
2. Performed Preliminary Plan review for new IKEA store in Assembly Square.
3. Served on the City's Neighborhood Impact Team to improve health and safety in the community.
4. Oversaw implementation of the Plastic Bag recycling ordinance.
5. Improved citywide customer service by working with 311 to successfully transition all Health Division calls over to 311.
6. Improved ISD website to include links to related agencies and resources.

ORG 8010: OSPCD – INSPECTIONAL SERVICES DIVISION

7. Developed new educational materials and add to existing website to improve public information.
8. Worked aggressively with the abutters, the developer, and the DEP to insure that the ZBA approved development, (36 residential and the 3 commercial spaces) at 515 Somerville Avenue would be issued a building permit. Permit issued on 5-28-09.

ACTIVITY: INSPECTIONS

Description: Address safety issues and enforce building safety and zoning ordinances.

FY10 GOALS

1. Issue Building Permit for new IKEA store in Assembly Square.
2. Identify properties with health and safety problems for inspection by NIT team each week and ensure that enforcement efforts are pursued. Implement the NIT team tracking system prepared by SomerStat.
3. Scan street address paperwork into an automated documentation system in order to improve the ISD's organization, tracking and efficiency.
4. Select a vendor and initiate a contract related to the modular news rack program.
5. Improve citywide customer service by working with 311 to successfully transition all Building Division calls to 311.
6. Prepare written materials for applicants and abutters to provide clear expectations regarding permitting, construction, and inspections process.
7. Complete ISD website improvements to provide new educational materials and enhanced public information.
8. Hold annual training with State Department of Environmental Protection (DEP).

FY09 GOAL REVIEW

1. Issue 1740 Building Permits. (Complete)
2. Inspect new construction related to the Assembly Square project. (Ongoing)
3. Continue to serve on the City's Neighborhood Impact Team to improve health and safety in the community. (Ongoing)
4. Select a vendor and initiate a contract related to the modular news rack program. (Ongoing)
5. Continue to oversee Shopping Cart Ordinance. (Complete)
6. Improved citywide customer service by working with 311 to successfully transition all calls to the ISD Division over to 311. (Ongoing)
7. Improve ISD website to include links to related agencies and resources. (Ongoing)
8. Develop new educational materials and add to existing website to improve public information. (Ongoing)
9. Hold second annual training with the Department of Environmental Protection on environmental regulations and procedures. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of trash, snow and yard overgrowth tickets issued (Actual for FY08, Projections based on past data for FY09 and FY10).	3,389	3,857	3,800
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with code enforcement in Somerville (Resident satisfaction survey)	FY07: 54%	48%	

ADDITIONAL MAJOR OUTPUTS

Issue Certificate of Occupancy and Certificates of Inspections

Description: Inspect businesses on an annual basis, residences every five years, Somerville Public Housing holdings annually and issue Certificates of Occupancy.

<u>Output:</u>	# of inspections conducted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	800	815	800

Inspect Public Schools

Description: Inspect all public school facilities within the City of Somerville on an annual basis.

<u>Output:</u>	# of inspections	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Count	13	13	12

Emergency Inspections

Description: Inspect buildings damaged during the commission of a fire, natural disaster, or accident.

<u>Output:</u>	# of inspections	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Staff Estimates	80	80	80

ORG 8010: OSPCD-INSPECTIONAL SERVICES DIVISION

Issue Permits and Certificates

Description: Issue builders' permits, plumbing permits, gas permits, and dumpster permits.

<u>Output:</u>	# of permits issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Count	4,500	4,650	4400

Renew Builders' Licenses

Description: Renew Somerville builders' licenses.

<u>Output:</u>	# of renewals	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Count	12	11	10

Review Building Plans

Description: Review plans for zoning and building codes for possible issuance of permits.

<u>Output:</u>	# of building plan reviews	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual Count	300	250	250

Respond to Citizens' Requests for Assistance

Description: Provide assistance for requests regarding building code, Massachusetts Zoning Ordinance and Somerville Code of Ordinance received directly and via the 311 system.

<u>Output:</u>	# of responses to requests	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Staff Estimates	1,200	1,200	1200

ORG 8010 OSPCD-ISD

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	888,581	921,625	431,467	927,177
51300 OVERTIME	11,458	21,000	11,857	21,000
51410 LONGEVITY	11,550	12,350	5,850	14,200
51460 OUT OF GRADE	1,873	2,500	408	1,873
51520 AUTO ALLOWANCE	7,249	7,250	3,533	7,246
51532 HOLIDAYS - S.M.E.A.				3,299
51540 PERFECT ATTENDANCE	3,200		3,200	
51690 OTHER DIFFERENTIALS	22,398	22,525	8,648	24,324
51691 OTHER LUMP SUM PAYMENTS				
51920 SICK LEAVE BUYBACK				
51930 UNIFORM ALLOWANCE	5,400	4,400	4,400	4,400
TOTAL P-ACCT 51000	951,709	991,650	469,363	1,003,519
P-ACCT 52000 ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP	906	500	640	500
52770 LEASE-PHOTOPIER EQUIPMT.		3,110		3,110
52920 EXTERMINATION	11,289	15,000	4,588	15,000
53000 PROFESSIONL & TECHNCL SVC	3,465		2,805	
53190 STAFF DEVELOPMENT	3,946	1,750	35	1,750
53850 DEMOLITION SERVICES		2,500	1,815	2,500

ORG 8010 OSPCD-ISD

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
54200 OFFICE SUPPLIES	4,829	4,000	2,083	4,000
54201 OFFICE EQUIPMENT	1,726	700		700
54202 OFFICE FURNITURE	380			
54210 PRINTING & STATIONERY	5,445	10,590	3,348	10,590
54240 BOOKS & BOOKBINDING	1,953	3,262	526	3,262
54860 REIMB OF LICENSES	293			
55305 INSPECTION SVC SUPPLIES			198	
55864 UNIFORMS & FOUL WEATH GR	1,018			
57300 DUES AND MEMBERSHIPS	330	500	455	500
TOTAL P-ACCT 52000	35,580	41,912	16,493	41,912
TOTAL ORG 8010 FUNDING REQUIRED	987,289	1,033,562	485,856	1,045,431

DEPARTMENT NAME Inspectional Services Division
 GENERAL FUND ORG NUMBER 8010

Position	UNIT	Name	Current Base	Fiscal Year Base	TOTAL
SUPERINTENDENT		LANDERS, GEORGE	1,292.30	66,170.71	66,170.71
SENIOR BLDG INSPECTOR		NONNI, PAUL	1,282.17	16,924.64	
			1,286.02	50,154.78	71,748.58
BUILDING INSPECTOR		AURILIO, JAMES	960.51	50,138.62	53,432.40
BUILDING INSPECTOR		BARGOOT, ALBERT	960.51	50,138.62	53,682.40
INSPECTIONAL COORDINATOR		BELYEA, PATRICIA	752.84	39,298.11	39,948.67
SENIOR CODE INSPECTOR		BOWLER, MICHELLE	1,061.85	55,428.57	58,916.92
INSPECTIONAL COORDINATOR		COMO, KELLY	848.56	44,294.58	45,064.29
BUILDING INSPECTOR		COVINGTON, GENE	960.51	50,138.62	53,332.40
BUILDING INSPECTOR		DRISCOLL, JOHN	960.51	50,138.62	53,332.40
BUILDING INSPECTOR		KARAPETIAN, LEO	960.51	50,138.62	53,682.40
CHIEF CODE ENFOR INSPECTOR		KEOHANE, FRANK	1,110.50	15,547.00	
		KEOHANE, FRANK	1,114.35	42,568.17	62,453.95
CODE ENFORCEMENT INSPECTOR		KOTY, RUSSELL	895.09	46,723.70	49,291.87
CODE ENFORCEMENT INSPECTOR		OLIVERIA , JOSEPH	878.21	45,842.56	49,228.33
INSPECTIONAL COORDINATOR		PEFINE, LISA	752.84	39,298.11	39,948.67
ADMINSTRATIVE ASSISTANT		PICKETT, DONNA	951.30	49,657.86	53,084.36
SENIOR CODE INSPECTOR		SELFRIDGE, GUY	1061.84	55,428.05	59,566.38
PLUMBING & GASFITTING INSP		SILLARI, ANTHONY	1,029.09	53,718.69	57,844.15
SENIOR SANITARY CODE INSP		VAUGHAN, HARRY	1061.84	55,428.05	59,916.38
					980,645.27

ORG 4101 EMERGENCY MANAGEMENT

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	18,792	18,792	8,928	18,434
TOTAL P-ACCT 51000	18,792	18,792	8,928	18,434
P-ACCT 52000 ORDINARY MAINTENANCE				
52620 REPAIRS-TOOLS & EQUIPMENT			106	
54900 FOOD SUPPLIES & REFRESHMT	700	700		700
55860 UNIFORMS		2,000	2,499	2,000
55880 PUBLIC SAFETY SUPPLIES	4,329	2,400		2,400
57400 INSURANCE PREMIUMS	600	600	412	600
TOTAL P-ACCT 52000	5,629	5,700	3,017	5,700
TOTAL ORG 4101 FUNDING REQUIRED	24,421	24,492	11,945	24,134

DEPARTMENT NAME EMERGENCY MANAGEMENT
GENERAL FUND ORG NUMBER 4101

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
HOMELAND SECURITY COORDINATOR	GRANEY, THOMAS	360.00	18,433.38	18,433.38

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Somerville Fire Department is committed to protecting the people and property of our City. We will be responsive to the needs of our residents by providing rapid, professional, and humanitarian services essential to the health, safety, and well being of the City.

We will achieve our mission through prevention, education, fire suppression, emergency medical services, disaster response, and defense against terrorist attacks. We will strive to provide a work environment that values cultural diversity and is free of harassment and discrimination.

We will actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the resources at our command to provide a quality of service deemed excellent by our residents with “Courage, Integrity and Honor”.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$11,503,317	\$12,058,321	\$12,163,551	1%
ORDINARY MAINTENANCE	\$ 187,459	\$ 254,877	\$ 245,877	-4%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$11,690,776	\$12,313,198	\$12,409,428	1%

CHANGES BETWEEN FY09 and FY10:

- Eight firefighters were added to the department with the assistance of a SAFER grant in FY09. FY10 PS costs increased due to this increased staffing no longer covered by the grant.
- Five new EMTs in the Department now earn an additional stipend.
- OM line reductions reflect a lower budget for Supplies for Men and Women.

FY10 MAIN PRIORITIES:

- The main priority for FY 10 is to continue to train firefighters in the various technical rescue disciplines.
- Go out to bid for, and accept delivery of, a new rescue vehicle.
- Accomplishing the above two goals will allow for a reorganization of the department to include a technical rescue response capability.
- Complete electronic reporting by the fire companies; this continues to be a major goal.
- Train all members of the department in electronic reporting.
- Continue active participation in the UASI group that brings equipment and training to the fire department and nine other disciplines within the City.
- Increase creative uses of the City’s web page to provide pertinent information to Somerville’s residents and businesses.
- Public confidence in the Fire Department is critical to helping citizens feel safe in their homes from natural and man-made (e.g. terrorist) events. This will continue to be an annual priority of the Somerville Fire Department.
- Continue to enhance the preparedness levels of all firefighters to respond successfully to non-traditional WMD/CBRNE events.

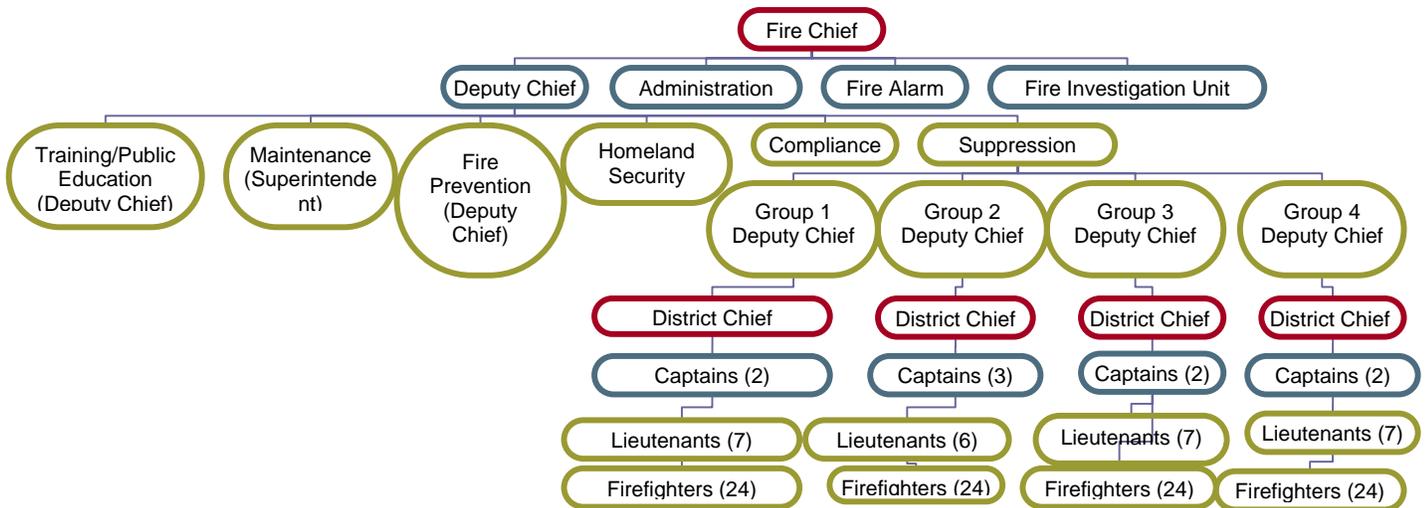
DEPARTMENT OVERVIEW

- Continuously seek additional funding through participation in grant opportunities at the state and federal levels.
- Convert to computer based records management in all areas of operation, especially fire prevention and maintenance.

FY09 MAIN ACCOMPLISHMENTS:

- The CAD system was updated with all hydrant information.
- Fire Department connection information was also added to CAD.
- A total of 12 new firefighters were added to the department bringing the department complement to 152 members.
- A new pump with class A foam was delivered to Engine #1.
- The department completed all joint inspections with ISD for liquor license renewals as required by the new Chapter 304 legislation.
- The fire prevention office continues to bring occupancies into compliance with smoke detector and CO (carbon monoxide) requirements.
- The department established an in-depth continuous training program focused on best practices, training all members in utilizing dosimeters, radiation detection instruments, Personal Protective Equipment (PPE), and use of our Mass Decontamination Unit (MDU).

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department is divided into the following major functional areas:

- Emergency Communications – Fire Alarm
- Suppression
- Investigation
- Prevention
- Maintenance
- Emergency Operations
- Training

ORG 4201: FIRE DEPARTMENT**ACTIVITY: PREVENTION**

Description: Prevent fires by carrying out regular fire alarm and suppression inspections in order to decrease the number of fire fatalities and loss in property value.

FY10 GOALS

1. Relocate Fire Prevention into a larger office space.
2. Convert paper tracking system to a fully computer based system.
3. Each assigned member to complete one computer training course offered by the City of Somerville.
4. Continue the process of identifying properties that are not compliant with smoke detector and CO detector requirements.

FY09 GOAL REVIEW

1. Complete all joint Certificate of Inspection with ISD in a timely manner. (Complete)
2. Convert paper tracking system to a fully computer based system. (Ongoing)
3. Each assigned member to complete one computer training course offered by the City of Somerville. (Ongoing)
4. Work with the city to provide for credit card payments on line or at office. (Ongoing)
5. Continue the process of identifying properties that are not compliant with smoke detector and CO detector requirements. (Ongoing)
6. Work with 311 to see if 311 can handle any Fire Prevention calls. (Complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of investigations, permits, plan reviews, and inspections (FY08-FY10: Based on estimate)	16,115	16,000	16,000
<u>Outcome:</u> % change in number of building fires (based on calendar year) (Actual based on Professional Files software)			

ADDITIONAL MAJOR OUTPUTS**Inspect Fire Alarms and Suppression**

Description: Make sure that fire alarm systems are working properly and building/homes comply with fire codes.

<u>Output:</u> # of preventive inspections per year, based on 80/week.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10 Estimate by Chief Kelleher	3,500	3,000	3,000

Execute Neighborhood Impact Team (NIT)

Description: Enforce fire prevention code at selected properties throughout the City to improve quality of life issues that affect a neighborhood.

<u>Output:</u> # of inspections per year	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10: 6 inspections / week. Estimate by Chief Kelleher	330	350	350

Enforce Ticketing / Codes

Description: Allow the fire prevention officer to issue immediate non-criminal disposition tickets on authorized violations.

<u>Output:</u> # of tickets issued / year	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10: Estimate by Chief Kelleher	50	75	75

Permit Investigations

Description: Ensure public accountability for fire safety.

<u>Output:</u> # of code enforcement investigations per year, based on 125/week.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY07-FY09: Estimate by Chief Kelleher	6,700	6,500	6,500

Plan and Review Buildings

Description: Review building plans and ensure that all buildings have the required fire prevention measures in place.

<u>Output:</u> # of plans reviewed per year, based on 25/week.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY07-FY09: Estimate by Chief Kelleher	1,500	1,300	1,300

ORG 4201: FIRE DEPARTMENT

Issue Certificates and Permits

Description: Document and assure that the necessary fire codes are in place, minimizing fire hazards.

Output: # of permits issued per year, based on 80/week.

FY08 (Act.):

FY09 (Proj.):

FY10 (Proj.):

4,000

4,000

4,000

Source: FY08-FY10: Estimate by Chief Kelleher

ORG 4201: FIRE DEPARTMENT

ACTIVITY: INVESTIGATION

Description: Investigate the origin of fires and conduct appropriate criminal investigations when necessary.

FY10 GOALS

- 1. Implement computer based tracking system.
- 2. Lead Arson Investigator to attend specialized training course.

FY09 GOAL REVIEW

- 1. Lead investigator to attend specialized annual training. (Complete)
- 2. Backup investigator to attend advanced arson course. (Complete)
- 3. Implement computer based tracking system. (Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of investigations (FY08-FY10: Based on estimate)	225	230	250
<u>Outcome:</u> % of fires whose cases are closed (Estimate by Chief Kelleher)			

ADDITIONAL MAJOR OUTPUTS

Investigate Fires

Description: Identify the origin of the fire.

<u>Output:</u>	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of fires investigated per year.	35	30	40

Source: FY08: Actual count; FY09/FY10: estimate

Prepare for Court Proceedings

Description: Complete the necessary paperwork to ensure the person or persons responsible for a fire are held responsible.

<u>Output:</u>	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of court proceedings per year.	10	10	10

Source: FY08-FY10: Estimate by Chief Kelleher

ORG 4201: FIRE DEPARTMENT**ACTIVITY: MAINTENANCE**

Description: Keep frontline apparatus and equipment available for safe and dependable use in order to protect firefighters and serve the community.

FY10 GOALS

1. Implement computer based maintenance tracking system.
2. Ensure maintenance is fully-staffed.

FY09 GOAL REVIEW

1. Implement computer based maintenance tracking system. (Ongoing)
2. Continue to conduct preventative maintenance in accordance with manufacturer's recommendations. (Ongoing)
3. Ensure maintenance is fully-staffed. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of units of equipment under department oversight (FY08-FY10: Estimate by Chief Kelleher)	2,740	2,750	2,755
<u>Outcome:</u>	% of time apparatus is out of service for maintenance (Estimate by Chief Kelleher)			

ADDITIONAL MAJOR OUTPUTS**SCBA**

Description: Test, repair, and maintain SCBA equipment.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of pieces of equipment under department oversight.		300	300	300
<u>Source:</u>	FY08-FY10: Estimate			

Provide Road Service

Description: Provide 24 hours service for vehicle break downs of fleet.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of road service calls responded to per year, at 10/week.		450	200	200
<u>Source:</u>	FY08-FY10: Estimate			

Inspect Equipment

Description: Test and maintain the readiness of fire apparatus and equipment.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of pieces of equipment under department oversight.		100	80	80
<u>Source:</u>	FY08-FY10: Estimate			

Maintain Vehicles

Description: Provide vehicles maintenance for all Department vehicles, including fire engines, cars, and small equipment.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of repairs completed per year, at 70/week.		3,520	2,000	1,500
<u>Source:</u>	FY08-FY10: Estimate			

Maintain Power Equipment

Description: Make the appropriate repairs to power tools.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of equipment repairs completed per year, at 25/week.		1,350	1,350	1,350
<u>Source:</u>	FY08-FY10: Estimate			

Test Hydrants

Description: Test the readiness of fire hydrants to guarantee their operationally in event of a fire.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of hydrant tests		1,575	1,600	1,600
<u>Source:</u>	FY08-FY10: Estimate			

ORG 4201: FIRE DEPARTMENT

ACTIVITY: FIRE ALARM

Description: Receive emergency calls and dispatch the appropriate response quickly and safely in order to protect and serve the community in times of emergency.

FY10 GOALS

1. Update telephone equipment.
2. Implement a telephone answering system for non-emergency calls
3. Each operator to attend one outside training session.

FY09 GOAL REVIEW

1. Fully implement the use of connect CTY for emergency notification. (Complete)
2. Each operator to attend one outside training session. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of calls received that result in dispatch (FY08: Actual based on calendar year; FY09-FY10: estimate)	11,421	11,473	11,850
<u>Outcome:</u>	Caller satisfaction (Actual based on caller survey)			

ADDITIONAL MAJOR OUTPUTS

Test Radio/Box Circuits

Description: Assess the condition of radios and box circuits on a daily basis.

<u>Output:</u>	# of radio tests per year, at 210/week.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by David Doherty	10,920	10,920	20,000

Facilitate Non-emergency Calls

Description: Transfer non-emergency calls and facilitate non-emergency communication within the Department as well as other City Departments.

<u>Output:</u>	# of calls forwarded per year, at 200/day.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by David Doherty	73,000	73,000	73,000

ORG 4201: FIRE DEPARTMENT

ACTIVITY: EMERGENCY OPERATIONS

Description: Ensure safe, fast, and effective responses to fire and medical emergencies in order to prevent loss of life and property damage.

FY10 GOALS

1. Train all members in basic computer skills.
2. Train all members in computer based fire reporting through National Fire Incident Reporting System (NFIRS).
3. Implementat a Rescue Company with the additional firefighters funded by SAFER.
4. Maintain a firefighter reserve list to ensure vacancies are quickly filled.

FY09 GOAL REVIEW

1. Train all members in basic computer skills. (Ongoing)
2. Train all members in computer based fire reporting through National Fire Incident Reporting System (NFIRS). (Ongoing)
3. Hire and train the firefighters received through the SAFER Grant award. (Complete)
4. Begin implementation of a Rescue Company with the additional firefighters funded by SAFER. (Ongoing)
5. Continue to collect vital data to be added to the Computer Aided Dispatch (CAD) system. (Ongoing)
6. Maintain a firefighter reserve list to ensure vacancies are quickly filled. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of calls received that result in dispatch (FY08: Actual based on calendar year; FY09-FY10: estimate)	11,421	11,804	11,900
<u>Outcome:</u>	Response time in minutes (Estimate by Chief Kelleher)	2.5	2.5	2.5

ADDITIONAL MAJOR OUTPUTS

Provide Medical Aid

Description: Respond to medical emergencies in a safe, fast, and effective manner.

<u>Output:</u>	# of medical aids provided per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual from Professional Files software; FY09/FY10: estimate	5,040	5,206	5,300

Respond to Car Fires and Car Accidents

Description: Respond to car fires and car accidents in an efficient and timely manner.

<u>Output:</u>	# of car accidents responded to per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual from Professional Files software; FY09/FY10: estimate	490	457	500

Suppress Fires

Description: Respond to fire emergencies in a safe, fast, and effective manner.

<u>Output:</u>	# of fires suppressed per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual from Professional Files software; FY09/FY10: estimate	498	462	500

Clear Hazardous Materials

Description: Respond to hazardous material emergencies in a safe, fast, and effective manner.

<u>Output:</u>	# of hazardous materials incidents in calendar year 2004.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY07: Actual from Professional Files software; FY08/FY09: estimate	538	442	500

Respond to False Alarms

Description: Survey and respond to all false alarms.

<u>Output:</u>	# of false alarms responded to per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY07: Actual from Professional Files software; FY08/FY09: estimate	984	251	300

ORG 4201: FIRE DEPARTMENT

Respond to Fire Alarm Systems

Description: Respond to fire alarm systems in a safe, fast, and effective manner.

<u>Output:</u>	# of fire alarms responded to per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY07: Actual from Professional Files software; FY08/FY09: estimate	2,200	1,844	2,000

Provide Miscellaneous Service

Description: Respond to all non-emergency requests for service.

<u>Output:</u>	# of miscellaneous items attended to per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual from Professional Files software; FY09/FY10: estimate	3,026	3,142	3,200

ORG 4201: FIRE DEPARTMENT**ACTIVITY: TRAINING**

Description: Ensure that fire fighters are adequately prepared to respond to fires and medical emergencies in order to prevent the loss of life and minimize property damage.

FY10 GOALS

1. Work with the IT department on computer based training for all members.
2. Continue to develop updated Standard Operating Guidelines.
3. Continue to develop a computer based training record management system.

FY09 GOAL REVIEW

1. Work with the IT department on computer based training for all members. (Ongoing)
2. Conduct school visits at least four times during the year. (Complete)
3. Continue to develop updated Standard Operating Guidelines. (Ongoing)
4. Continue to develop a computer based training record management system. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of in-house trainings and public and in-house drills (FY08-FY10: Based on estimate)	226	225	225
<u>Outcome:</u>	% of firefighters who are adequately prepared to perform their duties (Estimate by Chief Kelleher)	100%	100%	100%

ADDITIONAL MAJOR OUTPUTS**Provide Classroom Training**

Description: Train and certify firefighters. Ensure they are able to provide qualified assistance in medical emergencies and fire-related incidents.

<u>Output:</u>	# of in-house trainings per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Deputy Chief Graney	125	150	150

Provide Public Education

Description: Provide individuals who visit the Fire Station with lessons and awareness tools regarding fire prevention and safety.

<u>Output:</u>	# of hours spent on public education activities per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Deputy Chief Graney	60	75	75

Practice School Fire Drills

Description: Ensure that students, faculty, and school administrators are prepared to respond appropriately in event of a fire.

<u>Output:</u>	# of drills per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Deputy Chief Graney	76	80	80

Practice Field Drills and Exercises

Description: Enable fire fighters to practice their skills and maintain and enhance their preparedness for emergency and fire responses.

<u>Output:</u>	# of exercises per year.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Deputy Chief Graney	75	60	70

CITY OF SOMERVILLE

FY10 BUDGET

ORG 4201 FIRE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	9,072,890	9,502,271	4,326,591	9,572,290
51300 OVERTIME	698,267	700,000	408,547	700,000
51310 TRAINING-OVERTIME		35,000	2,479	35,000
51410 LONGEVITY	181,675	186,850	178,100	184,100
51460 OUT OF GRADE	53,267	56,200	31,587	56,200
51530 HOLIDAYS	605,144	635,763	262,338	637,837
51532 HOLIDAYS - S.M.E.A.				324
51540 PERFECT ATTENDANCE	33,801		300	
51690 OTHER DIFFERENTIALS		700		-
51691 OTHER LUMP SUM PAYMENTS	38,450	43,750	41,450	52,000
51930 UNIFORM ALLOWANCE	162,250	170,225	170,225	166,800
51940 IN SERVICE TRAINING		12,000		12,000
51950 EDUCATIONAL INCENTIVE	120,000	141,000	147,000	143,000
51955 E.M.T.'S	145,500	166,000	1,000	172,000
51956 DEFIBRILLATOR STIPEND	104,625	115,312	106,313	112,500
51957 HAZARDOUS DUTY STIPEND	146,500	153,750	141,750	150,000
51960 REIMBURSEMENT FOR INJURY	140,855	125,000	72,844	155,000
51970 PHYSICAL EXAMINATION	93	14,500		14,500
TOTAL P-ACCT 51000	11,508,917	12,058,321	5,890,524	12,163,551

CITY OF SOMERVILLE

FY10 BUDGET

ORG 4201 FIRE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT		100		100
52470 MAINT CONTRACT-OFFC EQUIP	3,763	4,500	394	4,500
52610 REPAIRS-RADIO ALARM	5,974	7,500	288	7,500
52620 REPAIRS-TOOLS & EQUIPMENT	100,471	130,877	61,402	130,877
52970 IN SERVICE TRAINING OM	141	600		1,600
53060 ADVERTISING	249	200		200
53145 TOWING	1,920	1,700	1,368	2,200
53400 COMMUNICATIONS	1,488	1,200	600	1,200
53420 POSTAGE		300		300
53440 EXPRESS/FREIGHT	13	150	64	150
53820 PHOTOGRAPHY	49	300	24	300
53840 LAUNDRY SERVICES	1,176	1,800	466	1,800
54200 OFFICE SUPPLIES	4,067	3,000	1,195	3,000
54201 OFFICE EQUIPMENT	905	2,000		2,000
54210 PRINTING & STATIONERY	1,646	2,000	610	1,500
54220 COMPUTER SUPPLIES	716	2,400		2,400
54221 COMPUTER EQUIPMENT	3,984	4,000		4,000
54240 BOOKS & BOOKBINDING	892	800	1,154	800

CITY OF SOMERVILLE

FY10 BUDGET

ORG 4201 FIRE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
54310 HARDWARE & SMALL TOOLS	1,880	2,900	198	2,900
54810 MOTOR GAS AND OIL	1,880	1,900	719	1,900
54820 TIRES AND TUBES	7,605	8,000	1,723	8,000
54830 BATTERIES	1,100	1,200		1,200
54840 ANTI-FREEZE		500		500
54900 FOOD SUPPLIES & REFRESHMT	83	400		400
55000 MEDICAL/DENTAL SUPPLIES	11,873	17,000	2,076	17,000
55880 PUBLIC SAFETY SUPPLIES	7,189	5,800	1,964	10,800
55890 SUPPLIES FOR MEN/WOMEN	15,155	40,500	6,310	25,500
55900 FIRE HOSES-REPAIRS/PARTS	6,720	6,300		6,300
55910 COLORGUARD	3,250	3,250		3,250
57100 IN STATE TRAVEL		100		100
57300 DUES AND MEMBERSHIPS	3,270	3,600	2,500	3,600
TOTAL P-ACCT 52000	187,459	254,877	83,055	245,877
TOTAL ORG 4201 FUNDING REQUIRED	11,690,776 -	12,313,198 -	5,973,579 -	12,409,428

DEPARTMENT NAME FIRE
 GENERAL FUND ORG NUMBER 4201

Position	Name	Current Base	Fiscal Year Base	TOTAL
CHIEF ENGN'R	KELLEHER, KEVIN	2177.80	111,511.70	127,184.00
DEPUTY CHIEF	SALVI, DAVID	1854.00	96,672.86	115,211.86
DEPUTY CHIEF	KEENAN, STEPHEN	1854.00	96,672.86	115,211.86
DEPUTY CHIEF	MEMORY, JOHN	1854.00	96,672.86	115,211.86
DEPUTY CHIEF	LUCIA, JAMES	1854.00	96,672.86	111,211.86
DEPUTY CHIEF	HODNETT, JAMES	1854.00	96,672.86	109,211.86
DEPUTY CHIEF	LYONS, ROBERT JR	1854.00	96,672.86	109,211.86
DEPUTY CHIEF	ST CLAIR, PETER	1854.00	96,672.86	111,211.86
DIST CHIEF	HURLEY, WILLIAM	1640.73	85,552.35	97,344.91
DIST CHIEF	SORDILLO, JOHN	1640.73	85,552.35	99,344.91
DIST CHIEF	KING, JAMES	1640.73	85,552.35	97,344.91
DIST CHIEF	SULLIVAN, PATRICK 3D	1640.73	85,552.35	95,794.91
CAPTAIN	LEE, WILLIAM	1451.94	75,708.30	90,840.09
CAPTAIN	MURPHY, DENNIS	1451.94	75,708.30	86,840.09
CAPTAIN	HALLINAN, WILLIAM	1451.94	75,708.30	87,290.09
CAPTAIN	BREEN, CHARLES JR	1451.94	75,708.30	88,565.09
WFAPPARRPMN	CROWLEY, JOSEPH E	1451.94	75,708.30	82,790.09
CAPTAIN	HECK, MICHAEL	1451.94	75,708.30	92,840.09
CAPTAIN	DOHENEY, JAMES	1451.94	75,708.30	87,290.09
CAPTAIN	KEANE, JOHN JR	1451.94	75,708.30	89,290.09
CAPTAIN	LEE, FRANK J	1451.94	75,708.30	91,565.09
CAPTAIN	NORTON, JOHN JR	1451.94	75,708.30	86,565.09
CAPTAIN	MCCARTHY, ROBERT	1451.94	75,708.30	90,040.09
CAPTAIN	FORREST, WALLACE	1407.35	74,822.87	86,214.88
		1451.94		
LIEUTENANT	GALVIN, JOSEPH	1284.91	66,998.88	79,546.06
LIEUTENANT	WALL, MARK JR	1284.91	66,998.88	79,546.06
LIEUTENANT	WILKER, ROBERT	1284.91	66,998.88	79,546.06
LIEUTENANT	LONGO, STEPHEN	1284.91	66,998.88	77,546.06
LIEUTENANT	MCLAUGHLIN, VINCENT	1284.91	66,998.88	77,546.06
LIEUTENANT	NOLAN, JAMES	1284.91	66,998.88	79,546.06
LIEUTENANT	MACK, DENNIS	1284.91	66,998.88	81,546.06
LIEUTENANT	BYRNE, JOHN JR	1284.91	66,998.88	77,996.06
LIEUTENANT	RENTEL, LESLIE	1284.91	66,998.88	79,271.06
LIEUTENANT	HOUGHTON, CHARLES	1284.91	66,998.88	77,546.06
LIEUTENANT	AVERY, MICHAEL	1284.91	66,998.88	81,996.06
LIEUTENANT	GOVER, GIRARD	1284.91	66,998.88	79,271.06
LIEUTENANT	SICILIANO, CHARLES	1284.91	66,998.88	77,271.06
LIEUTENANT	FITZPATRICK, WILLIAM	1284.91	66,998.88	81,996.06
LIEUTENANT	GALLAGHER, JAMES	1284.91	66,998.88	77,996.06
LIEUTENANT	TRAHAN, ROBERT	1284.91	66,998.88	83,546.06
LIEUTENANT	O'DONOVAN, BRIAN	1284.91	66,998.88	75,996.06
LIEUTENANT	SALEMME, THOMAS M	1284.91	66,998.88	79,546.06
LIEUTENANT	MAJOR, CHRISTOPHER	1284.91	66,998.88	80,996.06
LIEUTENANT	KEENAN, JAMES	1284.91	66,998.88	81,271.06
LIEUTENANT	DIPALMA, DANIEL R	1284.91	66,998.88	77,996.06
LIEUTENANT	TEIXEIRA, GARY	1284.91	66,998.88	76,746.06
LIEUTENANT	TIERNEY, SEAN	1284.91	66,998.88	80,746.06
LIEUTENANT	ANZALONE, MICHAEL	1284.91	66,998.88	79,246.06
LIEUTENANT	WALL, MATTHEW	1284.91	66,998.88	80,696.06
LIEUTENANT	ORTOLANI, STEPHEN	1284.91	66,998.88	77,271.06
LIEUTENANT	MACLAUGHLAN, ROBERT	1284.91	66,998.88	79,271.06
LIEUTENANT	LAMPLEY, VINCENT	1245.43	66,214.92	77,872.62
		1284.91		
LIEUTENANT	COLBERT, JOHN	1245.43	66,214.92	81,172.62
		1284.91		
LIEUTENANT	TIERNEY, THOMAS	1245.43	66,214.92	75,922.62

DEPARTMENT NAME FIRE
GENERAL FUND ORG NUMBER 4201

Position	Name	Current Base	Fiscal Year Base	TOTAL
		1284.91		
FIREFIGHTER	CARROLL, THOMAS	1088.90	56,778.36	68,639.51
FIREFIGHTER	BURNS, JAMES	1088.90	56,778.36	66,639.51
FIREFIGHTER	DOHERTY, ROBERT	1088.90	56,778.36	68,639.51
FIREFIGHTER	BECKWITH, JOHN	1088.90	56,778.36	68,639.51
FIREFIGHTER	FOWLER, WILLIAM	1088.90	56,778.36	68,639.51
FIREFIGHTER	POWERS, JAMES	1088.90	56,778.36	66,639.51
FIREFIGHTER	SELIG, RONALD	1088.90	56,778.36	66,639.51
FIREFIGHTER	SULLIVAN, LAWRENCE	1088.90	56,778.36	68,639.51
FIREFIGHTER	BARRY, JOSEPH	1088.90	56,778.36	65,089.51
FIREFIGHTER	BROWN, THOMAS	1088.90	56,778.36	67,089.51
FIREFIGHTER	CASEY, RICHARD	1088.90	56,778.36	65,089.51
FIREFIGHTER	FEHLAN, WILLIAM	1088.90	56,778.36	65,089.51
FIREFIGHTER	LAYTON, STEPHEN	1088.90	56,778.36	65,089.51
FIREFIGHTER	LEVESQUE, JOHN	1088.90	56,778.36	69,089.51
FIREFIGHTER	NICHOLSON, MARK	1088.90	56,778.36	65,089.51
FIREFIGHTER	POPKEN, KARL	1088.90	56,778.36	65,089.51
FIREFIGHTER	QUINN, ROBERT	1088.90	56,778.36	67,089.51
FIREFIGHTER	CAHILL, WILLIAM	1088.90	56,778.36	66,364.51
FIREFIGHTER	DORANT, PATRICK	1088.90	56,778.36	68,364.51
FIREFIGHTER	ELLIS, WILLIAM	1088.90	56,778.36	68,364.51
FIREFIGHTER	LOPEZ, THOMAS	1088.90	56,778.36	66,364.51
FIREFIGHTER	MATTERA, VINCENT	1088.90	56,778.36	66,364.51
FIREFIGHTER	MITCHELL, JOHN	1088.90	56,778.36	70,364.51
FIREFIGHTER	SCULLARI, JOSEPH	1088.90	56,778.36	66,364.51
FIREFIGHTER	BENNETT, MICHAEL	1088.90	56,778.36	70,639.51
FIREFIGHTER	POPKEN, FREDERICK	1088.90	56,778.36	66,639.51
FIREFIGHTER	SHARPE, FRANCIS	1088.90	56,778.36	66,639.51
FIREFIGHTER	CONNELLY, ROBERT	1088.90	56,778.36	68,639.51
FIREFIGHTER	KERNER, ELLIOT	1088.90	56,778.36	70,639.51
FIREFIGHTER	GUELPA, CHRISTINE	1088.90	56,778.36	67,639.51
FIREFIGHTER	BARCLAY, RICHARD	1088.90	56,778.36	67,089.51
FIREFIGHTER	GILLIS, PAUL	1088.90	56,778.36	65,089.51
FIREFIGHTER	LAYTON, KENNETH	1088.90	56,778.36	71,089.51
FIREFIGHTER	ROSS, THOMAS	1088.90	56,778.36	67,089.51
FIREFIGHTER	SANCHEZ, GERMAN	1088.90	56,778.36	65,089.51
FIREFIGHTER	ALFANO, DAVID W	1088.90	56,778.36	67,089.51
FIREFIGHTER	MOORE, SYLVESTER	1088.90	56,778.36	67,089.51
FIREFIGHTER	SULLIVAN, PAUL M JR	1088.90	56,778.36	69,089.51
FIREFIGHTER	KELLEY, THOMAS F	1088.90	56,778.36	66,339.51
FIREFIGHTER	MACKINNON, PAUL	1088.90	56,778.36	66,339.51
FIREFIGHTER	DONOVAN, JOHN PAUL	1088.90	56,778.36	66,089.51
FIREFIGHTER	PIWINSKI, JAMES M	1088.90	56,778.36	64,339.51
FIREFIGHTER	REVILLA, RODOLFO	1088.90	56,778.36	64,089.51
FIREFIGHTER	KEANE, SEAN	1088.90	56,778.36	67,839.51
FIREFIGHTER	HOWARD, CHRISTIAN W	1088.90	56,778.36	63,839.51
FIREFIGHTER	JOHNSON, EARL	1088.90	56,778.36	65,839.51
FIREFIGHTER	SNOW, CYNTHIA	1088.90	56,778.36	69,839.51
FIREFIGHTER	WALL, MARK	1088.90	56,778.36	65,839.51
FIREFIGHTER	ALCARAZ, BLANCA	1088.90	56,778.36	65,839.51
FIREFIGHTER	MAURAS, STEVEN	1088.90	56,778.36	67,789.51
FIREFIGHTER	COSTA, WILLIAM	1088.90	56,778.36	63,789.51
FIREFIGHTER	PEREZ, ROGER	1088.90	56,778.36	65,789.51
FIREFIGHTER	CHEIMETS, STEVEN	1088.90	56,778.36	65,789.51
FIREFIGHTER	EPPS, RYAN	1088.90	56,778.36	65,789.51
FIREFIGHTER	FLYNN, TIMOTHY	1088.90	56,778.36	63,789.51
FIREFIGHTER	CLARK, JAMES	1088.90	56,778.36	63,789.51

DEPARTMENT NAME FIRE
 GENERAL FUND ORG NUMBER 4201

Position	Name	Current Base	Fiscal Year Base	TOTAL
FIREFIGHTER	POWERS, MICHAEL	1088.90	56,778.36	65,789.51
FIREFIGHTER	BELSKI, STEPHEN	1088.90	56,778.36	65,739.51
FIREFIGHTER	DOMINIQUE, MELVIN	1088.90	56,778.36	63,739.51
FIREFIGHTER	FRENCH, GREGORY	1088.90	56,778.36	69,739.51
FIREFIGHTER	MATTHEWS, MARK	1088.90	56,778.36	69,739.51
FIREFIGHTER	ROSSI, JOSEPH	1088.90	56,778.36	63,739.51
FIREFIGHTER	STILTNER, DAVID	1088.90	56,778.36	65,739.51
FIREFIGHTER	DAVIS, JULIAN	1088.90	56,778.36	65,739.51
FIREFIGHTER	BARRY, PATRICK	1088.90	56,778.36	69,739.51
FIREFIGHTER	FITZGERALD, JOHN C.	1088.90	56,778.36	65,739.51
FIREFIGHTER	BAKEY, TIMOTHY	1088.90	56,778.36	67,739.51
FIREFIGHTER	RICHARDSON, CHARLES D.	1088.90	56,778.36	65,739.51
FIREFIGHTER	HODNETT, ROBERT	1088.90	56,778.36	65,739.51
FIREFIGHTER	KEANE, PATRICK	1088.90	56,778.36	65,739.51
FIREFIGHTER	MARANO, JOEY	1088.90	56,778.36	65,739.51
FIREFIGHTER	PAINTER, MELISSA	1088.90	56,778.36	63,739.51
FIREFIGHTER	RIVERA, ISMAEL	1088.90	56,778.36	65,439.51
FIREFIGHTER	SILVA, KENNETH	1088.90	56,778.36	67,439.51
FIREFIGHTER	THEOPHILE, CHRIST	1088.90	56,778.36	63,439.51
FIREFIGHTER	BRAGA, JOSEPH	1088.90	56,778.36	65,439.51
FIREFIGHTER	FRENCH, PAUL	1088.90	56,778.36	65,439.51
FIREFIGHTER	KIRYLO, MATTHEW	1088.90	56,778.36	63,439.51
FIREFIGHTER	FINNEGAN, MICHAEL	937.15	54,480.43	61,027.77
		1088.90		
FIREFIGHTER	GORMAN, THOMAS	937.15	54,480.43	61,927.77
		1088.90		
FIREFIGHTER	LIPPENS, KENNETH	937.15	54,480.43	61,027.77
		1088.90		
FIREFIGHTER	MARINO, MICHAEL	937.15	54,480.43	63,027.77
		1088.90		
FIREFIGHTER	MATTERA, MICHAEL	937.15	54,480.43	61,027.77
		1088.90		
FIREFIGHTER	NOLAN, DEREK	937.15	54,480.43	63,027.77
		1088.90		
FIREFIGHTER	PHILLIPS, DANIELLE	937.15	54,480.43	63,027.77
		1088.90		
FIREFIGHTER	CASEY, PATRICK	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	CURTIS, MICHAEL	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	DONOVAN, TIMOTHY	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	DORANT, JASON	907.13	48,269.57	56,369.57
		937.15		
FIREFIGHTER	HAMILTON, BARRY	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	JEFFERSON, MICHAEL	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	KHOURY, MICHAEL	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	LYONS, SEAN	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	MACMULLIN, BRIAN	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	MOREIRA, PAUL	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	VELNEY, JOCEYLN	907.13	48,269.57	54,369.57

DEPARTMENT NAME FIRE
 GENERAL FUND ORG NUMBER 4201

Position	Name	Current Base	Fiscal Year Base	TOTAL
		937.15		
FIREFIGHTER	VIVEIROS, FERNANDO	907.13	48,269.57	54,369.57
		937.15		
FIREFIGHTER	VACANT	907.13	28,639.39	30,907.22
FIREFIGHTER	VACANT	907.13	23,455.79	25,270.05
ADMIN2A	CICCARIELLO, JANET	915.16	48,561.50	50,344.53
		933.20		
SENIOR CLERK	SANBORN, FRANCES	702.38	36,664.24	38,404.72
				11,165,851.38

ORG 4211 FIRE ALARM

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	549,305	607,100	288,559	607,370
51300 OVERTIME	101,993	119,000	67,834	119,000
51410 LONGEVITY	7,700	8,225	8,225	8,700
51460 OUT OF GRADE	714	3,800	448	2,000
51530 HOLIDAYS	38,189	48,869	15,977	48,869
51540 PERFECT ATTENDANCE	1,700		1,400	
51691 OTHER LUMP SUM PAYMENTS	10,300	14,700	13,500	14,700
51930 UNIFORM ALLOWANCE	11,000	11,000	11,000	11,000
TOTAL P-ACCT 51000	720,901	812,694	406,943	811,639
TOTAL ORG 4211 FUNDING REQUIRED	720,901	812,694	406,943	811,639

DEPARTMENT NAME FIRE ALARM
 GENERAL FUND ORG NUMBER 4211

Position	Name	Current Base	Fiscal Year Base	TOTAL
CHIEF FIREALARMOPER	DOHERTY, DAVID	1,359.69	70,975.82	81,986.52
SR FIRE ALARM OPER	SWANTON, JAMES	1,214.01	63,371.32	73,770.16
SR FIRE ALARM OPER	KENNEDY, WAYNE	1,214.01	63,371.32	73,770.16
SR FIRE ALARM OPER	ATHERTON, CAROL	1,214.01	63,371.32	72,220.16
SR FIRE ALARM OPER	BREEN, TODD	1,214.01	63,371.32	71,020.16
FIRE ALARM OPER	HERMAN, BRIAN	1,083.94	56,581.67	63,634.22
FIRE ALARM OPER	KYLE, BRIEN	1,083.94	56,581.67	63,634.22
FIRE ALARM OPER	SLOANE, STEPHEN	1,083.94	56,581.67	63,634.22
FIRE ALARM OPER	WALSH, DAVID	1,083.94	56,581.67	63,534.22
FIRE ALARM OPER	BREEN, SCOTT	1,083.94	56,581.67	63,434.22
				690,638.25

ORG 4301: POLICE DEPARTMENT

MISSION STATEMENT:

The Police Department's mission is to provide effective and efficient law enforcement, emergency services, and community oriented non-criminal services that enhance the quality of life and reduce the fear of crime through compassionate and vigilant leadership in cooperation and conjunction with the citizens of Somerville. *OUR DUTY IS TO SEARCH BEYOND THE CALL.*

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$10,383,510	\$12,440,238	\$12,317,372	-1%
ORDINARY MAINTENANCE*	\$ 269,434	\$ 417,055	\$ 422,055	1%
CAPITAL OUTLAY	\$ 70,879	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$10,723,823	\$12,857,293	\$12,739,427	-1%

*Includes Special Items: Rental - Buildings

CHANGES BETWEEN FY09 and FY10:

- The changes in Personnel Services are the result of four vacant positions that will remain vacant for FY10 and savings achieved by implementing a one-week furlough for Patrolmen, Superior Officers, and Non-Union employees.
- There is the potential for federal stimulus dollars to fund the four vacant positions for three years with a requirement that the City fund those positions for the fourth year.
- The budget for Overtime was reduced by \$18,000 due to no preliminary election in 2009.
- With the opening of the two sub-stations, the department's special items costs increased by \$51,000 (included in the OM line above).

FY10 MAIN PRIORITIES:

- Continue to provide services to the citizens of Somerville with an intelligent and well-trained police force. Our main priority is to serve the public with pride and dignity, and to ensure effective law enforcement and emergency services for every resident.
- Continue to hold weekly internal CompStat meetings to exchange information, intelligence, ideas and solutions to ongoing issues involving the department.
- Continue to build up the morale of the department by offering advanced training, equipment and support.
- Continue to aggressively monitor sick time and disability usage through use of the CBA, City ordinance *Article 10 Sec. 7*, and the SPD's third party claims administrator Meditrol.
- Continue to participate in the Charles E. Shannon, Jr. Community Safety Initiative Regional Grant in an effort to deter youth violence and gang activities.
- Educate and enhance Traffic Enforcement throughout the city.
- Continue to upgrade technology throughout the Department.
- Continue to move forward with Accreditation
- Seek out grants to improve the Department's equipment and personnel.
- Continue to seek out and develop partnership with other agencies both in the public and private sector to obtain Federal and State grants.

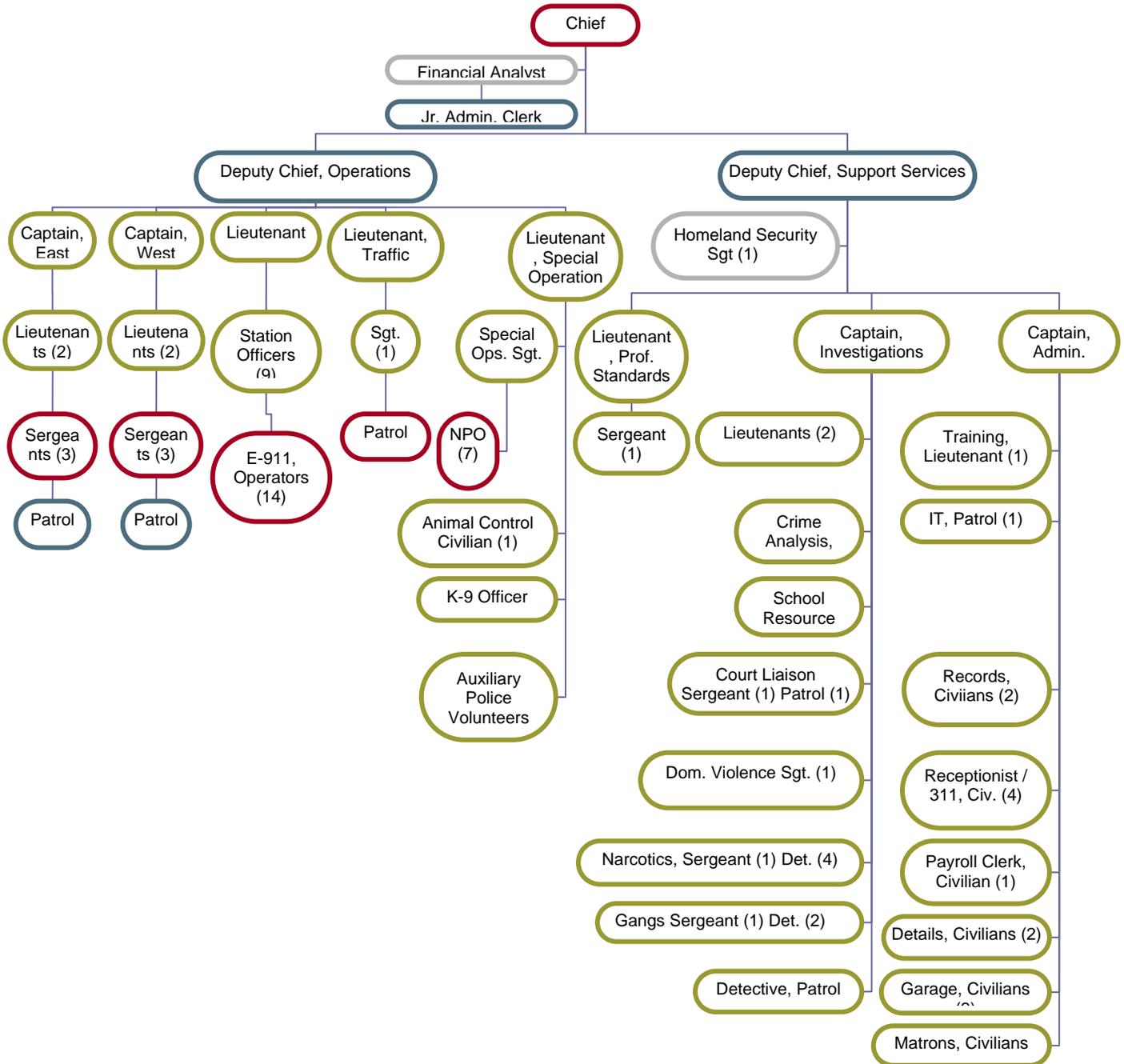
FY09 MAIN ACCOMPLISHMENTS:

During this budget year, the Somerville Police Department had several accomplishments:

- Two police substations were opened, one in the east district, and one in the west district.
- The records bureau and the detail office were civilianized, allowing two officers to return to the Patrol Division.
- The Police Department has fully implemented the neighborhood policing model.
- An officer has been assigned to the newly develop K-9 Unit, due to civilianizing the detail office.
- Two detectives have been assigned to a Federal Task Force. One to the FBI Task Force and the other one to the DEA Task Force.
- The Somerville Police Department has received free training for gang identification, and Interrogation and Interviewing techniques from the FBI.
- Reduction in part 1 crimes by 23%.

ORG 4301: POLICE DEPARTMENT

DEPARTMENT ORGANIZATION



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Crime Investigation
- Crime Prosecution
- Detail Office
- Patrol
- Police Support
- Professional Standards
- Traffic Unit
- Training

ORG 4301: POLICE DEPARTMENT**ACTIVITY: CRIME INVESTIGATION**

Description: Gather information that leads to successful prosecution of crimes.

FY10 GOALS

1. Information Sharing - Improve the day-to-day operations of the detective bureau with the purchase of new technological equipment and through the daily exchange of information.
2. Training - Continue specialized training for detectives. Specifically, have additional detectives trained in the area of Homicide Investigation and Crime Scene Management, Arson Investigation, Crime Scene Composite.
3. Evidence - Issue a revised General Order for the collection and maintenance of evidence which will include the implementation of a bar code system information for the evidence officer, as well as updated procedures regarding the collection of evidence for the patrol division. In addition, train at least one additional detective in the use of the evidence bar code system as a backup to the evidence officer.
4. Policies - Finalize and issue a department "Criminal Investigation" Policy whereby patrol officers will be responsible for preparing general NIBRIS reports. This will allow for additional time for investigators to conduct follow-up investigations.
5. Selection Process - Establish criteria for both an entry and maintenance level investigator who is assigned to CID.

FY09 GOAL REVIEW

1. Improve the day-to-day operations of the detective bureau with the purchase of new technological equipment. (Ongoing)
2. Continue to organize the evidence room and establish an organized routine for the disposing of obsolete evidence. (Ongoing)
3. Continue specialized training for detectives. (Ongoing)
4. Re-establish a juvenile unit comprised of both general investigators and gang unit members. (Complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of cases assigned (Estimate)	1,300	1,144	1,258
<u>Outcome:</u> % of cases successfully cleared (Based on actual outcomes of prosecuted cases reported by the court for FY08 and projected for FY09 and FY10)	10%	10%	10%

ADDITIONAL MAJOR OUTPUTS**Review Preliminary Reports on Crimes**Description: Collect information and evidence at crime scene to be used in preliminary crime reporting and follow-up investigations.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of new reports completed	4,522	4,400	4,840
<u>Source:</u> FY08: Actual from NIBRIS; FY09/FY10: Estimate			

Disposition of Assigned CasesDescription: Complete follow-up investigations with the aim of clearing cases and support prosecution.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of cases cleared	456	602	662
<u>Source:</u> FY08: Actual from NIBRIS; FY09/FY10: Estimate			

Maintain Restraining Order, Sexual Offender Registry, Civil Rights and Hate Crime, and Juvenile/Family FilesDescription: Maintain sensitive information and enforce related laws.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of restraining orders, sexual offender registrants, civil rights and hate crime cases	278	305	335
<u>Source:</u> FY08: Actual numbers of hate crimes cases, ROs served, and sex offender registrants from Bob Ankenbauer; FY09/FY10: Estimate			

ORG 4301: POLICE DEPARTMENT**ACTIVITY: CRIME PROSECUTION**

Description: Work closely with courts and DA to ensure successful prosecution of criminal cases in Somerville.

FY10 GOALS

1. Continue the working relationship with the District Attorney's Office to monitor the number of officers needed in court.
2. Implement plan with the evidence officer to track and dispose of evidence as cases are disposed of.
3. Combine District Court, Superior Court and Juvenile Court under the Supervision of the Sergeant - Court Liason.
4. Work with the District Attorney's Office and Clerk of Courts to control Court overtime expenditures.

FY09 GOAL REVIEW

1. Continue the working relationship with the District Attorney's Office to monitor the number of officers needed in court. (Ongoing)
2. Implement plan with the evidence officer to track and dispose of evidence as cases are disposed of. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of cases worked on, including juvenile and non-juvenile. (Based on actual tallies for FY08 and projections for FY09 and FY10 by Sgt. Christensen)	7,000	7,191	7,335
<u>Outcome:</u>	% of cases successfully prosecuted (Based on outcomes of prosecuted cases reported by the court)			

ADDITIONAL MAJOR OUTPUTS**Liaise with DA**Description: Provide proper information to DA that will lead to successful prosecution in court.

<u>Output:</u>	# of requests from DAs filled	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY07: Actual; FY08/FY09: Estimate by Sgt. Christensen	900	890	979

Coordinate Officer Court AppearanceDescription: Ensure officers appear in court to support successful prosecution of cases and make sure that officers are paid for their work.

<u>Output:</u>	# of officers scheduled to appear in court cases	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY07: Actual; FY08/FY09: Estimate by Sgt. Christensen	900	1,194	1,494

Provide Law Enforcement at Court HouseDescription: Provide police presence in courtroom and perform arrests when necessary.

<u>Output:</u>	# of cases worked	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY07: Actual; FY08/FY09: Estimate by Sgt. Christensen	600	600	660

Provide Court Paperwork for Juvenile CasesDescription: Ensure proper information is collected and transferred to court after arrest to help Das successfully prosecute juvenile cases.

<u>Output:</u>	# of cases for which paperwork requirements are processed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY07: Actual; FY08/FY09: Estimate by Sgt. Christensen	100	110	121

ORG 4301: POLICE DEPARTMENT

ACTIVITY: DETAIL OFFICE

Description: Provide event planners, corporations, and organizations with access to security services of off-duty uniformed police officers.

FY10 GOALS

1. Continue to train additional retired police officers so that they can become available to work details.
2. Reduce the amount of outside police officers working details within the City of Somerville.

FY09 GOAL REVIEW

1. Reduce the amount of outside police officers working City of Somerville details. (Ongoing)
2. Train additional four retired police officers so that they can become available to work details. (Complete)
3. Train detail employee to back up the payroll office. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Dollars earned for all detail officers/year. (Actual for FY08 and projections for FY09 and FY10 by Capt. Cabral)	1,869,790	2,144,790	2,200,000
<u>Outcome:</u>				

ADDITIONAL MAJOR OUTPUTS

Ensure Special Event Details are Filled

Description: Ensure public safety during special events.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	# of hours of detail work provided	1,480	1,560	1,600
	FY08: Actual; FY09/FY10: Estimate by Capt. Cabral			

Minimize Unfilled Detail Requests

Description: Ensure that officers are available to fill detail requests.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	# of unfilled requests	645	375	350
	FY08: Actual; FY09/FY10: Estimate by Capt. Cabral			

ORG 4301: POLICE DEPARTMENT**ACTIVITY: PATROL**

Description: Provide effective and efficient presence in Somerville community and respond to citizen needs when called.

FY10 GOALS

1. Continue outreach programs such as "Meet and greet" in business as well as residential areas.
2. Offer language training for officers in Portuguese and Spanish.
3. Increase staffing in the district substations, both with English and second-language speaking officers.
4. Improve traffic flow through Davis Square by increasing the ticketing of double parked vehicles.
5. Issue citations to violators of the crosswalk laws.
6. More effectively patrol the community path.

FY09 GOAL REVIEW

1. Implement reorganization/new deployment plan driven by crime analysis and reviewed at Police Stat meetings. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Dispatched responses plus count patrol. (Based on estimate of dispatched responses plus estimated directed patrols)	43,175	44,000	44,500
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with police services in Somerville (Resident satisfaction survey)	FY07: 78%	80%	

ADDITIONAL MAJOR OUTPUTS**Conduct Directed Patrols**Description: Respond to citizen or official requests to patrol specific locations.

<u>Output:</u>	# of directed patrols carried out	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09-FY10: Estimate by Frank Bates	175	178	180

Work with Students and Teachers on Safety IssuesDescription: Provide information and support, act as a role model, build relationships and help ensure safety around schools.

<u>Output:</u>	# of hours of support provided to all schools	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	1,200	1,240	1,300

Work with Council on AgingDescription: Help inform seniors and protect their health and safety.

<u>Output:</u>	# of hours spent at Elderly Events and Senior Centers	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	120	120	120

Respond to E911 and Other CallsDescription: Provide response to E911 and other calls for assistance.

<u>Output:</u>	# of dispatched responses, minus directed patrols	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09-FY10: Estimate by Frank Bates	43,000	44,900	45,000

Attend Community Meetings and Provide Support for Special EventsDescription: Provide support and liaison with the community to build relationships aimed at ensuring public safety.

<u>Output:</u>	# of hours spent at meetings and community events	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate	300	300	300

ORG 4301: POLICE DEPARTMENT**ACTIVITY: POLICE SUPPORT**

Description: Supply police officers with the services they need to carry out the prevention, investigation, and prosecution of crime.

FY10 GOALS

1. Continue internal SomerStat-type meetings that review crime data and prevention/investigation strategies.
2. Continue to use crime analysis and GIS for SPD decision-making.
3. Fully implement Digital Dictation of Police NIBRS reports.
4. Develop an interactive SPD Web site.

FY09 GOAL REVIEW

1. Continue internal SomerStat-type meetings that review crime data and prevention/investigation strategies. (Ongoing)
2. Continue to use crime analysis and GIS for SPD decision-making. (Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of officers supported. (Based on count of officers)	129	125	125
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS**Maintain Inventory of Collected Evidence**

Description: Maintain "evidence chain of custody" for department to ensure officers can retrieve evidence for successful prosecution of crime.

<u>Output:</u> # of evidence items inventoried	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY10: Estimate	7,000	7,000	7,000

Maintain Police Vehicles

Description: Ensure that police vehicles receive timely preventive maintenance and repairs to maximize their lifespan.

<u>Output:</u> # of cars maintained	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate by Frank Bates	57	58	58

Communicate with the Media and Public

Description: Provide communication on crime trends and SPD initiatives to the press and the public as well as other departments and police agencies.

<u>Output:</u> # of information items responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate by Deputy Chief. Upton	4,052	5,696	5,600

Respond to Citizen Requests for Crime Statistics

Description: Respond to external requests for data analysis.

<u>Output:</u> # of citizen requests completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate by Frank Bates	250	250	250

Respond to Command Staff and Internal Crime Analysis Requests

Description: Respond to internal requests for data analysis and present unsolicited reports on crime trends.

<u>Output:</u> # of internal requests completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate by Frank Bates	150	150	150

ORG 4301: POLICE DEPARTMENT**ACTIVITY: PROFESSIONAL STANDARDS**

Description: Ensure officers are well prepared to fulfill their duties and that all officers follow policies and procedures.

FY10 GOALS

1. More training in IA, since it is such a specialized field.
2. Additional training for the Chief and Deputy Chiefs in disability law, HIPPA laws as well as reference materials.
3. Continue to rewrite and update policies and procedures for department.

FY09 GOAL REVIEW

1. More training in IA for Lt., Sgt. and myself, since it is such a specialized field. (Ongoing)
2. Additional training for the XO and future deputies in disability law, HIPPA laws as well as reference materials. (Ongoing)
3. Additional secure fax machine for medical records to be located in what is now the central records office. (In progress)
4. Additional officer for Professional Standards to assist in Accreditation and Policy and procedures. (On hold)
5. Rewrite policies and procedures for department. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of officers brought into compliance with state and national standards. (Based on count of officers)	115	128	125
<u>Outcome:</u>	% of officers in compliance with state and national standards (Based on actual training records for FY08 and projected for FY09 and FY10)	100%	100%	100%

ADDITIONAL MAJOR OUTPUTS**Conduct Drug Testing**Description: Conduct drug testing of officers.

<u>Output:</u>	# of hours spent testing	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Deputy Chief Upton	72	84	84

Ensure Compliance with State and National StandardsDescription: Inform staff of changes to SPD standards and ensure compliance.

<u>Output:</u>	# of hours spent reviewing standards	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate by Deputy Chief Upton	930	1,000	500

Review and Rewrite SPD PoliciesDescription: Ensure operating policies, procedures, and regulations meet state and national professional standards.

<u>Output:</u>	# of hours spent reviewing policies	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate by Deputy Chief Upton	930	1,000	500

Award Worthy Officer ActionsDescription: Reward merit properly to deserving officers.

<u>Output:</u>	# of hours spent reviewing and recognizing actions	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Deputy Chief Cabral	150	175	200

Make Court TapesDescription: Make recordings of court hearings.

<u>Output:</u>	# of hours spent making tapes	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Deputy Chief Upton	738	500	300

Investigate Professional Standards ComplaintsDescription: Resolve complaints filed against officers internally and ensure compliance with SPD code of conduct.

<u>Output:</u>	# of hours spent investigating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Deputy Chief Upton	630	580	330

ORG 4301: POLICE DEPARTMENT

External Investigations

Description: Resolve complaints filed against officers by citizens and ensure compliance with SPD code of conduct.

Output: # of hours spent investigating

FY08 (Act.):

FY09 (Proj.):

FY10 (Proj.):

90

90

200

Source: FY08-FY10: Estimate by Deputy Chief Upton

ORG 4301: POLICE DEPARTMENT

ACTIVITY: TRAFFIC UNIT

Description: Educate Somerville citizens about traffic laws, work to get their compliance with traffic laws, and enforce traffic laws to protect safety and quality of life.

FY10 GOALS

1. Decrease reportable traffic accidents by 2%.
2. Identify the top five high accident locations in Somerville and come up with a plan to reduce the accidents occurring at these locations.
3. Take steps necessary to create a commercial motor vehicle inspection and enforcement unit.
4. Increase seat belt usage by drivers in Somerville.
5. Continue to seek state and federal assistance that fits the needs and goals of the Traffic Unit and increases the overall safety and well being of Somerville residents.

FY09 GOAL REVIEW

1. Decrease reportable traffic accidents by 2%. (Ongoing)
2. Identify the top 10 motor vehicle accident locations in Somerville and conduct a comprehensive examination of each location to determine the cause of the accidents and the best methods to reduce them. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of traffic citations issued, criminal complaints filed, and arrests made as a result of traffic violations. (Actual for FY08 and projections for FY09 and FY10 by Traffic Bureau)	5,975	6,503	6,600
<u>Outcome:</u>	Reduction in reportable traffic accidents (Actual for FY08 and projections for FY09 and FY10 by Traffic Bureau)	3%	2%	2%

ADDITIONAL MAJOR OUTPUTS

Manage Tow Companies

Description: Assure compliance by private towing companies with City and state regulations.

<u>Output:</u>	# of cars towed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate by Traffic Bureau	2,296	3,068	3,300

Serve as Police Prosecutor in Traffic Cases

Description: Represent the Police at court, prosecute minor cases, and ensure successful prosecution of arrests by Police Officers.

<u>Output:</u>	# of traffic cases prosecuted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Traffic Bureau	1,200	1,500	1,700

Carry out Selective Enforcement

Description: Help ensure compliance with laws and respond to requests of city officials and members of community.

<u>Output:</u>	Dollar amount in citations issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Traffic Bureau	465,360	471,665	475,000

Investigate Abandoned Vehicles

Description: Ensure safe passage of Somerville vehicles by clearing abandoned vehicles.

<u>Output:</u>	# of abandoned cars investigated	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY10: Estimate by Traffic Bureau	730	750	650

Investigate Accidents

Description: Determine cause of accidents, enforce laws on violators, and ensure public safety.

<u>Output:</u>	# accident reports filed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate by Traffic Bureau	663	1,120	1,000

ORG 4301: POLICE DEPARTMENT

ACTIVITY: TRAINING

Description: Provide officers, detectives, sergeants, and operators with continuing education and training consisting of firearms, first responder certification, Weapons of Mass Destruction as required by Homeland Security mandates, in-service trainings, investigative methods, and new equipment.

FY10 GOALS

1. Continue to complete Weapons of Mass Destruction training as required by Homeland security mandates.
2. Continue annual firearm training and qualification.
3. Department Equipment and Supplies to be centrally located in one location inside Academy Supply closet.

FY09 GOAL REVIEW

1. Continue to complete Weapons of Mass Destruction training as required by Homeland Security mandates. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of training hours received per officer (Actual for FY08 and projections for FY09 and FY10 by Deputy Chief Cabral)	116	125	40
<u>Outcome:</u>	% of officers who received training (Based on actual training records for FY08 and projected for FY09 and FY10)	100%	100%	100%

ADDITIONAL MAJOR OUTPUTS

Officer Training

Description: Provide training to officers.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of hours spent in training per officer			
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate by Deputy Chief Cabral	160	125	40

ORG 4301 POLICE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	7,542,944	9,594,471	4,428,298	9,448,130
51120 CROSSING GUARDS	222,152	273,000	69,933	273,000
51200 SALARIES & WAGES TEMPOR'Y	2,540	2,000	420	2,000
51300 OVERTIME	895,089	616,000	555,542	598,000
51310 TRAINING-OVERTIME	87,552	84,000	31,490	84,000
51410 LONGEVITY	99,850	82,950	85,825	93,350
51420 COURT TIME	220,501	192,000	122,265	192,000
51430 SHIFT DIFFERENTIALS	542,039	781,613	345,448	812,801
51460 OUT OF GRADE	6,763	8,054	2,221	8,054
51530 HOLIDAYS	543,891	634,999	306,232	620,082
51532 HOLIDAYS - S.M.E.A.	1,198			658
51540 PERFECT ATTENDANCE	10,600			
51690 OTHER DIFFERENTIALS	12,904	1,460		1,461
51691 OTHER LUMP SUM PAYMENTS		64,500	1,050	63,000
51692 5/2 BUYBACK	53,282	37,341	3,521	54,586
51920 SICK LEAVE BUYBACK	24,730			
51930 UNIFORM ALLOWANCE	117,475	66,850	119,600	65,750
51950 EDUCATIONAL INCENTIVE		1,000	4,417	500
TOTAL P-ACCT 51000	10,383,510	12,440,238	6,076,262	12,317,372

P-ACCT 52000 ORDINARY MAINTENANCE

ORG 4301 POLICE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
52066 EQUIP MAINTENANCE		12,500	56	12,500
52450 REPAIRS-VEHICLES	46,725	45,000	7,193	45,000
52460 REPAIRS OFFICE EQUIPMENT	3,504	9,332	1,013	9,332
52475 MAINT SOFTWARE	34,472	35,408	27,386	35,408
52610 REPAIRS-RADIO ALARM	8,683	15,040	2,134	15,040
52760 RENTALS EQUIPMENT	991	1,500	553	1,500
52970 IN SERVICE TRAINING OM	28,076	40,000	3,100	40,000
53000 PROFESSIONL & TECHNCL SVC	21,114	22,737	7,634	22,737
53010 MEDICAL & DENTAL SERVICES	29,019	60,000	31,020	60,000
53060 ADVERTISING	1,935	3,180		3,180
53141 DETENTION ATTENDANTS	11,512	15,000	9,244	15,000
53405 PSTN-USAGE	9,495	6,000	3,609	6,000
53420 POSTAGE	2,029	2,640	1,400	2,640
54200 OFFICE SUPPLIES	13,004	13,200	2,474	13,200
54201 OFFICE EQUIPMENT		3,500	3,471	3,500
54210 PRINTING & STATIONERY	4,524	5,429		5,429
54220 COMPUTER SUPPLIES	3,109	15,000	1,431	15,000
54240 BOOKS & BOOKBINDING	288	500		500
54825 VEHICLES-NON CAPITAL	8,901			
54900 FOOD SUPPLIES & REFRESHMT	1,012			
55850 PHOTOGRAPHIC SUPPLIES	423	900		900

ORG 4301 POLICE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
55870 MAGAZINES,NEWS,SUBSCRIPTS		400		400
55880 PUBLIC SAFETY SUPPLIES		22,000	487	27,000
55890 SUPPLIES FOR MEN/WOMEN	28,943	20,000	3,932	20,000
55910 COLORGUARD	1,500	1,500		1,500
55920 TRAFFIC SUPV SUPPLIES	1,526	2,000		2,000
57210 OUT OF STATE CONFERENCES	439			
57300 DUES AND MEMBERSHIPS	5,585	5,300	1,615	5,300
57310 BAPERN MEMBERSHIP	2,624	2,675	2,624	2,675
57840 CARE OF PRISONERS		5,000		5,000
TOTAL P-ACCT 52000	269,434	365,741	110,376	370,741
P-ACCT 58000 CAPITAL OUTLAY				
58535 ATHLETIC EQUIPMENT	19,879			
58540 VEHICLES	51,000			-
TOTAL P-ACCT 58000	70,879	-	-	-
P-ACCT 60000 SPECIAL ITEMS				
62710 RENTAL - BUILDINGS		51,314	26,996	51,314
TOTAL P-ACCT 60000	-	51,314	26,996	51,314
TOTAL ORG 4301 FUNDING REQUIRED	10,723,823 -	12,857,293 -	6,213,634 -	12,739,427

DEPARTMENT NAME Police
 GENERAL FUND ORG NUMBER 4301

Position	Name	Current BASE INC. QUINN	Fiscal Year Base	TOTAL
CHIEF	HOLLOWAY, ANTHONY	3,173.08	162,473.85	162,473.85
CAPT	CABRAL, MICHAEL S	2,750.00	140,810.54	140,810.54
CAPT	UPTON, PAUL J	2,750.00	140,810.54	140,810.54
CAPT	DEVEREAUX, MICHAEL	2,309.02	118,230.67	135,633.79
CAPT	FEMINO, CHARLES J	2,309.02	118,230.67	130,919.80
CAPT	OCONNOR, JOHN T	2,309.02	118,230.67	135,633.79
CAPT	TRANT, PAUL R	2,309.02	118,230.67	130,819.80
LIEUT	HYDE, DANIEL J	1,965.13	100,622.19	115,582.67
LIEUT	POLITO, JAMES	1,965.13	100,622.19	111,643.18
LIEUT	STANFORD, JAMES J	1,965.13	100,622.19	110,840.14
LIEUT	COTTER, BERNARD D	1,965.13	100,622.19	111,643.18
LIEUT	VIVOLO, CARMINE C	1,965.13	100,622.19	115,279.63
LIEUT	NARGI, ANTHONY S	1,965.13	100,622.19	110,540.14
LIEUT	RYMILL, GERARD J	1,965.13	100,622.19	115,179.63
LIEUT	CARRABINO, STEPHEN	1,965.13	100,622.19	117,062.67
LIEUT	FALLON, DAVID	1,965.13	100,622.19	115,179.63
LIEUT	GAUGHAN, MICHAEL	1,886.52	81,874.97	96,157.28
LIEUT	SILVA, DENNIS S	1,886.52	96,597.05	107,259.58
SGT	VACANT (16TH Sgt.)	1,672.45	72,584.33	85,508.75
SGT	MCCAIN, JOSEPH E	1,672.45	85,635.85	98,760.26
SGT	BRENNAN, NEIL P	1,672.45	85,635.85	95,422.22
SGT	REARDON, GERALD	1,672.45	85,635.85	95,422.22
SGT	ISIDORO, RICO J	1,672.45	85,635.85	98,224.26
SGT	MULCAHY, MICHAEL	1,672.45	85,635.85	94,793.42
SGT	GOBIEL, JOHN J	1,672.45	85,635.85	99,889.06
SGT	DONOVAN, JAMES	1,672.45	85,635.85	98,272.26
SGT	CAMPBELL, BRUCE B	1,672.45	85,635.85	98,472.26
SGT	WHALEN, SCOTT	1,672.45	85,635.85	98,224.26
SGT	CHRISTENSEN, JOHN	1,605.55	69,680.87	79,062.18
SGT	ROONEY, JAMES R	1,605.55	82,210.31	91,691.62
SGT	MARINO, JOHN A	1,605.55	82,210.31	95,100.58
SGT	MACARELLI, JOSEPH	1,605.55	82,210.31	94,812.58
SGT	RYMILL, A WILLIAM	1,605.55	82,210.31	91,169.74
SGT	AUFIERO, JOHN T	1,337.96	68,508.68	80,126.38
PATROL04	AMERAL, MICHAEL A	1,354.21	69,340.74	84,119.78
PATROL04	ANKENBAUER, ROBER	1,191.70	61,019.61	72,565.24
PATROL04	BARNARD, EDWARD	1,083.37	55,472.69	69,197.81
PATROL04	BERROUET, WOLFF E	1,354.21	69,340.74	83,207.78
PATROL04	BROWN, MICHAEL D	1,300.04	66,567.03	81,489.24
PATROL04	CAPOBIANCO, ALESSANDRO	1,300.04	66,567.03	80,239.20
PATROL04	CARR, WILLIAM F	1,191.70	61,019.61	75,878.04
PATROL04	CHAILLE, WARREN A	1,191.70	61,019.61	74,496.24
PATROL04	COLLETTE, WALTER , JR.	1,300.04	66,567.03	80,239.20
PATROL04	COLLINS, NEIL F	1,354.21	69,340.74	85,019.78

PATROL04	COSTA, KATHRYN M	1,300.04	66,567.03	77,808.24
PATROL04	COSTA, MARTHA F	1,300.04	66,567.03	78,633.24
PATROL04	COVERT, LANCE S	1,083.37	55,472.69	72,797.81
PATROL04	DERVISHIAN, GEORGE	1,083.37	55,472.69	76,408.63
PATROL04	DIGREGORIO, JEFFREY	1,354.21	69,340.74	83,319.78
PATROL04	DOTTIN, DERRICK	1,191.70	61,019.61	74,378.04
PATROL04	DOTTIN, SHANNON N	1,083.37	55,472.69	65,697.81
PATROL04	DRISCOLL, ROBERT	1,300.04	66,567.03	81,914.39
PATROL04	DUFFY, PAUL C	1,354.21	69,340.74	84,107.78
PATROL04	ELPIDOFOROS,PATRICIA	1,354.21	69,340.74	80,842.24
PATROL04	FREITAS, MARCOS	1,083.37	55,472.69	68,333.44
PATROL04	GAMBLE, SCOTT	1,191.70	61,019.61	75,886.04
PATROL04	GILBERTI, RICHARD	1,191.70	61,019.61	74,965.24
PATROL04	HICKEY, ROBERT W	1,300.04	66,567.03	81,089.39
PATROL04	HODGDON, JAMES W	1,083.37	55,472.69	75,493.44
PATROL04	HYDE, JAMES P	1,300.04	66,567.03	81,389.24
PATROL04	IRVING, PATRICK J	-	-	4,200.00
PATROL04	JOHNSON, STEVEN	1,083.37	55,472.69	69,097.81
PATROL04	JONES, STEPHEN	1,083.37	55,472.69	68,333.44
PATROL04	KELLEHER, ROBERT	1,354.21	69,340.74	84,990.97
PATROL04	KENNELLY, MICHAEL	1,300.04	66,567.03	78,633.24
PATROL04	KIELY, MICHAEL R	1,354.21	69,340.74	83,215.78
PATROL04	LAVEY, RICHARD, JR.	1,354.21	69,340.74	83,319.78
PATROL04	LEUCHTER, JOHN W	1,191.70	61,019.61	77,934.67
PATROL04	LEYNE, THOMAS A	1,300.04	66,180.44	84,385.09
PATROL04	LYONS, DAVID	-	-	8,075.00
PATROL04	MANFRA, MARYANNE	1,300.04	66,567.03	80,206.20
PATROL04	MANSIR, CLIFFORD	1,300.04	66,567.03	82,018.39
PATROL04	MANZELLI, ANTHONY	1,300.04	66,567.03	81,039.20
PATROL04	MARTINI, LEO D	1,300.04	66,567.03	81,914.39
PATROL04	MCCARTHY, WILLIAM	1,354.21	69,340.74	83,871.78
PATROL04	MCGRATH, MICHAEL	1,083.37	55,472.69	69,308.63
PATROL04	MCNALLY, JAMES	1,354.21	69,340.74	86,415.78
PATROL04	MELO, CARLOS P	1,083.37	55,472.69	69,208.63
PATROL04	MITSAKIS, TIMOTHY	1,354.21	69,340.74	83,319.78
PATROL04	MONACO, ALAN	1,191.70	61,019.61	74,390.04
PATROL04	MONTE, DAVID F	1,300.04	66,567.03	80,443.20
PATROL04	NADILE, ERNEST J	1,191.70	61,019.61	75,853.04
PATROL04	NARDONE, DOROTHY	1,354.21	69,340.74	84,194.97
PATROL04	NOLAN, WILLIAM L	1,083.37	55,472.69	72,508.63
PATROL04	OLIVEIRA, JOHN L	1,083.37	55,472.69	69,581.81
PATROL04	OLIVEIRA, MARIO	1,083.37	55,472.69	68,412.44
PATROL04	OMEARA, ROSS D	1,354.21	69,340.74	83,207.78
PATROL04	PEFINE, DOMINIC, JR.	1,083.37	55,472.69	68,453.81
PATROL04	RAMIREZ, JOSE	1,083.37	55,472.69	69,312.63
PATROL04	REDDIN, EDWARD R	1,083.37	55,472.69	75,425.44
PATROL04	REGO, DANIEL	1,300.04	66,567.03	81,114.39
PATROL04	REMIGIO, LOUIS M	1,300.04	66,567.03	80,995.20
PATROL04	SHACKELFORD, KEVIN	1,354.21	69,340.74	83,723.24
PATROL04	SHAH, LISA	1,354.21	69,340.74	83,207.78
PATROL04	SHEEHAN, SEAN	1,354.21	69,340.74	80,967.24
PATROL04	SILVA, MICHAEL A	1,354.21	69,340.74	83,307.78
PATROL04	SLATTERY, JAMES, JR.	1,083.37	55,472.69	68,293.44
PATROL04	ST HILAIRE, STEVE	1,191.70	61,019.61	74,278.44
PATROL04	STILES, NICHOLAS	1,083.37	55,472.69	75,425.84
PATROL04	SULLIVAN, TIMOTHY F.	1,191.70	61,019.61	74,286.04

PATROL04	SYLVESTER, SEAN	1,191.70	61,019.61	74,390.04
PATROL04	TAM, JOHN Q	1,354.21	69,340.74	83,071.78
PATROL04	THERMIDOR, JONATHAN	1,354.21	69,340.74	83,215.78
PATROL04	VOZELLA, ROBERT J	1,354.21	69,340.74	84,969.97
PATROL04	WARD, CHRISTOPHER	1,354.21	69,340.74	83,982.78
PATROL04	WYATT, MICHAEL J	1,083.37	55,472.69	68,997.81
PATROL03	DEOLIVEIRA, DIOGO	1,052.45	8,671.22	68,261.17
	Step 4 as of 08/28/09	1,083.37	46,542.57	
PATROL03	MONTINA-GARCIA, NATACHA	1,262.93	10,405.38	77,440.81
	Step 4 as of 08/28/09	1,300.04	55,850.91	
PATROL03	UBEDA, ERICK	1,052.45	8,671.22	69,011.36
	Step 4 as of 08/28/09	1,083.37	46,542.57	
PATROL03	BRIOSO, DOUGLAS	1,052.45	22,090.97	68,613.89
	Step 4 as of 11/27/09	1,083.37	32,728.57	
PATROL03	COLLAZO, ARIEL I	1,052.45	22,090.97	67,738.70
	Step 4 as of 11/27/09	1,083.37	32,728.57	
PATROL03	LEGUISAMON DEL ROSARIO, KILSARYS	1,052.45	22,090.97	67,634.70
	Step 4 as of 11/27/09	1,083.37	32,728.57	
PATROL02	HOLLAND, MICHAEL	999.71	10,982.25	70,443.76
	Step 3 as of 09/17/09	1,157.69	46,555.99	
PATROL02	PASQUALINO, ROBERT	908.83	9,983.90	64,819.10
	Step 3 as of 09/17/09	1,052.45	42,323.81	
PATROL02	FARIA, MICHAEL	1,090.60	29,096.04	73,211.27
	Step 3 as of 01/07/10	1,262.93	30,968.40	
PATROL02	SOARES, EDUARDO	1,090.60	29,096.04	73,315.27
	Step 3 as of 01/07/10	1,262.93	30,968.40	
PATROL02	CICERONE, FERNANDO	908.83	27,812.29	62,300.72
	Step 3 as of 02/04/10	1,052.45	21,678.05	
PATROL02	DIAZ, HENRY	908.33	27,796.99	61,793.42
	Step 3 as of 02/04/10	1,052.45	21,678.05	
PATROL02	GOMES, CHRISTOPHER	908.33	27,796.99	62,668.61
	Step 3 as of 02/04/10	1,052.45	21,678.05	
PATROL02	JEAN-JACQUES JR., YVON	908.33	27,796.99	62,668.61
	Step 3 as of 02/04/10	1,052.45	21,678.05	
PATROL02	LEGROS, GUERDY	908.33	27,796.99	62,668.61
	Step 3 as of 02/04/10	1,052.45	21,678.05	
PATROL02	MARTINEZ, OSWALDO	880.44	26,943.49	61,043.92
	Step 3 as of 02/04/10	1,052.45	21,678.05	
PATROL02	RADOCHIA, JAMES	908.33	27,796.99	62,772.61

	Step 3 as of 02/04/10	1,052.45	21,678.05	
PATROL02	ISAACS, RANDY	1,090.60	11,980.72	77,055.72
	Step 3 as of 09/17/10	1,262.93	50,788.17	
PATROL02	DIFAVA, MARC	999.71	41,379.57	65,366.80
	Step 3 as of 04/22/10	1,157.69	11,355.12	
PATROL02	GEE, ALBERT	1,090.60	45,141.65	70,659.24
	Step 3 as of 04/22/10	1,262.93	12,387.36	
PATROL02	CAPASSO, MICHAEL	1,090.60	45,141.65	70,555.24
	Step 3 as of 04/22/10	1,262.93	12,387.36	
PATROL02	HOWE, JOHN	908.83	37,617.90	60,282.77
	Step 3 as of 04/22/10	1,052.45	10,322.88	
PATROL01	DIFRONZO, DANTE	880.44	19,689.47	57,701.33
	Step 2 as of 12/08/09	908.83	26,207.73	
PATROL01	VACANT	-	-	0.00
PATROL01	VACANT	-	-	0.00
MOTOREQUIPRPMN	VACANT	859.30	44,855.46	47,166.27
MECHANIC	HARTSGROVE, FRED	1,039.41	53,221.77	53,221.77
JR./ADM. CLERK	CASSESSO, DOROTHY	648.22	33,707.44	34,187.08
HEAD/ADM. CLERK	BATZEK, LORI J	854.17	44,587.67	46,358.51
FINANCIAL ANALYST	VANSTEENSBURG, RITA	1,177.21	60,277.66	60,277.66
DETAIL CLERK	ROCHE, ELIZABETH	1,070.80	55,895.76	56,959.92
JR. DETAIL CLERK	WRIGHT, KRISTY	716.29	37,390.34	37,883.60
RECORDS CLERK	CARANFA, JENNIFER	769.24	39,388.04	39,388.04
RECORDS CLERK	COLLIER, SEAN	769.24	39,388.04	39,388.04
RECORDS CLERK	VACANT	384.62	19,694.02	19,694.02
JUVENILE SPECIALIST	JAMES, ROLAND	950.22	24,327.45	12,163.73
			9,448,130.32	11,148,155.02

ORG 1701: E-911 OPERATORS

MISSION STATEMENT:

The E-911 Operators' mission is to retrieve and disseminate accurate police-related information and police emergency services in conformity with the law and critical investigative needs of the Department.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 626,812	\$ 635,756	\$ 601,906	-5%
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -	0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 626,812	\$ 635,756	\$ 601,906	-5%

CHANGES BETWEEN FY09 and FY10:

- Decrease of nearly \$34,000 in PS salaries is due to one position becoming mostly grant-funded as well as the agreed upon 1-week furlough for all operators.

FY10 MAIN PRIORITIES:

- Continue planning design of new dispatch center in public safety building.
- Diversify training for E-911 personnel.
- Explore concept of regionalization of E-911 operations with surrounding communities.

FY09 MAIN ACCOMPLISHMENTS:

- Continued planning the design of new dispatch center in public safety building.
- Expanded training for E-911 personnel.
- Updated equipment within E-911 dispatch area.

ORGANIZATION

E-911 consists of 14 civilian operators, supervised by the Police department's station lieutenant and the Deputy Chief in charge of Operations.

ORG 1701: E-911 OPERATORS

ACTIVITY: E-911

Description: Retrieve and disseminate accurate police-related information and police emergency services in conformity with the law and critical investigative needs of the Department.

FY10 GOALS

1. Continue planning design of new dispatch center in public safety building.
2. Diversify training for E-911 personnel.
3. Explore concept of regionalization of E-911 operations with surrounding communities.

FY09 GOAL REVIEW

1. Continue planning design of new dispatch center in public safety building. (Ongoing)
2. Expand training for E-911 personnel. (Ongoing)
3. Update equipment within E-911 dispatch area. (Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> E911 calls handled (Estimates for FY08-FY10 by Capt. Trant)	23,000	25,000	27,500
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Enter Crime Reports into Web Partner

Description: Enter information on crimes into Web Partner.

<u>Output:</u>	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of Web Partner reports			
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate by Capt. Trant	5,039	4,880	4,950

Enter Non-crime Reports into CAD

Description: Enter information on non-crime incidents such as traffic accidents, missing persons, and lost property into CAD.

<u>Output:</u>	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of CAD reports			
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate by Capt. Trant	3,105	2,985	3,000

ORG 1702 POLICE - ENHANCED 911

	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES			
51110 SALARIES	548,091	260,396	512,632
51300 OVERTIME	40,000	36,960	40,000
51430 SHIFT DIFFERENTIALS	13,366	5,851	14,974
51530 HOLIDAYS	27,299	8,037	27,300
51930 UNIFORM ALLOWANCE	7,000	7,000	7,000
TOTAL P-ACCT 51000	635,756	318,244	601,906
TOTAL ORG 1702 FUNDING REQUIRED	635,756	318,244	601,906

DEPARTMENT NAME POLICE ENHANCED 911
 GENERAL FUND ORG NUMBER 1702

Position	Name	Current Base	Fiscal Year Base	TOTAL
E-911 Operator	CORNELIO, CHRISTINE	758.57	38,841.69	42,247.21
E-911 Operator	DEFRANZO, ROBYN	758.57	38,841.69	41,846.81
E-911 Operator	DESCHENES, JEANNE	736.48	37,710.60	41,546.90
E-911 Operator	DESOUSA, SUSAN	758.57	38,841.69	42,640.20
E-911 Operator	GROSSE, DENISE	758.57	38,841.69	42,640.20
E-911 Operator	KIELY, JULIE	758.57	38,841.69	41,834.67
E-911 Operator	LENNON, SCOTT	758.57	38,841.69	42,647.78
E-911 Operator	LEWON, MAUREEN	660.51	33,820.64	37,321.99
E-911 Operator	MCKENNA, JOAN	758.57	38,841.69	42,301.95
E-911 Operator	MCLAUGHLIN, CATHLEEN	758.57	38,841.69	42,780.61
E-911 Operator	MEDEIROS, THERESA	758.57	38,841.69	41,846.81
E-911 Operator	MILLIGAN, ALICE	758.57	38,841.69	42,640.20
E-911 Operator	VALLERY, KRISTINE	758.57	38,841.69	42,774.54
E-911 Operator	WARD, KENNETH	758.57	13,841.69	16,834.67
				561,904.56

MISSION STATEMENT:

The Animal Control department responds to all calls relating to wild and domestic animals that may be sick, injured or considered dangerous, providing transportation to the MSPCA or a veterinarian as necessary. The department enforces all aspects of the City ordinance regarding cruelty to animals, as well as any instance involving an animal that may be abandoned or unclaimed.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$42,445	\$62,883	\$69,288	10%
ORDINARY MAINTENANCE	\$1,273	\$12,507	\$12,507	0%
CAPITAL OUTLAY	\$-	\$-	\$-	0%
GENERAL FUND EXPENDITURES	\$43,718	\$75,390	\$81,795	8%

CHANGES BETWEEN FY09 and FY10:

- The PS increase from FY09 includes \$5,000 in necessary overtime that was not included in last year's budget.

FY10 MAIN PRIORITIES:

- Enforce the dog ordinances as posted in the City's parks and open spaces.

FY09 MAIN ACCOMPLISHMENTS:

- Respond to all calls relating to wild and domestic animals that may be sick, injured or considered dangerous, providing transportation to the MSPCA or a veterinarian as necessary. (Complete)
- Enforce all aspects of the City ordinance regarding cruelty to animals, as well as any instance involving an animal that may be abandoned or unclaimed. (Ongoing)
- Organize the annual Rabies Day program that offers owners the chance to have their cat or dog vaccinated. (Complete)
- Advertise the City's animal adoption program. (Ongoing)

DEPARTMENT ORGANIZATION

The department consists of one full-time Animal Control Officer and one part-time Animal Control Officer position that is currently vacant.

ORG 1038: ANIMAL CONTROL

ACTIVITY: ANIMAL CONTROL

Description: The Animal Control department responds to all calls relating to wild and domestic animals that may be sick, injured or considered dangerous, providing transportation to the MSPCA or a veterinarian as necessary. The department enforces all aspects of the City ordinance regarding cruelty to animals, as well as any instance involving an animal that may be abandoned or unclaimed.

FY10 GOALS

1. Enforce the dog ordinances as posted in the City's parks and open spaces.

FY09 GOAL REVIEW

1. Respond to all calls relating to wild and domestic animals that may be sick, injured or considered dangerous, providing transportation to the MSPCA or a veterinarian as necessary. (Complete)
2. Enforce all aspects of the City ordinance regarding cruelty to animals, as well as any instance involving an animal that may be abandoned or unclaimed. (Ongoing)
3. Organize the annual Rabies Day program that offers owners the chance to have their cat or dog vaccinated. (Complete)
4. Advertise the City's animal adoption program. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of animals kenneled FY08: Actual; FY09/FY10: Estimate by April Terrio	87	120	120
<u>Outcome:</u>				

ADDITIONAL MAJOR OUTPUTS

File Bite Reports

Description: File mandated bite reports, following through with prosecution as necessary.

<u>Output:</u>	# of bite reports filed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate by April Terrio	37	50	55

Administer Rabies Program

Description: Ensure pet owners have access to and take advantage of rabies shots.

<u>Output:</u>	# of rabies shots given	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate by April Terrio	45	45	45

Process Dead Animals

Description: Safely cremate dead animals.

<u>Output:</u>	# of dead animals cremated	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate by April Terrio	64	75	75

ORG 1038 POLICE - ANIMAL CONTROL

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	37,890	61,026	19,329	62,246
51300 OVERTIME	3,225		4,501	5,000
51530 HOLIDAY				161
51690 OTHER DIFFERENTIALS	1,330	1,357	545	1,381
51930 UNIFORM ALLOWANCE		500	500	500
TOTAL P-ACCT 51000	42,445	62,883	24,875	69,288
P-ACCT 52000 ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES		1,000	973	1,000
52950 KENNELS		2,500		2,500
52970 IN SERVICE TRAINING OM		200		200
53000 PROFESSIONL & TECHNCL SVC	1,213	7,257	97	7,257
53060 ADVERTISING		400		400
54200 OFFICE SUPPLIES		100		100
55820 BADGES, EMBLEMS, TROPHIES		50		50
55860 UNIFORMS		500		500
55880 PUBLIC SAFETY SUPPLIES		500		500
57110 IN STATE CONFERENCES	60			
TOTAL P-ACCT 52000	1,273	12,507	1,070	12,507
TOTAL ORG 1038 FUNDING REQUIRED	43,718	75,390	25,945	81,795

DEPARTMENT NAME POLICE - ANIMAL CONTROL
GENERAL FUND ORG NUMBER 1038

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
ANIMAL CONTROL OFFICER	APRIL TERRIO	802.77	41,904.59	43,945.91
ANIMAL CONTROL OFFICER (PT)	VACANT	389.69	20,341.82	20,341.82
				64,287.73

MISSION STATEMENT:

The Department of Traffic and Parking ensures the orderly and controlled flow of traffic by:

- Enforcing the City's parking regulations
- Issuing parking permits
- Conducting traffic analyses and engineering projects
- Maintaining parking meters and pavement markings

The Department also coordinates with the Office of Strategic Planning and Community Development, Public Works, School, Police, and Fire Departments to address public safety concerns related to construction projects or special events. Finally, the Department assists the Traffic Commission in developing policies that enhance pedestrian, bicycle, and vehicular safety and reduce air pollution, noise, and congestion associated with vehicular transportation.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 2,049,382	\$ 2,053,509	\$ 2,339,165	14%
ORDINARY MAINTENANCE	\$ 653,741	\$ 756,700	\$ 631,100	-17%
GENERAL FUND EXPENDITURES	\$ 2,703,123	\$ 2,810,209	\$ 2,970,265	6%

CHANGES BETWEEN FY09 and FY10:

- Increase of \$244,000 to Personnel Services for additional required personnel to support proposed citywide residential parking permit initiative and longer hours for metered districts.
- Decrease of \$140,000 to Ordinary Maintenance Professional and Technical Services due to new ticket-processing vendor contract.
- Overall increase of \$3,500 for repairs due to an increase in meter zones.
- Increase of \$13,000 for Printing and Stationary due to notification of new parking policies that may be implemented through FY2010.
- Decrease of \$3,000 to Repairs to Highways due to an increase in other lines.
- Increase of \$5,000 to Repairs to Communications Equipment to purchase radios for additional officers.
- Increase of \$900 for Hardware and Small Tools and \$1,500 for Repairs to Parking Meters due to the meter initiatives.

FY10 MAIN PRIORITIES:

- Transition the City of Somerville to a citywide permit parking program to help preserve parking spaces for Somerville residents
- Extension of hours of operation for city parking meters to increase turnover and improve access to local businesses
- Explore additional convenience opportunities in Davis Square parking lots including credit card payments, increased distribution of park cards, and additional agreements with local businesses to provide more spaces
- Add online access to photos of parking violations and allow online appeals of tickets

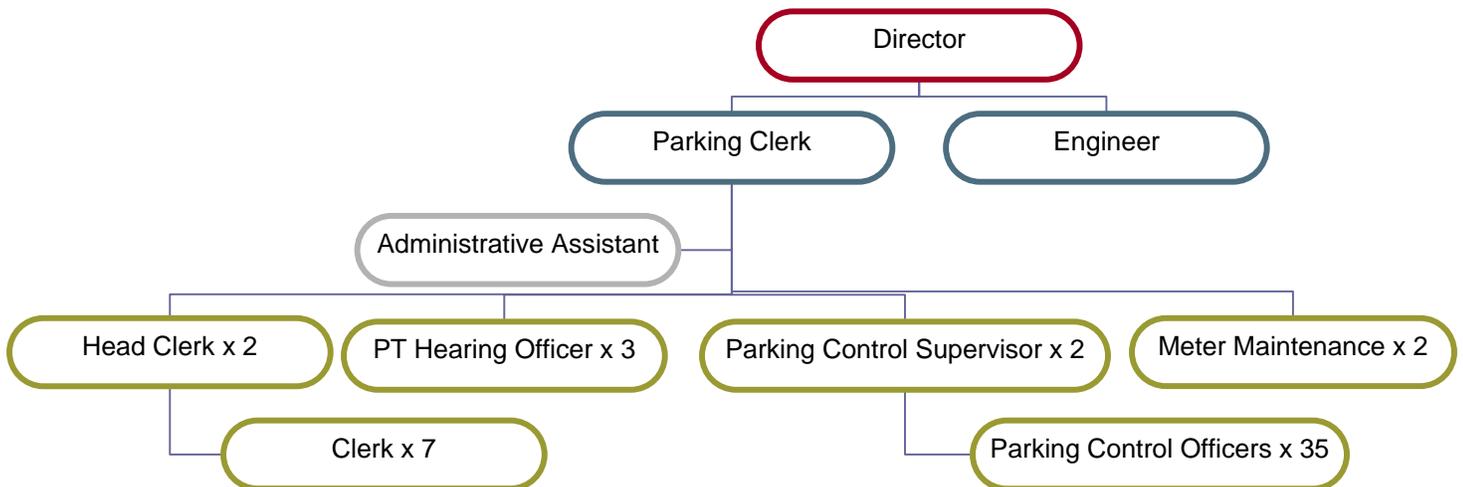
ORG 4401: TRAFFIC AND PARKING

- Improve pedestrian safety by adding 300 crosswalks and 2 miles of additional bike lanes

FY09 MAIN ACCOMPLISHMENTS:

- Issued competitive request for proposal for ticket and permit processing vendor resulting in a savings to the city of \$60,000 per year compared to the current pricing
- Successfully transitioned to the new ticket and permit processing vendor resulting in immediate technological improvements including photographs of violations which will improve accountability of parking control officers and remove ambiguity around violations
- Added approximately 6 miles of bike lanes, representing an 88% increase, and 200 crosswalks to improve pedestrian and bike safety.
- Created a new meter zone on Beacon Street to increase vehicle turnover for neighboring businesses
- Established computer station in lobby to give customers increased payment options and access to city information and services

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Collection
- Maintenance and Repair
- Operations
- Parking Enforcement

ORG 4401: TRAFFIC AND PARKING**ACTIVITY: COLLECTIONS**

Description: Collect outstanding parking violations and meter/permit revenue owed to the City in order to enforce City parking ordinances and maximize related revenues.

FY10 GOALS

1. Issue a request for proposals for multispace meters in Davis Square parking lots to improve customer service by allowing for credit card meter payments
2. Work with the Chamber of Commerce to increase distribution of park cards
3. Speed revenue and collection processes by using new Duncan technology.

FY09 GOAL REVIEW

1. The department will add a computer terminal in the lobby to give customers increased payment options. (Complete)
2. The department will install a coin counting machine in order to improve the parking meter revenue collection and reconciliation process. (Complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> Total dollars collected from violations	7,417,689	7,300,000	8,668,791
<u>Outcome:</u> % of tickets paid without mailing a first warning notice (Data from ACS)	49%	49%	

ADDITIONAL MAJOR OUTPUTS**Meter Collection**

Description: Collect meter revenue in a timely manner.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> Dollars collected from meters			
<u>Source:</u> Estimate based on collection records	744,000	765,000	1300000

Phone

Description: Collect traffic and parking revenue via an automated phone system.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> Dollars collected			
<u>Source:</u> ACS Computer Systems data	280,000	292,000	346752

Over the Counter Ticket and Permit

Description: Collect parking revenue in a timely and courteous manner.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> Ticket & permit dollars collected			
<u>Source:</u> ACS Computer Systems data	1,557,714	1,533,000	1820446

Meter Bagging

Description: Collect revenue for bagged meters.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> Dollars received from bagged meters			
<u>Source:</u> T&P records	27,000	12,000	11000

Mail

Description: Collect traffic and parking revenue through the mail.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> Dollars collected by mail			
<u>Source:</u> ACS Computer Systems data	3,189,606	2,628,000	3380828

Website

Description: Provide an alternative payment method for customers.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> Dollars collected			
<u>Source:</u> ACS Computer Systems data	2,373,660	2,847,000	3120765

Permit Collection

Description: Collect permit revenue in a timely manner.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> Dollars collected from parking permits			
<u>Source:</u>	400,410	615,000	700000

ORG 4401: TRAFFIC AND PARKING

ACTIVITY: MAINTENANCE AND REPAIR

Description: Provide meter and marking services in order to better support the City's traffic and parking operations.

FY10 GOALS

1. Stripe 300-350 crosswalks given financial resources
2. Add 2-2.5 miles of additional bike lanes on Elm St, Mauslin, Washington and part of the community path.
3. Continue to work the Planning Department to ensure traffic flow and parking requirements are met for large-scale developments.

FY09 GOAL REVIEW

1. Engineering will continue to work closely with the Pedestrian Safety Task Force and other city departments to identify trouble spots for pedestrians and bikers and will make recommendations to the Mayor. (On-going)
2. Engineering will continue to work the Planning Department to ensure traffic flow and parking requirements are met for large-scale developments. (On-going)
3. The department will install several new bike lanes and continue to paint crosswalks and take other measures to ensure that Somerville is a pedestrian- and bike-friendly city. (On-going)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of meters installed and repaired (Actual bases on meter log book.)	4,160	4,500	6,500
<u>Outcome:</u>				

ADDITIONAL MAJOR OUTPUTS

Crosswalks

Description: Ensure crosswalks are clearly visible and add crosswalks at intersections where a crosswalk would improve safety

<u>Output:</u>	# of crosswalks painted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Number of crosswalks painted	193	200	300

Markings

Description: Ensure the City's roadway markings are in satisfactory condition.

<u>Output:</u>	miles of roadway markings and bikelanes painted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on linear feet of thermal plastic laid down	6	6	4.5

ORG 4401: TRAFFIC AND PARKING**ACTIVITY: OPERATIONS**

Description: Provide management, permit issuance, hearings, engineering, and other services in order to support traffic and parking operations.

FY10 GOALS

1. Management will complete transition to new ticket and permit processing vendor and implement enhanced features and reporting capabilities
2. Department will begin allowing access to photos of violations online to improve customer service and lower the number of frivolous appeals
3. Department will allow online appeals as an improved customer service initiative.

FY09 GOAL REVIEW

1. Management will evaluate and bid out contract for ticket and permit processing, requiring enhanced features and reporting capabilities from new vendor. (Complete)
2. Management will work with ticket and permit processing vendor to make ticket and permit processing more efficient and customer friendly. (In progress)
3. The department will continue to look for transactions that could be conducted online, per Mayor Curtatone's ACE customer service initiative. (In progress)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of permits, hearings, studies and meetings	99,300	99,300	129,800
<u>Outcome:</u> % of residents surveyed expressing an opinion who are satisfied with the customer service they receive from Traffic and Parking (Resident satisfaction survey)	FY07: 56%	60%	

ADDITIONAL MAJOR OUTPUTS**Traffic Commission Support**

Description: Advise the Commission on the implementation or revision of parking policies and procedures.

<u>Output:</u> # of Traffic Commission requests responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Traffic Commission records	300	300	300

Traffic Analysis and Studies

Description: Analyze traffic patterns, improve traffic flow, and reduce accidents.

<u>Output:</u> # of traffic analyses/studies conducted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on per week average	1,500	1,500	1500

Hearings

Description: Provide adjudication services to resolve disputes timely and fairly.

<u>Output:</u> # of hearings conducted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	18,500	18,500	22000

Permit Issuance

Description: Issue parking permits in a timely and accurate manner. Control and enforce residential parking throughout the City.

<u>Output:</u> # of parking permits issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> ACS Computer System Data	60,000	60,000	85000

Customer Service

Description: Respond to customer inquiries and complaints in a timely and accurate manner.

<u>Output:</u> # of inquiries responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on 80 calls per day average	19,000	19,000	21000

ORG 4401: TRAFFIC AND PARKING

ACTIVITY: PARKING ENFORCEMENT

Description: Enforce City ordinances, respond to complaints, improve traffic flow and enhance public safety.

FY10 GOALS

1. Scanners will be installed on all handheld computers allowing PCOs to work their routes in a more efficient manner and improve the accuracy of their ticket issuance.
2. Take photos of all traffic violations to eliminate mistaken tickets and discourage frivolous appeals.
3. Increase mobility of parking control supervisors, with supervisors on the streets assisting and checking in with parking control officers at least 3 days per week.

FY09 GOAL REVIEW

1. Scanners will be installed on all handheld computers allowing PCOs to work their routes in a more efficient manner and improve the accuracy of their ticket issuance. (In Progress)
2. All PCO routes will continue to be changed on a regular basis and will be constantly evaluated by management for effectiveness. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total # of tickets issued and vehicles booted	212,600	211,600	226,233
<u>Outcome:</u>	% of residents surveyed expressing an opinion who believe that parking enforcement in their neighborhood is just about right (Resident satisfaction survey)	FY07: 52%	51%	

ADDITIONAL MAJOR OUTPUTS

Booting

Description: Disable vehicles that are in violation of parking ordinances and obtain payment of outstanding parking violations from the registered owner.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of cars booted			
<u>Source:</u>	T&P records	600	600	600

Parking Violations

Description: Issue parking violations to enforce laws and ordinances, improve traffic flow, and enhance public safety.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of parking violations issued			
<u>Source:</u>	ACS Computer System data	220,000	211,000	225633

ORG 4401 TRAFFIC AND PARKING

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	1,860,819	1,867,094	842,443	2,111,116
51115 SALARIES - MONTHLY	1,451	1,451	725	1,451
51200 SALARIES & WAGES TEMPOR'Y	17,257	18,202	8,344	18,202
51300 OVERTIME	68,935	67,000	36,865	67,000
51410 LONGEVITY	16,325	17,275	8,400	19,450
51460 OUT OF GRADE	236	500		-
51520 AUTO ALLOWANCE	17,324	18,150	8,433	20,900
51532 HOLIDAYS - S.M.E.A.				6,558
51690 OTHER DIFFERENTIALS	44,585	46,138	16,685	69,988
51930 UNIFORM ALLOWANCE	22,450	17,699	20,050	24,500
TOTAL P-ACCT 51000	2,049,382	2,053,509	941,945	2,339,165
P-ACCT 52000 ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES		1,000		1,000
52460 REPAIRS OFFICE EQUIPMENT	375	50		50
52470 MAINT CONTRACT-OFFC EQUIP	606	2,000	443	2,000
52495 REPAIRS-COMMUN. EQUIP.	3,629	5,000		10,000
52520 REPAIRS-PARKING METERS	2,877	4,500	2,822	6,000
52540 REPAIRS-HIGHWAYS	39,998	40,000	37,690	37,000
53000 PROFESSIONL & TECHNCL SVC	551,694	640,000	179,577	500,000
53060 ADVERTISING	7,242	8,000	2,772	8,000
53140 POLICE DETAIL	2,920	3,500	800	3,500
53210 EMPLOYEE TRAINING COURSES		250		250
53420 POSTAGE	414	1,000		1,000
54042 RENTALS	3,090	23,000	8,532	23,000
54200 OFFICE SUPPLIES	1,499	1,500	531	1,500
54201 OFFICE EQUIPMENT	84	3,250	1,493	250
54210 PRINTING & STATIONERY	15,716	21,500	10,953	34,500
54221 COMPUTER EQUIPMENT	2,445			
54240 BOOKS & BOOKBINDING	180	300		300
54310 HARDWARE & SMALL TOOLS	1,732	600	381	1,500
55540 SIGNS AND CONES	18,828			
55820 BADGES, EMBLEMS, TROPHIES	170	500		500

ORG 4401 TRAFFIC AND PARKING

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
55860 UNIFORMS	242	250		250
55880 PUBLIC SAFETY SUPPLIES		200		200
57100 IN STATE TRAVEL		50		50
57300 DUES AND MEMBERSHIPS		250		250
TOTAL P-ACCT 52000	653,741	756,700	245,994	631,100
P-ACCT 58000 CAPITAL OUTLAY				
58540 VEHICLES				
58550 STREET AND TRAFFIC LIGHTS				
58591 PARKING MET/INSTALLATION				
TOTAL P-ACCT 58000	-	-	-	-
TOTAL ORG 4401 FUNDING REQUIRED	2,703,123	2,810,209	1,187,939	2,970,265

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

TRAFFIC & PARKING
4401

Position	Name	Current Base	Fiscal Year Base	TOTAL
ACTING DIRECTOR	JAMES KOTZUBA	1,538.46	78,775.05	78,775.05
PARKING CLERK COORDINATOR	LAWRENCE MURPHY	1,017.31	52,090.17	52,090.17
SENIOR ENGINEER	TERENCE SMITH	1,213.21	63,329.56	66,458.93
PT HEARING OFFICER	DIANE SHEPPARD	430.20	22,027.89	22,027.89
PT HEARING OFFICER	JOSEPH VIVOLO	452.18	23,153.35	23,153.35
PT HEARING OFFICER	DELIO SUSI	403.20	20,645.38	20,645.38
ADMINISTRATIVE ASSISTANT	JAMES O'CONNELL	933.20	48,713.04	50,849.68
HEAD CLERK	LAURA ACCAPUTO	854.16	44,587.15	46,357.98
HEAD CLERK	DONNA AMENTA	854.16	44,587.15	45,957.98
PRINCIPAL CLERK	JOANNE BURNS	781.10	40,773.42	42,129.64
PRINCIPAL CLERK	BARBARA SULLIVAN	781.10	40,773.42	41,829.64
JUNIOR CLERK	NEW	611.34	31,911.95	32,384.22
JUNIOR CLERK	MARY JO O'CONNOR	648.22	33,837.08	34,816.73
JUNIOR CLERK	LORRAINE DUBE BULLERWELL	648.22	33,837.08	35,166.73
JUNIOR CLERK	MAUREEN SULLIVAN	635.51	20,590.52	
		648.22	12,834.76	33,902.38
JUNIOR CLERK	NANCY WARD	648.22	33,837.08	34,966.73
PARKING METER REPAIRMAN	JOSEPH COLLETTE	800.45	41,783.49	44,920.35
PCO WORKING SUPERVISOR UNIT D	TAMMY DOE	841.17	43,909.07	48,024.12
PCO WORKING SUPERVISOR UNIT D	LINDA SMITH	925.98	48,336.16	52,414.04
PARKING METER REPAIRMAN	NEW	742.77	38,772.59	40,548.71
PCO	LOUISA BARRON	687.63	35,894.29	38,764.54
PCO	NEW	626.07	32,680.85	38,375.78
PCO	NEW	626.07	32,680.85	38,375.78
PCO	NEW	626.07	32,680.85	38,375.78
PCO	NEW	626.07	32,680.85	38,375.78
PCO	NEW	626.07	32,680.85	38,375.78
PCO	JEAN RICHARD LAINE	687.63	35,894.29	39,714.54
PCO	THOMAS SMYTH	687.63	35,894.29	39,114.54

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

TRAFFIC & PARKING
4401

Position	Name	Current Base	Fiscal Year Base	TOTAL
PCO	RICHARD BRESCIA	687.63	35,894.29	38,864.54
PCO	MARY KILLORAN	756.38	39,483.04	42,485.29
PCO	HELEN HUSSEY MAHONEY	687.63	35,894.29	38,764.54
PCO	ANNE COLLETTE	687.63	35,894.29	38,264.54
PCO	JOHN MORANI	687.63	35,894.29	38,764.54
PCO	ALBERT TOPPI	687.63	35,894.29	38,514.54
PCO	ANTHONY SILVESTRI	687.63	35,894.29	38,514.54
PCO	ANA SOARES	687.63	35,894.29	38,264.54
PCO	WALTER MANNIX	756.38	39,483.04	42,635.29
PCO	VACANT	626.07	32,680.85	38,375.78
PCO	MCCARROLL WARD	756.38	39,483.04	42,485.29
PCO	DALVIR SINGH	756.38	39,483.04	42,485.29
PCO	MARY RONAN	756.38	39,483.04	42,485.29
PCO	JASON MASCI	756.38	39,483.04	42,585.29
PCO	DEBRA ALDERMAN	756.38	39,483.04	41,985.29
PCO	JASON PACHECO	756.38	39,483.04	41,985.29
PCO	GREGG PAIVA	675.32 687.63	8,509.03 27,230.15	38,106.97
PCO	BRIAN ANALETTO	742.84 756.38	7,725.54 31,616.68	41,841.76
PCO	JOHN FILOSI	742.84 756.38	12,331.14 26,927.13	41,757.81
PCO	DELINCE DODIN	742.84 756.38	19,016.70 20,119.71	41,625.12
PCO	MICHAEL LAPIANA	742.84	38,776.25	41,252.50
PCO	PAUL MORRIS	742.84	38,776.25	41,252.50
PCO	JAMES NIXON	742.84 756.38	25,702.26 13,312.29	41,491.08
PCO	NEIL SARTELL	742.84	38,776.25	41,252.50

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

TRAFFIC & PARKING
4401

Position	Name	Current Base	Fiscal Year Base	TOTAL
PCO	MARGARET PIWINSKI	688.68 742.84	14,324.54 23,325.18	40,097.81
PCO	PAUL GOODE	688.68 742.84	15,013.22 22,582.34	40,038.23
PCO	DANIEL RILEY	688.68 742.84	21,900.02 15,153.94	39,442.47
			2,111,116.27	2,252,510.77

MISSION STATEMENT:

The Somerville Health and Human Services Department provides public health services to all residents and businesses of the City. Recognizing that Somerville is a predominantly urban working class community with diversity throughout each neighborhood, the Health and Human Services Department strives to effectively restore and maintain the residents' health and wellness by developing and providing services. This is performed through policymaking, school health programs, public health education programs, sanitary and housing code enforcement, public health regulation, staffing of Women's, Human Rights, Multicultural Commissions, outreach to the GLBT community, outreach to vulnerable populations and delivery of other needed services and programs.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 900,382	\$ 1,066,029	\$ 1,047,394	-2%
ORDINARY MAINTENANCE	\$ 103,614	\$ 127,002	\$ 116,749	-8%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 1,003,996	\$ 1,193,031	\$ 1,164,143	-2%

CHANGES BETWEEN FY09 and FY10:

- The Personnel Services line decreased due to the elimination of one vacant position.
- The OM line reduction was achieved largely by the reduced contract amount for private investigative services.

FY10 MAIN PRIORITIES:

- Create more opportunities for cross-program collaboration.
- Work with other City Departments to build upon the quality of services already provided, resulting in a more holistic approach in delivering services to the residents of Somerville.
- Participate as appropriate in the Census 2010 Complete Count initiative.
- **School nursing** will work with other Health Department Programs, most notably Shape Up Somerville and the Clinical Youth Specialist to better connect school nurses with community resources that positively impact the health of students in the Somerville Public School System.
- **Public Health Nursing** will collaborate with School Nursing and the Somerville Public Schools to conduct a family flu clinic as a one stop shop for entire families to receive immunization against the seasonal flu.
Expand "Vote & Vax" program to include additional polling place.
- **The Office of Commissions** will collaborate with the Public Health Nursing Unit to conduct outreach to special populations for Emergency Preparedness efforts.
- **Somerville Cares About Prevention** will work Clinical Youth Specialist to facilitate trainings for young people around risk reduction strategies. They will also work to build on the increased collaborative efforts with the Somerville Public Schools by increasing formal participation with School System Staff.
- **Shape Up Somerville** will work with the Board of Health to create regulations that insure equity in access to healthy food and safe activity. They will also work with the Somerville Public Schools and the School Nurses to integrate new MADPH "Mass in Motion " mandates related to assessing and then disseminating student health data.

- **The Clinical Youth Specialist** will provide education and raise awareness regarding mental health issues and suicide prevention, provide access to training for School Nursing staff and maintain readiness of the Somerville Trauma Response Network.
- **Tobacco Control** will continue to provide merchant education related to youth access and ETS exposure. They will also work with SCAP to create youth development opportunities for peer leaders when conducting compliance and education activities including special projects to access emerging alternative tobacco products.

FY09 MAIN ACCOMPLISHMENTS:

Health Department

- Successfully applied for 9 grants totaling \$629,429.65 to increase the health and well being of the residents of Somerville.

School nursing

- Provided six Staff trainings for school nurse staff with Children’s Hospital Medical Center.
- Coordinated H1N1 surveillance with School Department personnel.

Public Health Nursing

- Held first ever “Vote & Vax” clinic and presented about this initiative at the MADPH annual adult immunization conference.
- Increased membership in Medical Reserve Corps from 33 to 100 by conducting a mass mailing and two trainings.

The Office of Commissions

- Has successfully transitioned from model previously located within the Mayor’s office.
- Recruited new members and co-chairs for the Somerville Women’s Commission.

Somerville Cares About Prevention (SCAP)

- Raised Community Awareness by reaching a total of 1,618 community members via Coalition-sponsored and co-sponsored projects, events, meetings, presentations and trainings. Added extensive resources for local and state substance abuse treatment options to SCAP webpage.
- Increased Sustainability through four grants awarded totaling \$206,000.
- Participated on the Safe Schools/Healthy Students Federal Grant team to develop application for the Safe Schools/Health Students \$6 million Federal Grant.
- Organized National Night Out on August 5th, 2008 with the collaboration with the Somerville Police Department, Somerville Fire Department, and the City of Somerville. The event had an attendance more than 800 community members.

Shape Up Somerville (SUS)

- Applied for and was awarded four-year, \$400,000 Healthy Kids Healthy Communities Grant from Robert Wood Johnson Foundation.
- Media representation included 21 articles including US News and World Report and USA Today, ongoing collaboration on American Journal of Preventive Medicine article and television presence on Channel 5 and NECN.

Clinical Youth Specialist

- Conducted outreach to 500 students about resources and available afterschool programming.

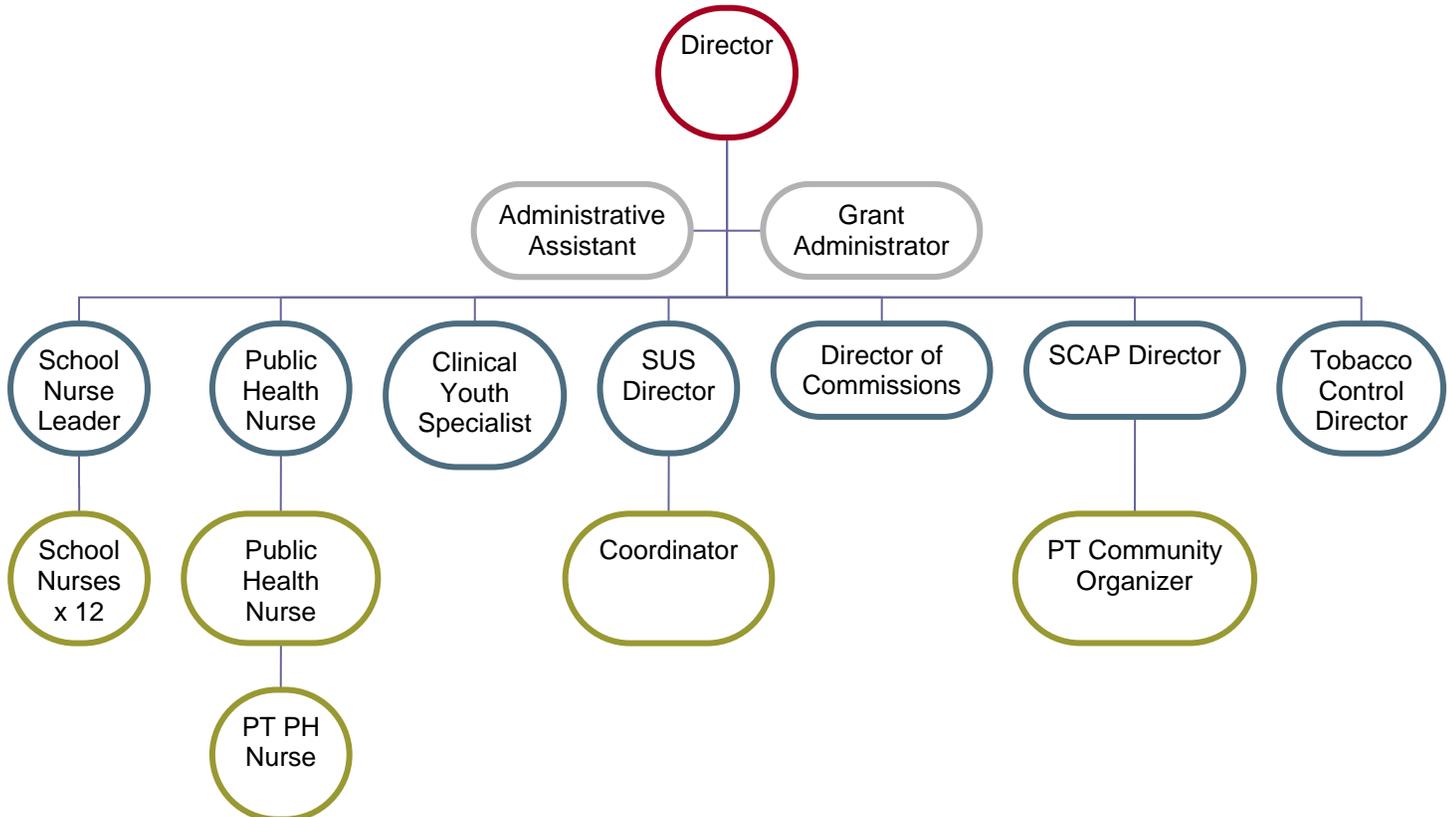
ORG 4701: BOARD OF HEALTH

- Raised awareness for 120+ individuals through training, events and information on suicide prevention.

Tobacco Control

- Conducted compliance checks on merchants selling tobacco products within the 5 City Collaborative area.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Commissions – Multicultural Affairs, Human Rights, GLBT, Women’s
- Public Health
- School Health Nursing
- Shape Up Somerville
- Somerville Cares About Prevention
- Clinical Youth Specialist
- Tobacco Control

ACTIVITY: COMMISSIONS: MULTI-CULTURAL AFFAIRS, HUMAN RIGHTS, GLBT, AND WOMEN'S

Description: The program serves, acts, and coordinates efforts on behalf of the Multicultural Affairs Commission (MAC), Human Rights Commission (HRC), Women's Commission, and Gay/Lesbian/Bisexual/Transgender community (GLBT). The Commission Directors act as a centralizing force in the City and the community for multicultural, human rights, women, GLBT's issues by providing information, referral, guidance, coordination, and technical assistance on efforts intended to ensure and promote the well-being of the community.

FY10 GOALS

1. Develop collaborative outreach and programming to integrate the work of the Commission for Women, Human Rights and Multicultural Affairs and LGBT community.
2. Establish a system to properly track and report data on civil rights violations in Somerville.
3. Increase effectiveness of complaint procedure (measuring complaints received vs. complaints resolved by various methods).
4. Hire a consultant to address youth and young adult priorities as defined from Gay Straight Alliance of the Somerville High School, community outreach, and a variety of polling methods.
5. Organize community outreach and activities for Commissions in conjunction with and also utilizing ResiStat resources.
6. Work with Somerville High School towards greater student participation in City of Somerville Commissions.

FY09 GOAL REVIEW

1. Assess current capacity to execute the responsibilities detailed in their respective ordinances given the number, engagement, and capacity of the sitting Commissioners and their programmatic activities. (Complete)
2. Based on the needs or deficits identified in the assessment, develop a recruitment strategy to expand the number and skills of the Commissioners. This should include clarifying status of Commissioners whose engagement is currently limited either because they are not fulfilling their responsibilities (and should resign) or because they have not completed the approval process (and need to be formally appointed). It should also include developing profiles for the Commissioners to be recruited to ensure gender, cultural, geographic, and other types of diversity as well as the skill sets and experience needed. (In progress)
3. Based on the assessment, each Commission should begin strategic planning to support the development and/or expansion of program activities that will enhance their ability to fulfill their responsibilities. (In progress)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of meetings, events, and activities (actual data)	227	227	227
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Research and Report on Women's Needs (Women's)

<u>Description:</u> Perform regular surveys and maintain reports on women's needs and available city-wide resources.			
<u>Output:</u> # of reports and related events	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	5	5	5

Community Based Programming (Women's)

<u>Description:</u> Supervise and facilitate long-term programming to empower girls and women.			
<u>Output:</u> # of meetings	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Departmental Estimate	45	45	45

Fielding Complaints (HRC)

<u>Description:</u> Receive and respond to complaints/inquiries from public regarding allegations of civil rights violations.			
<u>Output:</u> # of complaints and inquiries received	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	123	4	40

Investigation (HRC)

<u>Description:</u> Investigate allegations of civil rights violations			
<u>Output:</u> # of complaints investigated by HRC	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	11	0	5

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Referral/Other (HRC)

Description: Act as a resource for people seeking redress by assistance and referral to outside agencies.

<u>Output:</u> # of complaints referred elsewhere/not investigated by HRC	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	11	15	15

Educational Events (HRC)

Description: Host educational forums on civil and human rights.

<u>Output:</u> # of educational events	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	10	10	10

Department Meetings (MAC)

Description: Meet with other departments (e.g. YAC) to improve understanding of how they can represent and serve the diverse needs and interests of Somerville's residents.

<u>Output:</u> # of meetings with other departments	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Departmental Estimate	30	30	30

Community Leader Meetings (MAC)

Description: Meet with community leaders to gather and facilitate inputs for department advisory group (e.g. police).

<u>Output:</u> # of meetings with community leaders	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Departmental Estimate	58	60	60

ACTIVITY: PUBLIC HEALTH NURSING

Description: The Public Health Program monitors the health status of the City; investigates health problems and hazards; informs, educates and involves residents in health problems/issues; develops policies that support community health efforts; assures an expert public health work force; evaluates the effectiveness, accessibility and quality of public health services; and develops new insights and innovative solutions to health problems.

FY10 GOALS

1. Research innovative programs offered by other Public Health departments for possible replication in Somerville (e.g. bladder CA screening for firefighters).
2. Research medication and sharps disposal options for residents. Investigate feasibility of coordinating this with local pharmacies.
3. Conduct Family Flu Clinic, a one-stop shop for families where everyone from the very young to the very old can get convenient immunizations against the flu
4. Expand Vote & Vax program to include additional polling places.

FY09 GOAL REVIEW

1. Assess community needs for public outreach programs in collaboration with the Council on Aging. (Complete)
2. Implement the Maven computer system in reporting communicable diseases. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of vaccinations provided Departmental Records	17	20	20
<u>Outcome:</u>	Dollar amount of Medicare reimbursement money received (Estimate based on reimbursement of vaccines for seniors and tuberculosis cases)	\$10,000	\$10,000	\$10,000

ADDITIONAL MAJOR OUTPUTS

Emergency Preparedness

Description: Ensure the Health Department complies with Federal and State directives by developing plans to respond to public health emergencies.

<u>Output:</u>	# of trainings	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	5	7	5

Investigation, Management and Prevention of Communicable Disease

Description: Investigate all cases of communicable disease in Somerville on the Commonwealth of Massachusetts reportable disease list.

<u>Output:</u>	# of cases	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	187	205	187

Direct Observations of contagious disease

Description: Monitor all potential outbreaks of communicable diseases and apply for medicare reimbursement for work completed.

<u>Output:</u>	# of direct observations	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	100	112	100

ORG 4701: BOARD OF HEALTH**ACTIVITY: SCHOOL HEALTH NURSING**

Description: Provide direct nursing care to all school students. Provide health care assessment, intervention, and follow-up care in the school setting. Provide curriculum and preventive health education, and actively collaborate with school crisis teams in the management of mental health crisis situations and minimization of school absences.

FY10 GOALS

1. Complete construction for School Nurse Websites within the School Department website.
2. Facilitate collaboration with Health Department staff to provide training opportunities for School Nurse Staff.
3. Fill two School Nurse vacancies with qualified candidates.

FY09 GOAL REVIEW

1. Complete construction of websites for each school. (On Hold)
2. Refine procedure for annually obtaining Asthma Action Plans. (In progress)
3. Explore ways to maximize use of existing technology--such as ways to have demographic data from X2 (school side) system imported into Healthmaster. (In Progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of interactions with through direct and preventative nursing care and education	38,875	56,575	70,000
<u>Outcome:</u>	% of eligible children screened for vision		69.3%	

ADDITIONAL MAJOR OUTPUTS**Provide Preventative Care**

Description: Conduct periodic health screenings and maintenance of immunization status; comply with state mandates.

<u>Output:</u>	# charts reviewed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Healthmaster Database	5,858	4,998	5,000

Direct Nursing Care

Description: Give treatment and medications as needed and as ordered by physician; communicate with parents, and refer and follow up care, including to those chronically ill and disabled.

<u>Output:</u>	# of children visits	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Healthmaster Database	24,664	38,342	42,000

Health Education to Individuals

Description: Educate school children on an individual basis.

<u>Output:</u>	# students individual health education encounters	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Healthmaster Database	4,669	7,834	10,000

Provide Health Education to Classes

Description: Teach growth and development classes and develop course curriculum modules. Instruct student population about handwashing techniques and proper cough etiquette, as related to infection control and H1N1.

<u>Output:</u>	# of students taught	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on 71 classes with an average of 25 students each	1,775	5,635	2,000

Communicate with Parent/Guardian about Children's Health

Description: Use the Health Master software program to track the # of phone calls home to Parents/Guardians of schoolchildren.

<u>Output:</u>	# of phone calls	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Healthmaster Database	1,909	8,117	8,500

ACTIVITY: SHAPE UP SOMERVILLE

Description: Improve the well being of Somerville by promoting healthier behaviors around physical activity and nutrition. Work closely with community-based organizations to increase nutrition and fitness education outreach, improve program opportunities, advocate for healthful policies, publicize information about Somerville-based health promotion activities, and support the development of new initiatives, with special attention to increasing the participation of underserved populations.

FY10 GOALS

1. Develop Walk/Ride Day in Somerville in a comprehensive and documented way.
2. Increase opportunities for healthy eating for children and families by expanding SUS Approved restaurants to kids' menus.
3. Work with OSPCD to increase access to healthy food in underserved Winter Hill Neighborhood.
4. Advocate for bike/ped concepts in East Broadway 100% design.
5. Implement the School Wellness Policy.

FY09 GOAL REVIEW

1. Develop a targeted marketing strategy to reach the ethnically diverse and the at-health-risk populations for Shape Up Somerville. (In progress)
2. Actualize environmental/policy changes to support SUS. (In progress)
3. Expand the SUS Approved campaign to increase diversity among businesses and restaurants (On hold)
4. Create a Parks map to promote physical activities in outside, green space in Somerville. (Complete)
5. Identify projects for development for FY10. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of projects promoting health (FY07-FY08: Based on estimate)	3	5	4
<u>Outcome:</u>	Number impacted by SUS initiatives Estimate based on number of programs		20,000	

ADDITIONAL MAJOR OUTPUTS

Coordinate Stakeholders

Description: Meet with health promotion initiative leaders, community leaders, and city staff to align activities and goals.

<u>Output:</u>	# of meetings	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		86	90	90

Create and Maintain Marketing and Educational Campaigns

Description: Work with business owners, City squares organizations, and neighborhood groups to develop a comprehensive marketing strategy including branding and channels.

<u>Output:</u>	# of media pieces, e-newsletters and events promoting SUS	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		57	60	65

Writing Grants

Description: Work with other health department staff and community leaders to develop database and grants for programs promoting physical activities and nutrition.

<u>Output:</u>	# of grants written	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>		3	3	3

ACTIVITY: SOMERVILLE CARES ABOUT PREVENTION (SCAP)

Description: Bring together our diverse public agencies, non-profit organizations, private businesses, and independent residents of the community to work as a coalition to address issues associated with the prevention of alcohol and other drug use by Somerville youth.

FY10 GOALS

1. Increase the number of hours expended by Coalition members who participate in environmental strategies to reduce commercial and social access to alcohol among youth (Sticker Shock Campaign, 1. Shoulder Tap Surveys, Alcohol Purchase Surveys, Guiding Good Choices Training, Alcohol Screening Surveys and Community Surveillance).
2. Increase the number of opportunities to share evaluation data from the Somerville Youth Risk Behavior Survey with the Somerville community.
3. Enhance parent participation in coalition activities and projects.

FY09 GOAL REVIEW

1. Increase the number of hours expended by Coalition members who participate in environmental strategies to reduce commercial and social access to alcohol among youth (Sticker Shock Campaign, 1. Shoulder Tap Surveys, Alcohol Purchase Surveys, Guiding Good Choices Training, Alcohol Screening Surveys and Community Surveillance). (In progress)
2. Increase the number of opportunities to share evaluation data from the Somerville Youth Risk Behavior Survey with the Somerville community. (In Progress)
3. Based on the assessment, each Commission should begin strategic planning to support the development and/or expansion of program activities that will enhance their ability to fulfill their responsibilities. (In progress)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of Attendees to Community Awareness events # of coalition sponsored and co-sponsored projects, events, meetings, presentations, and trainings * average attendance	2,920	2,885	2,880
<u>Outcome:</u> % increase in new coalition members	9	17	

ADDITIONAL MAJOR OUTPUTS

Increase Sustainability

Description: Work with public agencies, non-profit organizations, private businesses, and independent residents of the community to develop grants for programs to reduce substance abuse among Somerville youth and the community at large.

<u>Output:</u> # of grants written	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	5	1	2

Conduct Surveys

Description: Track the social, behavioral, and environmental trends of Somerville youth.

<u>Output:</u> # of students and residents surveyed (YRBS, GGC, Alcohol Screenings)	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	1,393	1,200	1,300

Support Community Coalition

Description: Support the structure of a volunteer based community coalition by providing information on training opportunities and networking and information sharing events.

<u>Output:</u> # of coalition email alerts * # coalition members	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	3,537	8,800	7,000

ACTIVITY: CLINICAL YOUTH SPECIALIST

Description: Clinical Youth Specialist (CYS) will work to raise awareness of mental health issues that impact youth with a particular focus on suicide and substance abuse prevention. CYS will provide information and referral, consultation to community groups, schools and individuals, and develop programming to address community interests and concerns. In addition the CYS will be responsible for sustaining and managing the Somerville Trauma Response Network (TRN). The goal is to increase members' capacity to provide supportive and informed responses to address community needs related to traumatic events involving youth.

FY10 GOALS

1. Increase community awareness regarding suicide prevention and mental health resources for youth and families.
2. To provide consultation and programming to individuals working with youth and develop youth leadership opportunities related to promoting positive emotional health.
3. To increase the capacity of the Trauma Response Network (TRN) through training opportunities and collaboration with local mental health providers.
4. Strengthen TRN Leadership Team Tasks and Roles through bi-annual meetings with Police, Fire and emergency preparedness.
5. Continue to conduct reconnaissance and provide TRN support services related to traumatic incidents that impact youth.
6. Continue to collect and track data to determine prevention strategies.

FY09 GOAL REVIEW

1. Increase community awareness regarding suicide prevention and mental health resources for youth. (On going)
2. To provide consultation and programming to youth workers, schools and individuals working with at risk youth. (On going)
3. To participate in the Mayor's Task Force on Suicide Prevention and Mental Health and SCAP coordinating committee. (On going)
4. To increase the capacity of the STRN through training and the expansion of membership throughout the community and schools. (On going)
5. Recruit and Strengthen Trauma Response Network (TRN) and Leadership Team Develop and Offer Relevant Training to New and Existing Members to increase TRN's capacity to respond. (On going)
6. Develop and offer relevant training to new/existing members to increase TRN's capacity to respond. (On going)
7. Provide consultation and training to strengthen Somerville Public School crisis teams. (On hold)
8. Continue to conduct reconnaissance and provide TRN support services related to traumatic incidents that impact youth. (On going)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of trainings provided to the Community	2	8	7
<u>Outcome:</u>	% increase in # of people attending events and trainings (based on data from 2009)		38	

ADDITIONAL MAJOR OUTPUTS

Outreach

Description: Work with youth programs and mental health agencies to expand prevention-oriented programming to youth, especially for at-risk youth, including therapeutic and educational groups.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of groups and individuals addressed through programs and events.		0	950	600

Source: FY07: Actual data, FY08/FY09: Estimate, new output for FY09

Reconnaissance and Activation of TRN

Description: Gather information regarding incidents that could have a traumatic impact on Somerville youth. Determine whether to activate the TRN in response to the incident. Assess needs of the community and which types) of response are appropriate in the aftermath of an incident; communicate with network members to mobilize support and resources to the community.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of reconnaissance events and activations		8	7	5

Source: FY07: Actual data, FY08/FY09: Estimate

ORG 4701: BOARD OF HEALTH

Provide ongoing Training for TRN membership

Description: Develop topic areas, organize logistics, recruit membership, and manage all details pre and post trainings. Provide information on advanced trainings and opportunities to participate in prevention programming offered by the Clinical Youth Specialist.

Output: # of attendees who participated in trainings and prevention programs **FY08 (Act.):** 15 **FY09 (Proj.):** 51 **FY10 (Proj.):** 40

Source: FY07: Actual data, FY08/FY09: Estimate, position was vacant from 9/07 – 2/08

Recruit and Strengthen Trauma Response Network (TRN) and Leadership Team

Description: Clarify the tasks and roles of the Leadership Team. Collect and track data related to youth deaths.

Output: Conduct bi-annual meetings with Police, fire and Emergency Preparedness. # refers to Team Members **FY08 (Act.):** 0 **FY09 (Proj.):** 7 **FY10 (Proj.):** 5

Source: FY07: Actual data, FY08/FY09: Estimate

Raise Awareness of the Role of the Clinical Youth Specialist

Description: Through communication, training, participation in meetings and promoting prevention and resources in the community.

Output: # of programs, events developed **FY08 (Act.):** 12 **FY09 (Proj.):** 23 **FY10 (Proj.):** 20

Source: FY07: Actual data, FY08/FY09: Estimate, unit has changed from FY08 –FY 09

Provide Consultation

Description: Work with other community groups to increase the community's capacity to respond to youth at risk youth.

Output: # of workshops and consultations offered **FY08 (Act.):** 1 **FY09 (Proj.):** 10 **FY10 (Proj.):** 10

Source: FY07: Actual data, FY08/FY09: Estimate

ORG 4701: BOARD OF HEALTH**ACTIVITY: TOBACCO CONTROL**

Description: Promote, develop, implement, and enforce tobacco control regulations and ordinances in order to reduce youth access to tobacco products and reduce public exposure to secondhand smoke in the following cities: Somerville, Everett, Cambridge, Revere, and Chelsea.

FY10 GOALS

1. Continue to provide merchant education related to youth access and ETS exposure.
2. Work with SCAP to create youth development opportunities for peer leaders when conducting compliance and education activities, including special projects to access emerging alternative tobacco products.

FY09 GOAL REVIEW

1. Maintain the percent of establishments that were checked and did not result in sales of tobacco to minors above 95%.
2. Maintain the percent of establishments that were inspected and had no smoking violations above 95%.
3. Go above and beyond state requirements by conducting at least one extra route of compliance checks in each of the five cities (each route contains at least 20 stores).
4. Create comprehensive manual for Tobacco Control Program. (Complete)
5. Update Everett Youth Access regulations. (Complete)
6. Respond to all complaints within 48 hours. (On-going)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of interactions with stores (compliance checks, inspections, trainings, complaint investigation) Departmental Records	3,523	3,523	1,500
<u>Outcome:</u>	% of those establishments that were checked and did not result in sales of tobacco to minors	94%	95%	85%

ADDITIONAL MAJOR OUTPUTS**Conduct Retailer Compliance Checks**

Description: Perform undercover compliance checks where a minor attempts to purchase tobacco.

<u>Output:</u>	# of compliance checks	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on departmental records	1,300	1,300	650

Perform Inspections

Description: Perform inspections to determine whether an establishment is in compliance with Youth Access (YA) and Environmental Tobacco Smoke (ETS) regulations.

<u>Output:</u>	# of inspections	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on departmental records	2,200	2,200	1,100

Conduct Training

Description: Train the establishments' employees and provide them with relevant information in a one-hour workshop.

<u>Output:</u>	# of trainings held	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY09: Actual; FY10: projected	8	8	2

Educational Mailings

Description: Send educational postcards to retailers every month to remind employees about regulations and policies.

<u>Output:</u>	# of postcards sent	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on six messages 2x/year*450 retailers	6,200	6,200	500

Respond to Complaints

Description: Gather information to determine whether YA or ETS violations exist and take appropriate enforcement action when needed.

<u>Output:</u>	# of complaints responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	15	15	25

ORG 4701 BOARD OF HEALTH

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	828,112	988,047	391,700	<u>966,942</u>
51115 SALARIES - MONTHLY	34,791	36,291	15,045	<u>36,099</u>
51200 SALARIES & WAGES TEMPOR'Y	8,742	13,325	1,182	<u>13,325</u>
51300 OVERTIME	7,101	5,600	3,127	<u>5,600</u>
51410 LONGEVITY	6,800	8,150	3,075	<u>8,600</u>
51520 AUTO ALLOWANCE	3,936	4,866	1,604	<u>4,866</u>
51532 HOLIDAYS - S.M.E.A.				<u>2,212</u>
51540 PERFECT ATTENDANCE	1,800		1,600	<u></u>
51930 UNIFORM ALLOWANCE	9,100	9,750	7,150	<u>9,750</u>
TOTAL P-ACCT 51000	900,382	1,066,029	424,483	<u>1,047,394</u>
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	702	1,900	457	<u>1,900</u>
52470 MAINT CONTRACT-OFFC EQUIP	924	450	450	<u>450</u>
52920 EXTERMINATION		700		<u></u>
53000 PROFESSIONL & TECHNCL SVC	83,999	97,997	12,717	<u>88,844</u>
53060 ADVERTISING	447	500		<u>800</u>
53210 EMPLOYEE TRAINING COURSES	1,420	1,650	225	<u>1,650</u>
53420 POSTAGE	400	400		<u>400</u>
54200 OFFICE SUPPLIES	7,199	4,450	817	<u>3,750</u>
54201 OFFICE EQUIPMENT	472	1,050		<u>1,050</u>

ORG 4701 BOARD OF HEALTH

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
54210 PRINTING & STATIONERY	808	650		<u>650</u>
54860 REIMB OF LICENSES	160	1,500	440	<u>1,500</u>
55000 MEDICAL/DENTAL SUPPLIES	5,118	14,000	2,067	<u>14,000</u>
55100 EDUCATIONAL SUPPLIES		100		<u>100</u>
55874 MAGAZINES & PUBLICATIONS	158	250		<u>230</u>
57100 IN STATE TRAVEL	572	150		<u>150</u>
57300 DUES AND MEMBERSHIPS	1,235	1,255	675	<u>1,275</u>
TOTAL P-ACCT 52000	103,614	127,002	17,848	<u>116,749</u>
TOTAL ORG 4701 FUNDING REQUIRED	1,003,996 -	1,193,031 -	442,331 -	<u>1,164,143</u>

DEPARTMENT NAME
 GENERAL FUND ORG NUMBER

Health

 4701

Position	Name	Current Base	Fiscal Year Base	TOTAL
HEALTH DIRECTOR	RENAULT-CARAGIANES, PAULETTE	1,375.79	70,445.72	70,445.72
DIRECTOR OF COMMISSIONS	SONJA DARAI	1,057.69	54,157.78	54,157.78
PUBLIC HEALTH NURSE	MONAGLE, MAUREEN	1,199.11	62,593.54	64,283.36
ADMINISTRATIVE ASSISTANT	HENKLE, KATHY	1,203.35	21,178.96	
		1,207.19	41,768.77	64,428.40
PUBLIC HEALTH NURSE	BARTLETT MARLENE	941.91	49,167.70	51,206.08
SCHOOL NURSE PRACTITIONER	THERESA EMENS	847.10	44,218.62	45,882.04
SCHOOL NURSE PRACTITIONER	VACANT	808.57	38,487.93	39,381.93
SCHOOL NURSE PRACTITIONER	WEINTRAUB, ELEANOR	847.11	44,219.14	45,932.56
SCHOOL NURSE	BINGAY, WILLIAM	785.44	40,999.97	42,651.06
SCHOOL NURSE	BOYLE, NANCY	745.18	38,898.40	39,941.43
SCHOOL NURSE	VACANT/GAY KOTY ON LOA FROM WSNS	785.44	37,386.94	39,130.94
SCHOOL NURSE - SKIP PROGRAM	VACANT/MARIA TULLY FILLING IN	759.83	36,167.91	37,061.91
SCHOOL NURSE	CHAMALLAS, LYNN	759.83	39,663.13	41,209.09
SCHOOL NURSE	CANAVAN, MEREDITH	759.83	39,663.13	40,709.09
SCHOOL NURSE	SARAH BUTTON	678.94	6,110.46	39,332.02
		745.18	32,191.78	
SCHOOL NURSE	BROWN, VONETTA	798.44	41,678.57	42,732.26
SCHOOL NURSE	CARNEY, BARBARA	747.03	38,994.97	41,438.37
SCHOOL NURSE	LEAVITT, MARGARET	747.03	38,994.97	41,288.37
SCHOOL NURSE	VACANT	704.55	33,536.58	34,430.58
CLINICAL YOUTH SPECIALIST - PT	CONTENTE, PATRICIA	480.77	24,617.27	24,617.27
PUBLIC HEALTH NURSE - PT	QUARATIELLO, ELIZABETH	501.92	25,700.23	25,700.23
SCHOOL NURSE LEADER - 40 %	GAY KOTY	500.00	26,100.00	26,100.00
SUBSTITUTE NURSES		25.00	20,000.00	20,000.00
STIPEND NURSES		25.00	20,000.00	20,000.00
GAY/LESBIAN/TRANSGEN LIAISON	VACANT	500.00	5,385.06	5,385.06
BOARD OF HEALTH CHAIRPERSON	GREEN, BRIAN	181.38	2,134.86	2,134.86
BOARD OF HEALTH MEMBER	MELLO, BABETTE	181.38	2,134.86	2,134.86
BOARD OF HEALTH MEMBER	MACHADO, PAULA	181.38	2,134.86	2,134.86
BOARD OF HEALTH HEARING TESTER	PRENDERGAST, IRENE	654.47	7,703.19	7,803.19
BOARD OF HEALTH VISION TESTER	MCNEILL, COLLEEN	654.47	7,703.19	7,803.19
BOARD OF HEALTH VISION TESTER	SCHEIFFERN, MAUREEN	654.47	7,703.19	7,803.19
BOARD OF HEALTH HEARING TESTER	D'ARCANGELO, MARY	1,200.00	1,200.00	1,200.00
				1,028,459.71

MISSION STATEMENT:

The Somerville Public Library is dedicated to providing materials and services that meet the educational, cultural, recreational, and informational needs of all people in the community. From introducing libraries to young children and their families, to supporting their needs in school, to meeting their recreational and educational needs as adults, the Library supports life-long learning and reading enjoyment of the community. The Library recognizes that there are groups such as immigrants, the disabled and low literate individuals that traditionally have been underserved by libraries and the Library strives to provide equal access to all members of the community.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 1,568,196	\$ 1,616,607	\$ 1,417,623	-12%
ORDINARY MAINTENANCE	\$ 284,710	\$ 283,720	\$ 201,520	-29%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 1,852,906	\$ 1,900,327	\$ 1,619,143	-15%

CHANGES BETWEEN FY09 and FY10:

- The reduction in Personnel Services costs was achieved by eliminating 4 positions and reducing Overtime.
- The reductions in Ordinary Maintenance costs include \$55,000 in Textbooks and \$5,700 in Audio Visual, which will be offset by Library Trust Funds. In addition, \$19,800 was reduced in security costs.

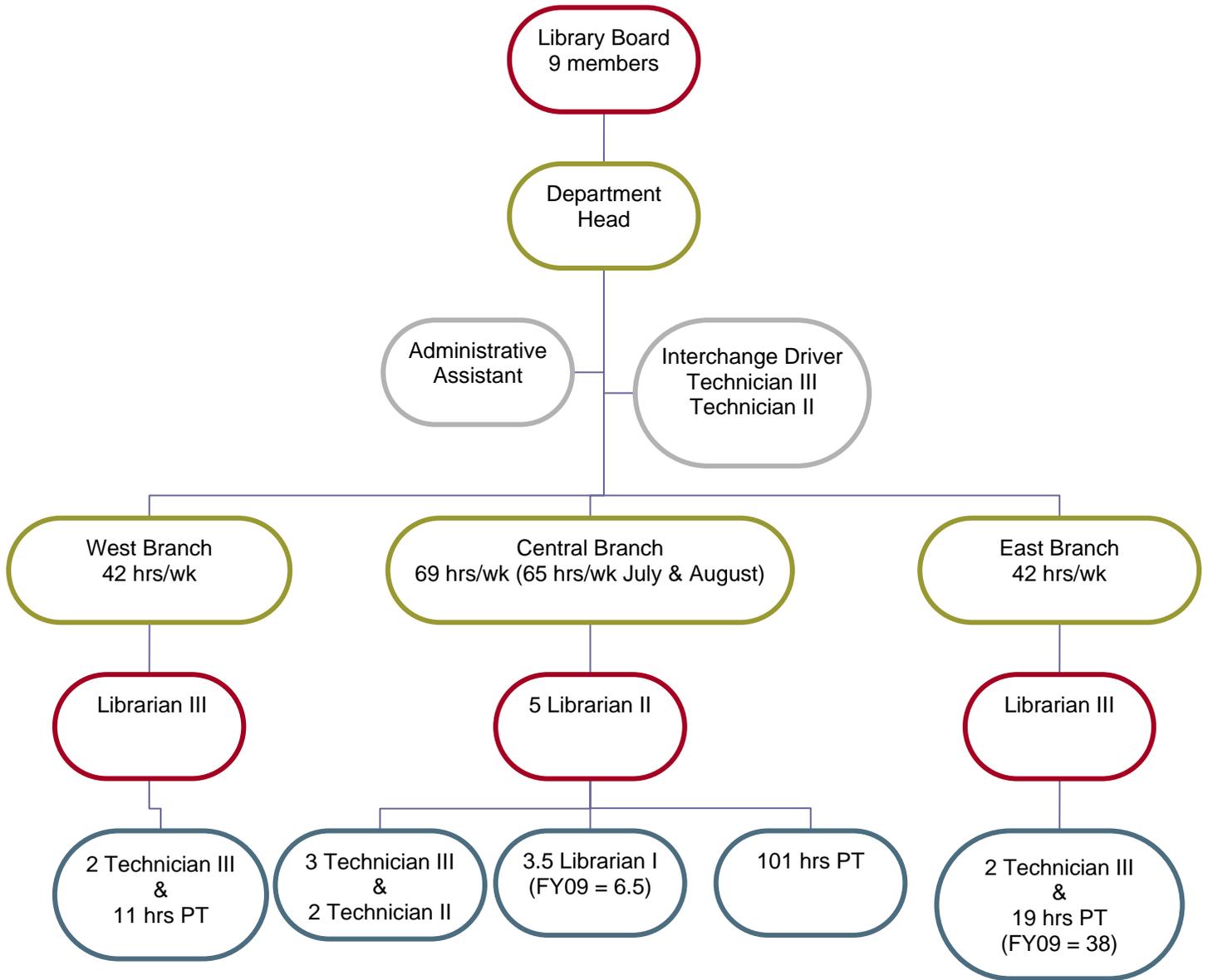
FY10 MAIN PRIORITIES:

- Develop a plan for the Library building, in conjunction with a team of City staff and the trustees, using the Planning and Design Grant awarded by the Massachusetts Board of Library Commissioners.
- Develop a long range technology plan
- Begin offering computer classes, more young adult programming, increased programming aimed at ethnic minority communities and increased children’s programming particularly on weekends and in languages other than English
- Expand outreach through more frequent blog entries, instant messenger, twitter, and an electronic library newsletter

FY09 MAIN ACCOMPLISHMENTS:

- Handled the highest ever circulation rates while providing the same high level of customer service
- Worked with IT to re-wire libraries and install new VOIP phones with improved voicemail capabilities, connect select computers to the city computer network and higher speed trial internet connection with the Minuteman network.
- Began upgrading 30 staff and public computers using the Gates grant and State Aid.
- Increased attendance at adult programming, notably the free ESOL classes
- Completed a large scale weeding of adult collection to maximize usage of the limited space at the current libraries and allow improved collection of current and popular materials.
- Expanded outreach through a new MySpace page, a blog, and over 10 public appearances and significant community contacts by the Director through FY09.

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department can be divided into the following major functional areas:

- Adult Programming
- Children
- Circulation
- Collection Development
- Computer Services
- Outreach & Public Relations
- Reference Services
- Young Adults

ACTIVITY: ADULT PROGRAMMING

Description: Provide adult patrons with activities that promote literacy and learning in unique ways, including opportunities for social discourse.

FY10 GOALS

1. Continue ESL programs at all three locations
2. Offer more programs aimed at ethnic minority communities.

FY09 GOAL REVIEW

1. Continue ESOL conversation circles at East and West Branches and Central Library. (Complete)
2. Explore new venues to promote library programs in the community. (In progress)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of program attendees	180	200	350
<u>Outcome:</u>	% increase in attendance at programs, including authors' series	8%	1%	

ADDITIONAL MAJOR OUTPUTS

Coordinate Book Clubs

Description: Foster patrons' interest in reading and their ability to discuss books they have read with others, as well as their sharing suggestions of titles to read

<u>Output:</u>	# of patrons attending book club meetings	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	120	160	180

Offer Adult Programming

Description: Promote literacy and awareness of library resources through non-traditional means, such as chess or knitting clubs, as well as traditional means, such as book discussions and musical programs

<u>Output:</u>	# of patrons attending programs	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	1,680	2,780	3,000

Arrange Appearances by Authors

Description: Develop adult patrons interest in and enjoyment of books by scheduling author appearances, especially local authors.

<u>Output:</u>	# of author appearances	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	3	4	5

ORG 6101: PUBLIC LIBRARY**ACTIVITY: CHILDREN**

Description: Build lifelong learners, readers, and library users through educational and recreational activities.

FY10 GOALS

1. Continue to expand weekend children's programming
2. Offer more children's programs in languages other than English.

FY09 GOAL REVIEW

1. Offer as many children's programs as possible during evening and week-end hours. (In progress)
2. Promote the children's services of the library at community events throughout the year. (On going)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of program attendees (Based on actual count from records for FY07; FY08/FY09: estimates)	7,050	7,525	7,600
<u>Outcome:</u>	% increase in attendance at programs	11%	7%	

ADDITIONAL MAJOR OUTPUTS**Arrange Class Visits to the Library**Description: Educate teachers and students on how to use library resources.

<u>Output:</u>	# of classes making a visit to the library	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	25	28	30

Provide Ongoing ProgrammingDescription: Provide children with a regularly-scheduled and ongoing series of story hours, puppet shows, arts and crafts activities.

<u>Output:</u>	# of children attending these program	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	5,800	5,600	5,800

Offer Special EventsDescription: Offer one-time educational and recreational events such as author appearances, musical performances, and performances by magicians

<u>Output:</u>	# of people attending special event	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	1,250	1,275	1,400

Consult with Parents and CaregiversDescription: Teach guardians how to use the library to find relevant information and to encourage their children's use of the library and its resources

<u>Output:</u>	# of consultations	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on a 1-week actual sample, twice yearly	600	650	700

ORG 6101: PUBLIC LIBRARY**ACTIVITY: CIRCULATION**

Description: Maintain an easy-to-use inventory control system that maximizes patrons' ability to check out and return materials.

FY10 GOALS

1. Increase rate of overdue fine collections.

FY09 GOAL REVIEW

1. Work with City IT to get library computers on a server. (On Hold)
2. Explore possibility of implementing self check-out. (On Hold)
3. Offer at least one new museum pass. (Complete)
4. Explore elimination of library fines. (On Hold)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of materials checked out of the library	378,245	431,498	428,000
<u>Outcome:</u> % change in circulation from previous fiscal year	4%	13%	

ADDITIONAL MAJOR OUTPUTS**Facilitate Interchange**

Description: Move materials among library facilities on a daily basis to allow patrons to have convenient access to materials.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of items moved			
<u>Source:</u> Based on a 1-week actual sample, twice yearly	42,000	42,600	44,000

Provide Access to Museums

Description: Provide free access to local area museums.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of museum passes distributed			
<u>Source:</u> Departmental Records	2,250	2,400	2,500

Register Patrons

Description: Provide a customer-friendly mechanism for identifying patrons who use library services.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> Total # of patrons registered			
<u>Source:</u> Minuteman network records	3,600	3,600	3,700

Arrange Books Efficiently

Description: Arrange books and other materials to make them easily locatable

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # shelves read			
<u>Source:</u> Departmental Records	7,000	7,000	7,000

Notify Patrons of Reserve Status

Description: Help patrons check out desired materials.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # patrons notified			
<u>Source:</u> Departmental Records	5,600	5,100	5,600

Administer Overdue Fines

Description: Promote timely return of materials to maximize access to patrons.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of overdue notices sent out			
<u>Source:</u> Departmental Records	5,510	5,400	5,500

ACTIVITY: COLLECTION DEVELOPMENT

Description: Maximize the number of current and relevant materials available to the community, including books and periodicals, as well as audiovisual, reference, local history, children's, college, career, and ESL materials.

FY10 GOALS

1. Offer electronic books that can be downloaded to handheld devices
2. Create an Urban Fiction collection.

FY09 GOAL REVIEW

1. Improve AV collection by spending majority of budget on current, popular materials. (Complete)
2. Explore new sources of electronic book delivery. (Complete)
3. Develop regular schedule for weeding collection. (Complete)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of new items added to the collection	19,023	20,000	20,000
<u>Outcome:</u>			

ADDITIONAL MAJOR OUTPUTS

Advise Patrons

Description: Give patrons information on available materials.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of patrons advised			
<u>Source:</u> Based on a 1-week actual sample, twice yearly	12,000	12,000	12,000

Mend and Maintain Collection

Description: Mend materials and control the temperature and cleanliness of the storage environment.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of materials mended			
<u>Source:</u> Departmental Records	200	200	250

Weed Materials

Description: Check materials on the shelf, identify items for weeding, and remove damaged and obsolete materials

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of old and obsolete materials removed			
<u>Source:</u> Departmental Records	15,000	17,000	13,000

ACTIVITY: COMPUTER SERVICES

Description: Maximize patrons' and staff's computer access, technology training, and fair use of computers.

FY10 GOALS

1. Finish upgrading 30 staff and public computers using Gates grant.
2. Develop long-range technology plan
3. Begin offering computer classes to the public.

FY09 GOAL REVIEW

1. Upgrade at least 30 staff and public computers, using Gates grant and computers provided by IT, and if necessary purchasing computers with State Aid. (In progress)
2. Turn over responsibility for computer operations to new Administrative Assistant. (Complete)
3. Establish good working relationship with IT Department staff. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of patron users of computers and printers	28,000	50,000	55,000
<u>Outcome:</u>	% of computers updated in the fiscal year (Actual count from Libraries)	30%	20%	

ADDITIONAL MAJOR OUTPUTS

Coordinate Online Information on the Library's Website

Description: Enable patrons to access information about the library from home computers or computers in the libraries.

<u>Output:</u>	# of hits on website	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	1,950,000	1,750,000	2,500,000

Provide Software Trainings

Description: Train members of the library staff to be efficient in various computer software programs.

<u>Output:</u>	# of staff trained to use software programs	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	30	10	20

ACTIVITY: OUTREACH & PUBLIC RELATIONS

Description: Promote community awareness of and access to library resources and services.

FY10 GOALS

1. Begin to use Twitter and Instant Messenger to reach out to young users.
2. Deliver an electronic library newsletter to constituents via email

FY09 GOAL REVIEW

1. Improve use of website as outreach tool. (Complete)
2. Have Director make at least ten public appearances and/or significant community contacts during year. (Complete)
3. Introduce week-end, Saturday, hours at branch libraries. (On Hold)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of public relations deliveries Based on a 1-week actual sample, twice yearly.	7,200	8,542	8,500
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with the customer service they receive from the Public Library (Resident Survey Report)	FY07: 84%	86%	

ADDITIONAL MAJOR OUTPUTS

Provide Home Delivery

Description: Provide home-bound patrons with library resources.

<u>Output:</u>	# of resources delivered	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on 140 visits*average of 6 books delivered	840	840	900

Encourage Volunteer Programs

Description: Provide individuals with opportunities to contribute to their library.

<u>Output:</u>	# of hours volunteered	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	450	450	500

Coordinate Cooperative Ventures

Description: Enhance community programs and relations with local organizations and groups.

<u>Output:</u>	# of ventures	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	2	5	5

Visit Schools

Description: Use readings and other fun activities to encourage students to visit the library.

<u>Output:</u>	# of classrooms visited	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	13	12	14

Participate in Career Fair

Description: Give students information about the library's career center, as well as information about librarianship as a career

<u>Output:</u>	# of students informed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	0	30	50

Host community meetings

Description: Increase awareness of the library's mission and interests through participation in community affairs.

<u>Output:</u>	# of community meetings hosted	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Departmental Records	25	5	5

Deliver Library information to Patrons, Newspaper and Website Readers

Description: Distribute press releases, calendars, brochures, flyers, and newsletters to patrons.

<u>Output:</u>	# of public relations deliveries	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on a 1-week actual sample, twice yearly	7,200	7,200	7,500

ACTIVITY: REFERENCE SERVICES

Description: Answer patrons' questions, assist in developing projects, and provide guidance in the use of the library's resources.

FY10 GOALS

1. Begin to offer reference service via Instant Messenger
2. Update blog more frequently
3. Add another database in an area not currently covered

FY09 GOAL REVIEW

1. Improve approachability of reference desk, through new signage and other means. (Complete)
2. Introduce "Appointment With a Reference Librarian" service. (Complete)
3. Added science and foreign language database

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of patrons assisted with resources Based on a 1-week actual sample, twice yearly. FY09: estimate	55,000	55,000	58,000
<u>Outcome:</u>	% of successful Reference interviews (Survey by Library of patrons)	90%	90%	

ADDITIONAL MAJOR OUTPUTS

Access Patron Tools

Description: Develop indexes and other sources of information for quick access.

<u>Output:</u>	# of tool updates	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on a 1-week actual sample, twice yearly	2	5	5

Train Patrons

Description: Offer trainings to patrons regarding the various reference materials at the library and online.

<u>Output:</u>	# of patrons trained	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on a 1-week actual sample, twice yearly	3,500	200	300

Mediate Resources

Description: Fit patron's specific reference interests with resources, books, training, and/or referrals.

<u>Output:</u>	# of patrons being matched with resources	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on a 1-week actual sample, twice yearly	12,000	12,000	13,000

Refer Patrons

Description: Give patrons suggestions, such as museums, government agencies, City Hall, etc., for further sources of information outside of the library.

<u>Output:</u>	# of patrons being referred	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on a 1-week actual sample, twice yearly	1,600	400	550

Interview Patrons

Description: Determine the needs of patrons and fully assist those needs.

<u>Output:</u>	# of patrons being fully interviewed for reference service	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Based on a 1-week actual sample, twice yearly	38,000	38,000	40,000

ORG 6101: PUBLIC LIBRARY**ACTIVITY: YOUNG ADULTS**

Description: Provide patrons from age 12 through late teen years with access to and assistance with their library needs.

FY10 GOALS

1. Offer more young adult programs

FY09 GOAL REVIEW

1. Attract more teen users to library My Space site by making it more lively and interesting. (Complete)
2. Add more content for teens to library blog. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of students provided library resources (FY07: Based on actual data for # of visits; estimate of # of children in each class; FY08/FY09: estimates)	900	1,100	1,200
<u>Outcome:</u>	% change in circulation of young adult materials	5%	10%	

ADDITIONAL MAJOR OUTPUTS**Offer Specialized Trainings**Description: Help patrons, including teenage mothers, work on achieving their GED by offering special tours and library counseling services.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of visits to library for specialized services			
<u>Source:</u>	Departmental records	12	60	60

Arrange Class Visits to the LibraryDescription: Educate teachers and students on how to use library resources.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of classes making visit to the library			
<u>Source:</u>	Departmental records	17	15	15

Support Summer Reading ListsDescription: Work with schools to create and support summer reading lists for Somerville high school and middle school students.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of books on Summer Reading list circulated during summer months			
<u>Source:</u>	Departmental records	500	500	500

ORG 6101 LIBRARIES

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	1,327,893	1,399,073	642,504	<u>1,224,664</u>
51200 SALARIES & WAGES TEMPOR'Y	77,198	78,411	33,558	<u>78,411</u>
51300 OVERTIME	85,588	80,435	36,397	<u>51,073</u>
51410 LONGEVITY	25,110	22,285	11,755	<u>26,060</u>
51430 SHIFT DIFFERENTIALS	27,210	24,653	11,859	<u>22,284</u>
51460 OUT OF GRADE	47		48	<u></u>
51520 AUTO ALLOWANCE		900		<u></u>
51532 HOLIDAYS - S.M.E.A.				<u>4,771</u>
51540 PERFECT ATTENDANCE	6,100		4,100	<u></u>
51920 SICK LEAVE BUYBACK	8,690			<u></u>
51930 UNIFORM ALLOWANCE	10,360	10,850	10,010	<u>10,360</u>
TOTAL P-ACCT 51000	1,568,196	1,616,607	750,231	<u>1,417,623</u>
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	540	500		<u>500</u>
52480 REPAIRS COMPUTER EQUIPMT		1,000		<u>1,000</u>
52930 SECURITY	19,334	19,800	6,828	<u></u>
53000 PROFESSIONL & TECHNCL SVC	66,110	61,720	61,709	<u>61,720</u>
53420 POSTAGE	2,527	2,500		<u>1,500</u>
53830 MICROFILMING	5,809	5,000	182	<u>5,000</u>
54200 OFFICE SUPPLIES	13,362	11,850	4,527	<u>11,850</u>

ORG 6101 LIBRARIES

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
54220 COMPUTER SUPPLIES	4,025	4,000		<u>4,000</u>
55110 TEXTBOOKS	119,866	122,600	54,815	<u>66,900</u>
55120 AUDIO VISUAL SUPPLIES	22,844	23,000	7,521	<u>17,300</u>
55130 MUSIC SUPPLIES/INSTRUMENT	7,868	8,000	1,445	<u>8,000</u>
55170 BOOK THEFT SYSTEM	840	900		<u>900</u>
55870 MAGAZINES,NEWS,SUBSCRIPTS	21,338	22,000	936	<u>22,000</u>
57100 IN STATE TRAVEL	247	600		<u>600</u>
57300 DUES AND MEMBERSHIPS		250		<u>250</u>
TOTAL P-ACCT 52000	284,710	283,720	137,963	<u>201,520</u>
TOTAL ORG 6101 FUNDING REQUIRED	1,852,906	1,900,327	888,194	<u>1,619,143</u>

DEPARTMENT NAME LIBRARY
GENERAL FUND ORG NUMBER 6101

Position	Name	Current Base	Fiscal Year Base	TOTAL
LIBRARY DIRECTOR	Nancy Milnor	1,730.77	88,622.06	88,622.06
Administrative Assistant	Caron Lavallie Guigli	915.16	47,771.35	49,204.38
West Branch Librarian	Karen Kramer	882.53	46,068.07	48,759.57
East Branch Librarian	Marylin Eastwood	882.53	46,068.07	48,009.57
Reference Librarian-LIB2	Rhoda Augarten	869.07	45,365.45	47,339.27
Young Adults Librarian-LIB2	Ronald Castile	869.07	695.26	2,138.60
Adult Services Librarian-LIB2	Susan Lamphier	869.07	695.26	2,538.60
Childrens' Librarian-LIB2	Catherine Piantigini	869.07	45,365.45	47,639.27
Circulation Librarian-LIB2	James Ventura	869.07	45,365.45	47,389.27
Catalogue Librarian-LIB2	Wendy Wood	869.07	45,365.45	48,489.27
AV Librarian-LIB1	Beverly Blair	836.76	4,016.45	
	Step 2 effective 8/4/09	852.56	40,411.34	46,545.14
Reference Dept.-LIB1	Maura Copeland	826.76	43,156.87	45,032.22
Reference Dept.-LIB1	Ellen Jacobs	826.76	43,156.87	45,132.22
Reference Dept.-LIB1	Kevin O'Kelly	826.76	43,156.87	45,032.22
Reference Dept.-LIB1	Philip Peck	826.76	43,156.87	45,032.33
Reference Dept.-LIB1	Linda Dyndiuk	811.33	649.06	1,226.24
Reference Dept. PT 21 hrs a week-LIE	Barbara Nowak	434.16	22,663.15	23,769.98
Children' Dept.-TECH3	Ann Cassesso	799.85	41,752.17	44,842.14
West Branch TECH3	Annamarie DiCecca	799.85	41,752.17	44,342.14
Catalogue Dept.-TECH3	Patricia Hall	799.85	41,752.17	44,692.14
AV Dept.-TECH3	Ramo Imperioso	799.85	41,752.17	43,942.14
East Branch -TECH3	Rita Jones	799.85	41,752.17	45,042.14
Circulation Dept.-TECH3	George Pierce	799.85	41,752.17	44,842.14
Library Payroll Clerk-TECH3	Shirley McCauley	799.85	41,752.17	45,042.14
East Branch-TECH3	Meghan Forsell	784.44	10,511.50	
	Step 3 effective 10/2/09	799.85	31,034.18	42,852.56

DEPARTMENT NAME LIBRARY
 GENERAL FUND ORG NUMBER 6101

Position	Name	Current Base	Fiscal Year Base	TOTAL
Catalog Dept.-TECH2	Freweini Ghebremicael	704.25	36,761.85	38,552.70
Circulation Dept.-TECH2	Maria Murphy	704.25	36,761.85	39,252.70
Circulation Dept.-TECH2	Paul Nelson	704.25	36,761.85	38,852.70
Reference Dept._TECH2	Laurie Kostopoulos	690.45	30,103.62	
	Step 3 effective 5/3/10	704.25	6,056.55	37,848.26
Office-TECH2	Patricia Romano	690.45	28,998.90	
	Step 3 effective 04/21/10	704.25	7,183.35	37,870.34
West Branch-TECH2	Carlos Sanchez	690.45	29,136.99	
	Step 3 effective 4/22/10	704.25	7,042.50	37,967.58
West Branch	Marita Coombs	388.82	20,296.40	20,296.40
				1,288,138.43

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Recreation and Youth Commission operates year-round programs throughout the City’s public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities. Recreation and youth were merged in 2003 specifically designed to create curriculum and activities that encourages community awareness in the City’s young people. The Commission serves as a Youth Advocate, providing access to related services, employers and organizations within the City. The Youth and Recreation Commission exists to enrich the lives of youth by identifying, improving, increasing, and providing services and programs for youth in the City of Somerville.

ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 585,185	\$ 648,960	\$ 504,038	-22%
ORDINARY MAINTENANCE	\$ 20,821	\$ 25,175	\$ 25,175	0%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	0%
GENERAL FUND EXPENDITURES	\$ 606,006	\$ 674,135	\$ 529,213	-21%

CHANGES BETWEEN FY09 and FY10:

- The reduction in Personnel Services was achieved through the elimination of two full-time positions and one part-time position.

FY10 PRIORITIES:

- Develop clinics for children ages 5 to 16 offering a variety of sports using Varsity High School coaches along with Varsity High School Athletes.
- Increase participation with the Middle School Athletic program, expanding in to non-traditional contests like double-dutch and stomp.
- Start a summer theatre camp for grades 6 thru 12
- Run clinics for High School athletes to condition them for the upcoming season
- Expand outreach and use programming for at-risk youth, working with the District Attorney’s office.
- Increase adult programming to include Flag Football, Roller Hockey, Co-ed Volleyball, and other activities.
- Collaborate with Special Olympics to have and indoor and outdoor events for Special Needs Somerville school children.
- Implement the Top Soccer Program for Special Needs children.
- Develop middle school programs with local universities and schools to have a full slate of activities during the school year.
- Develop programs for sports alternative activities that nature and develop self-expression through drama and the arts.

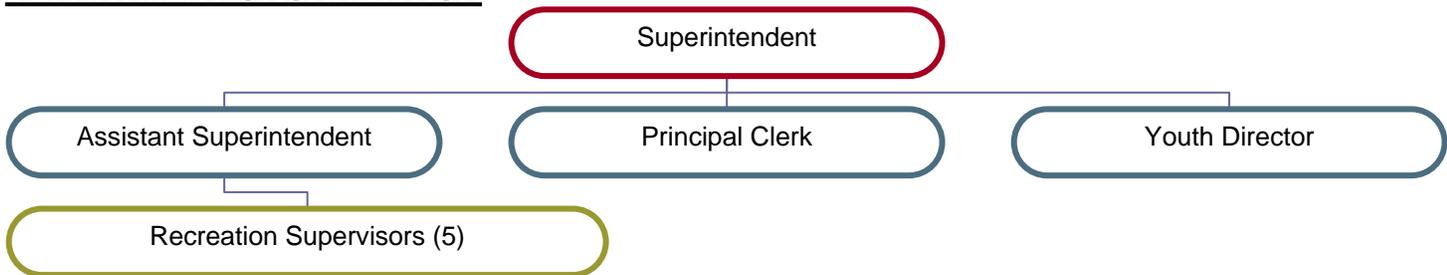
FY09 DEPARTMENT ACCOMPLISHMENTS:

- Carried out website improvements, including: We have revamped the Department’s web page to combine Recreation and Youth services on one page. We developed an email list for subscribers to get updated lists of events and programs within the Recreation and Youth department. We have set up on-line calendars for Recreation, Dilboy, Trum and Capuano events.

DEPARTMENT OVERVIEW

- We developed pre- and post-surveys for Recreation programs to gain interest and pursue success for all Recreation activities and events for all ages.
- We have developed a closer relationship with SHS athletics (coaches, athletic director, and trainers) to work together to develop youth clinics and leadership training that emphasizes relevant social issues. These initiatives should benefit both school athletics and SRC offerings.
- We have developed a closer relationship with local non-profit youth organizations to develop youth clinics and coaching training programs including organizations like the Girls Scouts and YMCA.
- Continue to introduce and expand developmentally appropriate physical activities for young children and their parents/caregivers, such as the highly successful Start Smart Sports Development Program endorsed by the NAYS. (National Alliance for Youth Sports) currently offered in partnership with the Somerville Public School.
- Create family-based programming and special events for involvement in recreation to bring families together.
- Create policies and guidelines for all Somerville parks and Somerville Recreation facilities.
- Increased the number of programs for teenage females, and increase female participation in both the Recreation and Youth Programs including CPR and babysitting.
- Expand the Children at Play (CAP) Physical Activities program and the Art a-la-Cart curriculum (Art/Craft Enrichment program) that aligns with the Massachusetts Curriculum Frameworks.
- We have further enhanced our available space for programming by remodeling space in the Recreation building, if possible.
- Incorporate life programs for young adolescents, such as babysitting, training courses, first aid/CPR, and lifeguard training.

DEPARTMENT ORGANIZATION:



The Recreation/Youth Department currently consists of a Recreation/Youth Superintendent, a Program Director, a Youth Director, five Recreation Supervisors, two part time youth staff, one full-time clerical employee, and part-time Recreation staff, who are used on an as-needed basis throughout the year.

DEPARTMENT OVERVIEW

DEPARTMENT ACTIVITIES:

The department is divided into the following major functional areas:

- Adult Programs
- Youth Summer Programs
- Youth School-year Programs
- Special Needs Programs
- Community Youth Program

ACTIVITY: ADULT PROGRAMS

Description: Provide structured and non-structured sports and cultural and educational activities throughout the year.

FY10 GOALS

1. Establish and coordinate Adult Flag Football League.
2. Collaborate with Adult Roller Hockey League.
3. Develop two step aerobic programs for adults.

FY09 GOAL REVIEW

1. Collaborate with the Council on Aging to develop programs. (Complete.)
2. Develop two step aerobic programs for adults. (Ongoing.)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total # of participants for adult programs (may be duplicates) (Based on estimates)	1,000	1,000	1,000
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with recreational opportunities in Somerville (Resident satisfaction survey)			

ADDITIONAL MAJOR OUTPUTS

Offer Sports Leagues

Description: Allow adult men and women the opportunity to play a variety of organized sports - including softball, men's basketball, and volleyball - through league play.

<u>Output:</u>	# of participants	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09 & FY10: Estimate	820	1,000	1,000

Offer Arts and Crafts

Description: Offer ceramic classes, creative crafts, and mosaic art for individuals with all levels of experience.

<u>Output:</u>	# of participants	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09 & FY10: Estimate	120	150	150

Offer Aerobic Exercise

Description: Offer a variety of exercise programs such as Bootcamp, Teen Fitness, Family Fitness, Core Strength Cardio Fitness, and Yoga.

<u>Output:</u>	# of participants	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09 & FY10: Estimate	160	160	160

Issue Park Permits

Description: Issue permits for using City parks, preventing scheduling conflicts and providing access to City facilities.

<u>Output:</u>	# of permits issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Actual	230	230	230

ACTIVITY: SPECIAL NEEDS PROGRAMS

Description: Develop specialized programs for children with developmental disabilities and help them participate in existing activities/events during leisure hours.

FY10 GOALS

1. Collaborate with Special Olympics for different events.
2. Start at least one handicap league.

FY09 GOAL REVIEW

1. Start at least one handicap league. (Ongoing.)
2. Increase enrollment of Special Olympic event. (Ongoing.)
3. Implement Top Soccer Program.

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of participants served by the special needs program (may be duplicates). (Based on estimates)	420	420	420
<u>Outcome:</u> % of activities at capacity (Estimate)			

ADDITIONAL MAJOR OUTPUTS

Offer Special Events

Description: Encourage social interaction and develop motor skills through various activities. Special Events include: Kites Fest and Halloween Parade.

<u>Output:</u> # of participants	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Participants: 150 for Kites Fest and 150 for the Halloween Parade.	300	300	300

Outreach / Recruitment

Description: Attend meetings to develop relationships with various community organizations. Use the information to refer community members to other special needs resources.

<u>Output:</u> # of referrals made	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate from referrals made at meetings and by phone.	200	200	200

Offer a Summer Program

Description: Provide programs and activities during the summer to engage Somerville's special needs children.

<u>Output:</u> # of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	15	15	15

Offer Exercise Programs

Description: Offer programs such as Open Gym, The Stroll, and the Evening Park Program to enhance the physical activity of special needs children.

<u>Output:</u> # of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08: Actual; FY09 & FY10: Estimate	45	60	60

Provide After-School Programs

Description: Provide various programs and activities for special needs children during after-school hours. Such programs include the Early Release Program, the After School Program, and the Vacations Program.

<u>Output:</u> # of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Participants: 15 for the After-School Program, 15 for the Early-Release Program, and 15 for the Vacations Program, 15 for Classroom Visits.	60	90	90

ORG 6301: RECREATION AND YOUTH DEPARTMENT**ACTIVITY: YOUTH SCHOOL-YEAR PROGRAMS**

Description: Provide structured and non-structured sports and cultural and educational activities during the school year so Somerville youth can participate in supervised, positive recreational activities during leisure hours.

FY10 GOALS

1. Develop middle school sports program with local universities in addition to Tufts.
2. Provide opportunities for sports alternative activities for early release Wednesdays that nurture and develop self-expression through drama and the arts.
3. Translate Recreation & Youth program brochures into non-English languages.
4. Coordinate an indoor play space program in-conjunction with Somerville Children's Network.
5. Develop Start Smart program citywide.

FY09 GOAL REVIEW

1. Develop middle school sports program with Tufts. (Ongoing.)
2. Provide opportunities for sports alternative activities for early release Wednesdays that nurture and develop self-expression through drama and the arts. (Ongoing.)
3. Extend preschool program to two other schools besides Capuano. (Omitted.)
4. Translate Recreation & Youth program brochures into non-English languages. (Ongoing.)
5. Coordinate an indoor play space program in-conjunction with Somerville Children's Network. (Ongoing.)
6. Increase the number of programs for teenage females, and increase female membership to both the Recreation and Youth Programs. (Complete.)
7. Create policies and guidelines for all Somerville parks and Somerville Recreation facilities. (Complete.)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total # of youth participating (may be duplicates) (Based on estimates)	1,105	1,200	1,200
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with recreation programs in Somerville (Resident satisfaction survey)			

ADDITIONAL MAJOR OUTPUTS**Promote Family Activities**

Description: Promote activities within families. Activities include Family Fun Night and Turn off TV Week.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of participants		20	50	50
<u>Source:</u>	FY08: Actual; FY09 & FY10: Estimate			

Provide Basketball Activities

Description: Provide Somerville girls and boys with the opportunity to learn more about basketball, improve their skills, and meet new children who have similar interests. Programs include: Back to Basics, Boys Basketball Clinic, 3 on 3 Basketball Tournament, Basketball Practice Nights, Boys Basketball League, and Girls Basketball League.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of youth participating		540	540	540
<u>Source:</u>	FY08: Actual; FY09 & FY10: Estimate			

Provide Activities for Preschool Age Children

Description: Offer fun and games for young children. Programs include Tot Time, Children at Play, PeeWee Tennis, and Kids Fishing Derby.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of children who participate		100	100	100
<u>Source:</u>	FY08: Actual; FY09 & FY10: Estimate			

Offer Arts and Crafts Programs

Description: Provide children ages 12-13 the opportunity to learn arts and crafts. Programs include: Arts and Crafts - After School, Arts and Crafts - Early Release, Ceramics for Children, and the Movies and More Program.

<u>Output:</u>		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
# of children who participate		95	100	100
<u>Source:</u>	FY08: Actual; FY09 & FY10: Estimate			

ORG 6301: RECREATION AND YOUTH DEPARTMENT

Offer a Variety of Sporting Activities

Description: Provide children the opportunity to learn and play a variety of sports. Program include: Golf Camp, Flag Football, and Run for Fun.

<u>Output:</u>	# of children who participate	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09 & FY10: Estimate	40	100	100

Indoor Soccer Clinics

Description: Provide children in East Somerville with safe and enriching sporting activities (replaces Safe Haven program from previous years).

<u>Output:</u>	# of participants	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY10: Estimate	0	0	100

ORG 6301: RECREATION AND YOUTH DEPARTMENT

ACTIVITY: YOUTH SUMMER PROGRAMS

Description: Provide structured and non-structured sport and cultural and educational activities during the summer months so Somerville residents (particularly youth) can participate in supervised, positive recreational activities during leisure hours.

FY10 GOALS

1. Implement at least one family oriented program.
2. Introduce Roller Hockey League for kids. (Target participation = 50.)
3. Conduct theater camp. (Target participation = 30.)
4. Offer specialized sporting clinics. (Target participation = 50 per clinic.)

FY09 GOAL REVIEW

1. Maintain nine summer camp programs. (Ongoing.)
2. Provide conditioning program for high school athletes. (Ongoing.)
3. Implement at least one family oriented program. (Ongoing.)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total # of participants who are served by the summer program (may be duplicates) (Based on estimates)	1,151	1,200	1,200
<u>Outcome:</u>	% of activities at capacity (Estimate)			

ADDITIONAL MAJOR OUTPUTS

Host Fun Tournaments and Contests (during Summer Playgrounds)

Description: Give boys and girls the opportunity to compete in a fun manner by providing judges and prizes. Tournaments and contests include: Stickball Tournament, Punt/Pass/Kick Contest, Paddle Tennis Tournament, and a Hot-Shot Basketball Contest.

<u>Output:</u>	# of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Participants: 50 for Stickball Tournament, 21 for Punt/Pass/Kick Contest, 25 for the Hot-Shot Basketball Contest.	46	50	50

Offer Clinics and Camps

Description: Help improve skills and provide friendly competition during camps and clinics for youth during the summer. Camps and clinics include: Boys Basketball Camp, Girls Hoopster Camp, Tennis Camp, Baseball Camp, Girls Softball Clinic, and Track Clinic.

<u>Output:</u>	# of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Participants: 50 for Boys Basketball Camp, 50 for Girls Hoopster Camp, 50 for Baseball Camp, 25 for Girls Softball Clinic, 30 for Tennis Camp, 40 for the Track Clinic.	300	300	300

Offer Special Events

Description: Offer one-day special events for the enjoyment of Somerville children. Such events include the Family Night at Lowell Spinners and the Inter-Playground Track Meet.

<u>Output:</u>	# of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Participants: 90 for the Inter-Playground Track Meet, 40 for Fourth of July Family Fun Day, 35 for National night Out, 20 for Art Beat, and 15 for Fishing Derby.	200	200	200

Offer Basketball Leagues

Description: Provide boys and girls the opportunity to participate in a summer basketball league.

<u>Output:</u>	# of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Participants: 80 for Boys Basketball League and 60 for Girls Basketball League	200	200	200

ORG 6301: RECREATION AND YOUTH DEPARTMENT

Engage Preschool Age Children in Summer Activities

Description: Provide young children with the opportunity to engage in organized, fun, and education play. Activity includes: Kidstop Preschool.

<u>Output:</u>	# of children participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	40 for Kidstop Preschool	55	60	60

ORG 6301: RECREATION AND YOUTH DEPARTMENT

ACTIVITY: COMMUNITY YOUTH PROGRAM

Description: Encourage the positive development of all young people of Somerville through direct service programs, strong organizational collaborations and multiple community partnerships.

FY10 GOALS

1. Expand outreach and create additional programming targeted towards at-risk youth in conjunction with Attorney General's Office.
2. Continue off-site youth office at high school.

FY09 GOAL REVIEW

1. Implement babysitting program. (Complete.)
2. Implement CPR program. (Ongoing.)
3. Strive to complete web page programming (including online registration for Recreation-Youth), potentially utilizing a youth-developed web site. (Move to FY10.)
4. Implement an off-site youth office at the high school. (Ongoing.)
5. Expand outreach and create additional programming targeted towards at-risk youth. (Ongoing.)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	Total # of different individuals who are served by the Community Youth Program (Based on estimate)	220	220	220
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with services for youth in Somerville (Resident satisfaction survey)			

ADDITIONAL MAJOR OUTPUTS

Community Network

Description: Provide a network that connects youth to community resources and agencies and ultimately increase community participation in all agencies.

<u>Output:</u>	# of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	50	50	50

Offer Activity Trips

Description: Provide transportation to allow youth the opportunity to participant in fun, educational trips.

<u>Output:</u>	# of participants	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	12 Trips for a total of 108 participants	110	110	110

Youth Drop-In Center

Description: Provide a welcoming, safe environment for Somerville youths.

<u>Output:</u>	# of youth dropping in to the center on a typical day	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	40	40	40

Teen Empowerment

Description: Offer a year-round program to increase leadership ability and empower Somerville youth.

<u>Output:</u>	# of youth participating	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	20	20	20

Identification Initiative

Description: Identify Somerville youth by issuing ID-cards.

<u>Output:</u>	# of IDs issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	0	0	0

ORG 6301 RECREATION/YOUTH PROGRAM

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	459,187	533,467	250,074	395,525
51200 SALARIES & WAGES TEMPOR'Y	78,979	70,000	46,821	70,000
51300 OVERTIME		705	278	705
51410 LONGEVITY	8,325	8,250	4,300	8,700
51430 SHIFT DIFFERENTIALS	31,195	31,338	13,997	22,249
51520 AUTO ALLOWANCE	3,349	3,350	1,674	3,350
51532 HOLIDAYS - S.M.E.A.				1,659
51930 UNIFORM ALLOWANCE	1,850	1,850	1,850	1,850
TOTAL P-ACCT 51000	585,185	648,960	321,794	504,038
P-ACCT 52000 ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES	915	1,875		1,725
52460 REPAIRS OFFICE EQUIPMENT	835	850	335	1,000
53000 PROFESSIONL & TECHNCL SVC	75	500		500
53060 ADVERTISING		800		800
53190 STAFF DEVELOPMENT	40	500	262	500
53510 RECREATION-TRANSPORTATN.	379	900		900
53520 RECREATION-ADMISSION FEES	300	2,000		2,000
53820 PHOTOGRAPHY	214	250		250
54200 OFFICE SUPPLIES	3,290	2,100	924	2,100
54210 PRINTING & STATIONERY	1,760	2,000		2,000
54310 HARDWARE & SMALL TOOLS		400		400
54820 TIRES AND TUBES		200		200

ORG 6301 RECREATION/YOUTH PROGRAM

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
54900 FOOD SUPPLIES & REFRESHMT	2,751	3,000	1,406	3,000
55000 MEDICAL/DENTAL SUPPLIES	500	500	212	500
55140 ATHLETIC SUPPLIES	2,164	3,000	145	3,000
55150 RECREATION SUPPLIES	6,875	5,000	2,318	5,000
55860 UNIFORMS	606	1,000	140	1,000
55874 MAGAZINES & PUBLICATIONS	117	300	41	300
TOTAL P-ACCT 52000	20,821	25,175	5,783	25,175
TOTAL ORG 6301 FUNDING REQUIRED	606,006 -	674,135	327,577	529,213

DEPARTMENT NAME RECREATION
 GENERAL FUND ORG NUMBER 6301

Position	Name	Current Base	Fiscal Year Base	TOTAL
SUPERINTENDENT	JAMES HALLORAN	1,528.82	79,804.40	89,541.03
PROGRAM DEVELOPER	GEORGE SCARPELLI	1,474.88	76,988.74	77,283.71
YOUTH DIRECTOR	ROLAND JAMES	950.22	24,564.10	24,564.10
YOUTH OUTREACH COORDINATOR	NANCY BACCI	600.00	30,722.30	30,722.30
RECREATION SUPERVISOR	KAREN HARRINGTON	901.85	721.48	3,073.96
RECREATION SUPERVISOR	ELAINE PIERONI	901.85	47,076.57	54,564.82
RECREATION SUPERVISOR	KATHLEEN HOUGHTON	901.85	47,076.57	53,864.82
RECREATION SUPERVISOR	CAROL LANE	901.85	721.48	3,423.96
RECREATION SUPERVISOR	DONNA CALLAHAN	901.85	47,076.57	54,414.82
PRINCIPAL CLERK	DANIELLE PALAZZO	781.10	40,773.42	41,879.64
				433,333.15

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Department of Public Works (Public Works) provides high-quality services to the residents of Somerville, while maintaining the City's infrastructure and guaranteeing a clean and safe environment in order to sustain a high quality of life. The Department administers and oversees the City's electrical lights and lines, engineering projects, streets and public ways, vehicles, refuse removal, environmental improvement programs, public buildings and grounds, parks and playgrounds, open spaces, school custodial services, water and sewer lines, and weights and measures.

DPW-DEPARTMENT WIDE BUDGET				
ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 6,588,173	\$ 7,099,433	\$ 6,794,825	-4%
ORDINARY MAINTENANCE	\$ 11,196,626	\$ 13,185,011	\$ 12,985,259	-2%
CAPITAL OUTLAY	\$ 92,372	\$ 30,000	\$ -	-100%
GENERAL FUND EXPENDITURES	\$ 17,877,171	\$ 20,314,444	\$ 19,780,084	-3%

SIGNIFICANT CHANGES BETWEEN FY09 AND FY10:

- The PS budget decreased overall through a combination of measures in each division, including:
 - Non-union furloughs.
 - Not filling a vacancy in Admin.
 - Not filling a vacated position in Electrical.
 - Reducing the temporary position in Engineering.
 - Reducing wages in Highway by \$150,000 through the elimination of four positions, one of which is currently vacant.
 - Reducing wages in Buildings & Grounds by eliminating two positions.
- A 2% increase in the School Custodians PS budget reflects the filling of vacancies that had remained vacant during FY09. One vacant position was eliminated for FY10.
- The Ordinary Maintenance (OM) budget decreased overall through the following measures:
 - Reducing Electrical budgeted amount for lighting repairs by 10% from FY09.
 - Reducing Highway's OM budget by approx. \$105,000, including \$65,000 in professional and technical services, \$10,000 in repairs to vehicles, \$10,000 in signs and cones, and other decreases (overall 17% decrease in Highway OM).
 - Reducing B&G's OM budget by over \$565,000, including \$270,000 in electricity, \$120,000 in oil, \$40,000 in natural gas, \$50,000 in floor covering R & M, \$25,000 in paving, \$12,000 in HVAC maintenance, \$10,000 in sundry supplies, and other reductions (overall 8% decrease in B&G OM).
- A 13% increase in the solid waste and recycling OM budget reflects the anticipated cost increases in hauling and tipping solid waste and recyclables.

DEPARTMENT OVERVIEW

DETAIL OF DPW BUDGETS WITH SIGNIFICANT CHANGES FY09 TO FY10:

DPW-Administration				
ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 525,384	\$ 529,963	\$ 481,020	-9%
ORDINARY MAINTENANCE	\$ 823,708	\$ 846,898	\$ 850,200	0.39%
CAPITAL OUTLAY				0%
GENERAL FUND EXPENDITURES	\$ 1,349,092	\$ 1,376,861	\$ 1,331,220	-3%

DPW-Highway				
ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 1,640,059	\$ 1,839,508	\$ 1,681,623	-9%
ORDINARY MAINTENANCE	\$ 378,367	\$ 599,800	\$ 495,300	-17%
CAPITAL OUTLAY	\$ 36,698	\$ -	\$ -	
GENERAL FUND EXPENDITURES	\$ 2,055,124	\$ 2,439,308	\$ 2,176,923	-11%

DPW-Buildings & Grounds				
ACCOUNT	FY2008 ACTUAL	FY2009 APPROVED	FY2010 PROPOSED	% CHANGE FY2009 - FY2010
PERSONNEL SERVICES	\$ 1,781,950	\$ 1,766,955	\$ 1,675,400	-5%
ORDINARY MAINTENANCE	\$ 5,661,294	\$ 7,352,648	\$ 6,784,794	-8%
CAPITAL OUTLAY				
GENERAL FUND EXPENDITURES	\$ 7,443,244	\$ 9,119,603	\$ 8,460,194	-7%

FY 09 ACCOMPLISHMENTS AND FY10 PRIORITIES BY DIVISION:

Administration and Finance Accomplishments FY09

- Improved all areas of service delivery utilizing customer request management and updated work order software computer system to ease the communication between DPW, residents, other City departments, other municipalities, and other organizations.
- Managed the ESCO project through weekly meetings and working closely with the vendor and Superintendents to monitor the installation and expansion of energy efficient equipment in school and municipal buildings.
- Prepared and coordinated a new reconstruction contract for additional streets.
- Participated in the process with contractor to develop a preventive maintenance plan for City buildings, schools, parks and open spaces.

Administrative and Finance Priorities FY10

- Continue to participate with the Solid Waste and Recycling Task Force to award, oversee and manage a new contract for hauling solid waste and recyclables.

DEPARTMENT OVERVIEW

- Oversee the contract process for a new electricity and natural gas agreement that continues to meet favorable terms.

Buildings and Grounds Accomplishments FY09

- Completed important upgrades and repairs to the City's municipal and school buildings.
- Renovated and implemented new Police substations in East and West Somerville.
- Completed renovations on Central Library.
- Installed new handicap lift at the Traffic and Parking building.
- Reduced citywide municipal energy consumption by 20 percent below FY2006 levels.
- Installed new bulletin boards in parks and in front of schools.

Buildings and Grounds Priorities FY10

- Continue to clean parks, playgrounds, and tot lots on a regular basis using sidewalk sweepers.
- Sealcoat, pave and repaint lines at several schoolyards throughout the city.
- Install new windows at the Brown School.
- Point and seal the east outside wall at the WHCS.
- Renovate the bathrooms at the WHCS.
- Add three new buildings to the maintenance rotation; the West and East Police Substation and the boat house.
- Redirect efforts to maintain and renovate repairs as well as the beautification of City parks and properties in general.
- Repoint the Public Safety Building.

Engineering Accomplishments FY09

- Organized a street resurfacing program for over 37 streets.
- Continued to assist in the coordination of the reconstruction of Somerville Avenue.
- Assisted in the planning for Magoun Square and the East Broadway reconstruction efforts.
- Designed Skilton Avenue reconstruction for OSPCD Parks program.
- Assisted in the hiring of a Junior Civil Engineer.
- Completed Josephine Ave and Pearson Ave sewer and water drain project.

Engineering Priorities FY10

- Coordinate a DEP investigation of dry weather flows in drain system.
- Continue to provide CSO quarterly reports for combined sewer overflow.
- Review Assembly Square Drive construction drawings.
- Review site development plans for the Somerville, Cambridge, Belmont Bikeway.
- Coordinate Algonquin gas line through Somerville.
- Investigate Innerbelt Miller's River watershed for pollutants.
- Continue to oversee Somerville Ave fire alarm conduit project.

DEPARTMENT OVERVIEW

- Continue to organize road reconstruction for the water works street project (15 streets).

Highway Accomplishments FY09

- Installed 100 new barrels and 50 benches.
- Planted 110 new trees.
- Continued to expand the sidewalk-sweeping program in neighborhoods and public areas.
- Implemented signage maintenance program for all traffic signage and parking restriction signs.

Highway Priorities FY10

- Install 20 recycling containers throughout city squares.
- Install 60 benches and 80 barrels.
- Plant 120 new trees.
- Continue to work with OSPCD to complete the tree inventory system.
- Install 30 bike rings throughout City squares.

Electrical Accomplishments FY09

- Upgraded the City's aging lights and lines, replaced fire alarm cables and reduced the backlog of requested repairs.
- Increased the amount of fire alarm box and electrical traffic boxes repairs throughout City.

Electrical Priorities FY10

- Install new wireless fire control boxes.
- Install 3 wireless emergency call boxes along the bike path.
- Continue to work with utility companies to decrease the number of double poles.

Water Accomplishments FY09

- Replaced 200 lead service lines per DEP mandate and tested below lead action level per the DEP requirements.
- Repaired broken gate valves identified by the 2008 survey.
- Increased the number of actual versus estimated reads, resulting in more accurate billing citywide.
- Converted District Three to the new wireless meter system.
- Implemented lead service replacement performed by Department personnel.
- Increased permit fees to better capture the cost of services.
- Water conservation grant completed for the Mass. Department of Environmental Protection.
- Worked with ISD, Fire, Sewer, and Highway Departments to ensure that all water from hydrants is metered by the Water Department and billed back to the user if applicable.

DEPARTMENT OVERVIEW

Water Priorities FY10

- Complete the installation of the new metering program citywide along with new billing software system.
- Investigate the feasibility of monthly/bi-monthly water billing cycles.
- Purchase leak detection equipment to identify residential leaks and hydrant leaks.
- Continue to work cooperatively with other departments to reduce the amount of unpaid and unaccounted hydrant water use by outside contractors with the use of hydrant meters.
- Continue to eliminate estimated reads to ensure the accuracy of bills issued and resultant revenues.

Sewer Department Accomplishments FY09

- Continued to assist homeowners in determining if sewer problems were the responsibility of the City or if the homeowner needed to contact a plumber/drain layer.
- Implemented a grease remediation program with the MWRA Toxic Control Program to eliminate unnecessary grease discharge into the sewer system.
- Identified continuous trouble spots for backups and placed locations on a monthly checklist to avoid reoccurring blockages to residents.
- Included the Sacramento underpass as part of the pumping station maintenance program with the firm Weston and Sampson to avoid unnecessary flooding.
- Worked with ISD, Fire Department, Sewer, and Highway to ensure that all water from hydrants is metered by the Water Department and billed back to the user if applicable.

Sewer Department Priorities FY10

- Clean and bait 2500 catch basins Citywide by September 30th, 2009.
- Assign an additional employee to better monitor the grease remediation program.
- Bring catch basin cleaning in house.

Weights and Measures Accomplishments in FY09

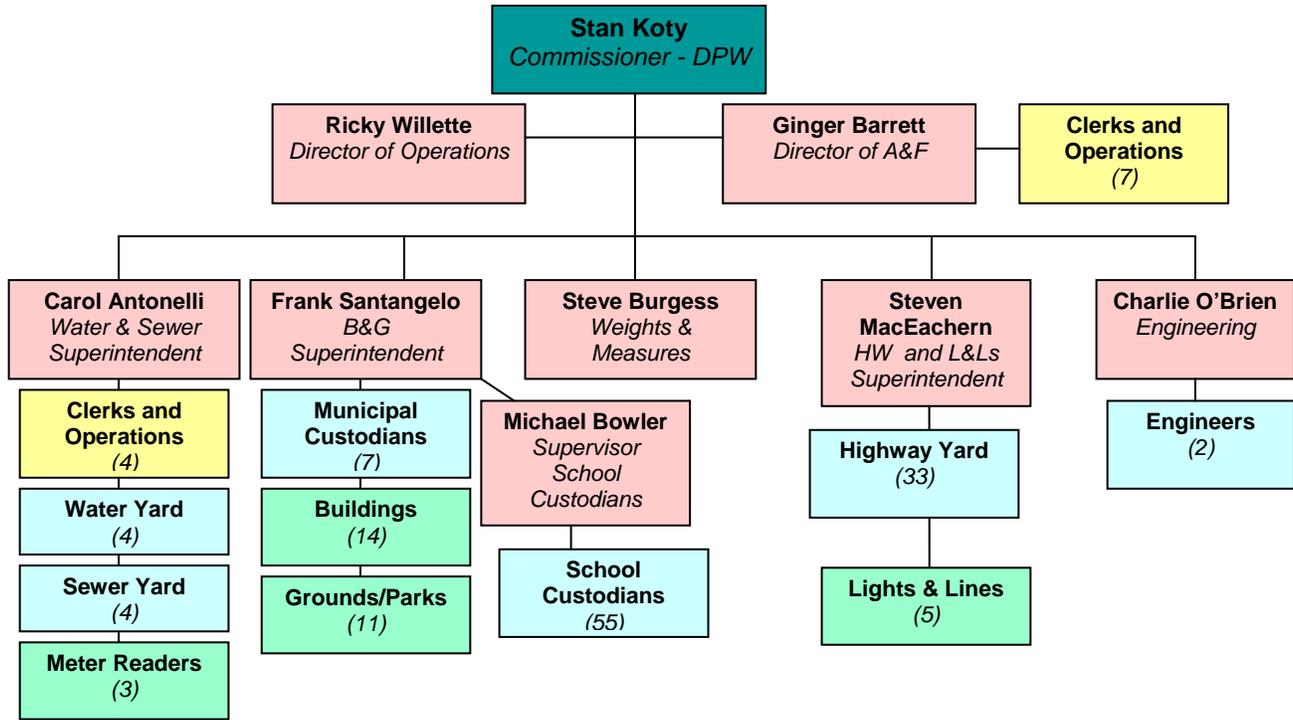
- Educated the merchants and consumers of Somerville about Weights and Measures and to promulgate all Weights and Measures laws and regulations in order to maintain equity and fairness in the marketplace.
- Distributed an informational booklet for consumers explaining the duties of Weights and Measures and consumer rights.

Weights and Measures Priorities FY10

- Incorporate scanner inspections as part of fieldwork.
- Continue to respond to customer complaints within a five-day period.

DEPARTMENT OVERVIEW

DEPARTMENT ORGANIZATION:



DEPARTMENT ACTIVITIES:

The department is divided into the following major functional areas:

- Administration and Finance
- Buildings and Grounds
- Electric
- Engineering
- Highways
- Lights and Lines
- Water
- Sewer
- Weights and Measures

ORG 8000: DEPARTMENT OF PUBLIC WORKS

ACTIVITY: LIGHTS AND LINES

Description: Provide maintenance and repair services to the City's electrical and communication systems in order to support public safety services.

FY10 GOALS

1. Install new wireless fire control boxes.
2. Install 3 wireless emergency call boxes along the bike path.
3. Continue to work with utility companies to decrease the number of double poles.

FY09 GOAL REVIEW

1. Upgrade the City's aging lights and lines, replace fire alarm cables and reduce the backlog of requested repairs. (Ongoing)
2. Increase the amount of fire alarm box and electrical traffic boxes repairs throughout City. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of active residential, industrial, and commercial parcels (Estimate based on OSPCD data)	13,881	13,881	13,881
<u>Outcome:</u>	% of systems operational			

ADDITIONAL MAJOR OUTPUTS

Maintain System Radios

Description: Maintain and repair City-wide radio communication systems.

<u>Output:</u>	# of radios repaired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	150	150	150

Provide an Emergency Generator System

Description: Provide alternate methods of electrical power systems during commercial power outages.

<u>Output:</u>	# of incidents	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09-FY10: Estimate	18	18	18

Identify Emergency Utility Markouts

Description: Respond to and identify the location of various underground utilities, for example, fire alarm conduits, cables, City underground telephone system, and power systems of various lighting to avoid excavation conflicts with others.

<u>Output:</u>	# of requests by DigSafe	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	4,000	4,000	5,000

Manage Electrical Projects and Review Plans

Description: Review other Agencies compliance with City Standards and Local Ordinances and ensure uniformity of Electrical and Communication Systems.

<u>Output:</u>	# of electrical projects managed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate (Avg. 2 per week)	104	104	104

Maintain Electrical Systems

Description: Issue permits. Maintain and troubleshoot existing systems, assist all agencies in developing new electrical systems, and ensure all City and State requirements are met.

<u>Output:</u>	# of electrical repairs completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate (Avg 40 per week)	2,180	2,180	2,200

Maintain Fire Alarm Systems

Description: Maintain the Municipal Fire box system and the Private Fire Alarm Systems to ensure compliance with City and State Regulations.

<u>Output:</u>	# of fire alarms repaired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	400	425	435

ORG 8000: DEPARTMENT OF PUBLIC WORKS

Maintain Street Lighting

Description: Provide maintenance for the following: utility poles, decorative poles, park lighting, walkways, tunnels, and bridges.

Output: # of street lights repaired

FY08 (Act.):

FY09 (Proj.):

FY10 (Proj.):

1,400

1,425

1,500

Source: Estimate

ACTIVITY: ENGINEERING

Description: Plan, design, review, permit, and construct the infrastructure of Somerville in order to provide continuing services to customers and ensure a safe, livable, and attractive city. Such activities include streets and sidewalks, storm water, flood control, and wastewater collection systems.

FY10 GOALS

1. Coordinate a DEP investigation of dry weather flows in drain system.
2. Continue to provide CSO quarterly reports for combined sewer overflow.
3. Review Assembly Square Drive construction drawings.
4. Review site development plans for the Somerville, Cambridge, Belmont Bikeway.
5. Coordinate Algonquin gas line through Somerville.
6. Investigate Innerbelt Miller's River watershed for pollutants.
7. Continue to oversee Somerville Ave fire alarm conduit project.
8. Continue to organize road reconstruction for the water works street project (15 streets).

FY09 GOAL REVIEW

1. Organize a street resurfacing program of over 37 streets. (Complete)
2. Assist in the coordination of the reconstruction of Somerville Avenue. (Ongoing)
3. Assist in the planning for Magoun Square and the East Broadway reconstruction efforts. (Ongoing)
4. Design Skilton Avenue reconstruction for OSPCD Parks program. (Complete)
5. Assist in the hiring of a Junior Civil Engineer. (Complete)
6. Complete Josephine Ave and Pearson Ave sewer and water drain project. (Complete)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of projects reviewed or managed (Projections for FY08, FY09 and FY10)	20	20	20
<u>Outcome:</u>	# of construction projects managed (Actual)	3	2	2

ADDITIONAL MAJOR OUTPUTS

Create Engineering and Technical Graphics

Description: Provide miscellaneous drafting and graphic displays to Departments.

<u>Output:</u>	# of drafting and engineering graphic tasks completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	4	4	3

Provide Project Design and Management

Description: Provide Engineering Division management and leadership. Provide design review for public and private projects for compliance with city standards, ordinances, and good engineering design.

<u>Output:</u>	# of designs reviewed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	13	15	14

Issue Street Opening Permits

Description: Provide Permits in accordance with City Ordinances to excavate the Public Way to contractors, utility companies, and property owners.

<u>Output:</u>	# of street opening permits issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	1,193	1,200	1,200

Inspect Street Openings, Sewer Connections and Construction Sites

Description: Provide inspection excavation repair to ensure public safety, acceptability of temporary repair, and completeness of final restoration of public infrastructure.

<u>Output:</u>	# of inspected street openings	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	550	550	550

ORG 8000: DEPARTMENT OF PUBLIC WORKS

Conduct Research

Description: Provide assistance to property owners, designers, surveyors, and engineers seeking accurate and complete record information.

<u>Output:</u>	# of requests for survey, line, and other records	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	115	115	115

Provide Private Utility Invoices and Billings

Description: Provide invoices for permits to utility companies on a monthly basis and ensure permit revenues are collected for the City.

<u>Output:</u>	# of monthly private utility company invoices issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	4	4	4

Provide Customer Service Information

Description: Provide engineering information to engineers, architects, surveyors, contractors, the general public, including homeowners, and other city departments through emails, phone calls, and walk-ins.

<u>Output:</u>	# of information requests	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	1,500	1,500	1,500

ACTIVITY: HIGHWAY - CITY STREET MAINTENANCE (INCLUDING SNOW REMOVAL)

Description: Provide street, sign and sidewalk maintenance services to ensure clean, safe and satisfactory conditions.

FY10 GOALS

1. Install 20 recycling containers throughout city squares.
2. Install 60 benches and 80 barrels.
3. Plant 120 new trees.
4. Continue to work with OSPCD to complete the tree inventory system.
5. Install 30 bike rings throughout City squares.

FY09 GOAL REVIEW

1. Install 100 new barrels and 50 benches. (Complete)
2. Plant 110 new trees. (Complete)
3. Expand the sidewalk-sweeping program in neighborhoods and public areas. (Ongoing)
4. Implement signage maintenance program for all traffic signage and parking restriction signs. (Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of street miles maintained (Actual)	101	101	101
<u>Outcome:</u> % of residents surveyed expressing an opinion who are satisfied with street cleaning (Resident satisfaction survey)			

ADDITIONAL MAJOR OUTPUTS

Provide Snow Services

Description: Provide plowing, sanding, and removal of snow to ensure safe passage for public safety, pedestrians, and emergency vehicles. Put out sand barrels for public use.

<u>Output:</u> # of tons of salt used	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	7,000	10,546	8,000

Repair Sidewalks

Description: Respond to resident requests to repair uplifted and damaged sidewalk panels Repair excavations made by the Water department to restore sidewalk/streets to original condition.

<u>Output:</u> Yards of concrete used	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	3,000	3,500	3,500

Repair Potholes

Description: Repair potholes in a timely manner.

<u>Output:</u> # of potholes repaired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate	800	750	750

Remove Graffiti

Description: Respond to residents, Aldermen and businesses requesting removal of graffiti.

<u>Output:</u> # of incidences	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on service requests	600	700	700

Sweep Streets

Description: Provide street sweeping services to remove debris from streets and catch basin openings.

<u>Output:</u> Miles of public streets swept	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08: Actual; FY09-FY10: Actual	101	101	101

Empty Public Trash Barrels

Description: Maintain the daily schedule for Citywide trash receptacle pickup in squares and along streets.

<u>Output:</u> # of barrels emptied daily	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08: Actual; FY09-FY10: Projected	300	360	410

ORG 8000: DEPARTMENT OF PUBLIC WORKS

Provide Curb Cuts

Description: Remove curbing for residents to allow off-street parking in a timely and professional manner.

<u>Output:</u>	# of curbs cut	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on records	40	40	40

Maintain Trees

Description: Respond to resident requests for trimming, removal, and general maintenance of public shade trees.

<u>Output:</u>	# of trees trimmed & stumps removed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on records	2,500	2,600	2,600

Pick-Up Christmas Trees

Description: Pick-up Christmas trees, as requested by residents, to keep sidewalks and roadways clear and safe.

<u>Output:</u>	# of trees picked up	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	11,000	11,000	11,000

Pick-up Dead Animals

Description: Respond immediately to requests to remove dead animals.

<u>Output:</u>	# of dead animals picked up	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	200	200	200

Sign/Sign Pole Repair

Description: Ensure the City's street and traffic signs are in satisfactory condition.

<u>Output:</u>	# of signs repaired/replaced	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	25,000	25,000	25,000

Sign Installation

Description: Install new signs and poles in a timely manner.

<u>Output:</u>	# of new signs and poles installed.	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	7,000	7,000	7,000

ACTIVITY: HIGHWAY - FLEET MAINTENANCE

Description: Repair and maintain DPW and School owned vehicles and equipment in order to keep the fleet in a safe and operable condition.

FY10 GOALS

1. Develop and maintain a long-term vehicle replacement schedule.
2. Implement preventive maintenance schedule to maintain fleet in a safe and working condition.

FY09 GOAL REVIEW

1. Develop and maintain a long-term vehicle replacement schedule. (Ongoing)
2. Implement preventive maintenance schedule to maintain fleet in a safe and working condition. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of vehicle repairs (Actual for FY07 and projections for FY08 and FY09)	687	750	750
<u>Outcome:</u>	% of vehicles in working condition	95%	90%	90%

ADDITIONAL MAJOR OUTPUTS

Provide Preventive Maintenance and Repairs

Description: Provide scheduled service for City vehicles. Maintain a safe, clean, and operational fleet.

<u>Output:</u>	# of preventive maintenance servicing	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	250	254	275

Provide Reactive Maintenance and Repairs

Description: Respond to driver complaints on an as needed basis.

<u>Output:</u>	# of reactive repairs	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	500	600	600

Provide After Hours/Emergency Service

Description: Provide after hour services to respond to and answer calls from the public, Fire, and Police. Provide emergency vehicle repairs.

<u>Output:</u>	# of emergency responses	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	225	250	250

Purchase Equipment for Fleet

Description: Ensure fleet has proper, best, and safest equipment.

<u>Output:</u>	# of new equipment purchases for the fleet	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08-FY09: Actual; FY10: Estimate	5	0	0

ORG 8000: DEPARTMENT OF PUBLIC WORKS**ACTIVITY: HIGHWAY SOLID WASTE & RECYCLING**

Description: Provide disposal, recycling, and hazardous waste services to the residents and businesses of the City and the general public so that they may enjoy a cleaner and safer environment in the City of Somerville.

FY10 GOALS

1. Complete pilot test of single stream recycling and begin to move toward single stream recycling citywide after January 1st.
2. Increase recycling tonnage and participation.
3. Investigate the feasibility of in-house white good collections and disposal.

FY09 GOAL REVIEW

1. Complete pilot test of single stream recycling and begin to move toward single stream recycling citywide after January 1st. (Moved to FY10)
2. Increase recycling tonnage and participation. (Ongoing)
3. Investigate the feasibility of in-house white good collections and disposal. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of households and commercial units served (Estimate based on OSPCD and Assesors data)	33,000	33,000	33,000
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with garbage collection (Resident satisfaction survey)			

ADDITIONAL MAJOR OUTPUTS**Trash Collection**

Description: Supervise contractor. Pick-up any remaining trash from curbside, not picked up by the contractor, based on follow-up and complaint calls. Respond to illegal disposals.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of follow-ups responded to			
<u>Source:</u>	FY08: Actual missed trash and recycling complaints; FY09-FY10: Estimate	1,755	1,500	1,200

Collect White Goods

Description: Provide stickers for white goods and schedule pick-up. Collect and separate white goods from waste stream.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of white good stickers sold			
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	1,600	2,000	2,200

Collect and Separate Items Containing CFCs

Description: Collect and separate products containing CFCs from the waste stream.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of items collected			
<u>Source:</u>	Estimate	5,000	5,000	5,000

Respond to Emergencies

Description: Respond to public roadways, City buildings, and residential hazardous waste emergencies within 24 hours of notification.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of emergencies responded to			
<u>Source:</u>	Estimate	100	100	100

Collect and Separate CRTs

Description: Collect and separate products such as televisions and computer monitors that contain cathode ray tubes.

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u>	# of TVs/monitors collected			
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	6,000	6,700	6,800

ORG 8000: DEPARTMENT OF PUBLIC WORKS

ACTIVITY: BUILDINGS & GROUNDS - CITY CUSTODIAL SERVICES

Description: Provide cleaning services to City owned buildings and surrounding property.

FY10 GOALS

1. Maintain same level of satisfaction of public and municipal employees with cleanliness of City buildings as last year.

FY09 GOAL REVIEW

1. Maintain same level of satisfaction of public and municipal employees with cleanliness of City buildings as last year. (Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of city buildings cleaned (Actual for FY07 and projections for FY08, FY09, and FY10)	22	22	25
<u>Outcome:</u> % of employees who are satisfied with DPW's role in keeping the building I work in clean (Verify w/ DPW) (Somerville staff survey)	62%		

ADDITIONAL MAJOR OUTPUTS

Clean City Buildings and Yards

Description: Provide custodial services to City buildings and surrounding property.

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Output:</u> # of city buildings and grounds cleaned	22	22	25
<u>Source:</u> FY08-FY09: Actual; FY10: Estimate			

ACTIVITY: BUILDINGS MAINTENANCE AND PARKS

Description: Provide ongoing maintenance and custodial services for City and school owned buildings and grounds to ensure that City employees and Somerville residents have access to clean and safe public buildings and grounds.

FY10 GOALS

1. Continue to clean parks, playgrounds, and tot lots on a regular basis using sidewalk sweepers.
2. Sealcoat, pave and repaint lines at several schoolyards throughout the city.
3. Install new windows at the Brown School.
4. Point and seal the east outside wall at the WHCS.
5. Renovate the bathrooms at the WHCS.
6. Add three new buildings to the maintenance rotation; the West and East Police Substation and the boat house.
7. Redirect efforts to maintain and renovate repairs as well as the beautification of City parks and properties in general.
8. Repoint the Public Safety Building.

FY09 GOAL REVIEW

1. Complete important upgrades and repairs to the City's municipal buildings. (Ongoing)
2. Renovate and implement new Police substations in East and West Somerville. (Complete)
3. Complete renovations on Central Library. (Complete)
4. Install new handicap lift at the Traffic and Parking building. (Complete)
5. Reduce citywide municipal energy consumption by 20 percent below FY2006 levels. (Ongoing)
6. Install new bulletin boards in parks. (Complete)
7. Continue to clean parks, playgrounds and tot lots on a regular basis using the newly purchased sidewalk sweepers. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of buildings, parks and open spaces maintained (Projections for FY08, FY09 and FY10)	126	128	131
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with the appearance and maintenance of parks (Resident satisfaction survey)			

ADDITIONAL MAJOR OUTPUTS

Complete Emergency Repairs

Description: Be available 24 hours a day to provide for the maintenance, security, and safety of City buildings, schools, and grounds.

<u>Output:</u>	# of emergency repairs completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY07-FY10: Estimate	1,000	1,000	1,000

Provide Snow Plowing, Sanding and Shoveling Services

Description: Plow, sand, and shovel all schools, municipal buildings, municipal lots, and parks.

<u>Output:</u>	# of locations plowed, sanded, or shoveled	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	86	90	92

Maintain Small Motor Equipment

Description: Maintain and repair DPW small motor and school equipment.

<u>Output:</u>	# of motor repairs completed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	400	420	425

Empty Public Trash Barrels

Description: Empty trash barrels three days per week at parks.

<u>Output:</u>	# of barrels picked up	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	285	295	300

ORG 8000: DEPARTMENT OF PUBLIC WORKS

Supervise and Maintain Vendors under City Contract

Description: Supervise outside Contractors for HVAC, fire safety, fire alarm, asbestos, security systems, pest control, elevator repairs, oil deliveries and chemical treatments for all municipal buildings.

<u>Output:</u>	# of vendor contracts managed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	50	50	50

Maintain Open Spaces

Description: Maintain and repair the City's ball fields, playgrounds, parks, and islands.

<u>Output:</u>	# of open spaces	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	126	128	131

Maintain Flag Poles and Banners

Description: Install, maintain, and repair flag poles and banners in the City.

<u>Output:</u>	# of emergency repairs	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	1,000	1,000	1,003

Move Furniture

Description: Respond to various work requests for moving furniture outside of scheduled contract moves.

<u>Output:</u>	# of moves	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	200	100	100

ORG 8000: DEPARTMENT OF PUBLIC WORKS

ACTIVITY: BUILDINGS & GROUNDS - SCHOOL CUSTODIAL SERVICES

Description: Provide cleaning services to school buildings and surrounding property.

FY10 GOALS

1. Maintain same level of satisfaction of public with cleanliness of schools as last year.

FY09 GOAL REVIEW

1. Maintain same level of satisfaction of public with cleanliness of schools as last year. (Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of schools and surrounding grounds cleaned (Actual for FY07 and projections for FY08 and FY09)	11	11	11
<u>Outcome:</u> # of complaints received from parents regarding school conditions. (Verify outcome with DPW)			

ADDITIONAL MAJOR OUTPUTS

School Custodial Services

Description: Clean school buildings and surrounding yards.

<u>Output:</u> # of schools cleaned	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08-FY09: Actual; FY10: Estimate	11	11	11

ACTIVITY: WEIGHTS AND MEASURES

Description: Inspect weights and measures to ensure that equity and fairness prevail in the marketplace and the interests of buyers and sellers of commodities are protected.

FY10 GOALS

1. Incorporate scanner inspections as part of fieldwork.
2. Continue to respond to customer complaints within a five-day period.

FY09 GOAL REVIEW

1. Educate the merchants and consumers of Somerville about Weights and Measures and to promulgate all Weights and Measures laws and regulations in order to maintain equity and fairness in the marketplace. (Ongoing)
2. Distribute an informational booklet for consumers explaining the duties of Weights and Measures and consumer rights. (Ongoing)

KEY OUTPUT

	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u> # of items inspected or tested (Estimate based on records)	1,129	1,129	1,129
<u>Outcome:</u> Impact on consumer savings	\$904,507		

ADDITIONAL MAJOR OUTPUTS

Test and Seal Devices

Description: Physically test and physically seal the device to ensure accuracy and correctness.

<u>Output:</u> # of units inspected/tested	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on records	1,012	1,012	1012

Maintain and Repair Equipment

Description: Maintain weights and measures calibration traceable to national standards.

<u>Output:</u> # of equipment items maintained	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> FY08: Actual; FY09/FY10: Estimate	144	144	144

Provide Administration and Reporting

Description: Provide administrative services, maintain a log of department activities, complete required training, and file required reports in an accurate and timely manner.

<u>Output:</u> # hours per year spent on administrative tasks	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on daily average	876	876	876

Conduct Inspections

Description: Ensure that licenses, labels, and items are accurate and correct.

<u>Output:</u> # of inspections	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u> Estimate based on records	117	117	117

ORG 8000: DEPARTMENT OF PUBLIC WORKS**ACTIVITY: WATER**

Description: Maintain and improve the city water distribution system to ensure quality and dependability of system.

FY10 GOALS

1. Complete the installation of the new metering program citywide along with new billing software system.
2. Investigate the feasibility of monthly/bi-monthly water billing cycles.
3. Purchase leak detection equipment to identify residential leaks and hydrant leaks.
4. Continue to work cooperatively with other departments to reduce the amount of unpaid and unaccounted hydrant water use by outside contractors with the use of hydrant meters.
5. Continue to eliminate estimated reads to ensure the accuracy of bills issued and resultant revenues.

FY09 GOAL REVIEW

1. Replace 200 lead service lines per DEP mandate and tested below lead action level per the DEP requirements. (Complete)
2. Repair broken gate valves identified by the 2008 survey. (Complete)
3. Increase the number of actual versus estimated reads, resulting in more accurate billing citywide. (Ongoing)
4. Convert District Three to the new wireless meter system. (Complete)
5. Implement lead service replacement performed by Department personnel. (Complete)
6. Increase permit fees to better capture the cost of services. (Complete)
7. Complete water conservation grant for the Mass. Department of Environmental Protection. (Complete)
8. Work with ISD, Fire, Sewer, and Highway Departments to ensure that all water from hydrants is metered by the Water Department and billed back to the user if applicable. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of calls and emergencies responded to (Actual for FY07 and projections for FY08, FY09, and FY10)	103	100	100
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with the customer service they have received from the Water/ Sewer Department (Resident satisfaction survey)			

ADDITIONAL MAJOR OUTPUTS**Read Meters**Description: Read ARB and ProRead meters to collect information used to calculate consumption so customers are billed based on actual usage.

<u>Output:</u>	# of meters read	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	13,400	13,400	13,400+

Maintain Water Quality and PressureDescription: Investigate odor, color, and taste complaints. Investigate no/low water calls. Inspect lines for leaks. Develop alternative plans for provision in case of emergency. Comply with EPA guidelines.

<u>Output:</u>	# of calls responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	2,000	2,000	2,000

Maintain Gate ValvesDescription: Exercise gate valves so they will function properly when needed to open or close a section of pipe.

<u>Output:</u>	# of gate valves repaired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	55	100	200

Maintain HydrantsDescription: Provide maintenance and repair services to the City's hydrants.

<u>Output:</u>	# of hydrants repaired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	25	25	35

ORG 8000: DEPARTMENT OF PUBLIC WORKS

Maintain Meters

<u>Description:</u>	Replace ARB and Pro Read meters with the R900 model to collect information used to calculate consumption so customers are billed based on actual usage.			
<u>Output:</u>	# of repairs	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	746	0	5,000

Track and Issue Water Permits

<u>Description:</u>	Monitor and control interactions with water service systems by requiring permits.			
<u>Output:</u>	# of permits issued	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	50	50	50

Replace and Repair Water Mains

<u>Description:</u>	Replace older water mains to increase water quality and flow.			
<u>Output:</u>	# linear feet of water mains replaced	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on records	4,200	4,200	4,200

Survey Gate Valves

<u>Description:</u>	Survey all gate valves.			
<u>Output:</u>	% of total gate valves surveyed	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	70	30	100

Repair Water Leaks

<u>Description:</u>	Repair leaks to water mains as they occur.			
<u>Output:</u>	# of water main leaks repaired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	28	25	25

Water Service Upgrades - Lead Service Replacements

<u>Description:</u>	Replace lead service lines.			
<u>Output:</u>	# of lead service lines replaced	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	220	182	200

Water Service Upgrades - Upgraded Residential Water Service

<u>Description:</u>	Upgrade residential water service.			
<u>Output:</u>	# of upgrades	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	165	150	150

ORG 8000: DEPARTMENT OF PUBLIC WORKS**ACTIVITY: SEWER**

Description: Replace, repair and maintain the City's sewer system to promote public health and a clean environment.

FY10 GOALS

1. Clean and bait 2500 catch basins Citywide by September 30th, 2009.
2. Assign an additional employee to better monitor the grease remediation program.
3. Bring catch basin cleaning in house.

FY09 GOAL REVIEW

1. Continue to assist homeowners in determining if sewer problems are the responsibility of the City or if the homeowner needs to contact a plumber/drain layer. (Ongoing)
2. Implement a grease remediation program with the MWRA Toxic Control Program to eliminate unnecessary grease discharge into the sewer system. (Ongoing)
3. Identify continuous trouble spots for backups and place locations on a monthly checklist to avoid reoccurring blockages to residents. (Ongoing)
4. Include the Sacramento underpass as part of the pumping station maintenance program with the firm Weston and Sampson to avoid unnecessary flooding. (Complete)
5. Work with ISD, Fire Department, Sewer, and Highway to ensure that all water from hydrants is metered by the Water Department and billed back to the user if applicable. (Ongoing)

KEY OUTPUT

		FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Key Output:</u>	# of sewer mains cleared (Actual based on records for FY07 and projections for FY08, FY09, and FY10)	500	500	500
<u>Outcome:</u>	% of residents surveyed expressing an opinion who are satisfied with the customer service they have received from the Water/ Sewer Department (Resident satisfaction survey)			

ADDITIONAL MAJOR OUTPUTS**Provide Sewer Customer Service**

Description: Respond to calls from customers about sewer services in a timely manner.

<u>Output:</u>	# of inquiries responded to	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	1,100	1,100	1,100

Provide Markouts for DigSafe

Description: Provide mark-outs of City sewer and water mains prior to excavations in the public way, protect the City's infrastructure, and comply with state law.

<u>Output:</u>	# markouts made	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on records	1,000	1,000	1,000

Maintain and Repair Manholes

Description: Provide maintenance and repair of the sewer system manholes.

<u>Output:</u>	# of manholes repaired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	FY08: Actual; FY09/FY10: Estimate	12	12	12

Maintain Sewer Catch Basins

Description: Reduce street and sidewalk flooding by clearing catch basins. Bait for mosquito control. Comply with United States EPA requirements.

<u>Output:</u>	# basins cleaned and maintained	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate based on records	2,600	2,600	2,500

Repair Sewer Catch Basins

Description: Repairs made to sewer catch basins as needed.

<u>Output:</u>	# of basins repaired	FY08 (Act.):	FY09 (Proj.):	FY10 (Proj.):
<u>Source:</u>	Estimate	55	55	55

ORG 8000: DEPARTMENT OF PUBLIC WORKS

Repair Sewer Pipes

Description: Repairs made to broken sewer pipes.

Output: # of sewer pipes repaired

FY08 (Act.):
36

FY09 (Proj.):
36

FY10 (Proj.):
36

Source: Estimate

ORG 8001 DPW - ADMINISTRATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET ADOPTED	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	512,029	518,963	235,883	468,664
51300 OVERTIME	9,405	6,000	5,921	6,000
51410 LONGEVITY	2,200	2,900	1,100	3,600
51532 HOLIDAYS - S.M.E.A.				1,006
51930 UNIFORM ALLOWANCE	1,750	2,100	1,750	1,750
TOTAL P-ACCT 51000	525,384	529,963	244,654	481,020

P-ACCT 52000 ORDINARY MAINTENANCE

52460 REPAIRS OFFICE EQUIPMENT			175	
52470 MAINT CONTRACT-OFFC E	5,490	4,398	2,440	5,000
52760 RENTALS EQUIPMENT	2,472		2,180	
52915 HAZARDOUS WASTE REMO	61,816	100,000	22,314	100,000
53000 PROFESSIONL & TECHNCL	121,669	6,500	26,184	11,500
53060 ADVERTISING	140	200		200
53140 POLICE DETAIL	8,208	15,000	700	15,000
53142 FIRE DETAIL	148			

ORG 8001 DPW - ADMINISTRATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET ADOPTED	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
53210 EMPLOYEE TRAINING COURSES		500	50	500
53420 POSTAGE	8,395	4,000		4,000
53430 POSTAGE MACHINE RENT.	599	600		1,000
54200 OFFICE SUPPLIES	7,223	7,600	2,046	6,000
54210 PRINTING & STATIONERY	4,721	6,000	2,240	5,000
54810 MOTOR GAS AND OIL	600,469	700,000	250,150	700,000
54860 REIMB OF LICENSES	1,578	1,400	265	1,400
55000 MEDICAL/DENTAL SUPPLIES			684	
57100 IN STATE TRAVEL	99			100
57300 DUES AND MEMBERSHIPS	580	700	191	500
57810 RECORDINGS	101			
TOTAL P-ACCT 52000	823,708	846,898	309,619	850,200
TOTAL ORG 8001 FUNDING REQUIRED	1,349,092	1,376,861	554,273	1,331,220

DEPARTMENT NAME DPW-ADMINISTRATION
 GENERAL FUND ORG NUMBER 8001

Position	Name	Current Base	Fiscal Year Base	TOTAL
DPW COMMISSIONER	KOTY, STANLEY	1,804.82	92,413.70	92,413.70
DIR OPERATIONS	WILLETTE, RICHARD	1,466.87	75,109.36	75,109.36
DIR ADMN & FINANCE	BARRETT, MARGUERITE	1,230.43	63,002.73	63,002.73
ADMIN ASSISTANT	CAMPBELL, ALLISON	1,057.89	55,221.86	55,933.44
HEAD CLERK	RINGER, DIANE	854.16	44,587.15	46,357.98
HEAD CLERK	COREY, JEAN	854.16	44,587.15	46,357.98
PRINCIPAL CLERK 1	BROWN, KIM	794.42	41,468.72	42,577.61
PRINCIPAL CLERK 1	FOSTER, SUSAN	779.10	623.28	1,129.10
SENIOR CLERK	TANNER, BONNIE	688.60	35,394.04	
		702.38	561.90	36,443.66
PROJECT CONTRACTOR	HIRSCH, STEPHANIE	306.52	15,695.00	15,695.00
				475,020.56

ORG 8002 DPW - ELECTRIC

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51130 WAGES	247,665	290,447	114,684	244,174
51350 OVERTIME - LABOR	43,272	43,870	22,096	43,870
51470 LONGEVITY-LABOR	2,600	3,300	1,300	3,550
51480 OUT OF GRADE-LABOR	2,562	2,700	1,666	3,000
51520 AUTO ALLOWANCE	550	550	275	550
51532 HOLIDAYS - S.M.E.A.				933
51540 PERFECT ATTENDANCE	500			
51690 OTHER DIFFERENTIALS	7,978	9,574	3,242	8,049
51930 UNIFORM ALLOWANCE	1,750	2,100	1,750	1,750
TOTAL P-ACCT 51000	306,877	352,541	145,013	305,876
P-ACCT 52000 ORDINARY MAINTENANCE				
52495 REPAIRS-COMMUN. EQUIP.	16,967	20,000	500	20,000
52510 REPAIRS-TRAFFIC CONTROL	14,904	25,000		20,000
52600 REPAIRS-FIRE ALARM	31,144	30,000	1,725	30,000
52641 REPAIRS TO PARK LIGHTING	3,474	15,000	16,373	10,000
53000 PROFESSIONL & TECHNCL SVC	4,939			
54240 BOOKS & BOOKBINDING	1,892	2,000	149	2,000
54310 HARDWARE & SMALL TOOLS	994	1,000		1,000
54320 ELECTRICAL SUPPLIES		1,500		1,500
54340 PAINT	1,538	1,500		1,500
55540 SIGNS AND CONES			1,251	
TOTAL P-ACCT 52000	75,852	96,000	19,998	86,000

ORG 8002 DPW - ELECTRIC

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 58000 CAPITAL OUTLAY				
58515 EQUIPMENT-COMMUNICATIONS		5,000		5,000
58550 STREET AND TRAFFIC LIGHTS		15,000		15,000
58615 EQUIPMENT		10,000		10,000
TOTAL P-ACCT 58000	-	30,000	-	30,000
TOTAL ORG 8002 FUNDING REQUIRED	382,729 -	478,541 -	165,011 -	421,876

DEPARTMENT NAME ELECTRIC
 GENERAL FUND ORG NUMBER 8002

Position	Name	Current Base	Fiscal Year Base	TOTAL
PV FOREMAN	DEVELLIS, VINCENT	1,246.58	46,871.41	
		1,250.43	18,256.28	69,821.12
CHIEF WIRE INSP	POWER, JOHN	1,029.09	53,718.69	57,444.55
ELECTRICAN	MOCHI, RICHARD	863.04	45,050.69	47,057.72
SIGNAL MAINTAINER	GOODE, JOSEPH	770.59	40,224.80	42,804.33
TEMP SIGNAL MAINTAINER	CALI, KRISTOFER	755.48	8,612.47	
		770.59	31,440.07	41,879.05
				259,006.77

ORG 8003 DPW - ENGINEERING

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	57,055	73,201	34,970	76,076
51200 SALARIES & WAGES TEMPORARY		19,760		
51300 OVERTIME	388	3,000	798	5,000
51410 LONGEVITY	420	500	250	500
51520 AUTO ALLOWANCE	220	440	220	440
51532 HOLIDAYS - S.M.E.A.				164
51540 PERFECT ATTENDANCE	200			
51690 OTHER DIFFERENTIALS	842	1,408	573	1,471
51930 UNIFORM ALLOWANCE	120	240	120	240
TOTAL P-ACCT 51000	59,245	98,549	36,931	83,891
P-ACCT 52000 ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	369	1,000	262	1,000
54200 OFFICE SUPPLIES	266	400	70	400
54310 HARDWARE & SMALL TOOLS		600	512	600
54340 PAINT		75		75
TOTAL P-ACCT 52000	635	2,075	844	2,075
TOTAL ORG 8003 FUNDING REQUIRED	59,880 -	100,624 -	37,775 -	85,966

DEPARTMENT NAME DPW ENGINEERING
 GENERAL FUND ORG NUMBER 8003

40% NON ENTERPRISE

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
DIR. OF ENG.	VACANT	1,538.46	78,775.05	31,510.02
TEMP SR. CIVIL ENG.	MCCARTHY, CHARLES	1,213.21	63,329.56	27,103.57
TEMP JR. CIVIL ENG.	BELIZAIRE, PIERRE	834.02	1,501.24	
		924.27	46,583.21	21,283.61
			190,189.05	79,897.20
		40%	76,075.62	

ORG 8005 DPW - HIGHWAY

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	16,089	68,287	33,143	68,429
51130 WAGES	1,219,089	1,454,642	626,531	1,296,088
51350 OVERTIME - LABOR	333,351	235,000	141,676	235,000
51470 LONGEVITY-LABOR	11,450	17,100	8,725	17,350
51480 OUT OF GRADE-LABOR	3,033	5,000	4,411	5,000
51532 HOLIDAYS - S.M.E.A.				5,429
51540 PERFECT ATTENDANCE	5,100			
51690 OTHER DIFFERENTIALS	41,797	47,929	17,612	42,777
51930 UNIFORM ALLOWANCE	10,150	11,550	9,712	11,550
TOTAL P-ACCT 51000	1,640,059	1,839,508	841,810	1,681,623

ORG 8005 DPW - HIGHWAY

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 52000 ORDINARY MAINTENANCE				
52067 FENCE INSTALLATION & MAIN	5,401	10,000	270	5,000
52450 REPAIRS-VEHICLES	36,378	50,000	22,328	40,000
52540 REPAIRS-HIGHWAYS	7,835	7,500	462	5,000
52620 REPAIRS-TOOLS & EQUIPMENT	1,527	3,000	126	3,000
52660 CARE OF TREES	28,420	47,000	15,216	47,000
53000 PROFESSIONL & TECHNCL SVC		71,000		6,000
53060 ADVERTISING	300	300		300
53145 TOWING	1,479	1,500	660	1,500

ORG 8005 DPW - HIGHWAY

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
54310 HARDWARE & SMALL TOOLS	2,757	5,000	3,021	4,000
54340 PAINT	1,208	10,000	2,565	7,500
54350 TOOLS	9,182	8,500	6,397	7,000
54370 GLASS	1,900	2,000	1,115	2,000
54820 TIRES AND TUBES	6,135	12,000	5,394	6,000
54850 MOTOR PARTS & ACCESSORIES	119,673	120,000	65,748	120,000
55000 MEDICAL/DENTAL SUPPLIES			747	
55540 SIGNS AND CONES		32,000	5,696	22,000
55600 BITUMINOUS SUPPLIES	44,323	65,000	1,059	65,000
55610 READY MIX CONCRETE	108,485	150,000	32,868	150,000
55630 LUMBER & WOOD PRODUCTS	3,364	5,000		4,000
TOTAL P-ACCT 52000	378,367	599,800	163,672	495,300
P-ACCT 58000 CAPITAL OUTLAY				
58545 STREET REPAIRS	36,698			
TOTAL P-ACCT 58000	36,698	-	-	-
TOTAL ORG 8005 FUNDING REQUIRED	2,055,124 -	2,439,308 -	1,005,482 -	2,176,923

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

HIGHWAY
8005

Position	Name	Current Base	Fiscal Year Base	TOTAL
HIGHWAY SUPT.	MACEACHERN, STEVEN	1,336.40	68,428.80	68,428.80
HIGH'Y YARD FOREMAN	BARRY, THOMAS	1,193.35	29,595.08	
		1,216.42	33,329.91	66,989.29
MOTOREQUIPRPMNFOREMAN	BROWNE, MICHAEL	1,158.04	18,065.42	
		1,181.11	43,228.63	64,507.17
WASTE COLL INSP	MURPHY, BRIEN K	1,111.96	58,044.31	61,929.28
WASTE COLL INSP	O'CONNELL,JOHN	1,134.20	59,205.24	63,132.90
WASTE COLL INSP	ROCHE,CHARLES	1,111.96	2,668.70	
		1,134.20	56,483.16	62,525.08
WKFM1\SHMEO\TREE CLIMBER	WOOD, JAMES	839.60	43,827.12	47,039.15
WKFM1\SHMEO\CEMENTFINISHER\PWL	DIFRAIA,JAMES M	873.91	5,593.02	
		889.59	40,743.22	49,241.12
WKFM1\SHMEO\PWL	BUNKER, DAVID	823.91	43,008.10	45,540.01
WKFM1\SHMEO\PWL	CORBIN, FRANK	839.59	43,826.60	46,638.61
WKFM1\SHMEO\PWL	STROSCIO,ANTHONY	839.59	43,826.60	46,638.61
WKFM MOTOR EQUIPMENT RPMN	LOPEZ, DANIEL	899.30	46,943.46	49,620.12
WKFM	GALATIS, ALAN	857.04	685.63	2,457.04
MOTOREQUIPRPMN	PANTANELLA, ANTHONY	859.30	687.44	1,959.30
MOTOREQUIPRPMN	THORNTON, RICHARD	859.30	44,855.46	47,455.32
TRAFFIC MAINTANCE MAN	HALLETT, EDWARD	800.45	41,783.49	44,920.35
SHMEO\CEMENTFINISHER\PWL	CHIARAVALLOTTI, GINO	815.79	42,584.24	44,500.55
SHMEO\CEMENTFINISHER\PWL	JEFFRES, PHILLIP	815.79	42,584.24	45,000.55
SHMEO\TREE CLIMBER\PWL	SALTMAN, LEONARD JR	775.42	40,476.92	42,315.73
SHMEO\PWL+10%	ROSS, STEVEN	842.37	43,971.71	45,939.06
SHMEO\PWL+10%	ZAMBAKIS, THEOFANIS	825.85	43,109.37	45,045.00
SHMEO\PWL	BAILEY, SEAN	765.79	39,974.24	41,794.55
SHMEO\PWL	DOHERTY, DAVID J	750.77	16,066.48	
		765.79	23,586.33	41,464.42
SHMEO\PWL	FUCILE, JASON	765.79	39,974.24	41,794.55
SHMEO\PWL	HALLORAN,EDWARD	765.79	39,974.24	42,644.55
SHMEO\PWL	HAMEL, JOSEPH	765.79	39,974.24	41,794.55
SHMEO\PWL	VENEZIA, JEFFREY	765.79	39,974.24	41,794.55
HMEOPWL	HARDY, DANIEL	731.84	13,465.86	
		746.48	25,231.02	40,476.02
HMEOPWL	HARDY, EDWARD	694.00	2,637.20	
		731.84	35,421.06	39,805.82
HMEOPWL	PIWINSKI, JAMES	694.00	555.20	1,044.00
TEMP LABORER	CASSESSO, CHRIS	712.91	37,213.90	39,182.69
WATCHMAN	RIDDLE, MARGARET	712.27	37,180.49	40,148.05
SHMEO\TREE CLIMBER\PWL	VACANT	741.33	35,732.11	37,357.19
TOTAL				1,441,124.02

ORG 8006 DPW - SANITATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 52000 ORDINARY MAINTENANCE				
52910 RUBBISH REMOVAL	1,677,718	1,750,000	699,916	1,750,000
52911 RECYCLING	18,413	30,000		223,500
53000 PROFESSIONL & TECHNCL SVC	1,873,114	2,004,000	852,024	2,295,100
53420 POSTAGE				4,000
54210 PRINTING & STATIONERY	7,437		692	7,500
TOTAL P-ACCT 52000	3,576,682	3,784,000	1,552,632	4,280,100
TOTAL ORG 8006 FUNDING REQUIRED	3,576,682 -	3,784,000 -	1,552,632 -	4,280,100

ORG 8007 DPW - BUILDINGS & GROUNDS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
52072 INTERCOM EQUIP R & M		2,000		-
52074 ELEVATORS R & M	22,837	50,000	9,062	50,000
52075 PLUMBING R & M	39,788	50,000	16,038	45,000
52078 ROOFING R & M	10,812	50,000	11,850	50,000
52079 FLOOR COVERING R & M	1,485	100,000		50,000
52110 ELECTRICITY	2,863,121	3,769,182	1,280,666	3,500,000
52120 NATURAL GAS	530,447	612,150	56,356	575,000
52130 OIL	617,295	700,000	39,113	582,000
52410 REPAIRS-BUILDINGS	36,757	100,000	3,084	100,000
52620 REPAIRS-TOOLS & EQUIPMENT	9,707	10,000	581	8,000
52640 REPAIRS PARKS & PLAYGRNDS	24,430	50,000	12,577	45,000
52710 RENTALS-BUILDINGS	27,322	25,000	5,640	25,000
52920 EXTERMINATION	24,805	33,600	5,836	33,600
52935 ALARMS	47,707	60,000	10,375	60,000
53000 PROFESSIONL & TECHNCL SVC	14,955			
53851 MOVING SERVICES		15,000		15,000
54066 SUNDRY MAINT SUPPLIES	234,361	250,000	50,185	240,000
54202 OFFICE FURNITURE	2,135			
54310 HARDWARE & SMALL TOOLS	7,696	7,500	5,776	7,000
54320 ELECTRICAL SUPPLIES	48,284	40,000	19,168	35,000
54330 PLUMBING SUPPLIES	5,776	7,500	194	6,500
54340 PAINT	9,989	25,000	2,476	20,000

ORG 8007 DPW - BUILDINGS & GROUNDS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
54370 GLASS	13,147	20,000	1,444	15,000
54500 CUSTODIAL & HOUSEKPG SUPP	5,527	7,500	6,192	7,500
54600 GROUNDSKEEPING SUPPLIES	27,607	32,500	9,523	32,500
54620 LOAM,SOD,FERTILIZER	19,823	25,000	2,240	25,000
54850 MOTOR PARTS & ACCESSORIES	3,181	5,000		3,500
54900 FOOD SUPPLIES & REFRESHMT	1,241	5,000		-
55000 MEDICAL/DENTAL SUPPLIES			410	
55810 FLOWERS & FLAGS	13,555	20,000	2,495	15,000
55860 UNIFORMS	13,151	15,000	9,254	15,000
57400 INSURANCE PREMIUMS			656	
57805 CHRISTMAS LIGHTING	12,157	25,000		25,000
		-		
TOTAL P-ACCT 52000	5,661,294	7,352,648	1,840,006	6,784,794
TOTAL ORG 8007 FUNDING REQUIRED	7,443,244 -	9,119,603 -	2,721,406 -	8,460,194

DEPARTMENT NAME BUILDINGS AND GROUNDS
 GENERAL FUND ORG NUMBER 8007

Position	Name	Current Base	Fiscal Year Base	TOTAL
SUPT BLDG&GROUNDS	SANTANGELO, FRANK	1,336.40	68,428.80	68,428.80
PV SUPV CUSTODIAN	ALIANO, CHARLES	1,229.69	32,709.75	
		1,233.54	31,578.62	68,402.54
PV SR BLDG CUSTODIAN	KOSLOFSKY, ALAN	800.52	41,787.14	44,924.14
JR BLDG CUSTODIAN	CURLEY, PAUL	751.30	39,217.86	42,260.36
JR BLDG CUSTODIAN + 10%	GAUDET, ROLAND	826.42	43,139.12	45,575.85
JR BLDG CUSTODIAN + 10%	KEATING, DAVID	826.42	43,139.12	45,925.85
JR BLDG CUSTODIAN + 10%	SILVA, JAMES	826.42	43,139.12	46,125.85
JR BLDG CUSTODIAN + 10%	LOGRIPPO, PATRICIA	826.42	43,139.12	45,575.85
PV PUBLIC BLDG FOREMAN	RODERICK, JAMES	1,227.97	46,417.27	
		1,231.82	17,738.21	67,713.18
PUBLIC BLDG FOREMAN	QUINN,STEVEN	1,158.04	926.43	2,758.04
DPW FOREMAN B&G	PANTANELLA, MARTHA	924.16	47,871.49	
		941.84	376.74	51,222.61
WKFM/PLUMBER/PWL	MCKENZIE, STEWART	889.59	46,436.60	49,344.61
WKFM/CARPENTER/PWL	FULCO, FRANK	866.23	45,217.21	47,830.37
WKFM1\SHMEO\PWL	ARDOLINO, MARK	823.91	43,008.10	45,540.01
PLUMBER	HARDY, STEVE	863.04	45,050.69	47,557.72
PV ELECTRICIAN	MANLEY, BRIAN	863.04	45,050.69	47,557.72
PWMAINTCRFTSMN/PWL	MEOLA, VINCENT	775.42	40,476.92	43,165.73
PAINTER PWL	LEVESQUE, RAYMOND	775.42	40,476.92	42,815.73
CARPENTER PWL	MARSHALL, THOMAS	810.22	42,293.48	44,199.11
CARPENTER PLASTERER	WALSH, JOHN	825.42	43,086.92	45,521.73
PWMAINTMECH/PWL	CHAMBERS, JAMES	760.96	39,722.11	42,183.16
PWMAINTMECH/PWL	NUGENT,JOHN	760.96	608.77	2,935.96
SHMEO/PWL	DEVITA, ANTHONY	750.77	39,190.19	41,581.67
HMEO/PWL	BRYAN,JOSEPH	746.47	38,965.73	41,598.96
HMEOPWL	CORBETT, STEPHEN	746.47	38,965.73	41,348.96
HMEO/PWL	FALAISE, JEAN CLAUDE	731.84	38,202.05	39,957.18
HMEO/PWL	KALTON, JOHN	746.47	38,965.73	41,398.96
HMEO/PWL	MCCOLLEM, RONALD	746.47	38,965.73	41,248.96
HMEO/PWL	PELLIGRINI, EDWARD	746.48	38,966.26	41,499.50
HMEO/PWL	OLIVEIRA, DAVID	694.00	5,413.20	
		731.84	32,493.70	39,654.46
PLUMBERS HELPER	MITRANO, STEPHEN	727.17	37,958.27	40,204.44
PUBLIC WORKS LABORER	PREVAL, JAQUES	712.27	37,180.49	39,648.05
HMEO/PWL	VACANT	694.00	33,450.80	34,994.48
				1,430,700.53

ORG 8011 DPW - SCHOOL CUSTODIANS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	2,037,595	2,263,147	1,039,538	2,308,911
51115 SALARIES - MONTHLY		15,000	7,500	15,000
51300 OVERTIME	95,688	90,000	57,053	85,000
51410 LONGEVITY	30,600	31,200	15,300	33,850
51460 OUT OF GRADE	352		397	
51530 HOLIDAYS	631	2,113	502	9,615
51540 PERFECT ATTENDANCE	9,050		10,000	
51690 OTHER DIFFERENTIALS	2,300	1,040	892	3,299
51691 OTHER LUMP SUM PAYMENTS	23,000	26,000		27,000
51930 UNIFORM ALLOWANCE			350	350
TOTAL P-ACCT 51000	2,199,216	2,428,500	1,131,532	2,483,025
TOTAL ORG 8011 FUNDING REQUIRED	2,199,216 -	2,428,500 -	1,131,532 -	2,483,025

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

SCHOOL CUSTODIANS
8011

Position	Name	Partial Special Revenue		TOTAL
		Base	Base	
FACILITIES SUPERVISOR	BOWLER, MICHAEL	1,313.25	68,551.65	72,023.09
SR CUSTODIAN 2	COOPER, JOSEPH	922.14	48,135.71	50,070.14
SR CUSTODIAN 2	CREMINS, DAVID	816.05	42,597.81	44,861.02
SR CUSTODIAN 2	DALE, THOMAS	897.66	46,857.85	48,137.38
SR CUSTODIAN 2	MOORE, HARRY S.	897.66	46,857.85	48,137.38
SR CUSTODIAN 2	ROGERS, MICHAEL	897.66	46,857.85	48,137.38
SR CUSTODIAN 2	RYAN, JAMES	897.66	46,857.85	49,237.38
SR CUSTODIAN 2	SHEA, STEPHEN	897.66	46,857.85	48,387.38
SR CUSTODIAN 1	CAMPBELL, RUSSELL SR	871.85	45,510.57	47,584.94
SR CUSTODIAN 1	SHEA, VINCENT	871.85	45,510.57	47,434.94
JR BLDG CUSTODIAN	ANGIULO, ANTHONY JR.	818.25	42,712.65	44,226.30
JR BLDG CUSTODIAN	ANGIULO, ANTHONY SR.	743.86	38,829.49	40,728.26
JR BLDG CUSTODIAN	ARMSTRONG, GEORGE	840.56	43,877.23	45,213.46
JR BLDG CUSTODIAN	AULT, JOHN	818.24	42,712.13	44,225.78
JR BLDG CUSTODIAN	BEATON, JAMES	755.83	25,849.39	
		802.20	14,439.60	40,940.15
JR BLDG CUSTODIAN	BLAIKIE, PETER	818.25	42,712.65	43,876.30
JR BLDG CUSTODIAN	BRADY, RAYMOND III	683.00	6,693.40	
		687.12	29,133.89	36,463.89
JR BLDG CUSTODIAN	CENTOFANTI, PASQUALE	755.83	26,454.05	
		802.20	13,797.84	40,903.06
JR BLDG CUSTODIAN	CLANCY, JOHN	743.86	38,829.49	41,248.26
JR BLDG CUSTODIAN	COLLETTE, CHRISTOPHER	755.83	30,233.20	
		802.20	9,786.84	40,671.21
JR BLDG CUSTODIAN	COLMAN, RONALD	743.86	38,829.49	40,078.26
JR BLDG CUSTODIAN	CONNELLY, JODY E.	743.86	38,829.49	40,227.04
JR BLDG CUSTODIAN	CONSOLO, JOSEPH	743.86	38,829.49	39,978.26
JR BLDG CUSTODIAN	FINIGAN, MICHAEL	818.25	42,712.65	43,876.30
JR BLDG CUSTODIAN	FITZGERALD, WILLIAM	743.86	38,829.49	39,978.26
JR BLDG CUSTODIAN	GREENE, THOMAS	687.12	28,996.46	
		729.27	7,292.70	36,926.59
JR BLDG CUSTODIAN	GRIFFIN, DAVID	743.86	38,829.49	41,323.26
JR BLDG CUSTODIAN	GUARINO, JASON	687.12	23,499.50	
		729.27	13,126.86	37,263.79
JR BLDG CUSTODIAN	GRASSO, NEAL	818.25	42,712.65	43,376.30
JR BLDG CUSTODIAN	HANSCOM, MARK	840.56	43,877.23	45,395.34
JR BLDG CUSTODIAN	HARDY, JOHN	818.24	42,712.13	43,875.78
JR BLDG CUSTODIAN	HATZIPANAGOS, DEMETRIOS	683.00	23,631.80	
		687.12	12,093.31	36,361.71
JR BLDG CUSTODIAN	HODGDON, JAMES	743.86	38,829.49	40,228.26
JR BLDG CUSTODIAN	KENNEDY, JOHN	743.86	38,829.49	39,728.26
				0.00
JR BLDG CUSTODIAN	LEARY, PAUL	743.86	38,829.49	40,728.26
JR BLDG CUSTODIAN	LEGEE-VOSS, ROBIN	818.24	42,712.13	43,875.78
JR BLDG CUSTODIAN	LORENTI, ALEXANDER	743.86	38,829.49	39,728.26
JR BLDG CUSTODIAN	LUCREZIANO, ANTHONY	755.83	25,849.39	
		802.20	14,439.60	40,940.15
JR BLDG CUSTODIAN	MAHONEY, RICHARD	818.25	42,712.65	44,089.95
JR BLDG CUSTODIAN	MCAID, THOMAS	743.86	38,829.49	40,078.26
JR BLDG CUSTODIAN	MCDONALD, ROY	755.83	25,849.39	
		802.20	14,439.60	40,940.15
JR BLDG CUSTODIAN	MIELE, ANTHONY	755.83	26,605.22	
		802.20	13,637.40	40,893.78
JR BLDG CUSTODIAN	MITCHELL, MARK	818.24	42,712.13	43,975.78
JR BLDG CUSTODIAN	MOSHER, WILLIAM	818.24	42,712.13	43,925.78
JR BLDG CUSTODIAN	NALLI, HENRY	818.24	42,712.13	43,975.78
JR BLDG CUSTODIAN	OWENS, JOSEPH	818.25	42,712.65	44,089.95

JR BLDG CUSTODIAN	ROMANOFF, WILLIAM	755.83	25,849.39	
		802.20	14,439.60	41,091.32
JR BLDG CUSTODIAN	ROSE, THOMAS	743.86	38,829.49	40,728.26
JR BLDG CUSTODIAN	SHEA, JOHN	818.24	42,712.13	43,975.78
JR BLDG CUSTODIAN	SULLIVAN, WILLIAM	818.24	42,712.13	44,775.78
JR BLDG CUSTODIAN	VALENTE, COSMO	818.24	42,712.13	43,975.78
JR BLDG CUSTODIAN	WHITE, PAUL	818.24	42,712.13	43,875.78
JR BLDG CUSTODIAN	WHITLOCK, JOSEPH JR.	818.24	42,712.13	43,925.78
JR BLDG CUSTODIAN	WILLEY, FRANCIS	840.56	43,877.23	46,020.34
TEMP EMG JR BLDG CUST	BRADY, SHAWN	683.00	35,652.60	36,289.20
				2,383,025.03

ORG 4501 DPW - WEIGHTS & MEASURES

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET ADOPTED	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	67,809	74,174	35,191	74,380
51300 OVERTIME	3,733	5,124	2,065	5,124
51410 LONGEVITY	1,250	1,325	625	1,400
51532 HOLIDAYS - S.M.E.A.				285
51690 OTHER DIFFERENTIALS	2,300	2,444	993	2,451
51930 UNIFORM ALLOWANCE	350	350	350	350
TOTAL P-ACCT 51000	75,442	83,417	39,224	83,990
P-ACCT 52000 ORDINARY MAINTENANCE				
52620 REPAIRS-TOOLS & EQUIPMENT		1,000		1,000
53200 TUITION	30	250		250
54210 PRINTING & STATIONERY	962	800		
54221 COMPUTER EQUIPMENT	405			
54310 HARDWARE & SMALL TOOLS	223	1,000	297	1,000
54860 REIMB OF LICENSES	65	90		90
57100 IN STATE TRAVEL	97	200	122	200
57110 IN STATE CONFERENCES	95	100	105	100
57300 DUES AND MEMBERSHIPS	145	150	145	150
TOTAL P-ACCT 52000	2,022	3,590	669	2,790
TOTAL ORG 4501 FUNDING REQUIRED	77,464	87,007	39,893	86,780

DEPARTMENT NAME WEIGHTS & MEASURES
 GENERAL FUND ORG NUMBER 4501

Position	Name	Current Base	Fiscal Year Base	TOTAL
SEALER OF WEIGHTS & MEASURES	BURGESS, STEPHEN	1,422.95	36,427.52	
		1,426.80	37,952.88	78,866.01
				78,866.01

CITY OF SOMERVILLE

FY10 BUDGET

ORG 8008 DPW - WATER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	391,053	414,902	175,788	469,120
51117 SALARY CONTINGENCY		36,311		18,434
51130 WAGES	301,508	311,323	124,900	312,197
51300 OVERTIME	6,822	15,000	3,852	15,000
51350 OVERTIME - LABOR	64,481	75,000	22,859	75,000
51410 LONGEVITY	2,165	1,850	1,463	5,250
51470 LONGEVITY-LABOR	3,475	3,625	1,650	3,200
51480 OUT OF GRADE-LABOR	1,819	2,500	922	7,500
51500 FRINGE BENEFITS TO EMPLS.		286,209		311,256
51520 AUTO ALLOWANCE	1,815	1,980	990	1,980
51532 HOLIDAYS - S.M.E.A.				2,248
51540 PERFECT ATTENDANCE	500			
51690 OTHER DIFFERENTIALS	14,161	15,108	5,426	15,117
51691 OTHER LUMP SUM PAYMENTS				
51920 SICK LEAVE BUYBACK				
51930 UNIFORM ALLOWANCE	4,290	4,380	3,940	4,730
TOTAL P-ACCT 51000	792,089	1,168,188	341,790	1,241,032

CITY OF SOMERVILLE

FY10 BUDGET

ORG 8008 DPW - WATER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 52000 ORDINARY MAINTENANCE				
52061 BOILER REP & MAINT				
52450 REPAIRS-VEHICLES	6,102	7,000	395	2,500
52470 MAINT CONTRACT-OFFC EQUIP		3,000		3,000
52620 REPAIRS-TOOLS & EQUIPMENT	250	5,000		5,000
52910 RUBBISH REMOVAL	17,360	40,000	18,850	40,000
53000 PROFESSIONL & TECHNCL SVC	73,377	85,000	24,812	185,100
53060 ADVERTISING	70	1,000	50	250
53113 BANK CHARGES	963	999	388	1,000
53140 POLICE DETAIL	97,143	85,000	13,808	75,000
53210 EMPLOYEE TRAINING COURSES			740	1,000
53420 POSTAGE	106	28,000	5,000	20,000
53430 POSTAGE MACHINE RENTAL			745	800
53900 SOFTWARE	12,468			
54042 RENTALS				
54066 SUNDRY MAINT SUPPLIES	1,572	500	2,043	2,500

CITY OF SOMERVILLE

FY10 BUDGET

ORG 8008 DPW - WATER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
54200 OFFICE SUPPLIES	2,000	2,000	1,514	2,000
54201 OFFICE EQUIPMENT				
54202 OFFICE FURNITURE	1,298	2,000	1,250	1,000
54210 PRINTING & STATIONERY	19,338	35,000	6,946	50,000
54220 COMPUTER SUPPLIES				
54221 COMPUTER EQUIPMENT				
54310 HARDWARE & SMALL TOOLS	6,152	3,000	1,159	3,000
54340 PAINT	1,485	1,500	1,040	1,500
54350 TOOLS		2,000		2,000
54610 SAND, GRAVEL AND LOAM		20,000		20,000
54810 MOTOR GAS AND OIL	4,857	20,000	23,516	25,000
54820 TIRES AND TUBES	1,493	1,500		2,000
54850 MOTOR PARTS & ACCESSORIES				
54860 REIMB OF LICENSES	338	400	122	400
55000 MEDICAL/DENTAL SUPPLIES			137	
55600 BITUMINOUS SUPPLIES		25,000	1,025	25,000
55610 READY MIX CONCRETE	9,220	25,000	2,173	25,000
56900 PAYMENTS TO COMMONWEALTH	19,872	26,000		26,780
57300 DUES AND MEMBERSHIPS	360	700	231	400
57820 CERT OF NOTES & BONDS				
TOTAL P-ACCT 52000	275,824	419,599	105,944	520,230

CITY OF SOMERVILLE

FY10 BUDGET

ORG 8008 DPW - WATER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 58000 CAPITAL OUTLAY				
58410 BUILDING IMPROVEMENTS				
58540 VEHICLES				66,000
58545 STREET REPAIRS	47,490	460,000		500,000
58547 SIDEWALK REPAIR - SOM AVE				
58551 STREET SIG & LIGHTS SOM A				
58615 EQUIPMENT				
58710 WATER METERS & PARTS	87,601	50,000	27,076	150,000
58720 HYDRANTS	42,212	50,000	24,669	55,000
58725 LEAK DETECTION PROGRAM		16,000	12,375	15,000
58730 PIPE FITTINGS	83,971	50,000	982	60,000
58735 WATER SERVICE REPLACEMENT	1,025,888	800,000	231,267	900,000
58756 WATER RECONSTRUCTION/RPR				
TOTAL P-ACCT 58000	1,287,162	1,426,000	296,369	1,746,000
P-ACCT 59000 DEBT SERVICE				
59100 PRINCIPAL ON LNG TRM DEBT	972,233	934,617	434,416	1,061,286
59110 PRINCIPAL ON MWRA BOND				
59150 INTEREST ON LTD	108,727	86,821	50,860	88,774
59240 INTEREST ON NOTES-BAN		315,500		113,637
TOTAL P-ACCT 59000	1,080,960	1,336,938	485,276	1,263,697

CITY OF SOMERVILLE

FY10 BUDGET

ORG 8008 DPW - WATER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 60000 SPECIAL ITEMS				
69190 CAPITAL IMPROVEMENTS		350,000		200,000
INDIRECT COST SUBSIDY				12,500
69990 MASS WATER RESOURCE AUTH	5,416,384	5,934,618	2,344,075	5,890,495
TOTAL P-ACCT 60000	5,416,384	6,284,618	2,344,075	6,102,995
TOTAL ORG 8008 FUNDING REQUIRED	8,852,419	10,635,343	3,573,454	10,873,954

ORG 8012 DPW- SEWER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	43,226	15,816	26,227	57,516
51117 SALARY CONTINGENCY		11,637		5,716
51130 WAGES	188,203	176,596	52,538	176,981
51300 OVERTIME	291	600	599	5,000
51350 OVERTIME - LABOR	19,618	30,000	13,751	25,000
51410 LONGEVITY	315	375	188	375
51470 LONGEVITY-LABOR	4,600	2,000	633	850
51480 OUT OF GRADE-LABOR	2,045	2,000	1,271	2,000
51500 FRINGE BENEFITS TO EMPLS.		77,266		93,416
51520 AUTO ALLOWANCE	165	330	165	330
51540 PERFECT ATTENDANCE	900			
51532 HOLIDAYS - S.M.E.A.				797
51690 OTHER DIFFERENTIALS	6,800	6,945	1,479	6,902
51920 SICK LEAVE BUYBACK	12,864			
51930 UNIFORM ALLOWANCE	1,840	1,580	1,140	1,580
TOTAL P-ACCT 51000	280,867	325,145	97,991	376,463

ORG 8012 DPW- SEWER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 52000 ORDINARY MAINTENANCE				
52410 REPAIRS-BUILDINGS				
52450 REPAIRS-VEHICLES	13,546	15,000	14,390	25,000
52460 REPAIRS OFFICE EQUIPMENT		500		
52470 MAINT CONTRACT-OFFC EQUIP				
52620 REPAIRS-TOOLS & EQUIPMENT		500	395	500
52910 RUBBISH REMOVAL	15,660	35,000	2,877	25,000
52917 DISPOSAL C BASIN SPOILS	3,190	50,000		25,000
53000 PROFESSIONL & TECHNCL SV	9,415	85,000	126,273	215,100
53113 BANK CHARGES	1,955	2,000	788	2,000
53140 POLICE DETAIL	26,688	35,000	9,740	35,000
53210 EMPLOYEE TRAINING COURSES				1,000
53900 SOFTWARE	12,468			
54200 OFFICE SUPPLIES	526	1,000	114	500
54210 PRINTING & STATIONERY	5,260	1,000		2,000
54310 HARDWARE & SMALL TOOLS	11,338	1,500	7,359	1,500
54330 PLUMBING SUPPLIES	1,500	3,000		1,000
54340 PAINT				1,000
54810 MOTOR GAS AND OIL	4,698	20,000	14,632	25,000
54860 REIMB OF LICENSES	50	390	60	200
55100 EDUCATIONAL SUPPLIES			17	
55310 PIPE FITTINGS	8,682	35,000		20,000

ORG 8012 DPW- SEWER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
55600 BITUMINOUS SUPPLIES	25,129	25,000	5,623	25,000
55610 READY MIX CONCRETE		10,000	113	10,000
55620 MASONRY SUPPLIES	13,725	25,000	5,620	25,000
55625 FOUNDRY PRODUCTS	7,845	5,000		25,000
57100 IN STATE TRAVEL				
57300 DUES AND MEMBERSHIPS		100		
TOTAL P-ACCT 52000	161,675	349,990	188,001	464,800

ORG 8012 DPW- SEWER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 58000 CAPITAL OUTLAY				
58001 CAPITAL PROJECTS				250,000
58110 LAND IMPROVEMENTS		-		
58410 BUILDING IMPROVEMENTS	17,500			
58540 VEHICLES	54,938	54,938	54,938	94,938
58545 STREET REPAIRS	120,419	100,000	8,072	
58715 SEWER CLEANING/REPAIRS	489,754	800,000	198,207	850,000
TOTAL P-ACCT 58000	682,611	954,938	261,217	1,194,938

ORG 8012 DPW- SEWER ENTERPRISE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 59000 DEBT SERVICE				
59100 PRINCIPAL ON LNG TRM DEBT	878,778	881,275	518,155	883,275
59150 INTEREST ON LTD	141,801	132,026	67,363	122,107
59240 INTEREST ON NOTES-BAN				
TOTAL P-ACCT 59000	1,020,579	1,013,301	585,518	1,005,382
P-ACCT 60000 SPECIAL ITEMS				
69990 MASS WATER RESOURCE AUT	11,802,980	12,037,009	6,507,556	12,671,957
INDIRECT COST SUBSIDY				12,500
TOTAL P-ACCT 60000	11,802,980	12,037,009	6,507,556	12,684,457
TOTAL ORG 8012 FUNDING REQUIRED	13,948,712	14,680,383	7,640,283	15,726,040

ORG 8004 DPW - SNOW REMOVAL

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 52000 ORDINARY MAINTENANCE				
52940 SNOW REMOVAL	678,066	500,000	22,161	500,000
TOTAL P-ACCT 52000	678,066	500,000	22,161	500,000
P-ACCT 58000 CAPITAL OUTLAY				
58540 VEHICLES	55,674			
TOTAL P-ACCT 58000	55,674	-	-	-
TOTAL ORG 8004 FUNDING REQUIRED	733,740 -	500,000 -	22,161 -	500,000

ORG 9001 HEALTH & LIFE INS

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51740 LIFE INSURANCE	98,993	105,000	55,329	<u>105,000</u>
51750 HEALTH INSURANCE/ CLAIMS TRUST	24,178,184	24,734,465	15,629,259	<u>25,585,212</u>
51760 MEDICARE INSURANCE	689,999	690,000	508,721	<u>1,025,000</u>
51765 SOCIAL SECURITY TAX	5,425	20,000	2,603	<u>20,000</u>
TOTAL P-ACCT 51000	24,972,602	25,549,465	16,195,912	<u>26,735,212</u>
P-ACCT 52000 ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC	44,692	80,000	25,437	<u>80,000</u>
TOTAL P-ACCT 52000	44,692	80,000	25,437	<u>80,000</u>
TOTAL ORG 9001 FUNDING REQUIRED	25,017,294 -	25,629,465 -	16,221,349 -	<u>26,815,212</u>

ORG 9101 WORKER'S COMPENSATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	DEPARTMENTAL REQUEST
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES	52,718	52,719	25,046	51,712
51710 WORKER'S COMPENSATION	358,882	400,000	164,675	400,000
TOTAL P-ACCT 51000	411,600	452,719	189,721	451,712
P-ACCT 52000 ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC	53,530	50,000	3,220	45,000
53010 MEDICAL & DENTAL SERVICES	112,395	120,000	6,373	117,500
53040 LEGAL SERVICES	29,530	35,000		30,000
53210 EMPLOYEE TRAINING COURSES		2,000		4,500
54200 OFFICE SUPPLIES		500		500
54202 OFFICE FURNITURE	2,120			
54210 PRINTING & STATIONERY		150		
55000 MEDICAL/DENTAL SUPPLIES	662	2,250	19,469	2,000
55870 MAGAZINES,NEWS,SUBSCRIPTS		200		
57100 IN STATE TRAVEL	1,238	250	584	1,100
57110 IN STATE CONFERENCES		250		
57600 JUDGEMENTS/SETTLMT OF CLM	147,251	175,000	710	125,000
TOTAL P-ACCT 52000	346,726	385,600	30,356	325,600
TOTAL ORG 9101 FUNDING REQUIRED	758,326	838,319	220,077	777,312

DEPARTMENT NAME
GENERAL FUND ORG NUMBER

Workers' Compensation
9101

<u>Position</u>	<u>Name</u>	<u>Current Base</u>	<u>Fiscal Year Base</u>	<u>TOTAL</u>
EMPLOYMENT SAFETY & TRAINING MNGR	RENEE MELLO	1,009.93	51,712.29	51,712.29
				51,712.29

ORG 9201 UNEMPLOYMENT COMPENSATION

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51720 UNEMPLOYMENT INSURANCE	100,327	130,000	83,589	<u>300,000</u>
TOTAL P-ACCT 51000	100,327	130,000	83,589	<u>300,000</u>
TOTAL ORG 9201 FUNDING REQUIRED	100,327 -	130,000 -	83,589 -	<u>300,000</u>

ORG 9301 PENSIONS/NON-CONTRIBUTORY

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 52000 ORDINARY MAINTENANCE				
57510 PENSIONS	418,928	380,000	173,278	<u>317,354</u>
57520 REIMB/ALLOWANCES	19,360	19,950		<u>16,077</u>
TOTAL P-ACCT 52000	438,288	399,950	173,278	<u>333,431</u>
TOTAL ORG 9301 FUNDING REQUIRED	438,288 -	399,950 -	173,278 -	<u>333,431</u>

ORG 9611 PENSION ACCUMULATION FUND

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51770 RETIREMENT FUND	11,121,546	11,792,112	7,000,000	<u>10,352,352</u>
TOTAL P-ACCT 51000	11,121,546	11,792,112	7,000,000	<u>10,352,352</u>
TOTAL ORG 9611 FUNDING REQUIRED	11,121,546 -	11,792,112 -	7,000,000 -	<u>10,352,352</u>

ORG 6501 DEBT SERVICE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 59000 DEBT SERVICE				
59100 PRINCIPAL ON LNG TRM DEBT	4,623,616	4,758,735	715,000	<u>5,748,976</u>
59150 INTEREST ON LTD	2,484,727	2,420,827	1,161,613	<u>2,627,863</u>
59240 INTEREST ON NOTES-BAN	335,234	544,000		<u>220,000</u>
59260 INTEREST ON TAX ABATEMENT	837	10,000	484	<u>10,000</u>
TOTAL P-ACCT 59000	7,444,414	7,733,562	1,877,097	<u>8,606,839</u>
TOTAL ORG 6501 FUNDING REQUIRED	7,444,414 -	7,733,562 -	1,877,097 -	<u>8,606,839</u>

ORG 9901 DAMAGE TO PERSONS & PROP

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 52000 ORDINARY MAINTENANCE				
57600 JUDGEMENTS/SETTLMT OF CLM	163,609	250,000	23,488	<u>175,000</u>
TOTAL P-ACCT 52000	163,609	250,000	23,488	<u>175,000</u>
TOTAL ORG 9901 FUNDING REQUIRED	163,609 -	250,000 -	23,488	<u>175,000</u>

ORG 9990 CONTINGENCY ACCOUNT

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 51000 PERSONAL SERVICES				
51110 SALARIES		4,100,000	18,664	<u>1,200,000</u>
51540 PERFECT ATTENDANCE	2,674	40,000	10,400	<u>40,000</u>
51920 SICK LEAVE BUYBACK		21,180		<u>10,000</u>
TOTAL P-ACCT 51000	2,674	4,161,180	29,064	<u>1,250,000</u>
TOTAL ORG 9990 FUNDING REQUIRED	2,674 -	4,161,180 -	29,064 -	<u>1,250,000</u>

ORG 3401 BUILDING INSURANCE

	FY08 ACTUAL EXPENDITURES	FY09 BUDGET	FY09 EXPEND THRU 12/31	FINAL DEPARTMENTAL REQUEST FY10
P-ACCT 52000 ORDINARY MAINTENANCE				
57401 BUILDING INSURANCE	171,400	310,692	294,628	<u>305,235</u>
TOTAL P-ACCT 52000	171,400	310,692	294,628	<u>305,235</u>
TOTAL ORG 3401 FUNDING REQUIRED	171,400 -	310,692 -	294,628 -	<u>305,235</u>