City of Somerville Municipal Budget FY2018 *Proposed*

Mayor Joseph A. Curtatone

City Government

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Michael Mastrobuoni, Budget Manager

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For the Fiscal Year Beginning

July 1, 2015

Executive Director

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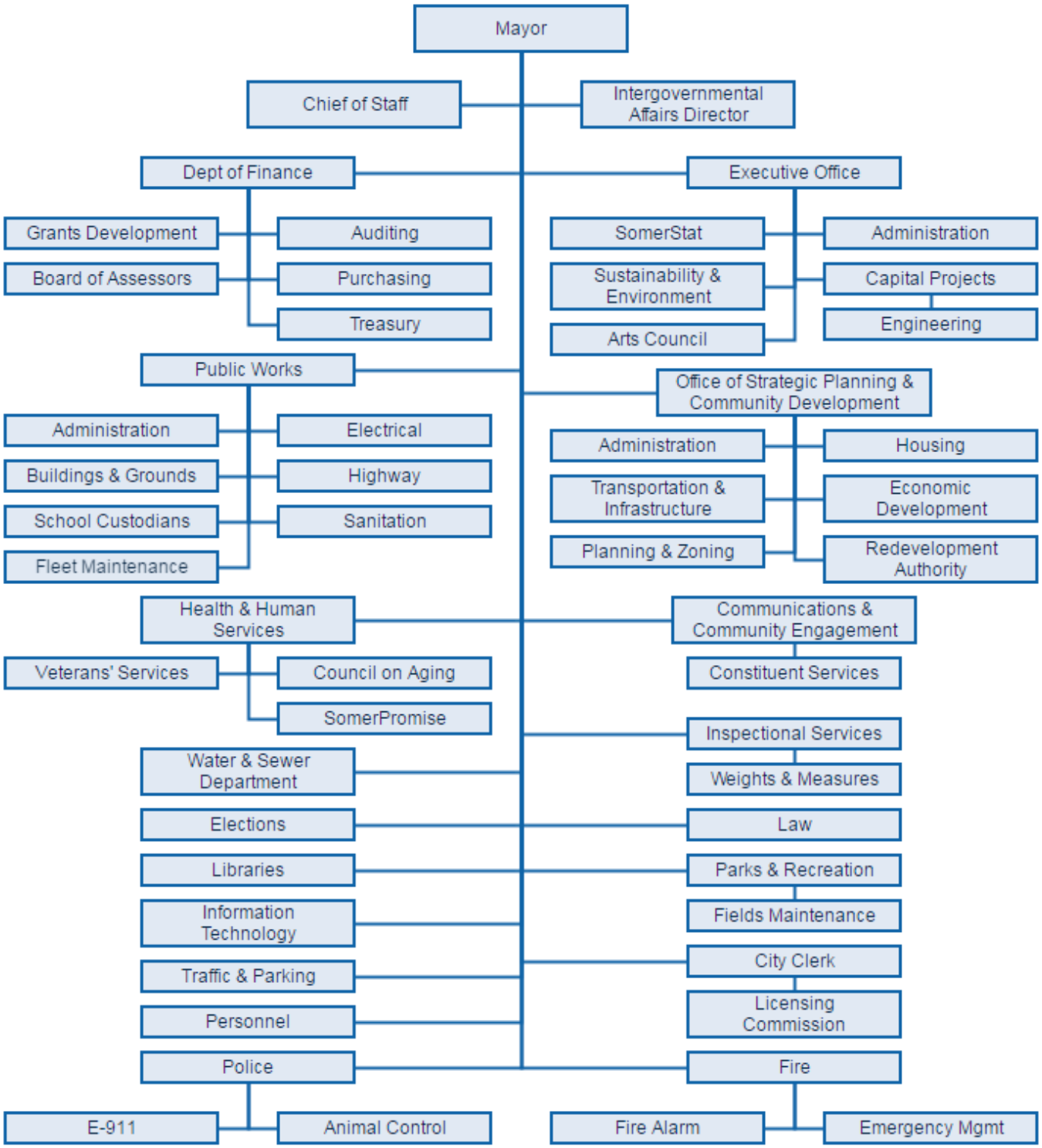
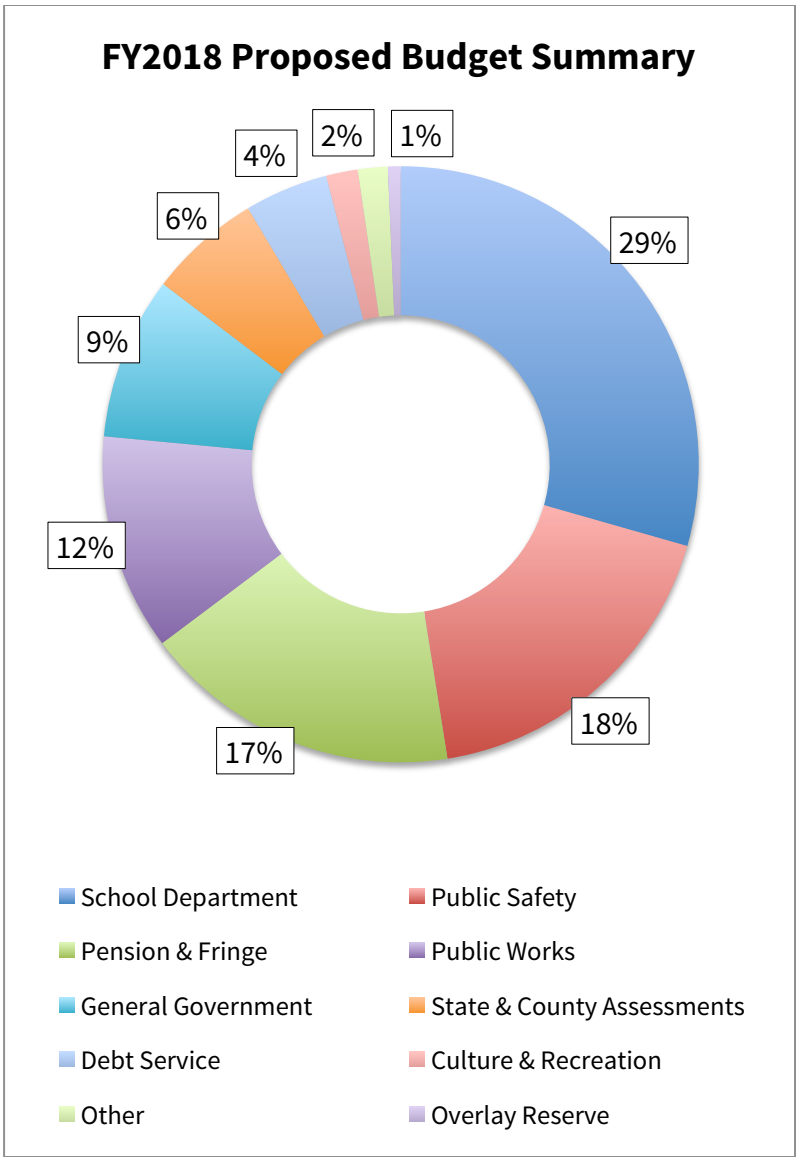
Departmental Organizational Chart



Operating Budget Summary

Program Expenditures	FY16 Budgeted	FY17 Budgeted	FY18 Proposed
General Government	$18,134,833	$18,879,501	$20,598,275
Public Safety	38,280,561	41,249,438	42,103,406
Culture & Recreation	2,847,503	3,282,026	3,988,780
Public Works	24,784,573	26,662,191	27,374,212
Pension & Fringe	37,429,659	38,466,076	40,244,419
Debt Service	9,874,161	10,748,066	10,572,795
Other	1,906,851	2,156,507	3,774,000
School Department	62,512,658	65,420,081	68,574,180
Overlay Reserve	1,680,096	1,700,000	1,600,000
State Assessments	13,409,986	14,035,001	14,235,017
Supplemental Appropriations	151,890	-	-
Total	$211,012,771	$222,598,887	$233,065,084

Financing Sources	FY2018 Budget
Taxes	153,472,717
Penalties & Interest on Taxes & Excise	808,000
State Aid	48,884,378
Fines & Forfeits	6,091,925
Licenses & Permits	13,791,488
Fees	1,738,717
Miscellaneous Recurring	1,449,962
Other Revenue Sources	6,827,897
Total	233,065,084



City of Somerville, Massachusetts

Joseph A. Curtatone
Mayor

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

Somerville stands at a historic moment. As our City celebrates its 175th anniversary and looks back at its industrial past, we are moving forward with unprecedented determination to shape a people-centric future—one that brings us the jobs, housing, transit, open space, city services, environmental stewardship, quality education, and other advances aimed at keeping our community and our residents thriving. These goals, laid out in our community-made 20-year SomerVision comprehensive plan, grow ever nearer as we invest in our community, and as important projects such as the Green Line, Union Square, Assembly Row, and neighborhood planning move forward. All is a result of the tireless and thoughtful efforts of our Board of Aldermen, the community, and the City.

But the foundation of that progress is, essentially, three-fold: grit, vision, and sound fiscal management. Somerville's grit, our unwavering determination, needs no explanation. Our vision, the ability to come together to imagine a better future—for ourselves, our families, and our neighbors—is also easily on view in so much of what we do every day as a community. Our sound fiscal management in turn can be seen in our healthy financial indicators, our economic growth, and in the strategic decisions made in preparing our annual budgets.

To name just a few indicators: Our free cash and rainy day funds remain at the highest in our history even as we make record investments in our schools, open space, transit, and infrastructure. Our bond rating remains the highest in the City's history, as the rating agencies take note of our continuing growth and sound management practices. With record new growth and commercial investment, our tax base is expanding. Commercial taxes and permit revenues continue to grow allowing us to make targeted investments. In the last two years, our building permit revenues increased by over 465 percent. Over the same period, more than 250 new businesses have been added to our local economy. We've added more than 6,000 new jobs to the city since 2010 and more than 15,000 new jobs are called for in the Union Square Neighborhood Plan.

Meanwhile, we have steadily built up—budget by budget and year by year—the human and fiscal resources we need to continue this progress. We do so with budgets committed to conservative fiscal management,

financial efficiency, strategic investment, and increasing self-reliance. The proposed Fiscal Year 2018 Annual Budget detailed here remains steadfastly in line with these principles—if not more so.

Most notably, the proposed FY18 Annual Budget is a near-level service budget. Simply put, we are holding steady with a budget where increases are primarily to meet rising fixed costs—such as health insurance, pension liabilities, utilities, and the overall cost of services and supplies—rather than new investments. This budget will thus yield an increase in spending but will not require taxing to the levy limit, meaning that we are not spending every dollar that we can. Rather we are preparing for our future liabilities and budgeting to slow the growth in taxes.

One focus of investment that will not slow, however, is our schools. We've worked intensively to drive up achievement, test scores, and graduation rates, and to continue this rise we must make the strategic investments in education that will help each of our students achieve his or her potential. Increased school funding in the proposed FY18 budget is targeted to support critical out-of-school programming, technology investments including increased STEAM programming, middle school sports programming to allow greater access to physical activity earlier, investments in our Universal Kindergarten Readiness and Pre-K initiatives including a third Head Start classroom, and enhanced special education services including the hiring of a district Autism Specialist, as well as other programs. We must ensure our children are given every opportunity to learn and succeed.

The FY18 proposed budget also anticipates the signing of several union contracts and recognizes the need to attract and retain qualified staff. We are planning ahead by setting aside funds now to meet expected union contract obligations, and this budget also implements Phase II of the non-union salary adjustments called for by the Municipal Compensation Advisory Board (MCAB).

Surgical, narrowly focused investments are also proposed in several areas that will go beyond level service. In FY17, we created a new Department of Public Works Fleet Division, and in FY18 we propose the needed funding to allow the division to invest in and maintain our assets. In a similar vein, as we strive to take care of our assets, our buildings, our schools, and our community spaces, we are also doubling down on investments in the maintenance of our buildings and grounds. This type of preventive maintenance investment is designed to pay for itself and more in improved asset longevity and decreased repair costs.

As usage of our athletic fields continues to intensify, we must also direct more resources to field maintenance to keep up with the additional wear and demand. The FY17 budget introduced new staffing and structures to improve field maintenance. The FY18 budget proposes doubling the field maintenance budget to ensure they have the resources to carry out this important work.

As our local economy grows, we must ensure that all of our residents have the skills and training required to access the new jobs we are striving to create. To this end, we are investing in a workforce development plan, taking over the funding of the FabVille fabrication lab manager, and supporting expansion of our Nibble program for culinary entrepreneurship.

Finally, our libraries remain an important central source for learning and knowledge access, and to ensure we continue to meet community need, we are investing in two new librarians as well as an increased materials budget for additional resources from print to digital.

Again, we've built a proposed budget based on thrift, shared community values, and an eye toward our long-range responsibilities. After years of planning and investing in our city's economic growth, we are now

beginning to reap the financial benefits that growth is producing. Our community planned for this. Our previous investments in our self-reliance are now allowing us to fund critical needs despite historic declines in State aid and a current fiscal year in which net State aid is flat. And we do so as we remain on the path to reducing the structural deficit and our reliance on free cash, which ultimately saves our tax payers money. I would, in short, submit that while this may not be an exciting budget, it is a smart budget. We know that we have goals and liabilities to meet, and we are budgeting today to meet both our current needs and stay our course for the progress we seek for our tomorrows.

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

Sincerely,

Joseph A. Curtatone Mayor

Community Profile

Somerville is a city located in Middlesex County, Massachusetts, just two miles north of Boston. Occupying slightly more than four square miles and with a population of 78,901, including thriving immigrant communities from all over the world, Somerville is the most densely populated community in New England and one of the most ethnically diverse cities in the nation. Rich in both history and culture, the city boasts numerous intriguing historical sites, community spaces, businesses, and restaurants.

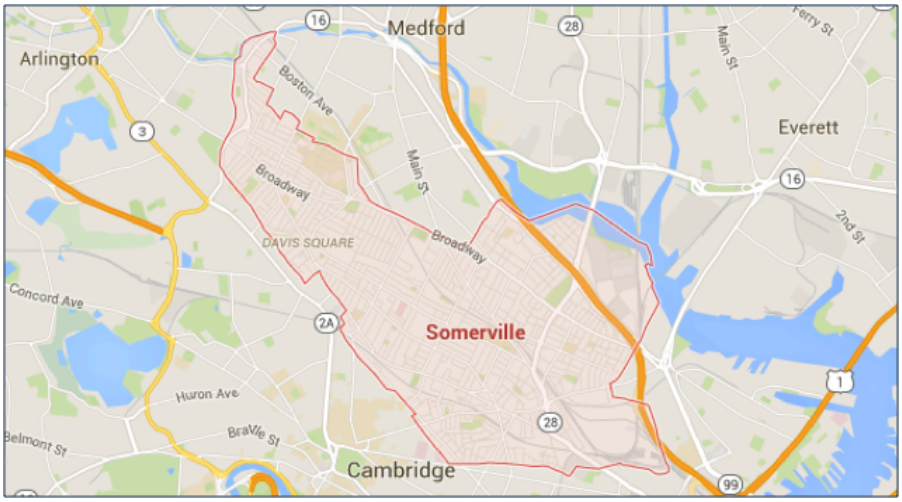
Somerville was first settled in 1630 as a part of Charlestown, and was established as a town in 1842, when it was separated from the urbanizing Charlestown because it was still largely rural. Somerville was officially incorporated as a city in 1872 due to its growing population and increasing industrialization.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

As a part of Charlestown, areas existing in modern-day Somerville were critical military positions in the American Revolution. The historic Powder House - now considered one of the most distinct pre-Revolutionary structures in Massachusetts - housed gunpowder for Revolutionary soldiers during the war. During British invasion, Somerville (then Charlestown) was part of the route ridden by Paul Revere on his famous “Midnight Ride.” Finally, and most notably, Prospect Hill was the site of the raising of the first Grand Union Flag, under the orders of General George Washington, on January 1, 1776.

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

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

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



Population	
Total Population	78,595
Male	39,170
Female	39,425
Median Age	31.3

Housing	
Owner-occupied units	32.4%
Renter-occupied units	67.6%
Median home value	$469,200
Median mortgage payment	$2,271
Vacant housing units	3.4%
Median monthly rent	$1,521

Average Income	
Median family income	$79,263
Mean family income	$96,241
Per capita income	$38,194

Household Income	
Under $10,000	6.4%
$10,000 to $14,999	4.6%
$15,000 to $24,999	6.6%
$25,000 to $49,999	16.2%
$50,000 to $74,999	17.2%
$75,000 to $99,999	14.0%
$100,000 to $149,999	19.6%
$150,000 to $199,999	8.4%
$200,000 and over	6.9%

Source: 2015 American Community Survey

Education	
Less than 9th grade	5.2%
9th to 12th grade, no diploma	5.1%
High school graduate	15.0%
Some college, no degree	10.0%
Associate's degree	4.6%
Bachelor's degree	30.7%
Graduate or professional degree	29.4%

Household Composition	
Total households	32,181
Family households	43.4%
Two-parent	29.9%
Single-parent	13.5%
Non-family households	56.6%
Average household size	2.35

Race	
White non-Hispanic/Latino	68.9%
Hispanic/Latino	10.9%
Black/African American	7.5%
Asian	10.6%
Other	3.1%

Commuting Share	
Drove Alone	39.8%
Carpooled	6.8%
Public Transportation	32.3%
Walked	11.3%
Mean travel time to work (mins)	29.7

SomerVision Update

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

SomerVision set the following ambitious city-wide goals:

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

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

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

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

SomerVision Score Card 2017

Target Area	Total since 2010	SomerVision Goal	Percent towards 2010-2030 SomerVision Goal
Jobs Created	6,086	30,000	20%
New Housing Units	1,135	6,000	19%
New Affordable & Inclusionary Units	225	1,200	19%
New Usable Acres of Open Space	16.78	125	13%
New Development in Transformative Areas	75%	85%	-
Percent New Trips via Walk, Bike, or Transit	-	50%	-

FY18 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
GENERAL GOVERNMENT					
Board of Aldermen	456,906	40,660			497,566
Clerk of Committees	76,659	1,000			77,659
Exec - Admin	642,411	69,576		216,500	928,487
Exec - SomerStat	449,449	23,800			473,249
Exec - Arts Council	350,001	154,125			504,126
Exec - OSE	262,668	115,500			378,168
Capital Projects	542,465	37,120	225,000		804,585
Capital Projects - Engineering	192,248	302,800			495,048
Communications	712,801	185,647			898,448
Constituent Services	681,174	66,000			747,174
Finance - Auditing	795,757	108,085			903,842
Finance - Grants Development	154,084	5,760			159,844
Finance - Purchasing	415,166	30,100			445,266
Finance - Assessing	567,611	85,800			653,411
Finance - Treasury	694,920	220,924			915,844
Law	799,499	180,975			980,474
Personnel	944,698	314,752	71,000		1,330,450
Information Technology	801,426	1,791,471			2,592,897
City Clerk	449,775	169,737			619,512
Elections	427,925	114,100			542,025
Licensing Commission	11,628				11,628
OSPCD - Planning & Zoning	848,420	302,338			1,150,758
OSPCD - Admin	383,557	23,550			407,107
OSPCD - Housing	500,532	54,450			554,982
OSPCD - Redevelopment Authority	19,260				19,260
OSPCD - Transportation & Infra-structure	404,396	113,280			517,676
OSPCD - Economic Development	423,218	331,300			754,518
Inspectional Services	2,017,189	217,082			2,234,271
TOTAL GENERAL GOVERNMENT	**15,025,843**	**5,059,932**	**287,500**	**225,000**	**20,598,275**
PUBLIC SAFETY					
Police	15,303,867	613,616	51,314		15,968,797
Police E-911	907,827				907,827
Police Animal Control	109,847	18,050			127,897
Fire	15,085,870	460,400	11,000		15,557,270
Fire Alarm	1,015,149				1,015,149
Fire Emergency Management	20,667	10,390			31,057

Budget Table

FY18 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
Traffic and Parking	2,633,080	1,598,625			4,231,705
Health and Human Services	2,179,592	621,942			2,801,534
HHS - Veterans Services	131,229	634,335			765,564
HHS - Council on Aging	394,127	99,327			493,454
HHS - SomerPromise	82,832	120,320			203,152
TOTAL PUBLIC SAFETY	**37,864,087**	**4,177,005**	**62,314**		**42,103,406**
PUBLIC WORKS					
DPW - Administration	651,008	939,100			1,590,108
DPW - Electrical	341,820	243,500			585,320
Snow Removal		1,298,860			1,298,860
DPW - Highway	2,648,755	1,250,595			3,899,350
DPW - Sanitation		5,173,000			5,173,000
DPW - Buildings and Grounds	2,271,099	9,280,531			11,551,630
DPW - School Custodians	1,908,672	906,272			2,814,944
DPW - Fleet		461,000			461,000
TOTAL PUBLIC WORKS	**7,821,354**	**19,552,858**			**27,374,212**
CULTURE & RECREATION					
Libraries	1,984,541	361,800			2,346,341
Parks & Recreation	745,571	256,300			1,001,871
Parks & Recreation - Fields Maintenance	207,568	433,000			640,568
TOTAL CULTURE & RECREATION	**2,937,680**	**1,051,100**			**3,988,780**
Debt Service		10,572,795			10,572,795
TOTAL DEBT SERVICE		**10,572,795**			**10,572,795**
PENSION & FRINGE					
Health Insurance	23,325,311	299,000			23,624,311
Life Insurance	99,634				99,634
Medicare	1,581,050				1,581,050
Workers Compensation	468,332	364,700			833,032
Unemployment Compensation	125,000				125,000
Pensions: Non-Contributory Fund		123,597			123,597
Pension Accumulation Fund	13,857,795				13,857,795
TOTAL PENSION & FRINGE	**39,457,122**	**787,297**			**40,244,419**

FY18 GENERAL FUND BUDGET	PERSONAL SERVICES	ORDINARY MAINTENANCE	SPECIAL ITEMS	CAPITAL ITEMS	TOTAL
OTHER					
Building Insurance		470,000			470,000
Subsidy to Ice Rink Enterprise			199,000		199,000
Judgments and Settlements		175,000			175,000
Salary Contingency	2,930,000				2,930,000
TOTAL OTHER	**2,930,000**	**645,000**	**199,000**		**3,774,000**
School Department	**54,346,594**	**14,202,586**		**25,000**	**68,574,180**
TOTAL MUNICIPAL APPROPRIATIONS	**160,382,680**	**56,048,573**	**548,814**	**250,000**	**217,230,067**
Overlay Reserve				**1,600,000**	**1,600,000**
State and County Assessments		**14,235,017**			**14,235,017**
GRAND TOTAL	**160,382,680**	**70,283,590**	**548,814**	**1,850,000**	**233,065,084**

Revenue Table

GENERAL FUND REVENUE		FY16 ACTUAL	FY17 BUDGET	FY18 PROJECTED	% CHANGE
412000	REAL ESTATE TAXES	127,547,978	136,071,682	142,653,205	4.8%
414200	TAX TITLE REDEEMED	600,403	-	-	-
414201	TAX LIENS REDEEMED	5,727	-	-	-
PROPERTY TAXES		**128,154,107**	**136,071,682**	**142,653,205**	**4.8%**
415000	MOTOR VEHICLE EXCISE TAX	6,490,038	6,609,901	6,490,038	-1.8%
466002	URBAN EXCISE DEVELOPMENT	132,289	132,000	-	-100.0%
468001	LOCAL MEALS EXCISE	1,818,469	1,963,947	2,037,464	3.7%
468002	LOCAL OPTION ROOM EXCISE	904,226	885,000	947,170	7.0%
EXCISE TAXES		**9,345,022**	**9,590,848**	**9,474,672**	**-1.2%**
417001	INTEREST - PERSONAL PRO	2,999	5,000	5,000	0.0%
417002	INTEREST - REAL ESTATE	184,386	200,000	200,000	0.0%
417003	INTEREST - EXCISE TAX	25,618	16,000	16,000	0.0%
417004	INTEREST - TAX TITLE	143,156	175,000	175,000	0.0%
417006	PENALTIES TAX TITLE	11,553	75	-	-100.0%
417007	DEMAND & PENALTIES TAX/EXCISE	386,476	350,000	350,000	0.0%
417009	PENALTIES NON CRIMINAL DEMAND	19,080	30,000	30,000	0.0%
417010	PENALTIES NON CRIMINAL LIEN	27,905	32,000	32,000	0.0%
PENALTIES AND INTEREST ON TAXES		**801,172**	**808,075**	**808,000**	**0.0%**
418000	PAYMENTS IN LIEU OF TAXES	829,780	1,273,599	1,344,840	5.6%
PILOT PAYMENTS		**829,780**	**1,273,599**	**1,344,840**	**5.6%**
432017	RESIDENTIAL TRASH FE	39,900	22,000	30,000	36.4%
432020	SANITATION FEES	71,023	56,586	65,000	14.9%
CHARGES - TRASH		**110,923**	**78,586**	**95,000**	**20.9%**
432000	FEES	455	-	-	-
432001	ADVERTISING FEES	1,200	900	900	0.0%
432002	BUS CERTIFICATE	22,980	24,000	22,500	0.0%
432003	CERT OF LIENS	151,000	145,000	145,000	0.0%
432004	CONDO APPL FEE	86,000	75,000	80,000	6.7%
432005	CONSTABLE FEES	1,213	1,500	1,500	0.0%
432006	COPIES OF RECORDS	98,834	90,300	100,726	11.5%
432008	DETAIL SURCHARGE	362,353	296,759	323,018	8.8%
432009	FALSE ALARM FEE	30,150	30,000	30,000	0.0%
432010	FINGERPRINTING FEES	2,420	2,000	2,000	0.0%

GENERAL FUND REVENUE		FY16 ACTUAL	FY17 BUDGET	FY18 PROJECTED	% CHANGE
432011	FIRE ALARM REIMB	167,705	170,000	170,000	0.0%
432012	MISC FEES	42,025	32,625	32,450	-0.5%
432013	NEWSPAPER MACHINE FEES	2,675	900	900	0.0%
432014	NOTARIZATION	188	200	150	-25.0%
432016	POLICE CRUISER FEES	17,960	14,000	20,000	42.9%
432018	RETURNED CHECK FEE	1,775	2,000	2,696	34.8%
432021	SMOKE DETECTOR INSP	61,375	51,000	51,000	0.0%
432022	SPGA FEES	1,547	1,500	1,500	0.0%
432023	WITNESS FEES	7	50	50	0.0%
432027	FRANCHISE FEE	-	-	380,000	NEW
432028	CURB CUT FEE	27,100	35,000	35,000	0.0%
432029	TEMPORARY NO PARKING SIGN FEE	50,837	57,200	52,000	-9.1%
432034	WHITE GOODS FEES	1,900	4,000	4,000	0.0%
432035	POOL FEES	17,674	18,627	15,000	-19.5%
432036	PARK PERMIT FEES	-	175	-	-100.0%
432037	PARK LIGHT FEE	21,010	15,000	15,000	0.0%
432038	HEARING FEES	3,200	6,750	4,000	-40.7%
432039	MBTA ADMIN FEES	191	36	-	-100.0%
432040	CANOE/BOAT RENTAL	2,040	3,935	3,000	-23.8%
432041	GAS STATIONS	-	7,500	7,500	0.0%
432042	OIL TRUCKS	-	3,450	3,450	0.0%
432043	SCALES	-	9,000	9,000	0.0%
432044	TAXI METERS	-	3,500	3,500	0.0%
432047	CS APPLICATION FEE	-	-	600	NEW
437003	BUS SHELTER ADVERTISING REVENU	37,123	21,253	21,253	0.0%
437006	E-RATE REIMBURSEMENT	27,544	5,914	-	-100.0%
437017	BIKE ADVERTISING FEE	43,728	15,180	15,180	0.0%
445013	SEALING FEES	25,861	-	-	-
FEES		**1,310,070**	**1,144,254**	**1,552,873**	**35.7%**
436000	RENTAL INCOME	34,521	28,600	28,600	0.0%
436100	BUILDING USE REVENUE	67,431	62,244	62,244	0.0%
RENTALS		**101,952**	**90,844**	**90,844**	**0.0%**
437001	PLANNING AND ZONING/BOA REV.	71,289	120,000	120,000	0.0%
437004	COMMISSION ON MACHINES	362	500	500	0.0%
OTHER DEPARTMENTAL REVENUE		**71,651**	**120,500**	**120,500**	**0.0%**

Revenue Table

GENERAL FUND REVENUE		FY16 ACTUAL	FY17 BUDGET	FY18 PROJECTED	% CHANGE
432046	MEDICAL MARIJUANA FEE	-	18,200	-	-100.0%
441001	CLUB RESTR LIC-7 DAY	20,800	26,000	26,000	0.0%
441002	COMMON VICTUALLERS	57,800	75,000	75,000	0.0%
441003	INNHOLDER LICENSE	2,000	3,750	4,500	20.0%
441004	MALT & WINES EDC INT	-	3,500	3,500	0.0%
441005	MALT BEV & WINE STOR	22,500	22,500	22,500	0.0%
441006	MALT BEV/WINE RESTRN	31,500	32,000	38,000	18.8%
441007	PACKAGE STORE LIC	73,400	70,000	70,000	0.0%
441008	RESTAURANT LIC-LIQUR	270,550	302,100	341,100	12.9%
441009	SPEC ALCOHOL LICENSE	21,100	10,200	10,200	0.0%
441010	FARMER POURER	1,250	10,000	14,000	40.0%
442002	AUTO AMUSM'T DEVICE	300	330	330	0.0%
442003	BILL/POOL/BOWL/ LIC	2,610	1,320	1,320	0.0%
442004	BUILDERS LICENSE	150	200	200	0.0%
442006	CONSTABLES LICENSE	1,785	1,455	1,485	2.1%
442009	DOG LICENSE	41,581	46,200	44,100	-4.5%
442010	DRAINLAYER LICENSE	15,425	13,750	13,750	0.0%
442011	ENTERTAINMENT LIC	44,350	52,500	52,500	0.0%
442012	FUNERAL DIRECT LICS	380	380	380	0.0%
442013	HAWKER/PEDDLER LICN	1,395	990	495	-50.0%
442014	JUNK DEALER LICENSE	2,725	2,750	2,750	0.0%
442015	LIVERY/ LIMOUSINE	330	330	165	-50.0%
442016	LODGING LICENSE	23,595	24,200	24,200	0.0%
442018	MILK LICENSE	6,455	7,500	7,500	0.0%
442019	MOVING VANS & PODS	71,869	62,500	62,500	0.0%
442020	OUTDOOR PARKING SPAC	7,180	17,500	13,750	-21.4%
442021	OUTDOOR SEATING	6,375	6,930	6,930	0.0%
442022	PHYSICAL THER LICNSE	16,000	10,000	10,000	0.0%
442023	PHYSICIANS/ OSTEOPTH	120	120	-	-100.0%
442024	SIGNS AND AWNING	2,100	2,200	1,100	-50.0%
442026	SWIM POOL LICENSE	1,800	1,800	1,800	0.0%
442027	TAXI STAND LIC	6,105	4,290	3,465	-19.2%
442028	TAXICAB MEDALLION	36,240	28,365	-	-100.0%
442029	USED CAR DEALER LIC	28,325	30,250	24,200	-20.0%
442031	FORTUNE TELLER	-	550	550	0.0%
442032	URBAN AGRICULTURE LICENSE	800	375	375	0.0%
442033	BOA MOBILE FOOD VENDOR	-	660	660	0.0%
445001	BURIAL PERMITS	3,900	3,100	3,100	0.0%

GENERAL FUND REVENUE		FY16 ACTUAL	FY17 BUDGET	FY18 PROJECTED	% CHANGE
445002	DUMPSTER CONTRACTORS	4,290	4,290	4,290	0.0%
445003	EXPLOSIVE STOR FLAMB	8,680	8,500	8,500	0.0%
445004	EXTENDED RETAIL HOUR	9,240	10,890	10,890	0.0%
445005	FLAMMABLE PERMIT	24,845	24,200	24,200	0.0%
445006	GARAGE PERMITS	57,310	57,475	48,400	-15.8%
445007	MARRIAGE PERMIT	25,800	23,500	27,500	17.0%
445008	POLICE REVOLVER PERM	5,150	5,000	5,000	0.0%
445009	RAFFLE/BAZAAR PERMIT	220	300	300	0.0%
445011	RESIDENT PARK PERMIT	1,710,693	2,182,793	2,182,793	0.0%
445012	RETAIL&FOOD PERMIT	212,946	187,000	187,000	0.0%
445015	UNDERGROUD TANK REMV	600	600	600	0.0%
445018	FIELD USAGE PERMIT	53,265	40,000	40,000	0.0%
448002	BUILDING PERMIT	4,762,706	5,677,100	9,500,000	67.3%
448004	DUMPSTER PERMIT	100,288	60,000	60,000	0.0%
448005	ELECTRICAL PERMIT	628,892	260,000	350,000	34.6%
448006	GAS PERMIT	82,360	60,000	60,000	0.0%
448007	GRANT OF LOCATION	20,460	19,360	19,360	0.0%
448008	HOUSING CERTIFICATE	275	250	250	0.0%
448009	INSPECTION	79,153	55,000	55,000	0.0%
448010	OCCUPANCY PERMIT	131,375	40,000	65,000	62.5%
448011	PLUMBING PERMIT	191,125	120,000	120,000	0.0%
448012	SIDEWALK OPENING	158,900	140,000	140,000	0.0%
477007	OPEN AIR VENDOR	165	-	-	-
LICENSES AND PERMITS		**9,091,531**	**9,870,053**	**13,791,488**	**39.7%**
468003	COURT FINES	12,405	11,200	11,200	0.0%
468006	MASS COURT MOVING VIOLATN	363,152	325,000	325,000	0.0%
477001	PARKING FINES	5,618,632	4,830,000	4,974,900	3.0%
477002	PARKING FINE SURCHAG	14,070	20,000	30,000	50.0%
477003	LIBRARY FINES	12,211	10,000	10,000	0.0%
477005	LANDCOURT/RECORDING	3,930	3,500	3,500	0.0%
477006	ORDINANCE VIOLATIONS	340,464	280,000	340,000	21.4%
477009	RESTITUTION	3,019	2,000	1,825	-8.8%
477010	RMV NON RENEWAL SURCHARGE	50,939	20,000	75,500	277.5%
477014	EXPIRED REG & SAFETY INSPECT	167,645	150,000	50,000	-66.7%
484005	TOWING CHARGES	37,100	50,000	50,000	0.0%
FINES AND FORFEITS		**6,901,209**	**5,951,700**	**6,091,925**	**2.4%**

Revenue Table

GENERAL FUND REVENUE		FY16 ACTUAL	FY17 BUDGET	FY18 PROJECTED	% CHANGE
482000	INVESTMENT INCOME	227,554	210,000	275,000	31.0%
INVESTMENT INCOME		**227,554**	**210,000**	**275,000**	**31.0%**
468007	MEDICAID REIMBURSEMNT DMA	949,974	775,000	985,000	27.1%
468009	C OF M REIMB C-O-L-A	5,325	3,870	5,000	29.2%
468011	REIMBURSEMENT - MISC.	65,200	66,237	66,237	0.0%
484000	MISCELLANEOUS REVENUE	51,372	24,196	18,000	-25.6%
484001	PRIOR YEAR REIMBURSEMENTS	94,865	20,725	20,725	0.0%
484004	SETTLEMENT OF CLAIMS	5,124	-	-	-
484012	BANK REVENUE SHARE	77,639	100,000	80,000	-20.0%
484016	MVE PRIOR 2001	62	-	-	-
494002	SALE OF SURPLUS EQUIPMENT	3,580	-	-	-
494003	SALE OF VEHICLES	16,208	-	-	-
MISC RECURRING		**1,283,147**	**990,028**	**118,725**	**-88.0%**
461002	STATE REIM ABATE SURV SPS	290,843	291,544	289,953	-0.5%
462001	SCHOOL AID CHAPTER 70	19,027,470	20,010,098	20,170,688	0.8%
462004	CONSTRUCTION OF SCHL PROJ	3,547,977	3,547,977	2,157,052	-39.2%
462005	CHARTER SCHOOL REIMBURSMT	444,564	1,524,119	705,206	-53.7%
466000	UNRESTRICTED GEN GOVT AID	23,227,401	24,226,179	25,171,000	3.9%
466003	VETERANS AND BENEFITS	367,695	376,309	390,479	3.8%
468014	STATE QUALIFIED BONDS	689,919	-	-	-
STATE REVENUE		**47,595,868**	**49,976,226**	**48,884,378**	**-2.2%**
484014	ABANDONED PROPERTY REVENUE	72,633	-	-	-
484500	MISCELLANEOUS NON-RECURRING	59,431	-	-	-
493000	PREMIUM FROM SALE OF BOND	360,744	951,560	-	-100.0%
494001	SALE OF FURNITURE	-	20	-	-100.0%
497002	TRANSFERS FROM PARKING METER REC	1,789,155	1,292,519	2,400,000	85.7%
497005	TRANSFERS FROM ENTERPRISE	1,105,382	1,287,397	1,287,397	0.0%
	FREE CASH	3,500,000	2,500,000	2,000,000	-20.0%
	OVERLAY SURPLUS		400,000	900,000	100.0%
	RECEIPTS RESERVED FOR APPROP			120,000	-
OTHER FINANCING SOURCES		**6,887,346**	**6,431,496**	**6,707,397**	**4.3%**
GRAND TOTAL		**209,531,826**	**222,607,891**	**233,065,084**	**4.79%**

A proposed FY2018 General Fund Municipal Appropriation of $217,230,067 was submitted by Mayor Joseph Curtatone to Somerville's Board of Aldermen on June 8, 2017.

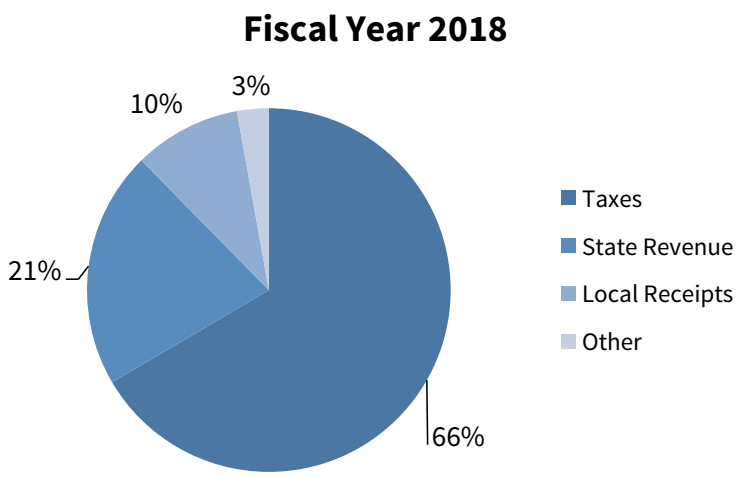
Below are explanations and details concerning the FY2018 revenue collection assumptions and spending appropriations. Following the appropriations overview, each department's detailed budget is presented along with performance highlights and goals.

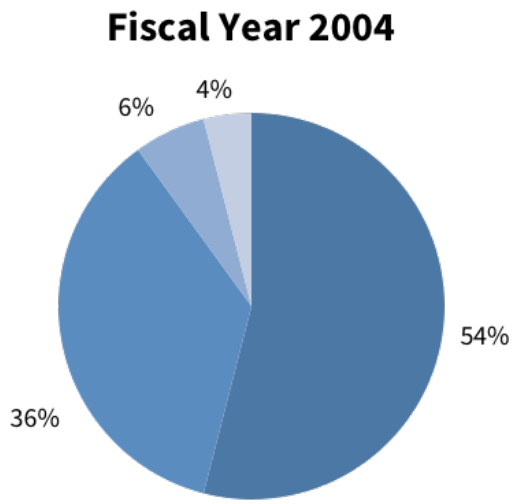
REVENUE INTRODUCTION

The City of Somerville anticipates raising a total of $233,065,084 in FY2018 to finance General Fund Operations.

The following is a summary of major revenue sources to the City budget, including highlights of significant changes. The operating budget is financed with funds generated from property taxes, local motor vehicle excise taxes, local option meals tax, local option hotel/motel excise tax, state aid, transfers from other local sources, investment earnings, and other local fees and charges. Taxes account for approximately 66.2% of the City's revenue base, state aid approximately 21.0%, local receipts 9.5%, and other funding sources 2.8%.

The amount of State Aid allocated to Somerville has declined precipitously over the past decade. This trend has forced the City to raise more revenue through local receipts—fines, permits, fees, etc. Additionally, it has forced the City to rely more heavily on the property tax to fund city services. Below is a graphic showing Somerville's FY2018 revenue composition as compared to the revenue composition in Fiscal Year 2004.

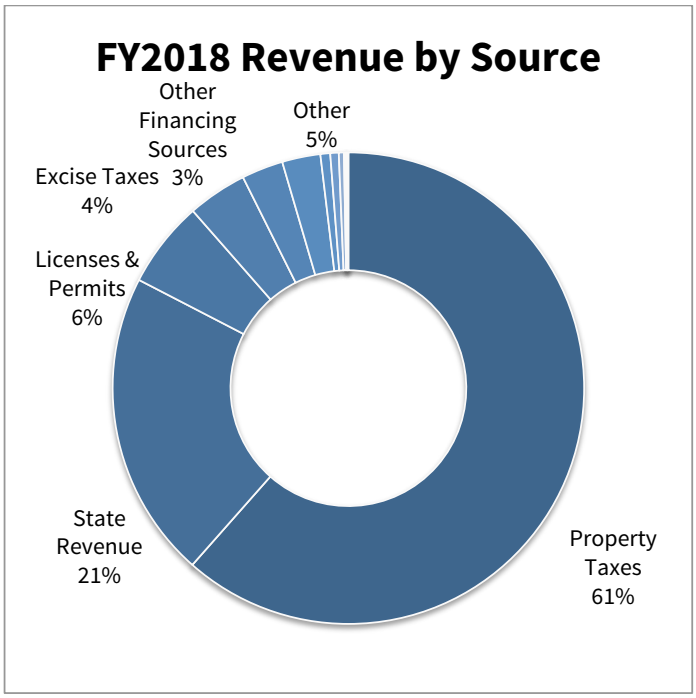




Revenue Overview

REVENUE ASSUMPTIONS AND PROJECTIONS

The City's policy is to budget revenues conservatively. Revenue projections for FY2018 are based on FY2015 and FY2016 actual collections, FY2017 projected collections, other historical trends, the macro-level economy, and anticipated changes that impact the particular revenue source.



1. TAXES

FY2018 tax revenues are projected to be $154,280,717. The components of this revenue category are Property Taxes (real estate and personal property), Motor Vehicle Excise, Local Option Room and Meals, Urban Excise Tax Agreements, and Payments In Lieu of Taxes. As noted earlier, 66.2% of the operating budget is funded from this revenue category.

Real Estate and Personal Property Taxes

The property tax levy is the City's largest and most dependable source of revenue. Within the tax category, real and personal property taxes are the largest at $142,653,205 and represent 61.2% of the total general fund operating revenues.

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

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

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

The City has promoted economic development over the past several years to generate new growth. These efforts have been fruitful. The certified value of new growth in FY2017 was $4,356,511. The City adopted an innovative financing tool known as District Improvement Financing (DIF) to fund infrastructure improvements in the Assembly Square Area, which in turn helped to stimulate new business development. For FY2018, the Chief Assessor predicts new growth of $2,858,562.
The Proposition 2 ½ Levy Limit for FY2018 is estimated to be $143,317,057. This calculation is based on the FY2017 Levy Limit ($137,032,678) plus the allowable 2.5% increase ($3,425,817) plus projected new growth

($2,858,562). The proposed FY2018 Operating Budget assumes a property tax levy of $142,653,205, some $650,000 below the Proposition 2 ½ Levy Limit.

Motor Vehicle Excise Tax

Motor vehicle excise taxes are assessed annually for each vehicle registered in the City and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by $25 per $1,000 of value. The allowance for uncollectible accounts is estimated based on historical trends and specific account analysis. Latest data from Calendar Year 2015 indicate approximately 1,000 new registered vehicles in the City compared to Calendar Year 2014. In the macro-economy it is evident that the low-interest rate environment and lower gasoline prices are spurring new car sales. Increased new car sales generate new excise tax revenue based on higher valuations. The projection for FY2018 is $6,490,038, a 1.8% decrease when compared to the final FY2017 budgeted amount.

Hotel/Motel Excise Taxes

A city or town may impose a local excise of up to 6% on the rental of rooms in hotels, motels, lodging houses and bed and breakfast establishments. The local excise applies to all room occupancies subject to the state room occupancy excise. Local Hotel/Motel excise tax revenues are collected by the State and distributed to the cities and towns on a quarterly basis. The City has two hotels and several Bed and Breakfast establishments. The City continues to experience strong growth in this revenue source. Hotel/Motel tax revenues of $947,170 are included in the FY2018 Budget, which is an increase of 7.0%%. The projection is based on the last four quarters of actual revenues received at the time of the preparation of this budget—from April 2016 to April 2017.

Local Option Meals Excise

In August of 2009 the State legislature allowed cities and towns to add a .75% local option excise to the state's 6.25% meals tax. The Local Option Meal Excise is expected to increase to $2,037,464, an increase of 3.7%. The new restaurants in Assembly Square are experiencing great success. The restaurant sector continues to expand throughout the City. We expect this revenue source to continue to be a mainstay as the City's reputation for fine dining and entertainment is now well established in the Metropolitan Boston area. The budget is based on the most recent four quarters of actual collections from April 2016 to April 2017 and projected revenue sales from the new restaurants.

Payments in Lieu of Taxes

The largest participant in the City's Payment In Lieu of Taxes (PILOT) program is now Partners Healthcare with the development of a new administrative headquarters located in Assembly Square. The new building nears completion and the City will receive the third annual PILOT amount of $1,040,152. Tufts University remains a large contributor at $275,000. A total of $200,000 of the $275,000 is budgeted as a revenue source for the Operating Budget; a total of $75,000 is budgeted in a gift account for educational, recreational, and cultural uses. The remainder is generally made up of payments from private non-profit social service agencies. The total FY2018 budgeted PILOT amount is $1,344,840, an increase of 5.6% from FY2017. The increase is driven by the full construction status of the Partners Building.

2. PENALTIES AND DELINQUENT INTEREST

The City receives interest and penalties on overdue taxes and excise taxes. This revenue is budgeted at $808,000 in FY2018 based on projected FY2017 revenues and reflects no significant change. The City will continue to emphasize collection of outstanding real estate, personal property and excise taxes. These revenues are budgeted conservatively since there is great volatility from year to year in these revenues,

based on the number of outstanding accounts.

3. LICENSES AND PERMITS

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

Estimated FY2018 License and Permit revenue totals $13,791,488. The largest revenue source in this category is building permits, which is budgeted at $9,500,000 in FY2018. The City expects minimal differences in revenue raised in this category from the amounts projected in FY2018 in all cases except for the Building Permit Category. Three major building permits are anticipated for FY18 in Union Square and Assembly.

4. FINES AND FORFEITS

Budgeted FY2018 revenue from Fines and Forfeits totals $6,091,925 from 13 different categories. Some fine revenue is distributed to the City by the State (Moving Violations, Court Fines) but most result from violations of city ordinances. The largest revenue source for this category is parking fines, which totals $4,974,900, an increase of $144,900 from the amount budgeted in FY2017. The overall revenue category is budgeted slightly more (2.4%) than the FY2017 amount.

5. FEES

By law, fee levels cannot exceed the cost of delivering the service. The cost includes both direct service and administrative costs. The "Fees" category totals $1,552,873, or less than 1% of all operating revenues. The budgeted amount is $408,619 higher than the FY2017 amount. This is due to a change to the City's Cable Television PEG Access Fund, formerly the Cable/Telco Revolving Fund. The Massachusetts Municipal Modernization Act goes into effect in FY2018, resulting in changes to the Communications & Community Engagement and PEG Access budgets. For a more detailed breakdown, refer to the Communications budget on page 15.

6. STATE AID

The Estimated FY2018 State Aid amount totals $48,884,378 broken down as follows: $46,727,326 from the State Cherry Sheet and $2,157,052 as reimbursement from School Building Assistance Bureau (SBAB) funds.

Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification from the Commissioner of Revenue of the next fiscal year's state aid and assessments to communities and regional school districts. State aid to municipalities and regional school districts consists of two major types – distributions and reimbursements. Distributions provide funds based on formulas, while reimbursements provide funds for costs incurred during a prior period for certain programs or services. In addition, communities may receive "offset items" which must be spent on specific programs. Cherry Sheet Assessments are advance estimates of state assessments and charges and county tax assessments. Local assessors are required to use these figures in setting the local tax rate. Local aid refers primarily to distributions from the Commonwealth to municipal general revenue for Chapter 70 education aid and Unrestricted General Government Aid. The amount of these funds to be distributed is listed on each community's Cherry Sheet along with other, relatively smaller commonwealth programs such as library aid, veteran's benefits, police career incentive, school lunch and other reimbursements. School building reimbursements, which were once part of the Cherry Sheet, were removed when a new authority (School Building Authority) was created to administer the program under the control of the State Treasurer's Office. The City anticipates $2,157,052 in School Building Authority funds as reimbursement for the construction of

the Kennedy, Healey, West Somerville Neighborhood, and Capuano Schools.

At the time of budget submission, the Governor and the State Legislature had not finalized state aid allocations. The estimates used for the FY2018 Operating Budget are based on the Senate Ways and Means Proposal.

Net State Aid is the difference between Cherry Sheet revenue and State Assessments charged against the City. Since FY2002, the City's net State Aid has been cut almost in half from $57 million in FY2002 to $34.6 million proposed in FY2018.

7. MISCELLANOUS RECURRING AND OTHER FINANCING SOURCES

These categories include reimbursements from vendors, Medicaid, recycling, rental income, settlement of claims, indirect cost reimbursements from Enterprise Funds, interest earnings, reserves appropriated to balance the budget, Overlay Surplus and sale of City Assets. Miscellaneous and Other Revenue categories total $7,032,466 in FY2017.

Interest Earnings

Throughout the year, the City has temporarily available operating cash balances allowed by state law to be invested in money market accounts or investments with a maximum term of one year. The return from these accounts is subject to the prevailing short-term interest rates. This revenue source has been subject to considerable volatility in the past several years. Interest on investments of $275,000 has been included in the FY2018 Budget, an amount $65,000 higher than last year.

Board of Aldermen

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	284,922	455,923	456,906	0.2%
Ordinary Maintenance	37,283	40,660	40,660	0.0%
General Fund Expenditures	322,205	496,583	497,566	0.2%

BUDGET:

BOARD OF ALDERMEN		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511002	SALARIES - MONTHLY	284,922	455,566	341,191	456,906	
515006	HOLIDAYS NON-UNION	-	357	-	-	
SUBTOTAL PERSONAL SERVICES		**284,922**	**455,923**	**341,191**	**456,906**	**0.2%**
530011	ADVERTISING	301	800	246	800	
542000	OFFICE SUPPLIES	155	900	-	900	
542001	PRINTING & STATIONERY	-	250	-	250	
549000	FOOD SUPPLIES & REFRESHMT	2,327	3,160	50	3,160	
558011	FLOWERS & FLAGS	-	300	-	300	
571001	IN STATE CONFERENCES	-	750	-	750	
578021	DIRECT EXPENSE-BOA	34,500	34,500	25,875	34,500	
SUBTOTAL ORDINARY MAINTENANCE		**37,283**	**40,660**	**26,171**	**40,660**	**0.0%**
BOA TOTAL		**322,205**	**496,583**	**367,362**	**497,566**	**0.2%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ALDERMAN AT LARGE	CONNOLLY, JOHN M.	3,333.33	39,999.96	39,999.96
ALDERMAN AT LARGE	ROSSETTI, MARY JO	3,333.33	39,999.96	39,999.96
ALDERMAN AT LARGE	SULLIVAN, DENNIS M.	3,333.33	39,999.96	39,999.96
ALDERMAN AT LARGE	WHITE, JR., WILLIAM A.	3,750.00	45,000.00	45,000.00
ALDERMAN WARD I	MCLAUGHLIN, MATTHEW C.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD II	HEUSTON, MARYANN M.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD III	MCWATTERS, ROBERT J.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD IV	LAFUENTE, TONY G.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD V	NIEDERGANG, MARK	3,333.33	39,999.96	39,999.96
ALDERMAN WARD VI	DAVIS, LANCE L.	3,333.33	39,999.96	39,999.96
ALDERMAN WARD VII	BALLANTYNE, KATJANA	3,333.33	39,999.96	39,999.96
CLERK	LONG, JOHN	992.20	11,906.40	11,906.40

Clerk of Committees

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	56,051	74,244	76,659	3.3%
Ordinary Maintenance	-	1,000	1,000	0.0%
General Fund Expenditures	56,051	75,244	77,659	3.2%

BUDGET:

CLERK OF COMMITTEES	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	56,051	74,244	51,454	76,659	
SUBTOTAL PERSONAL SERVICES	**56,051**	**74,244**	**51,454**	**76,659**	**3.3%**
542001 PRINTING & STATIONERY	-	250	-	250	
549000 FOOD SUPPLIES & REFRESHMT	-	750	-	750	
SUBTOTAL ORDINARY MAINTENANCE	**-**	**1,000**	**-**	**1,000**	**0.0%**
CLERK OF COMMITTEES TOTAL	**56,051**	**75,244**	**51,454**	**77,659**	**3.2%**

PERSONNEL LIST:

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

Executive Administration

MISSION STATEMENT:

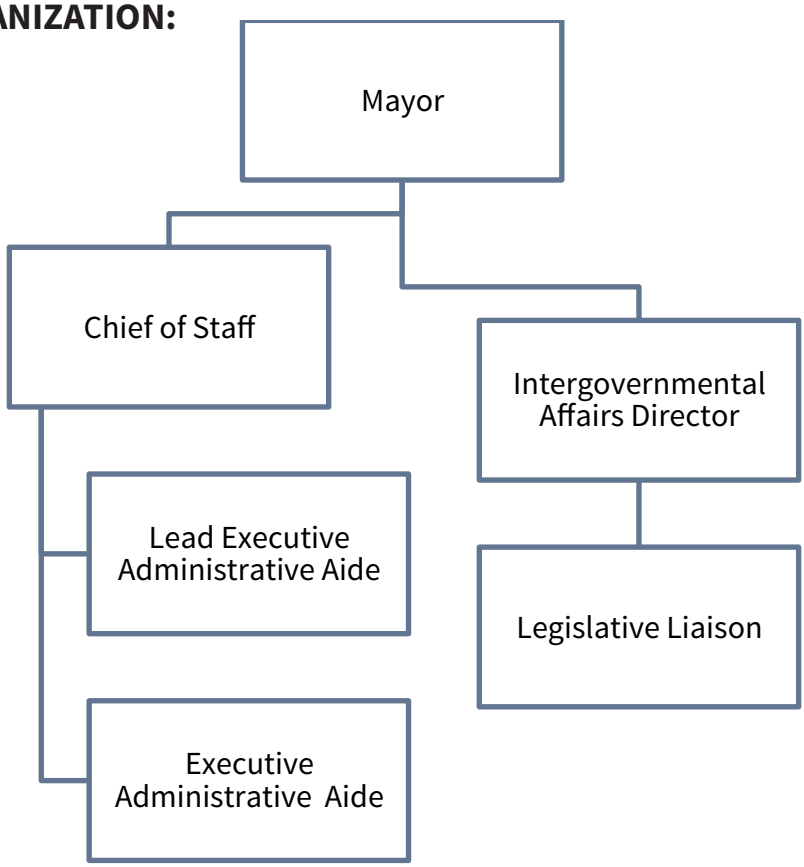
The City of Somerville strives to provide exceptionally responsive, fiscally responsible, and efficient public services in support of a safe, healthy, and thriving community. We embrace innovation, practice data-based and systems-informed decision-making, foster citizen participation in government, and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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	445,641	617,683	642,411	4.0%
Ordinary Maintenance	59,321	62,900	69,576	10.6%
Special Items	137,846	216,500	216,500	0.0%
General Fund Expenditures	642,808	897,083	928,487	3.5%

CHANGES BETWEEN FY16 & FY17:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



GOALS REVIEW:

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

work, play, and raise a family.

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

BUDGET:

EXECUTIVE ADMINISTRATION		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	443,947	614,153	484,514	639,949	
515006	HOLIDAYS NON-UNION	1,694	3,530	1,196	2,462	
SUBTOTAL PERSONAL SERVICES		**445,641**	**617,683**	**485,710**	**642,411**	**4.0%**
524033	R&M - SOFTWARE	7	-	-	-	
524034	R&M - SERVICE CONTRACTS	-	4,000	72	825	
530000	PROF & TECH SERVICE	4,874	3,000	-	3,000	
534003	POSTAGE	-	100	-	100	
538005	PHOTOGRAPHY	625	750	-	750	
542000	OFFICE SUPPLIES	2,393	3,000	1,551	3,000	
542001	PRINTING & STATIONERY	575	3,000	100	3,000	
542002	PHOTOCOPYING	-	300	-	300	
542006	OFFICE FURNITURE NOT CAP	384	-	-	2,500	
549000	FOOD SUPPLIES & REFRESHMT	8,466	13,000	4,327	13,000	
558000	OTHER SUPPLIES	3,280	-	-	-	
558004	MAGAZINES/SUBSCRIPTS/PUB	214	500	-	500	
558011	FLOWERS & FLAGS	2,015	500	374	500	
558012	BADGES & EMBLEMS	950	2,250	-	2,250	
571001	IN STATE CONFERENCES	345	500	35	1,000	
572000	OUT OF STATE TRAVEL	1,076	-	3,642	2,851	
572001	OUT OF STATE CONFERENCES	-	-	-	2,000	
573000	DUES AND MEMBERSHIPS	34,117	32,000	29,170	34,000	
SUBTOTAL ORDINARY MAINTENANCE		**59,321**	**62,900**	**39,271**	**69,576**	**10.6%**
512002	YOUTH EMPLOYMENT	127,896	166,500	109,557	166,500	
530000	PROF & TECH SERVICE	9,950	-	6,000	25,000	

Executive Administration

EXECUTIVE ADMINISTRATION	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
558022 OFFICIAL CELEBRATIONS	-	50,000	184	25,000	
SUBTOTAL SPECIAL ITEMS	**137,846**	**216,500**	**115,741**	**216,500**	**0.0%**
EXEC - ADMINISTRATION TOTAL	**642,808**	**897,083**	**640,722**	**928,487**	**3.5%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
MAYOR	CURTATONE, JOSEPH A.	3,461.54	180,000.08	180,692.39
CHIEF OF STAFF	STEWART, SKYE	2,400.92	124,847.84	125,328.02
INTERGOVERNMENTAL AFFAIRS DIRECTOR	SNYDER, TIM	2,200.85	114,444.20	114,884.37
LEGISLATIVE LIAISON	CONNOR, ANNIE	1,442.31	75,000.12	75,288.58
LEAD EXECUTIVE ADMIN ASST	AYLWARD, NANCY	1,500.58	78,030.16	78,330.28
EXECUTIVE ADMIN ASST	GEE, VERONICA	1,300.50	67,626.00	67,886.10

SomerStat: Mayor's Office of Innovation & Analytics

MISSION STATEMENT:

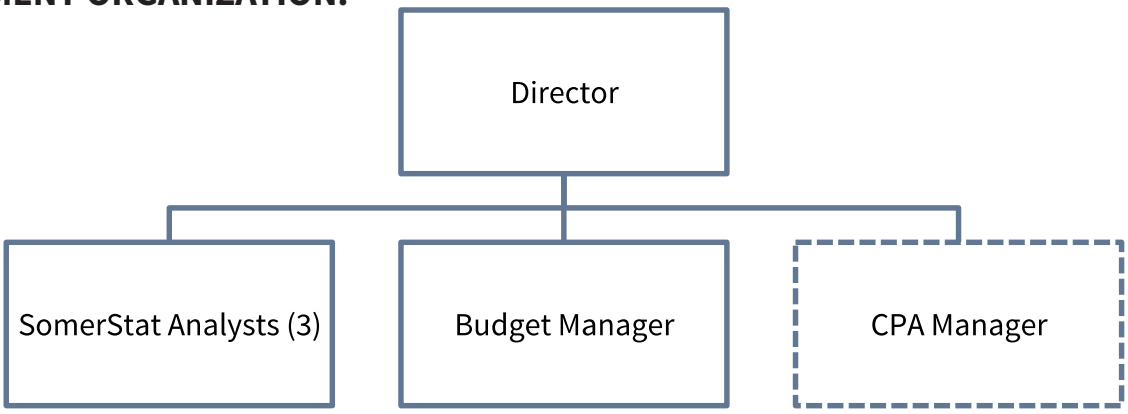
To gain evidence-based insight into the issues important to our community, to improve City performance, and to help drive local innovation using data-driven methods. The office's flagship performance management program SomerStat regularly collaborates with departments to analyze and enhance overall performance,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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	329,067	372,092	449,449	20.8%
Ordinary Maintenance	8,764	23,800	23,800	0.0%
General Fund Expenditures	337,831	395,892	473,249	19.5%

CHANGES BETWEEN FY17 & FY18:

- In FY18, SomerStat is absorbing 20% of the cost of the CPA Manager's salary to reflect the portion of her time devoted to broader City initiatives and projects.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

- Through data analysis, research, and inter-departmental facilitation, developed or improved numerous policies and processes, including but not limited to:
  - o Overhauling the Capital Investment Plan framework in collaboration with Finance.
  - o Expanding the CitizenServe permitting and licensing platform, in collaboration with the City Clerk's Office and Inspectional Services Department.
  - o Prioritizing future open space projects in collaboration with Transportation & Infrastructure (T&I).
  - o Improving the functionality of the MyRec fields permitting website in collaboration with Parks & Recreation.
  - o Establishing standard operating procedures (SOPs) for tree maintenance and removal in collaboration with the Department of Public Works (DPW) and T&I.
  - o Coordinating public event licensing in coordination with 311, Clerk's Office, and Communications.
  - o Procuring and managing electricity contracts in collaboration with the Office of Sustainability and Environment (OSE), Purchasing, and DPW.

o Reducing energy use on the hottest days and establishing a peak-energy demand tracking form in collaboration with DPW.
o Establishing processes for early voting in collaboration with Elections.
o Standardizing a policy for alternating snow emergency parking in collaboration with Traffic & Parking, DPW, and Communications
o Rolling out the Plastic Bag Ban in collaboration with OSE, Economic Development, and Communications.
o Establishing key performance indicators (KPIs) and standard operating procedures s for DPW operations, including sidewalk repairs.

- Collaborated with 21 departments and divisions to lead 65 SomerStat meetings despite significant staff turnover and effective loss of one FTE for the entire fiscal year.
- With the Arts Council, developed potential partnership with the Barr Foundation to support placemaking in Somerville.
- Informed the continuing evolution of the Community Benefits Committee ordinance based on the experience of the Community Preservation Committee.
- Skillfully completed the City's FY18 Operating Budget, 10-year Capital Investment Plan project list, CAFR, and long-range forecast.
- Continued to save the City $25,000 per year by programming and maintaining a data-rich website with key indicators instead of contracting with a software developer.
- Managed skilled volunteers, who performed approximately $12,000 worth of in-kind work.
- Continued various public, private, and academic partnerships to encourage municipal innovation, including the Social Progress Imperative, Code for Boston, Harvard, Tufts, MIT, and Brandeis.

PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJ	FY18 PROP
SomerStat meetings held	70	86	79	85	65	80
New datasets, analyses, and visualizations available on DataFarm*	-	-	-	-	-	5
Skilled volunteer hours overseen	800	900	2,000+	600	400	400
New datasets developed*	-	-	-	-	-	1
Policies & processes developed or improved	-	-	-	3	12+	12+

*New metrics for FY18

GOALS REVIEW:

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

1	Spearhead an effort to switch streetlights to LED technology.	85% Complete
2	Provide analysis and consulting for key policy decisions, such as labor agreements, vendor contracts, capital planning, and project proposals.	Ongoing
3	Collaborate with departments to identify key performance indicators (KPIs); track on regular basis.	Ongoing

4	Collaborate with departments to establish standard operating procedures (SOPs).	Ongoing
5	Work with department heads to monitor overtime, sick time, and other variable spending.	Ongoing
6	Identify opportunities for and assist with implementation of customer service surveys; analyze data to identify opportunities for operational improvements.	Ongoing
7	Simplify processes for requesting, tracking, and sharing information about capital projects.	Ongoing
8	Work with internal and external stakeholders to plan and implement key cross-functional City projects.	Ongoing
9	Identify cost-saving ideas from other governments and the private sector.	Ongoing

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

1	Update the system indicators website (http://www.somervillema.gov/dashboard) with new data.	Ongoing
2	Improve the existing Socrata data portal based on the federal "Data.gov" model with datasets that are interesting to residents (https://data.somervillema.gov/).	Ongoing
3	Coordinate with IT and various data managers to automate the cleaning and publishing of city data on the data portal.	Ongoing

3. Manage the City's budgetary processes.

1	Develop annual operating budget.	Complete
2	Maintain list of Capital Investment Plan projects and update long-range forecast.	Ongoing
3	Work with Communications and other City offices to engage the public in conversations about budget priorities.	Ongoing

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

1	Measure resident satisfaction and happiness using a scientific survey; use data to inform decision making.	In Progress
2	Work with the police and fire analysts to continually monitor public safety hazards.	Ongoing
3	Develop a Social Progress Index for the Boston region in coordination with the Social Progress Imperative.	New for FY18

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

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

BUDGET:

SOMERSTAT		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	327,923	369,869	245,609	447,790	
515006	HOLIDAYS NON-UNION	1,144	2,223	612	1,659	
519105	STIPENDS-OTHER	-	-	2,991	-	
SUBTOTAL PERSONAL SERVICES		**329,067**	**372,092**	**249,212**	**449,449**	**20.8%**
527019	RENTAL-WATER COOLER	-	-	15	250	
530000	PROF & TECH SERVICE	7,160	20,000	-	20,000	
530028	SOFTWARE SERVICES	1,083	-	-732	1,000	
542000	OFFICE SUPPLIES	271	800	-	800	
542004	COMPUTER SUPPLIES	-	1,000	-	750	
542005	OFFICE EQUIPMENT NOT CAP	-	500	-	500	
542006	OFFICE FURNITURE NOT CAP	-	-	650	-	
571000	IN STATE TRAVEL	-	-	-	-	
571001	IN STATE CONFERENCES	250	1,500	-	500	
SUBTOTAL ORDINARY MAINTENANCE		**8,764**	**23,800**	**-67**	**23,800**	**0.0%**
SOMERSTAT TOTAL		**337,831**	**395,892**	**249,145**	**473,249**	**19.5%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SOMERSTAT DIRECTOR	MONEA, EMILY	2,200.85	114,444.20	114,884.37
BUDGET MANAGER	MASTROBUONI, MICHAEL	1,667.31	86,700.12	87,033.58
MANAGING ANALYST	LESSIN, ALEX	1,538.46	79,999.92	80,307.61
SOMERSTAT ANALYST	WEISMAN, ERIC	1,442.30	74,999.60	75,288.06
SOMERSTAT ANALYST	VACANT	1,442.30	74,999.60	75,288.06
CPA Manager	STELLJES, KRISTEN	1,600.62	83,232.24	16,710.47

MISSION STATEMENT:

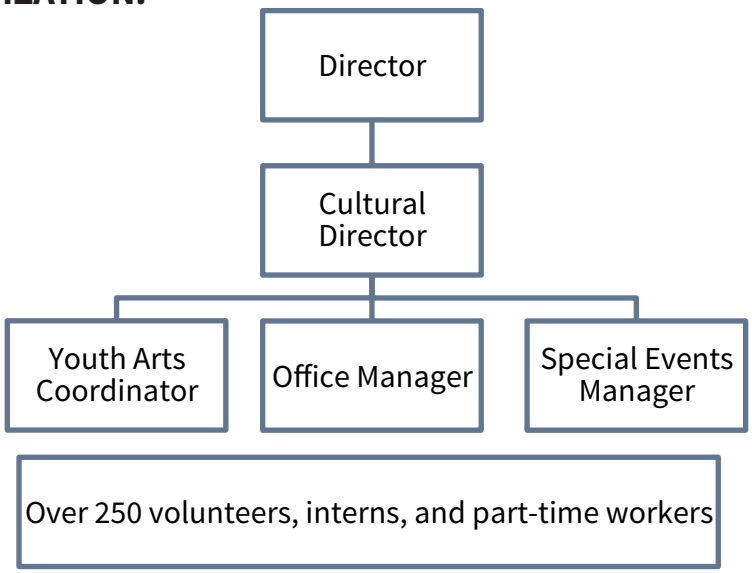
To cultivate and celebrate the creative expressions of the Somerville community. Through innovative collaborations and quality programming the Arts Council works to make the arts an integral part of life reflective of our diverse city. The Arts Council is also active in supporting local artists, cultural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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	243,856	340,459	350,001	2.8%
Ordinary Maintenance	154,044	154,125	154,125	0.0%
General Fund Expenditures	397,900	494,584	504,126	1.9%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

- Continued development and fundraising for ArtFarm.
    - o Continued work on design development and started construction on site development.
    - o Completed new website for program/site.
    - o Submitted a Community Preservation Act request for landscaping and open space support.
- Successfully continued into year two of the Nibble Entrepreneur Program to support ethnic entrepreneurs around food and culture in collaboration with OSPCD, the Health Department, and numerous outside organizations.
- Worked collaboratively with OSPCD and the arts community to support a robust zoning revision that serves the creative community.
- Successfully expanded the Dance program to include professional development for that community.

Arts Council

GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
CPA site work for ArtFarm	Community Preservation Act	$670,000 (pending)
ArtWork grant for Dance Series and professional development for dance community	National Endowment for the Arts	$11,000
Mystic mural and Art in a Garden program support	Eastern Bank Charitable Foundation	$2,000
Mystic mural program support	Somerville Housing Authority	$3,000
Operational support	Mass Cultural Council	$6,500
ArtsUnion: support for cultural economic development in Union Square	Mass Cultural Council	$16,300
LCC grant to re-grant funds to community	Mass Cultural Council	$34,200
Arts advocacy project	MassCreative	$2,500
Business sponsorship for ArtBeat and ArtsUnion	Various local and regional businesses	$29,000 (Through 3/17)
Earned income from product development; books, dog tags, tours, t-shirts, program tuition; vendor fees	Council derived income	$56,000 (Through 3/17)

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Public programs and events	30	32	32	32	35
Business, foundation, and individual supporters	53	54	55	55	55
Number of youth served through programs and events	2,400	2,500	2,500	2,700	2,700
Amount of outside financial support	$131,000	$131,000	$923,000	$225,000	$860,000

GOALS REVIEW:

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

1	Continue to work with OSPCD on zoning reform relevant to serving the artist community.	Ongoing
2	Begin construction on phase one of ArtFarm at the former waste transfer site.	Ongoing
3	Develop a specific operational plan and continue to fundraise for phase two of ArtFarm development.	Ongoing

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

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

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

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

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

1	Expand the Nibble program, supporting culinary entrepreneurs of diverse backgrounds including cooking classes in partnership with kitchen incubators and a culinary entrepreneurship program.	Ongoing
2	Continue the Intercambio language and culture exchange, which now partners with the Welcome Project as an opportunity to support cultural traditions within the city and to invite immigrants to be active cultural producers and participants.	Ongoing

BUDGET:

ARTS COUNCIL	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000 SALARIES	242,929	338,513	274,175	348,660	
515006 HOLIDAYS NON-UNION	927	1,946	137	1,341	
SUBTOTAL PERSONAL SERVICES	**243,856**	**340,459**	**274,312**	**350,001**	**2.8%**
530000 PROF & TECH SERVICE	153,059	153,125	95,530	153,125	
542000 OFFICE SUPPLIES	985	1,000	549	1,000	
SUBTOTAL ORDINARY MAINTENANCE	**154,044**	**154,125**	**96,079**	**154,125**	**0.0%**
ARTS COUNCIL TOTAL	**397,900**	**494,584**	**370,390**	**504,126**	**1.9%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	JENKINS, GREGORY	1,800.69	93,635.88	93,996.02
CULTURAL DIRECTOR	STRUTT, RACHEL	1,300.50	67,626.00	67,886.10
SPECIAL EVENTS MANAGER	EICHNER, NINA	1,224.47	63,672.44	63,917.33
OFFICE MANAGER	BALCHUNAS, HEATHER	1,000.38	52,019.76	52,219.84
YOUTH ARTS COORDINATOR	DELPONTE, JAMES	1,378.95	71,705.40	71,981.19

Office of Sustainability & Environment

MISSION STATEMENT:

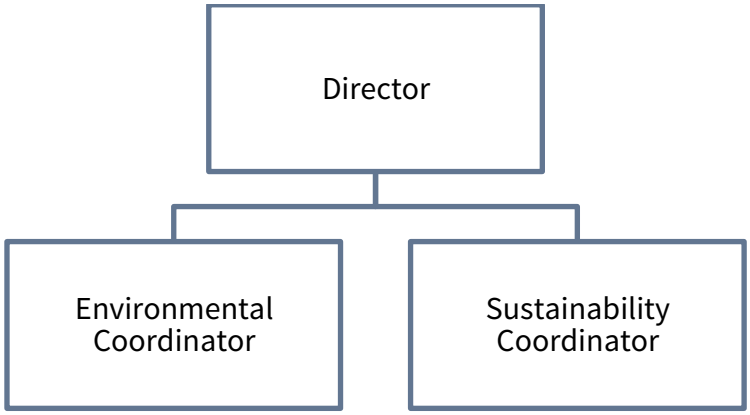
To develop and implement strategies that continually improve the environmental performance of Somerville city government and the community. OSE works with City departments and the community to make Somerville a leader in reducing energy usage and costs, minimizing environmental impacts and waste, and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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	161,772	220,148	262,668	19.3%
Ordinary Maintenance	39,060	103,550	115,500	11.5%
General Fund Expenditures	200,833	323,698	378,168	16.8%

CHANGES BETWEEN FY17 & FY18:

- This budget includes $110,000 in the Professional & Technical Services account to provide technical support for climate change planning and electric vehicle charging infrastructure installation and maintenance.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

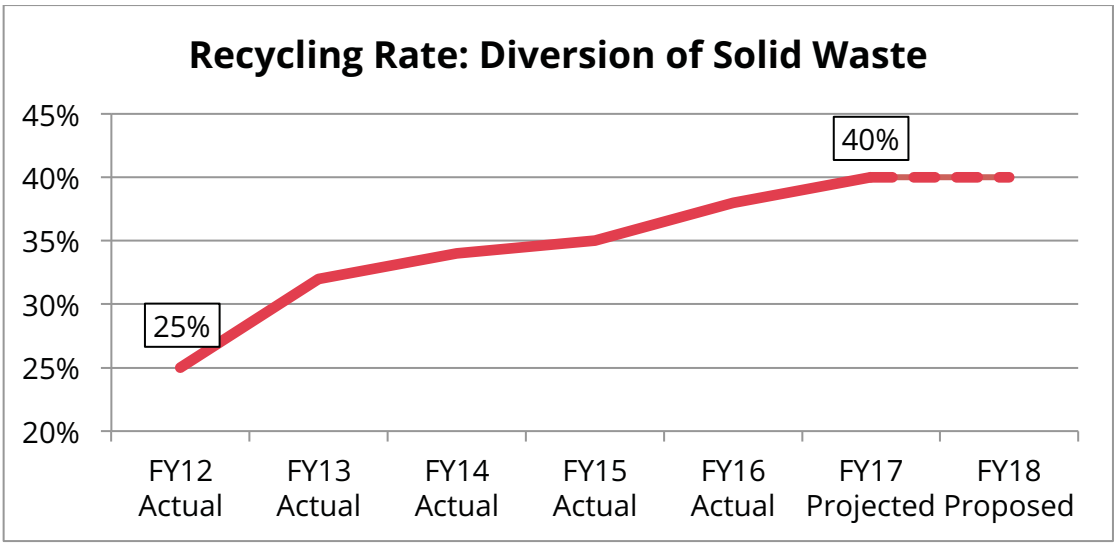
- Received $250,000 Green Communities grant from State Department of Energy Resources and implemented energy efficient lighting upgrades to Winter Hill and Healey Schools.
- Ran Solarize Somerville campaign in conjunction with OSPCD Housing division. Over 500 kilowatts of solar panels were installed by 115 Somerville households, exceeding goals of 400 kW and 100 installations.
- Completed Climate Change Vulnerability assessment that identifies citywide risks from future changes in precipitation, sea level rise, storms, and heat.
- Completed Pathways to Carbon Neutrality study that analyzes possible technologies and policies to reach net zero CO2 emissions by 2050.
- Received approval from the Department Public Utilities for Somerville's community choice aggregation plan to to reduce resident and small business energy costs and increase the percentage of renewable energy used in Somerville.
- Began Climate Change Plan.
- Re-launched SustainaVille website, providing community with information on the environment and

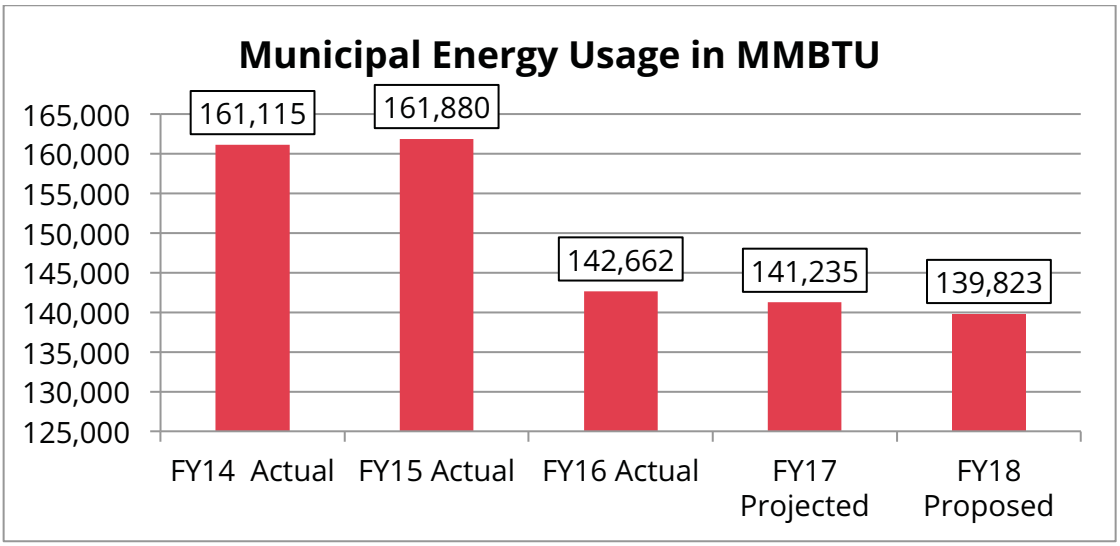
climate change.

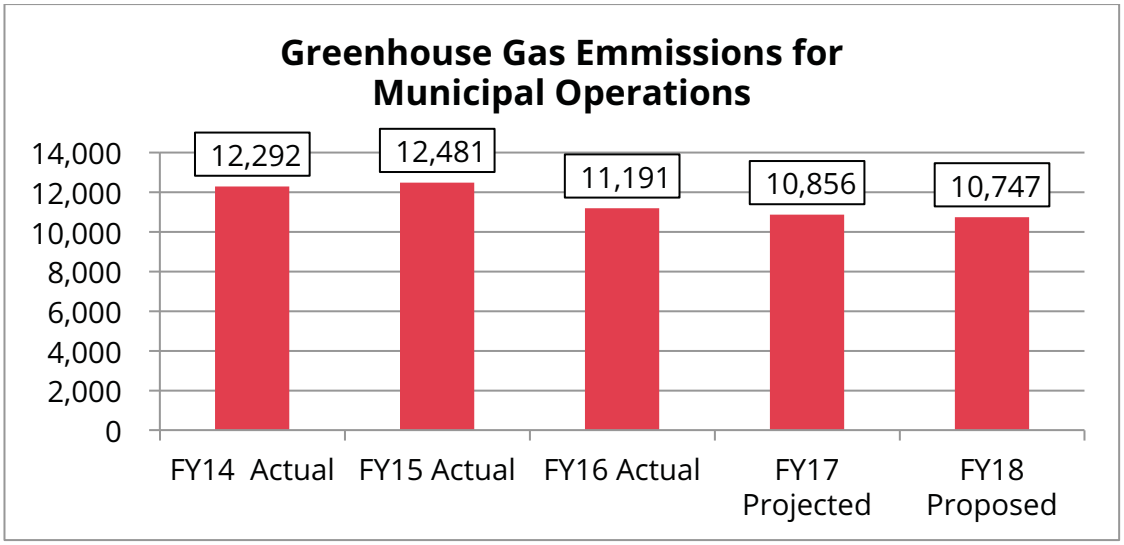
- Organized and executed SustainaVille Week, a week of daily recreation, education, and engagement events for Earth Day.
- Continued environmental testing, reporting, and remediation for City properties.
- Continued management of hazardous and electronic waste programs.
- Assisted in implementation and education for the plastic bag ordinance.
- Developed new, user-friendly environmental services materials for residents in online and print formats.
- Conducted assessment of and began maintenance and monitoring upgrades for City's solar photovoltaic assets.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Municipal energy Usage (MMBTU)	161,115	161,880	142,662	141,235	139,823
Recycling Rate (solid waste diversion)	34%	35%	38%	40%	43%
Greenhouse Gas Emissions, Municipal Operations (metric tons)	12,292	12,481	11,191	10,856	10,747







GOALS REVIEW:

1. Find new resources to support city programs.

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

2. Increase solid waste diversion rate.

1	Reduce amount of hard-to-handle waste (e-waste, white goods, etc.).	Ongoing
2	Implement a Solid Waste Reduction program to limit the amount of trash per unit and provide fiscally responsible alternatives to trash.	Ongoing
3	Continue programs for residents and businesses to recycle hard-to-handle waste.	Ongoing
4	Identify policy and implementation alternatives for organic waste (compost).	Complete & Ongoing

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

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

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

1	Develop and maintain climate change-related communication and engagement with community, technical/industry experts, and partner cities.	Complete & Ongoing
2	Establish working group to develop strategy.	Complete
3	Engage city departments, elected officials, and interested community partners in an ambitious planning effort that addresses both adaptation and mitigation strategies for dealing with climate change.	Ongoing
4	Partner with OSPCD and community to design a residential solar energy program for Somerville residents.	Complete
5	Begin climate change plan working with technical experts and stakeholders to conduct outreach and to develop strategies and an action plan for resilience and carbon neutrality.	Complete
6	Conduct climate change vulnerability assessment.	Complete

BUDGET:

SUSTAINABILITY & ENVIRONMENT		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	161,157	218,815	171,697	261,661	
515006	HOLIDAYS NON-UNION	615	1,333	444	1,007	
SUBTOTAL PERSONAL SERVICES		**161,772**	**220,148**	**172,141**	**262,668**	**19.3%**
530000	PROF & TECH SERVICE	36,761	100,000	505	110,000	
534003	POSTAGE	-	50	-	50	
542000	OFFICE SUPPLIES	241	1,000	196	1,000	
542001	PRINTING & STATIONERY	-	200	1,050	200	
542005	OFFICE EQUIPMENT NOT CAP	-	250	-	250	
542006	OFFICE FURNITURE NOT CAP	746	-	125	-	
542007	COMPUTER EQUIP NOT CAP	-	-	-	1,500	
571001	IN STATE CONFERENCES	-	250	-	250	
572000	OUT OF STATE TRAVEL	176	-	-	-	
573000	DUES AND MEMBERSHIPS	1,137	1,800	1,683	2,250	
SUBTOTAL ORDINARY MAINTENANCE		**39,060**	**103,550**	**3,559**	**115,500**	**11.5%**
OSE TOTAL		**200,833**	**323,698**	**175,700**	**378,168**	**16.8%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	SELLERS-GARCIA, OLIVER	2,000.77	104,040.04	104,440.19
ENVIRONMENTAL COORDINATOR	DESHPANDE, VITHAL	1,530.59	79,590.68	79,896.80
SUSTAINABILITY COORDINATOR	PAYNE, HANNAH	1,500.58	78,030.16	78,330.28

Communications & Community Engagement

MISSION STATEMENT:

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

The Department encompasses seven core program areas and one subdivision:

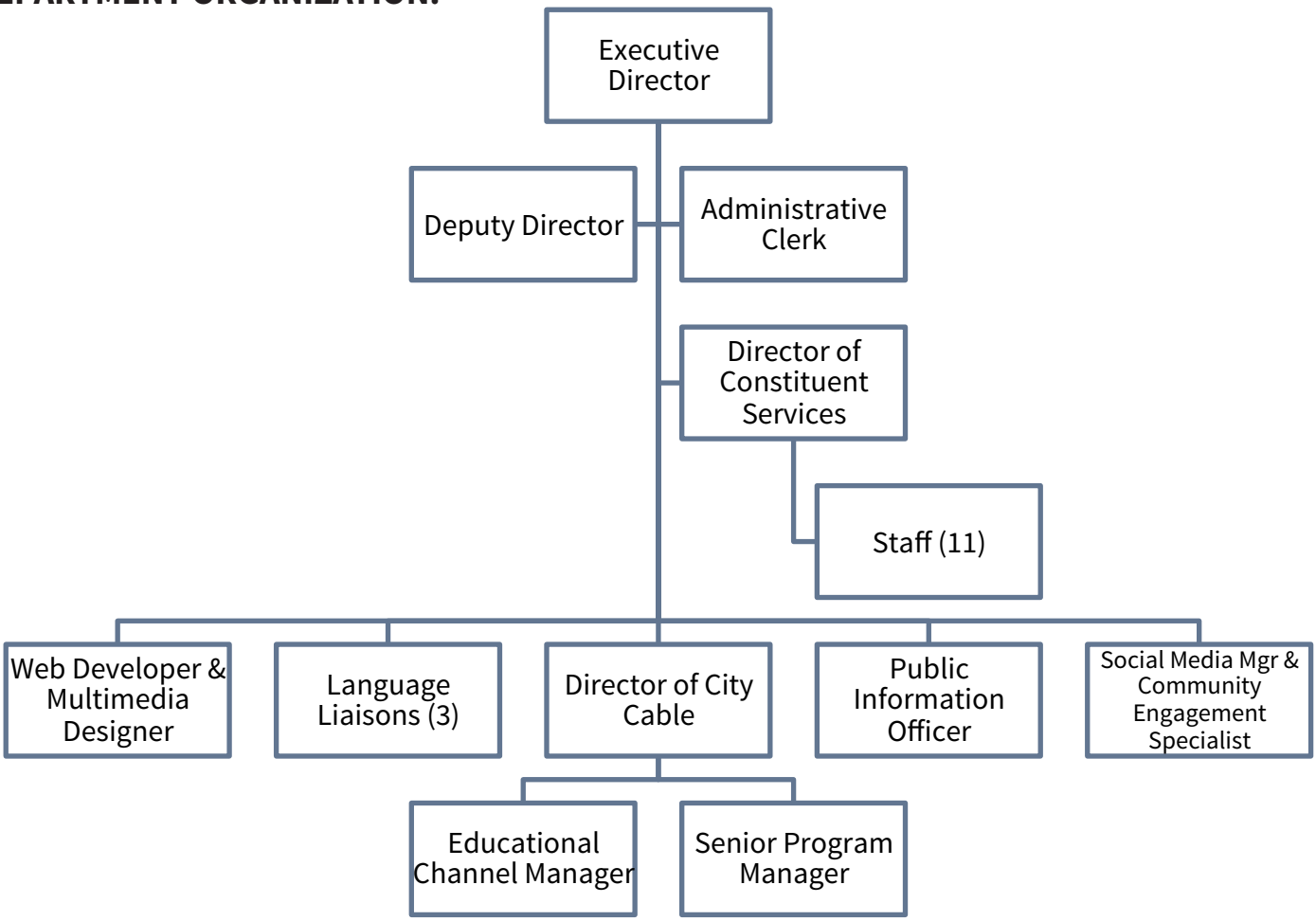
- Public Information/Emergency Communications/Media Relations
- Intergovernmental Relations and Event Management
- City Cable TV: Government and Education programming
- Immigrant Services & Outreach: SomerViva Language Liaison Program
- Civic Engagement/ResiStat Neighborhood Outreach
- City Website and Departmental Online Communications
- Social/New Media and Departmental Social Media/New Media Communications
- Constituent Services Division: 311 Customer Service Center

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	304,234	335,596	712,801	112.4%
Ordinary Maintenance	15,750	23,125	185,647	702.8%
General Fund Expenditures	319,984	358,721	898,448	150.5%

CHANGES BETWEEN FY17 & FY18:

- The total difference in ordinary maintenance reflects a $69,462 increase in total year-over-year spending to maintain level service due to changes in mass notification subscription fees, cost of the BOA audio system overhaul, and necessary website-related expenses.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

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

- Park Even: Planned and executed intensive, multi-faceted Park Even campaign in collaboration with T&P, 311, and others to reeducate 50,000+ car-owning residents plus visitors on new snow emergency rules. Campaign resulted in such high compliance that ticket issuance declined 51% year over year.
- Early voting: Planned and executed similarly intensive and collaborative campaign with Elections and others to promote the city's first-ever early voting opportunity. Campaign resulted in the highest Boston urban core early voter turnout at 30.27% of turnout (compare to Boston at 11.57%, Cambridge at 27.88%).
- Environmental services: With OSE, revamped Environmental Service Guide for ease of use and broader accessibility (e.g., more visual for better language access). Continue to work with OSE and 311 to enhance Waste Wizard online lookup guide.
- With Assessing, prepared annual Property Tax Mailer, which has been met with positive feedback.

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

- Increased total reach of City main Facebook page: 41%, increased from 32,000 to 45,089 average monthly uniques.
- Increased subscribed followers of main City Twitter feed: 12.5%, increased from 14,081 followers to 15,836 (1,755 net new followers).
- Increased subscriptions to City/ResiStat e-newsletter: 35% from 6,468 to 8,720 (2,252 net new

subscribers).
- Increased unique visitors to City website (6% from 40,000 average per month to 42,300).
- Increased followers of Spanish language Facebook page by 51% (average monthly reach increased from 468 uniques to 708). Introduced new Haitian TPS information page.
- Planned and coordinated a range of events and sister city programming including ongoing 175th celebrations and activities; Haunted Hall for Halloween; hosted multiple Sister City delegations including new Salvadoran Sister City; collaborated with community partners on Sanctuary City rally; coordinated with State, regional, academic and nonprofit partners on dozens of staff and Mayoral presentations advancing city interests and programs.

After completing beta of fully revamped, new user-centered, mobile-friendly City website, officially launched the new SomervilleMA.gov:
- Website successfully launched 12/15/16 with no downtime, with archive in place, and with necessary redirects functioning.
- Website has garnered largely positive responses from staff and residents on ease of use, design, and accessibility. Feedback tab has allowed for ongoing improvements.
- Launched Github repository to make website an open source project.
- Installed new tools including for SomerStat (visual budget) and Archives (Omeka).

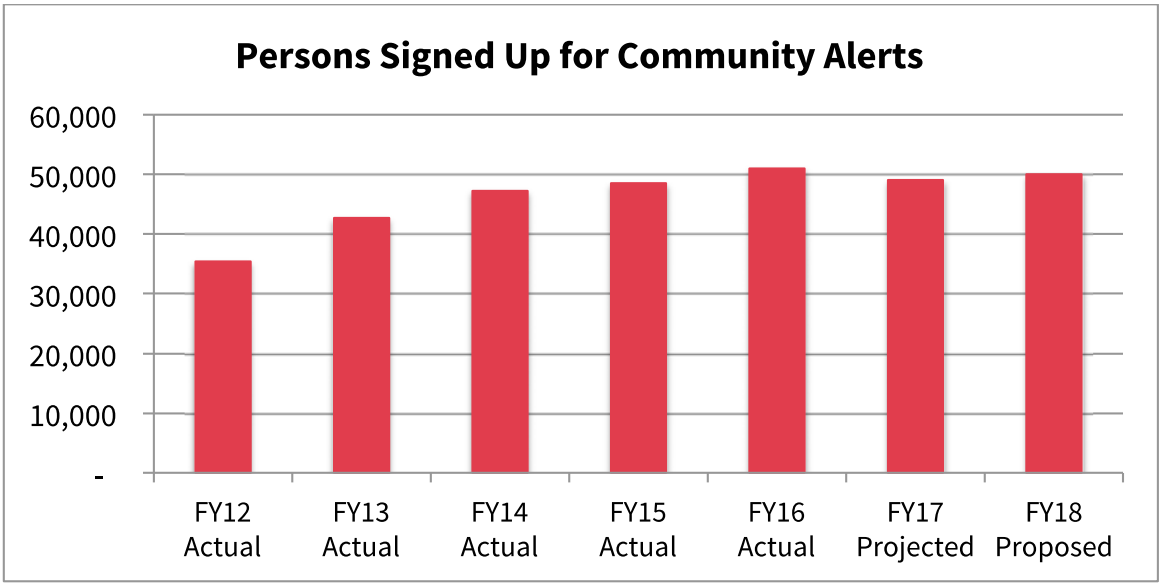
In addition to continuing extensive translation, interpretation, and public information outreach duties, dramatically expanded in-person multilingual outreach and constituent support via the SomerViva Immigrant Service & Outreach program including (but not limited to):
- Numbers served via in-person efforts jumped 84% from approximately 1,900 individuals in FY16 to ~3,500 individuals in FY17: housing/food/citizenship/business license applications, informational meetings, flu clinics/health fairs, civic participation opportunities, and more).
- Established new programs/events, many in collaboration with city and community partners, including annual Fall Spanish Language ResiStat, Spanish Language Leadership Training, Brazilian Consulate Services @ City Hall, Latino Corn Festival, Atty. General Scam Prevention Session, Immigrant Story Project with Tufts, Haitian Gardening Project with Groundworks, and more.
- Intensive support of other departmental programs, especially, Affordable Housing, Lead Abatement, Fire/Emergency Response, Nibble, and Small Business programs.
- Established Somerville Sanctuary Steering Committee uniting departments, nonprofits, academics, and community members in collaborative efforts to provide responsive services in wake of altering immigration landscape: Approx. 700 served since November 16: Know Your Rights, legal clinics, Haitian TPS, citizenship, contingency planning, etc.
- Partnered with MIRA to provide 20 community volunteers Dept. of Justice-accredited Basic Immigration Law training and established partnership with Massachusetts Portuguese Alliance to help address local shortage in immigration laws service providers.

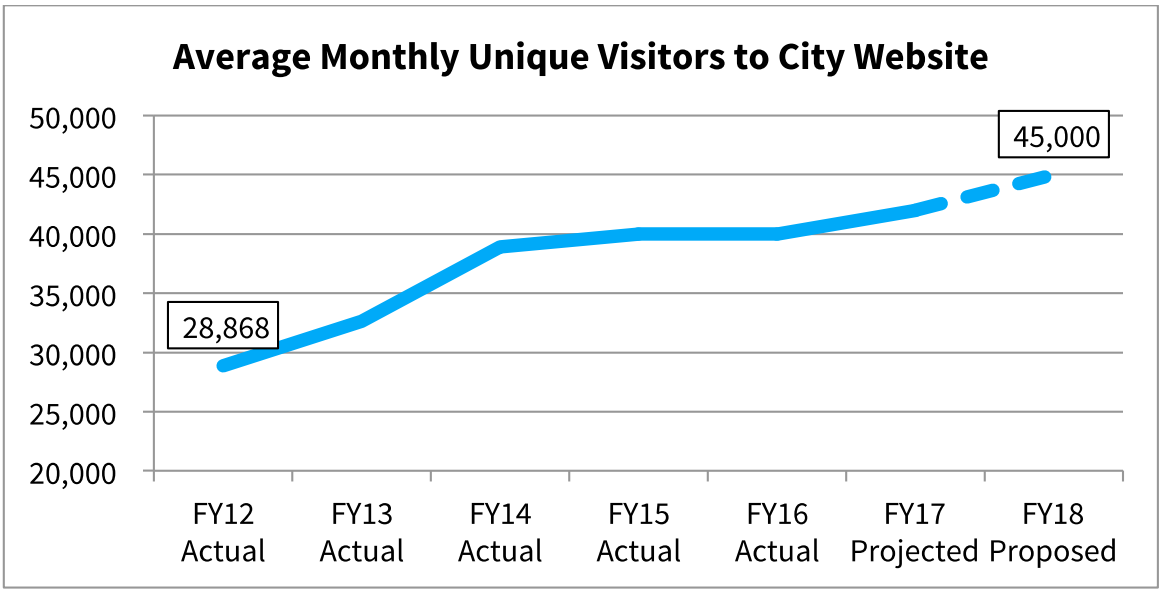
Continued modernization and upgrade of City Cable facilities while continuing to far exceed government access standards for quantity of original programming produced:
- More than 140 hours of originally programming produced for Education Channel and XS for Govt. Channel fiscal year to date. Increased live meeting coverage.
- Initiated overhaul of BOA sound system to be installed during summer 2017 recess.
- Installed signal aggregation systems at Dilboy Stadium and Veterans Memorial Rink.
- With IT Dept., upgraded editing suites and software, and networked production computers and hubs to streamline workflow and upgrade production standards.
- Continued to progress toward establishment of new HD Broadcast Channel expected to launch fall 2017.

- Introduced new electronic Bulletin Board System.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Average monthly unique views of City Facebook	49,844	77,051	40,000	45,100	35,000-60,000
Average monthly unique visitors to City website	38,914	40,000	40,000	42,000	42,300
Number of residents served directly by SomerViva in-person support including service access, meetings, classes, trainings, info sessions, etc.	n/a	n/a	1,900	3,500	3,700
Newsletter subscribers	6,218	6,448	6,800	8,720	10,001
Number of Community Alert sign-ups	47,264	48,500	51,000	49,000	50,000





GOALS REVIEW:

1. Complete full redesign of City website.

1	Complete revisions to beta site and launch new website.	Complete
2	Integrate T&P site into main website.	Ongoing
3	Redesign calendar search, filtering, and subscription options.	New for FY18
4	Conduct targeted content updates sitewide.	New for FY18

2. Modernize and enhance City Cable services.

1	Continue to increase meeting coverage.	New for FY18
2	Overhaul BOA audio system & microphones.	New for FY18
3	Launch new HD channel.	In Progress
4	Establish fiber connection for ice rink.	Complete

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

1	Pilot City-oriented leadership program in Spanish.	Complete
2	Establish digital tracking of services for enhanced data collection.	Complete
3	Continue to enhance immigration related services.	New for FY18
4	Launch legal clinics program with MAPS and Harvard Law.	New for FY18

4. Enhance the communications capabilities of City government.

1	Develop and execute Even-side snow emergency campaign.	Complete
2	Establish yearly citywide info mailer for core communications.	In Progress
3	Establish new monthly Meetings/Engagement outreach.	New for FY18
4	Develop Meeting PR protocols and check list for departments.	New for FY18

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

1	Expand reach of newsletter, meetings, and social media.	Ongoing
2	Provide responsive, timely, multi-lingual social media services.	Ongoing
3	Coordinate 175th anniversary celebration & events.	Ongoing

IMPORTANT ACCOUNTING CHANGE: MUNICIPAL MODERNIZATION ACT

The CCE Department's funding is split between three budgets: the Communications budget below, the Cable Television PEG Access Fund (formerly Cable/Telco) (page 246), and the Constituent Services budget, which follows this section.

The Massachusetts Municipal Modernization Act, which goes into effect in FY18, among other provisions, necessitates important housekeeping changes: some budget line items formerly included in the Telco budget are now included in the Communications & Community Engagement Budget. Because of this change in budget assignment, the percentage changes between fiscal years 2017 and 2018 that reflect the reassignment obscure the actual changes to the budget. To provide appropriate transparency, three account summaries are thus provided here:

1. COMBINED Communications & Community Engagement and PEG Access Account Summary
2. INDIVIDUAL Communications & Community Engagement Account Summary
3. INDIVIDUAL PEG Access Fund Account Summary

The combined budget will give the clearest accounting of actual changes to spending levels year over year within the Communications and PEG Access arms of the department, while the individual summaries are skewed by the required reassignment of items between the two budgets.

COMBINED Communications & Community Engagement and PEG Access Account Summary
Showing actual percent changes in spending levels year over year

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	890,855	886,794	974,496	9.9%
Ordinary Maintenance	310,879	225,031	294,493	31%
General Fund Expenditures	1,201,734	1,111,825	1,269,989	14%

INDIVIDUAL Communications & Community Engagement Account Summary
Showing impact of housekeeping changes between PEG Access & CCE budgets but not actual spending changes

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	331,464	335,596	712,801	112.4%
Ordinary Maintenance	21,565	23,125	185,647	702.8%
General Fund Expenditures	353,029	358,721	898,448	150.46%

INDIVIDUAL Cable Television PEG Access Fund Account Summary
Showing impact of housekeeping changes between PEG Access & CCE budgets but not actual spending changes

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	559,391	551,198	261,695	-52.52%
Ordinary Maintenance	289,314	201,906	108,846	-45.6%
General Fund Expenditures	848,705	753,104	371,541	-50.67%

BUDGET:

COMMUNICATIONS & COMMUNITY ENGAGEMENT		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	301,231	331,937	263,593	688,524	
512000	SALARIES & WAGES TEMPOR'Y	-	-	-	18,000	
513000	OVERTIME	-	-	-	1,368	
514006	LONGEVITY	1,400	1,400	700	1,400	
515006	HOLIDAYS NON-UNION	1,071	1,635	545	2,323	
515011	HOLIDAYS - S.M.E.A.	182	274	-	183	
519004	UNIFORM ALLOWANCE	350	350	350	350	
519013	OTHER LUMP SUM PAYMENTS	-	-	-	653	
SUBTOTAL PERSONAL SERVICES		**304,234**	**335,596**	**265,187**	**712,801**	**112.4%**
524006	R&M - COMMUN. EQUIP.	-	300	-	500	
524034	R&M - SERVICE CONTRACTS	-	400	-	-	
527015	RENTALS EQUIPMENT			-	500	
530000	PROF & TECH SERVICE	2,893	5,100	25	135,300	
530008	EMPLOYEE TRAINING COURSES	200	1,500	-	2,500	
530029	CUSTODIAL DETAIL	490	-	-	800	
534003	POSTAGE	-	200	-	6,800	
534006	EXPRESS/FREIGHT	-	300	-	-	
534010	BAPERN LINE RENTAL	1,625	1,825	1,625	-	
540000	SUPPLIES	-	250	-	1,000	
542000	OFFICE SUPPLIES	748	750	135	2,000	
542001	PRINTING & STATIONERY	2,161	3,000	2,623	22,830	
542006	OFFICE FURNITURE NOT CAP	199	-	-	-	
549000	FOOD SUPPLIES & REFRESHMT			-	600	
558002	ONLINE SUBSCRIPTION			-	1,654	
558004	MAGAZINES/SUBSCRIPTS/PUB	27	500	250	947	
572000	OUT OF STATE TRAVEL	-	-	386	600	
573000	DUES AND MEMBERSHIPS	150	500	150	1,116	
578014	NEIGHBORHOOD IMP. COUNC	7,257	8,500	4,733	8,500	
SUBTOTAL ORDINARY MAINTENANCE		**15,750**	**23,125**	**9,928**	**185,647**	**702.8%**
COMMUNICATIONS TOTAL		**319,984**	**358,721**	**275,115**	**898,448**	**150.5%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	TAYLOR, DENISE	2,601.00	135,252.00	135,655.14
DEPUTY DIRECTOR	PIQUES, JACLYN	1,800.69	93,635.88	93,982.03
WEBMASTER/WEB DEVELOPER	MOORE, DANIEL	1,600.62	83,232.24	83,539.93
PUBLIC INFORMATION OFFICER	BRISTER, KACEY	1,500.58	78,030.16	78,330.28
SOCIAL MEDIA & COMMUNITY ENGAGEMENT SPECIALIST	ACKERMAN, MEGHANN	1,224.47	63,672.44	63,917.33
LANGUAGE LIAISON - PORTUGUESE	FERNANDES, ADRIANA	1,200.46	62,423.92	62,664.01
LANGUAGE LIAISON - SPANISH	FLORES, IRMA	1,200.46	62,423.92	62,664.01
LANGUAGE LIAISON - HAITIAN-CREOLE	SAINT-SURIN, JHENNY	1,200.46	62,423.92	62,664.01
PRINCIPAL CLERK	SHERWOOD, ANNA	912.10	47,429.20	49,361.62

MISSION STATEMENT:

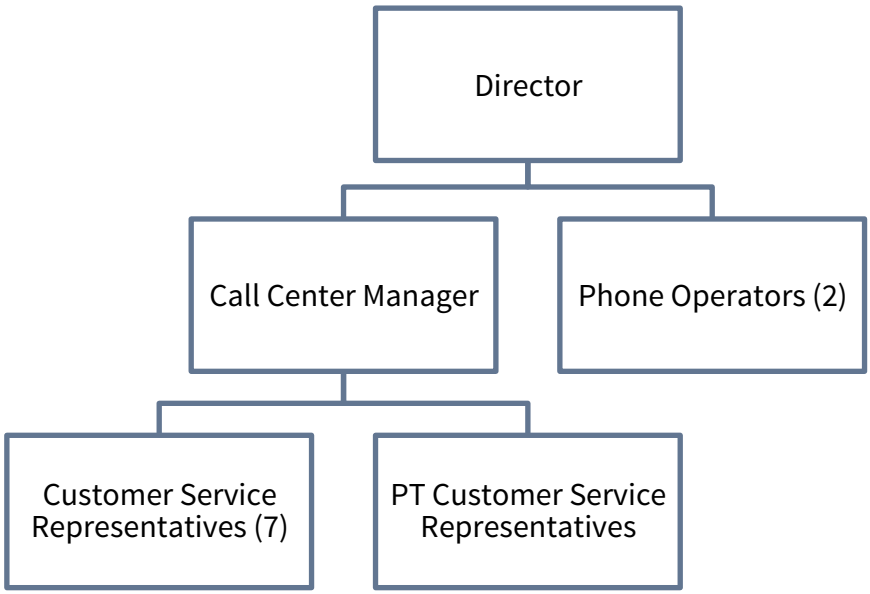
Deliver accurate, courteous and easy services to all residents, guests, employees and businesses throughout the City of Somerville. This is achieved through the effective use of the 311 contact center; welcome desk kiosk; city switchboard; pop-up locations at city-sponsored public events; online tools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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	635,166	640,017	681,174	6.4%
Ordinary Maintenance	26,440	61,250	66,000	7.8%
General Fund Expenditures	661,605	701,267	747,174	6.5%

CHANGES BETWEEN FY17 & FY18:

- In FY17 the 311 contact center was reorganized to have all call takers working within the same building and inside the same office. This has greatly increased efficiency and improved how information is communicated to staff.
- Quality Assurance, coaching, and feedback initiatives are set to roll out in FY18, enabling representatives to be better equipped to understand constituent's needs and create service requests with the best possible information to property address issues and concerns.
- Increased the use of paperless work order management tools to help resolve concerns and address requests quickly and effectively.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

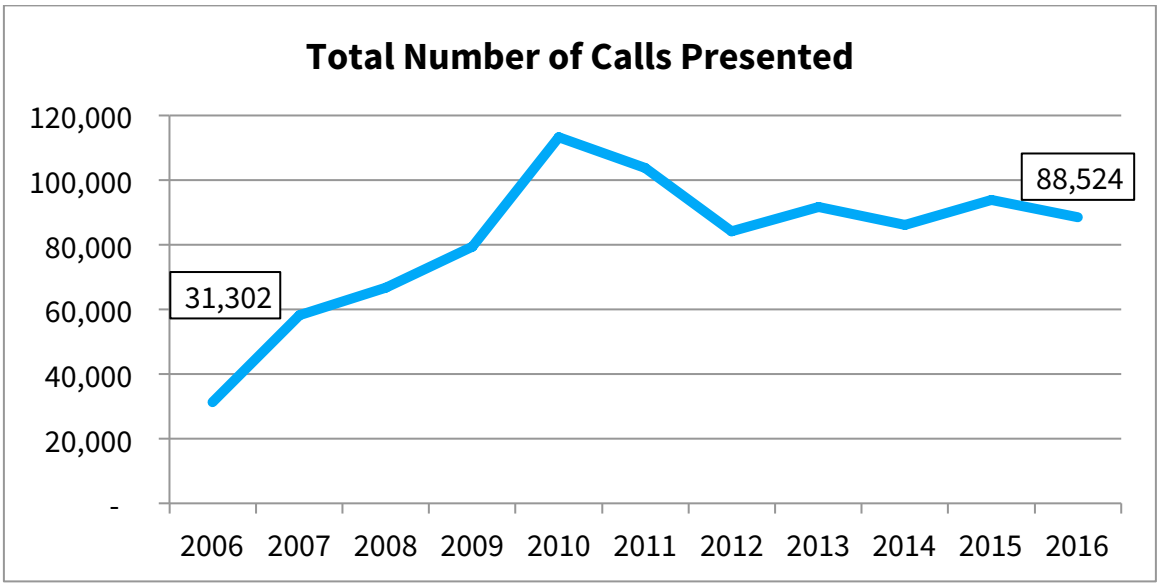
- Expanded use of the City's Customer Relationship Management (CRM) system to improve the collection of data in order for departments to better manage service requests and improve constituent satisfaction.
- Completed the rollout of an entirely new 311 Somerville mobile app. Utilizing the ReCollect tool, we were able to relaunch the "Somerville Sweeper" service for street sweeping, as well as trash/recycling/yard waste alerts, all tailored to individual users.

Communications: Constituent Services

- Established a public-facing survey tool to evaluate the City's customer service capacity, accuracy of work and professionalism.
- Created new reporting tools in collaboration with SomerStat to allow departments to better manage their workload and improve Service Level Agreements.
- Somerville Public Library Customer Service training for all library staff was provided by Constituent Services as part of state-funded grant.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED
Answer >80% of calls within department Service Level Agreement (SLA)	81.5%	72.4%	80.2%	81.5%
Average queue time of 20 seconds or less	21	34	22	21
Abandon rate of <4% of all calls to 311	3.93%	6.82%	4.62%	4.37%
Maintain an average handle time for all calls to 2:30 or less	1:50	2:31	2:26	2:29



GOALS REVIEW:

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

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

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

1	Implement an internal work order management app that will allow city staff to view detailed service request information in real-time. It will also allow staff to provide status updates, better manage SLAs and provide better customer service.	Complete
2	Establish a more comprehensive set of standard operating procedures for all work orders to ensure proper intake questions, improve workflow, and capture as much accurate data as possible. This will be accomplished in collaboration with SomerStat, T&P, ISD and the DPW. This will facilitate faster and more efficient completion of internal and external service requests.	In Progress

3. Answer constituent requests in a timely manner.

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

BUDGET:

CONSTITUENT SERVICES		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	557,557	565,142	436,393	605,565	
512000	SALARIES & WAGES TEMPOR'Y	58,836	53,840	37,891	55,455	
513000	OVERTIME	13,570	15,000	10,530	15,000	
514006	LONGEVITY	2,000	2,200	1,100	2,200	
515006	HOLIDAYS NON-UNION	1,866	2,632	872	1,915	
515011	HOLIDAYS - S.M.E.A.	335	503	-	339	
515012	PERFECT ATTENDANCE	300	-	500	-	
519004	UNIFORM ALLOWANCE	700	700	700	700	
SUBTOTAL PERSONAL SERVICES		**635,166**	**640,017**	**487,986**	**681,174**	**6.4%**
527019	RENTAL-WATER COOLER	-	-	23	300	
530000	PROF & TECH SERVICE	22,529	45,000	27,609	50,000	
530008	EMPLOYEE TRAINING COURSES	-	5,000	-	5,500	
534003	POSTAGE	-	1,000	-	1,000	
542000	OFFICE SUPPLIES	3,910	5,000	1,886	5,000	
542001	PRINTING & STATIONERY	-	3,500	-	1,200	
542006	OFFICE FURNITURE NOT CAP	-	1,750	-	3,000	
SUBTOTAL ORDINARY MAINTENANCE		**26,440**	**61,250**	**29,518**	**66,000**	**7.8%**
CONSTITUENT SERVICES TOTAL		**661,605**	**701,267**	**517,504**	**747,174**	**6.5%**

Communications: Constituent Services

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	CRAIG, STEVE	2,000.77	104,040.04	104,440.19
CALL CENTER MANAGER	VIVEIROS, ELENA	1,300.50	67,626.00	67,886.10
CUSTOMER SERVICE REP I	COSTA, EILEEN	974.56	50,677.12	50,872.03
CUSTOMER SERVICE REP I	POWERS, ROBERT	882.69	45,899.88	46,076.42
CUSTOMER SERVICE REP I	CANDIO, SARAH	865.38	44,999.76	45,172.84
CUSTOMER SERVICE REP I	PORTILLO, GABRIELA	900.35	46,818.20	46,998.27
CUSTOMER SERVICE REP I	CRAVEN, RICHARD	865.38	44,999.76	45,172.84
CUSTOMER SERVICE REP I	GADY, CAMILA	865.38	44,999.76	45,172.84
CUSTOMER SERVICE REP I	WRIGHT, HEATHER	918.35	47,754.20	47,937.87
OPERATOR, CITY HALL	DOUGLAS, NORMA	845.96	43,989.92	46,109.11
OPERATOR, CITY HALL	FELONI, MARLENE	845.96	43,989.92	45,109.11
CUSTOMER SERVICE REP (PT)	TENORIO-VASQUES, PATRICIA	380.19	19,769.88	19,769.88

Capital Projects Management

MISSION STATEMENT:

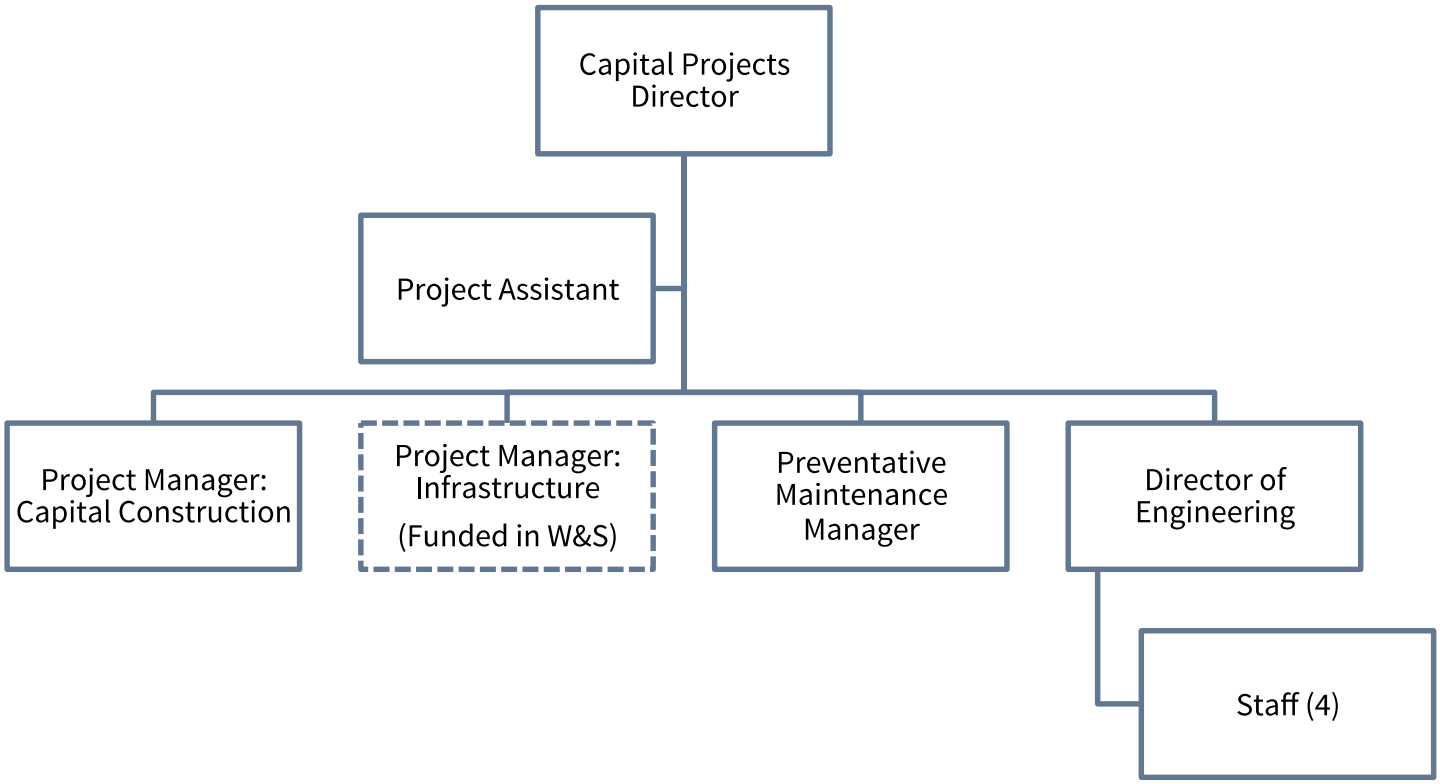
To oversee the construction, reconstruction, renovation, and preventive maintenance of all city-owned buildings, currently consisting of 32 facilities and approximately 1.9 million square feet. In all of its work, the Capital Projects Department strives to be efficient and responsive to community needs,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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	417,392	438,919	542,465	23.6%
Ordinary Maintenance	26,851	32,495	37,120	14.2%
Capital Outlay	92,714	225,000	225,000	0.0%
General Fund Expenditures	536,957	696,414	804,585	15.5%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

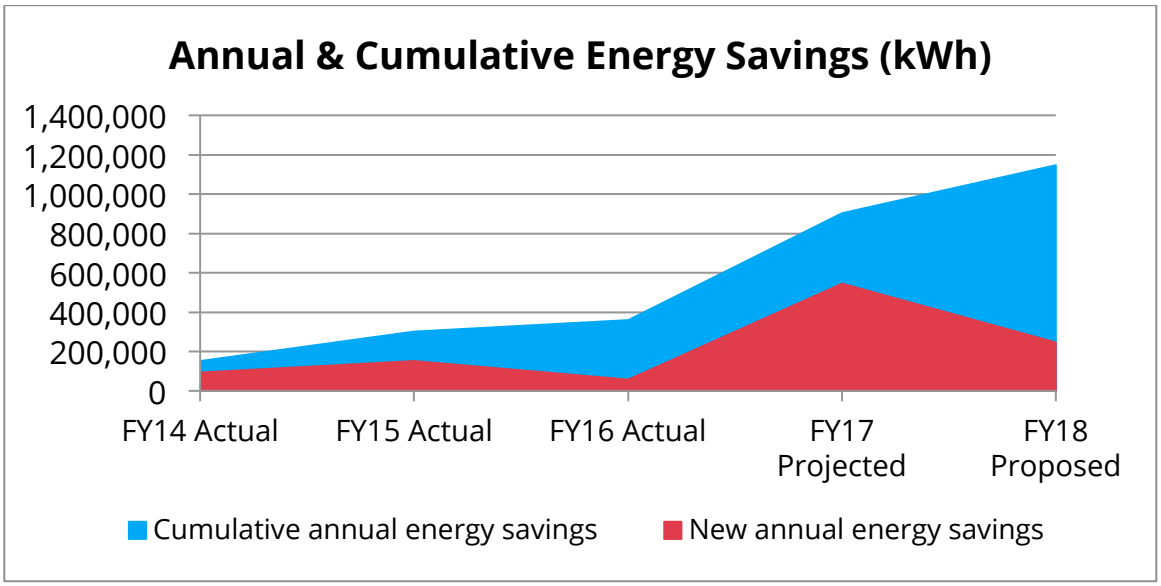
- Managed construction of energy efficiency upgrades at the Winter Hill School and the Healey School. Estimated savings of 542,275 kWh.
- Completed installation of accessible signage in eleven City buildings (approximately 1,900 signs).
- Continued design associated with the West Branch Library Renovation.
- Managed design associated with roof and window improvements at the Winter Hill School.
- Managed design and construction of building envelope improvements at 42 Cross Street (School

building).

- Managed design and construction of accessible improvements at the Senior Center building.
- Continued to manage design associated with the new Somerville High School. Received approval from the MSBA to move into the Design Development phase of the project.
- Managed assessment of the Police Departments space at the Public Safety Building and evaluated multiple sites for the future relocation.
- Managed the design associated with infrastructure improvements in Union Square with the goal of addressing legacy flooding issues in the City.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Renovation/construction projects in progress or completed	6	4	6	8	6
Studies and designs managed	9	3	10	6	10
New annual energy savings (kWh)	94,000	152,000	56,150	545,275	244,156
Cumulative annual energy savings	150,000	302,000	358,150	903,425	1,147,581



GOALS REVIEW:

1. Standardize and increase efficiency of capital projects operations.

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

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

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

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

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

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

1	Work with OSE to identify Building Standards (energy efficiency) for all future projects (green, LEED, net-zero considerations).	Ongoing
2	Work with energy contractors to identify energy-saving projects, pursue funding for them, and implement them, prioritizing those with the shortest payback period.	Continuous, with two new projects complete
3	Collaborate with Communications to inform the public about energy-efficiency projects and associated savings.	Ongoing

BUDGET:

CAPITAL PROJECTS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	415,131	435,256	351,901	540,386	
515006	HOLIDAYS NON-UNION	1,585	2,509	990	2,079	
519013	OTHER LUMP SUM PAYMENTS	677	-	-	-	
519104	SALARY STIPEND	-	1,154	710	-	
SUBTOTAL PERSONAL SERVICES		**417,392**	**438,919**	**353,600**	**542,465**	**23.6%**
527019	RENTAL-WATER COOLER	-	-	44	300	
530000	PROF & TECH SERVICE	13,048	20,000	-	20,000	
530008	EMPLOYEE TRAINING COURSES	4,614	5,000	2,739	6,000	
530028	SOFTWARE SERVICES	4,680	-	3,260	3,325	
534015	FEE	-	100	-	100	

Capital Projects Management

CAPITAL PROJECTS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
542000	OFFICE SUPPLIES	523	1,500	940	1,500	
542001	PRINTING & STATIONERY	-	2,400	-	2,400	
542005	OFFICE EQUIPMENT NOT CAP	1,532	-	-	-	
542006	OFFICE FURNITURE NOT CAP	534	-	9,614	-	
553001	SIGNS AND CONES	708	-	-	-	
558006	UNIFORMS	99	500	200	500	
571000	IN STATE TRAVEL	-	-	8	-	
571001	IN STATE CONFERENCES	-	1,500	125	1,500	
572000	OUT OF STATE TRAVEL	-	-	268	-	
573000	DUES AND MEMBERSHIPS	1,014	1,495	333	1,495	
578007	REIMB OF LICENSES	100	-	175	-	
SUBTOTAL ORDINARY MAINTENANCE		**26,851**	**32,495**	**17,706**	**37,120**	**14.2%**
530000	PROF & TECH SERVICE	70,914	75,000	1,600	75,000	
530006	ENGINEER'G/ARCHITCT'L SVC	21,800	150,000	23,345	150,000	
530007	WHS FEASIBILITY STUDY MSBA	-	-	51,575	-	
534015	FEE			1,000	-	
SUBTOTAL CAPITAL OUTLAY		**92,714**	**225,000**	**77,520**	**225,000**	**0.0%**
CAPITAL PROJECTS TOTAL		**536,957**	**696,414**	**448,827**	**804,585**	**15.5%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CAPITAL PROJECTS DIRECTOR	KING, ROBERT	2400.92	124,847.84	125,328.02
PROJECT MANAGER	NUZZO, ED	1877.66	97,638.32	98,013.85
PROJECT MANAGER - CAP CONSTRUCTION	ROBERT CASSANO	1634.61	84,999.72	85,326.64
PROJECT MANAGER - UTILITIES	JESSICA FOSSBROOK	1634.61	84,999.72	85,326.64
PREVENTIVE MAINTENANCE MANAGER	RAIS, CHRIS	1667.31	86,700.12	87,033.58
PROJECT ASSISTANT	MITRANO, DEB	1176.92	61,199.84	61,435.22

MISSION STATEMENT:

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	121,211	178,757	192,248	7.5%
Ordinary Maintenance	91,836	255,588	302,800	18.5%
General Fund Expenditures	213,047	434,345	495,048	14.0%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

- Brought the Nunziato Stormwater and Field Improvements project through the design phase and prepared for the approval and implementation of this flood relief project for Union Square.
- Provided analysis and technical support to inform the design of the Somerville Avenue Infrastructure and Streetscape Improvement project, ensuring the project achieves the city's overall stormwater management goals and matches the city's requirements.
- In cooperation with other departments, advanced the negotiations with the MBTA Green Line Extension team to realize the discharge of Somerville stormwater to their drainage infrastructure.
- Improved inter-departmental collaboration and external communications for city construction projects, particularly the pavement management program.
- Completed the application process for the renewal of the city's Combined Sewer Overflow permit from the Massachusetts Department of Environmental Protection and the U.S. Environmental Protection Agency.
- Completed site plan reviews required by Planning, Zoning, Conservation and Building Permit processes to ensure that private development properly manages stormwater and does not create impacts to the City's sewer and drain system.
- Directed the completion of design and initiated the construction of water main upgrades in Powder House Boulevard and Properzi Way.
- Managed design of retaining wall and drainage improvements along the bike path outside Davis Square to a bid-ready status.
- Facilitated the short-term rehabilitation and initiated the long-term planning for rerouting the collapsed combined sewer in Flint Street.
- Initiated the first phase of a comprehensive sewer system evaluation study for the city's combined sewer system that will inform a capital investment program to proactively improve the system thereby preventing failures that necessitate costly emergency responses and eliminating groundwater infiltration into the system.
- Continued to manage the Cedar Street Sewer Separation project to reduce flooding near Hall Street and extend the city's efforts to remove stormwater from the sewer system.

- Implemented the continuing pavement management program, overseeing roadway and sidewalk construction, preparing construction bid packages, and maintaining the data to support selection of roadways for paving based on pavement condition and route priority.

GOALS REVIEW:

1. Manage infrastructure and roadway improvement projects.

1	Collaborate with OSPCD in the development of streetscape improvement plans.	Ongoing
2	Assist in the coordination of GLX utility work throughout the city.	Ongoing
3	Implement a permit manual for licensed drainlayers. This manual will provide guidelines and expectations for work performed on the City's infrastructure.	Ongoing
4	Development and implementation of standard construction specifications and details.	Ongoing
5	Through the use of contracted services, coordinate with DPW to bring existing sidewalk repair backlog to ADA compliance.	Ongoing
6	Coordinate with DEP to investigate dry weather flows in the storm water system.	Ongoing
7	Reduce quantity of storm water currently entering the combined sewer system.	Ongoing
8	Assist Water & Sewer Department with local, state and federal permit compliance efforts.	Ongoing
9	Administer the DPW occupancy and trench permit program to regulate private work in the public right-of-way.	Ongoing
10	Provide technical assistance to the Water & Sewer Department for system maintenance and emergency responses.	Ongoing
11	Conduct records research and technical analysis to support other divisions including Highway, Water, and Sewer, in providing responses to constituent inquiries and requests submitted through 311 and other avenues.	Ongoing

BUDGET:

CPPM: ENGINEERING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	115,061	162,240	124,231	173,704	
513000	OVERTIME	5,103	10,000	1,739	12,000	
514006	LONGEVITY	140	-	-	-	
514015	OTHER DIFFERENTIALS	303	3,884	1,554	4,175	
515006	HOLIDAYS NON-UNION	269	662	220	474	
515011	HOLIDAYS - S.M.E.A.	87	271	-	195	
519004	UNIFORM ALLOWANCE	120	600	240	600	
519015	AUTO ALLOWANCE	128	1,100	202	1,100	

CPPM: ENGINEERING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
SUBTOTAL PERSONAL SERVICES		**121,211**	**178,757**	**128,185**	**192,248**	**7.5%**
524007	R&M - OFFICE EQUIPMENT	-	1,000	-	1,000	
527019	RENTAL-WATER COOLER	-	-	18	200	
530000	PROF & TECH SERVICE	72,966	203,000	54,555	250,000	
530008	EMPLOYEE TRAINING COURSES	149	3,500	-	3,500	
530028	SOFTWARE SERVICES	10,579	33,000	4,898	33,000	
542000	OFFICE SUPPLIES	2,048	3,000	1,703	3,000	
542006	OFFICE FURNITURE NOT CAP	5,850	-	1,001	-	
542007	COMPUTER EQUIP NOT CAP	-	1,000	-	1,000	
543011	HARDWARE & SMALL TOOLS	-	3,000	-	3,000	
553001	SIGNS AND CONES	88	88	-	100	
558006	UNIFORMS	-	5,000	1,978	5,000	
571001	IN STATE CONFERENCES	-	1,000	640	1,000	
573000	DUES AND MEMBERSHIPS	157	2,000	185	2,000	
SUBTOTAL ORDINARY MAINTENANCE		**91,836**	**255,588**	**64,977**	**302,800**	**18.5%**
CPPM: ENGINEERING TOTAL		**213,047**	**434,345**	**193,162**	**495,048**	**14.0%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF ENGINEERING	RAICHE, RICHARD	2,115.38	109,999.76	44,169.13
ASST DIRECTOR OF ENGINEERING	MANTER, BRYAN	1,800.69	93,635.88	37,598.41
SENIOR CIVIL ENGINEER	VASSIL, TOM	1,365.61	60,086.84	29,880.87
		1,392.92	11,143.36	
JUNIOR CIVIL ENGINEER	VIOLETTE, PETER	1,061.19	46,692.36	23,295.65
		1,082.41	8,659.28	
GIS ANALYST	JOHNSON, KEITH	1,600.62	83,232.24	41,776.18

Personnel

MISSION STATEMENT:

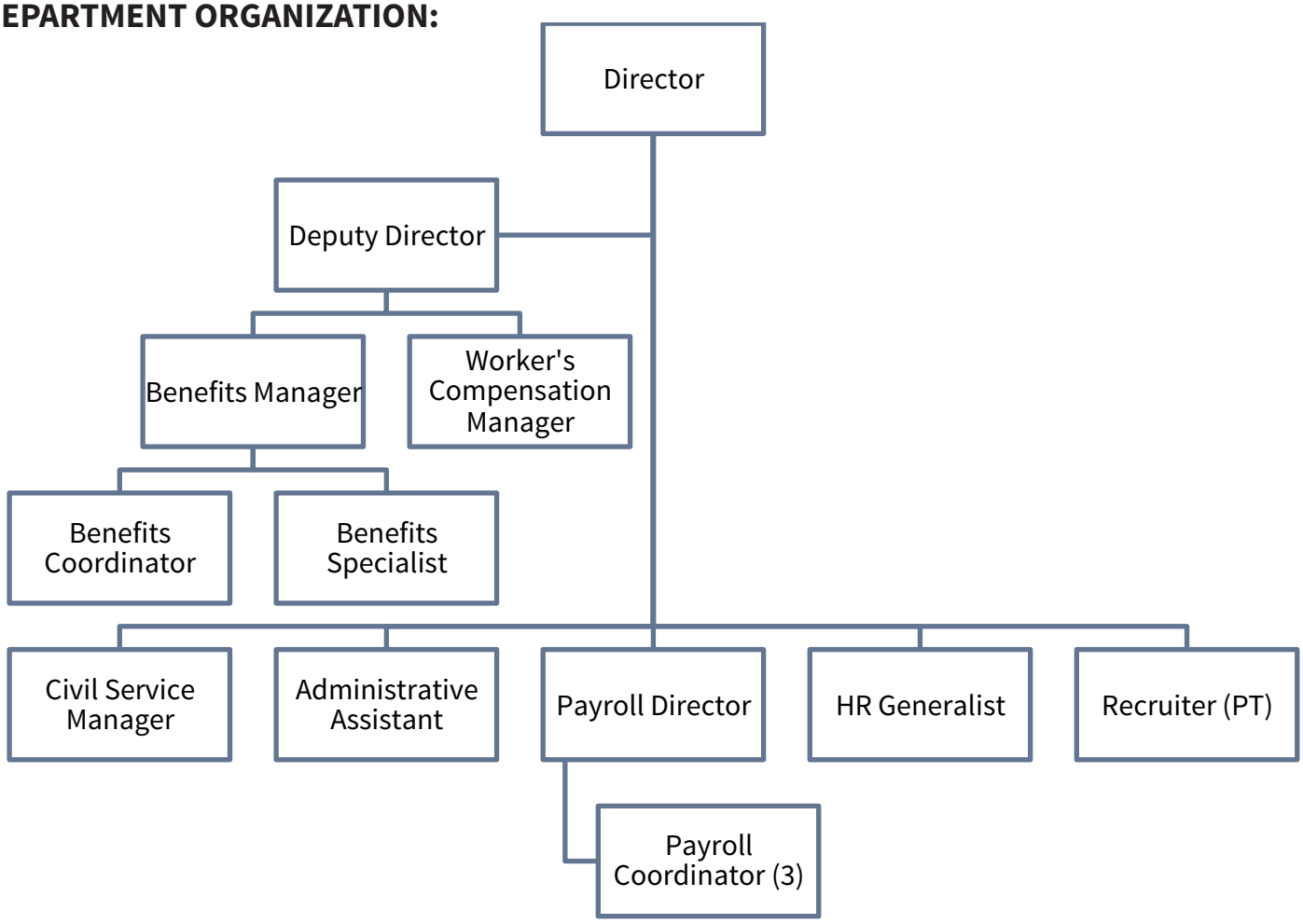
To ensure the successful delivery of city services by recruiting, developing, motivating, and retaining qualified employees to provide the highest possible level of public service. Personnel promotes and supports organizational excellence through effective human resources programming regarding benefits,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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	716,202	796,646	944,698	18.6%
Ordinary Maintenance	157,506	318,700	314,752	-1.2%
Special Items	54,665	60,000	71,000	18.3%
General Fund Expenditures	928,374	1,175,346	1,330,450	13.2%

CHANGES BETWEEN FY17 & FY18:

- The FY18 Personnel budget includes one additional Payroll Coordinator position that will manage the in-house payroll process.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:

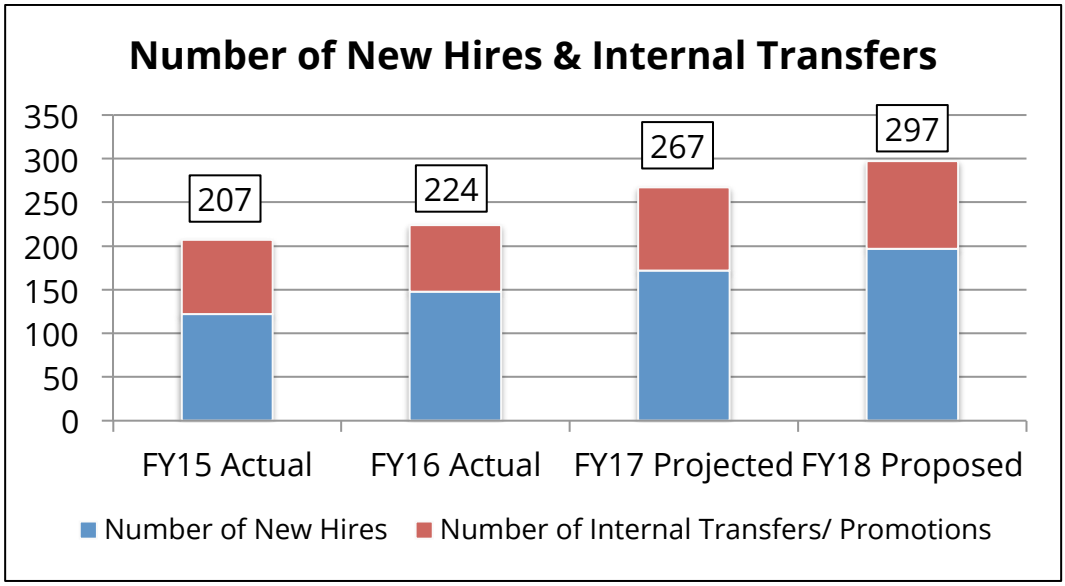


FY17 ACCOMPLISHMENTS:

- Successfully implemented MUNIS Payroll module.
- Civil Service: Processed eight candidates to the Police reserve list, hired eight new police officers, and promoted one officer in the Police Department. Processed fifteen candidates to Firefighter (FF) reserve list, hired four permanent FF positions, and promoted three in the Fire Department.
- Conducted quarterly Retirement Seminars and New Hire Orientations.
- Quarterly Wellness seminars are scheduled for City Employees on such topics as How to De-Stress, How to Communicate Effectively, and Dealing with Challenging Behaviors.
- Conducted a compensation study on various SMEA Unit B positions.
- Conducted Department Head trainings on best practices for making changes in their departments on such topics as carryover vacation compliance, benefits, performance management, ethics updates, and EAP services.
- Provided Customer Service training programs for employees that interact with the public.
- Conducted several educational sessions at all city locations on all benefit offerings.
- Coordinated AED/CPR/1st Aid Training with 69 employees participating.
- Coordinated OSHA-10 Certification Training for 23 DPW employees.
- Coordinated Road Way Worker Protection Training for 34 DPW employees.
- Coordinated a spring community blood drive in conjunction with the American Red Cross and the Health Careers Program at Somerville High School.
- Coordinated state mandated Hoisting License Continuing Education Training for all required DPW employees.
- Initiated the implementation of a Personal Protective Equipment (PPE) Program for DPW custodians.
- Coordinated the acquisition and recommended use of ergonomic equipment and safety supplies and materials for many City Departments.
- Updated and reissued the Performance Management Program.
- Completed non-union wage review phase 2.
- Completed wage analysis for School Committee Members as well as all paid boards and commissions.
- Updated new teacher benefit packets and delivered school new hire benefits orientation in coordination with the School Dept.
- Reopened Retiree Drug Subsidy for plan year 10/1/10-9/30/11, and completed reconciliations and submissions associated with reopening, which is anticipated to bring in an over $12,000 refund to the City of Somerville.
- Conducted quarterly and annual reporting to ensure continued compliance with the Affordable Care Act.
- Completed substantial work setting up Benefits component of the MUNIS HRIS module, which will be used to track employee changes, reconcile deduction accounts, conduct ACA reporting, and ultimately provide Employee Self-Service (ESS) for future open enrollment periods.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Number of New Hires	122	148	172	197
Number of Internal Transfers or Promotions	85	76	95	100
Percent of Unions Currently in Contract	70%	70%	40%	70%
Flexible Spending and Dependent Care Account Enrollees	275	307	341	375
Opt Out Program Savings	$210,341	$374,730	$475,200	$565,000
FMLA Notifications / Applications	110	118	120	124



GOALS REVIEW:

1. Recruit, hire, and retain talented professionals.

1	Administer comprehensive health and welfare benefits for City and School employees, retirees, and surviving spouses.	Ongoing
2	Administer Workers' Compensation in compliance with Ch. 152.	Ongoing

2. Continue to train and educate employees.

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

3. Continue committee facilitation.

1	Continue joint SMEA management / union safety committee to effectively identify employee safety and training needs.	Complete & Ongoing

4. Improve employee and labor relations.

1	Maintain positive relationships with non-union and union staff, and respond to complaints in a timely manner.	Ongoing
2	Begin integration of contract changes for SMEA units A & D.	Ongoing
3	In conjunction with Health & Human Services and SPD, develop and schedule additional trainings for Mental Health Awareness & Customer Service	Ongoing

5. Enhance employee benefits.

1	Continue to work with vendor for guidance on health care reform.	Ongoing

2	Create partnerships with new vendors to offer additional voluntary benefits and conduct employee outreach for enrollment.	Ongoing
3	Review, track and complete detailed reporting for healthcare reform.	Complete & Ongoing
4	In conjunction with the wellness committee, begin to update all employee lounge areas.	Complete & Ongoing
5	Work on MUNIS HRIS module improvements, including paperless checks, employee self-service and benefits registration.	New for FY18

6. Streamline payroll and personnel processes.

1	Implement MUNIS payroll.	Complete
2	Implement MUNIS HRIS.	In Progress

BUDGET:

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	701,983	777,979	621,790	925,914	
512000	SALARIES & WAGES TEMPOR'Y	6,106	6,864	3,786	7,722	
513000	OVERTIME	1,083	3,600	4,944	3,600	
514006	LONGEVITY	3,350	3,350	1,675	3,550	
515006	HOLIDAYS NON-UNION	2,582	4,181	1,251	3,113	
515011	HOLIDAYS - S.M.E.A.	448	322	-	449	
515012	PERFECT ATTENDANCE	300	-	1,200	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	
SUBTOTAL PERSONAL SERVICES		**716,202**	**796,646**	**634,996**	**944,698**	**18.6%**
515001	GYM REIMBURSEMENT	-	-	-	2,000	
524034	R&M - SERVICE CONTRACTS	-	1,440	-	-	
527019	RENTAL-WATER COOLER	-	-	273	342	
530000	PROF & TECH SERVICE	104,560	215,815	51,131	215,815	
530008	EMPLOYEE TRAINING COURSES	8,966	33,000	9,374	27,950	
530011	ADVERTISING	22,298	25,000	20,965	25,000	
530017	ARBITRATION SERVICES	2,450	25,000	11,215	25,000	
534003	POSTAGE	61	400	28	400	
542000	OFFICE SUPPLIES	1,950	2,200	1,589	2,200	
542001	PRINTING & STATIONERY	5,799	3,200	476	6,000	
542006	OFFICE FURNITURE NOT CAP	4,329	-	1,660	-	
549000	FOOD SUPPLIES & REFRESHMT	150	1,000	1,074	1,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	199	1,000	556	1,000	
558006	UNIFORMS	1,673	-	-	-	
571000	IN STATE TRAVEL	3	-	382	-	
571001	IN STATE CONFERENCES	2,145	1,000	2,155	-	
572000	OUT OF STATE TRAVEL	140	-	603	-	

Personnel

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
573000	DUES AND MEMBERSHIPS	1,302	1,645	693	2,045	
578008	REIMB/ALLOWANCES	1,409	5,000	70	3,000	
578015	AWARDS	74	3,000	129	3,000	
SUBTOTAL ORDINARY MAINTENANCE		**157,506**	**318,700**	**102,372**	**314,752**	**-1.2%**
519016	ED INCENTIVES SMEA A	16,064	7,500	7,500	7,500	
519017	EDUCATIONAL INCENTIVE - B	27,247	35,00	5,332	35,000	
519018	ED INCENTIVE - FIRE ALARM	2,155	5,000	365	5,000	
519019	ED INCENTIVE - E911	-	3,500	-	3,500	
519020	SMEA EMPLOY FLUENCY	9,000	9,000	9,500	10,000	
519024	NON-UNION EDUCATION	-	-	-	10,000	
571150	SMEA B TRAINING/CONF	199	-	-	-	
SUBTOTAL SPECIAL ITEMS		**54,665**	**60,000**	**22,697**	**71,000**	**18.3%**
PERSONNEL TOTAL		**928,374**	**1,175,346**	**760,065**	**1,330,450**	**13.2%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	COOPER, CANDACE	2,601.00	135,252.00	135,772.20
DEPUTY DIRECTOR	COLLINS, ELLEN	1,730.77	90,000.04	90,346.19
PAYROLL DIRECTOR	SHEA, PHYLLIS	1,800.69	93,635.88	93,996.02
PAYROLL COORDINATOR	O'REGAN, MELANIE	1,200.46	62,423.92	62,664.01
PAYROLL COORDINATOR	FORBES, KELLI	1,153.85	60,000.20	60,230.97
PAYROLL COORDINATOR	VACANT (NEW)	1,153.85	60,000.20	60,230.97
HR GENERALIST / CIVIL SERVICE MANAGER	OLIVERA, JESSICA	1,200.46	62,423.92	62,664.01
HR GENERALIST / OFFICE MANAGER	FALAISE, BEATRICE	1,153.85	60,000.20	60,230.97
ADMINISTRATIVE ASSISTANT	JOY, DONNA	1,071.44	55,714.81	57,879.09
BENEFITS MANAGER	BROWN, BARBARA	1,569.23	81,599.96	81,913.81
BENEFITS SPECIALIST	TORRES-EVANGELIS, JULIE	1,250.00	65,000.00	65,250.00
BENEFITS COORDINATOR	LALLY, MARY ALICE	1,170.15	60,847.80	63,031.83
RECRUITER (25HRS)	DUTRA, JENNIFER	750.29	39,014.95	39,165.01

MISSION STATEMENT:

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	703,903	733,595	801,426	9.2%
Ordinary Maintenance	1,208,317	1,593,934	1,791,471	12.0%
General Fund Expenditures	1,912,221	2,327,529	2,592,897	11.1%

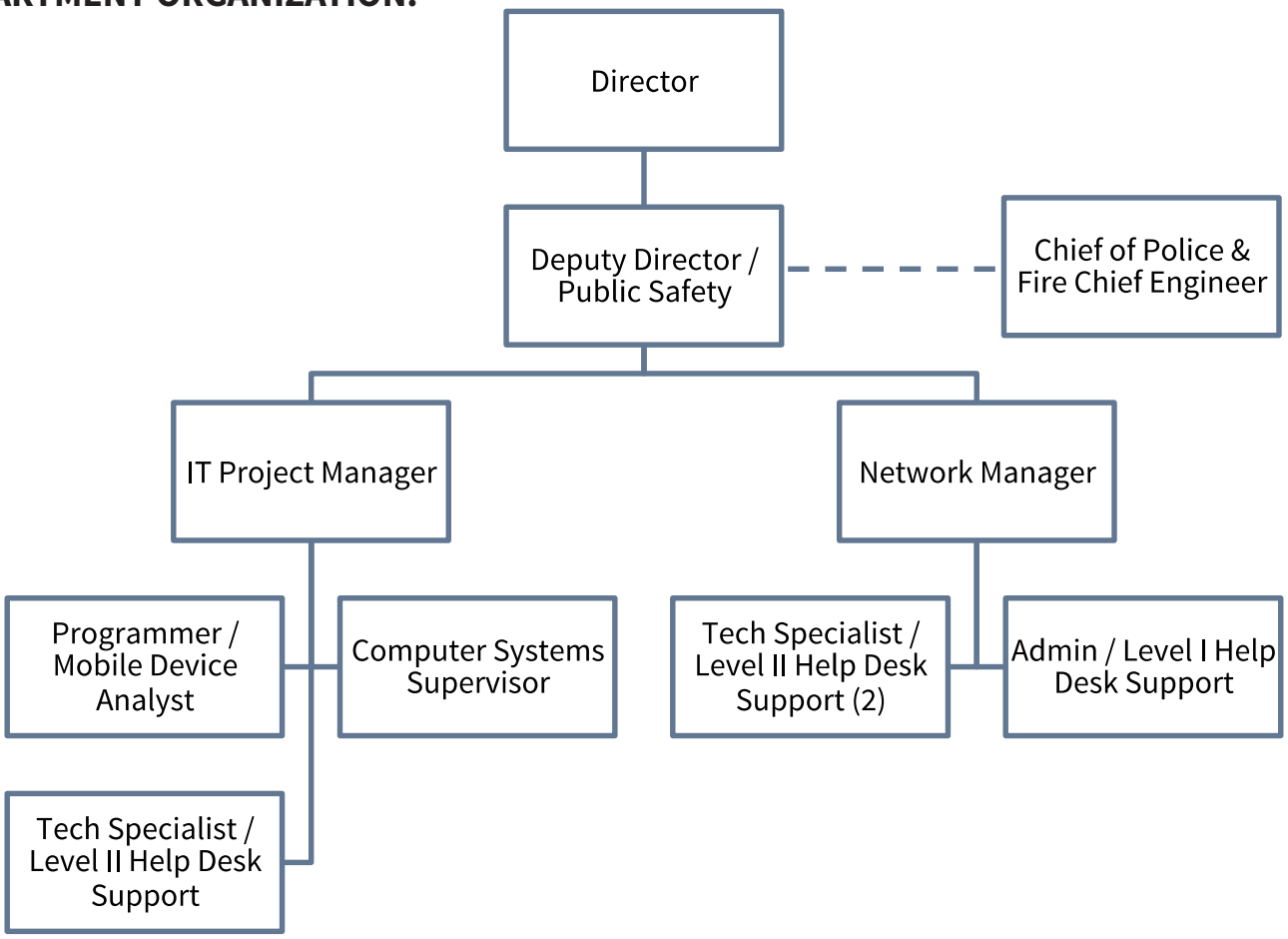
CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

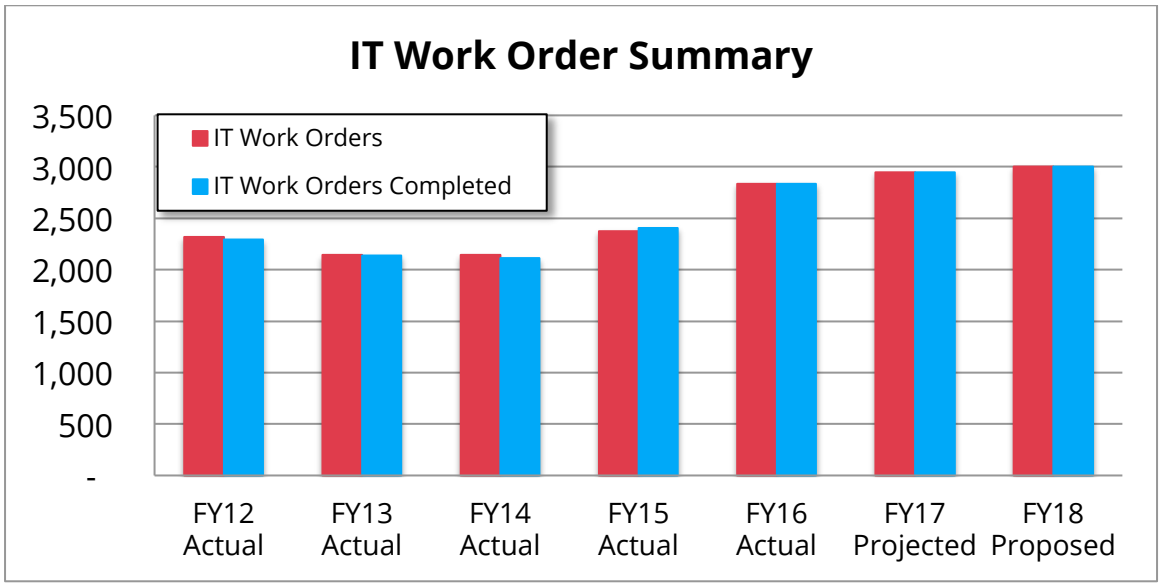
- Assisted the City Clerk's office, Engineering and the Water & Sewer department in the implementation of CitizenServe.
- Completed the 1st stage of the Emergency Generator for City Hall.
- Assisted State E-911 and Fire Alarm with upgrading of Fire Alarm infrastructure.
- Completed and implemented a CoOP plan for Police, Fire, Auditing, Payroll and Treasury.
- Assisted in implementing new security measures in city facilities.
- Established policy and procedures for backing up and restoring data in a cloud environment.
- Maintained network infrastructure and communication uptime at a rate of 99.999%.
- Utilized over 90% of the available internet bandwidth at the desktop(s).
- Upgraded the IDF cabling and routing in the Healey and West Somerville Elementary schools.
- Installed 20 new data switches in the Argenziano and Brown Schools.
- Successfully managed the FY17 E-Rate filings leveraging a 4 to 1 match of Federal funds for 58 new data switches in 6 schools.
- Implemented a redundant Munis Finance system in the cloud.
- Replaced 30 workstations that reached or surpassed their manufacturer's end of life.
- Contracted with outside network security consultants to review and critique network security policies and procedures. Following this process, recommendations were implemented.
- Assisted the Elections Department with the technical implementation of Early Voting.
- Successfully completed the expansion and data migration of the Fileshare server.
- Installed a condenser alarm in the Founders Ice Rink.
- Completed the first year of a newly-developed 3 year workstation upgrade and replacement schedule.
- Implemented the Munis Payroll module in collaboration with Personnel, Payroll and Auditing.
- Completed the implementation of the Munis Utility Billing module for Water & Sewer.
- Retired the legacy IBM utility billing server and software.

DEPARTMENT ORGANIZATION:



PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Work Orders Submitted	2,141	2,142	2,376	2,834	2,945	3,000
Work Orders Completed	2,140	2,111	2,406	2,836	2,945	3,000
Percent Completed	99.95%	98.55%	101%	100%	100%	100%
Major Projects Completed or Ongoing	12	14	20	14	14	12
Smartphones & Tablets In-Use	35	77	325	325	434	448



GOALS REVIEW:

1. Upgrade the Microsoft Exchange server environment.

1	Develop and Implement Office 365 orientation training module and advanced Office 365 training module in coordination with Personnel	Ongoing

2. Implement Munis modules.

1	Develop and implement Munis orientation training module and advanced Munis training module in coordination with HR.	Ongoing
2	Implement the Munis 10.5 HR/Payroll module for City and Schools.	Ongoing
3	Implement Munis 10.5 Utility Billing module in coordination with Water & Sewer and the City Auditor.	Complete
4	Process Q1, Q2 and Q3 Tax Bills in Munis 10.5.	Complete
5	Implement Munis 10.5 HR/Employee Self Service module.	New for FY18
6	Implement the following Munis 10.5 modules: Data Analytics Cubes, Centrals/Inquiry, Dashboard	New for FY18

3. Increase the usage and capacity of CitizenServe.

1	Document Citizenserve License & Permit module.	Complete
2	Document Citizenserve Reports & Reporting procedures.	Complete

4. Continue decommission of the IBM Legacy System.

1	Decommission the IBM legacy system.	Ongoing

5. Upgrade the City's computer network infrastructure.

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

6. Upgrade the City's network security.

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

7. Improve the Public Safety radio communications system.

1	Convert the Public Safety radio system to a fiber-based system.	Ongoing
2	Establish and implement a repair & maintenance support contract for the Radio Communication systems TX and RX equipment.	Complete
3	Establish an Emergency /Mobile Communication plan in coordination with Police and Fire.	On Hold

8. Improve customer service.

1	Establish concise and realistic service level goals for the varied IT Helpdesk service call types.	Complete
2	Improve the timeliness and detail of IT Helpdesk tickets.	Complete
3	Work with Personnel to develop orientation classes related to COS Phones and Calendar use for new employees.	Ongoing
4	Work with Human Resources to establish/identify tiered courses (Credited & Non Credited) for COS related software applications.	Ongoing
5	Implement an on-call plan that schedules and identifies IT staff to respond to Off-Hours support calls.	Complete

BUDGET:

INFORMATION TECHNOLOGY		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	696,300	716,624	491,435	785,606	
513000	OVERTIME	-	7,800	1,843	7,800	
514006	LONGEVITY	4,550	4,700	2,275	4,650	
515006	HOLIDAYS NON-UNION	1,520	2,334	515	1,822	
515011	HOLIDAYS - S.M.E.A.	1,183	1,787	-	1,198	
515012	PERFECT ATTENDANCE	-	-	900	-	
519004	UNIFORM ALLOWANCE	350	350	-	350	
SUBTOTAL PERSONAL SERVICES		**703,903**	**733,595**	**496,968**	**801,426**	**9.2%**
524015	R&M - COMPUTER EQUIPMT	55,350	112,888	47,028	116,000	
524033	R&M - SOFTWARE	615,255	703,068	423,654	753,444	
527006	LEASE - PHOTOCPIER EQUIP	63,068	59,115	44,540	63,000	
527019	RENTAL-WATER COOLER	-	-	11	-	
530000	PROF & TECH SERVICE	22,299	47,000	11,225	47,000	
530008	EMPLOYEE TRAINING COURSES	-	30,800	2,375	20,000	
530028	SOFTWARE SERVICES	-	112,538	-	242,679	
530032	E-RATE	-	48,077	48,407	-	
534001	PHONE MAINTENANCE	-	400	-	400	
534002	CELLUAR & PAGING SERVICES	144,627	159,000	95,688	180,366	
534003	POSTAGE	-	200	-	200	
534007	PSTN-USAGE	27,652	47,000	37,600	47,000	
534008	WEB SITE COSTS	1,000	-	27,400	27,234	
534009	INTERNET MAINTENANCE	29,151	32,500	27,012	33,485	
542000	OFFICE SUPPLIES	979	1,500	27	1,500	
542004	COMPUTER SUPPLIES	4,968	10,000	4,270	10,000	
542007	COMPUTER EQUIP NOT CAP	199,379	200,268	146,129	225,000	
542010	CELLULAR DEVICES	16,483	3,750	4,561	3,750	
573000	DUES AND MEMBERSHIPS	-	830	-	830	
585019	CABLING	28,106	25,000	12,140	20,000	
SUBTOTAL ORDINARY MAINTENANCE		**1,208,317**	**1,593,934**	**932,067**	**1,785,711**	**12.0%**
INFO TECHNOLOGY TOTAL		**1,912,221**	**2,327,529**	**1,429,035**	**2,587,137**	**11.1%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	DESMOND, BRUCE	2,601.00	135,252.00	135,772.20
DY. DIRECTOR/PS MANAGER	GOODRIDGE, DAVID	1,923.08	100,000.16	100,384.78
NETWORK MANAGER	VACANT	1,634.62	85,000.24	85,327.16
IT SPECIALIST	SANTANA, MIGUEL	1,177.07	61,207.64	62,393.05

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
IT PROJECT MANAGER	SLONINA, DAVID	1,700.65	88,433.80	88,773.93
SUPV COMPUTER SYS	SANTOS, JOSEPH	1,797.65	87,006.26	95,612.30
		1,801.51	6,845.74	
COMP TECH/ SYS ADMN	DASILVA, EDWARD	1,518.53	10,933.42	81,145.44
		1,522.39	68,507.55	
ADMIN PROG/TECH	VICENTE, TERESA	1,481.48	44,444.40	78,965.97
		1,485.34	32,974.55	
IT SPECIALIST-PUBLIC SAFETY	RIZZO, JOSE	1,250.00	65,000.00	65,250.00

MISSION STATEMENT:

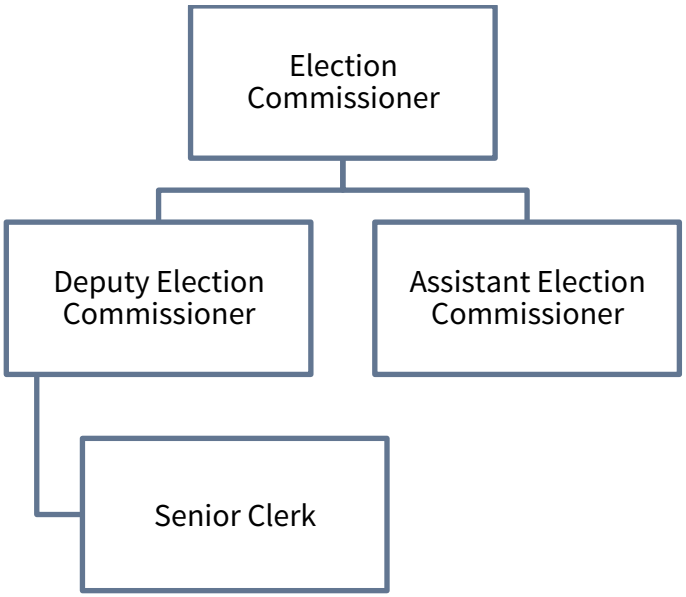
To conduct elections, oversee the collection of census data, and maintain a collection of public records including voter and resident lists, campaign finance records, and election results. The Elections Department conducts fair and orderly elections by distributing and administering nomination papers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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	332,952	506,774	427,925	-15.6%
Ordinary Maintenance	142,309	120,145	114,100	-5.0%
General Fund Expenditures	475,261	626,919	542,025	-13.5%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

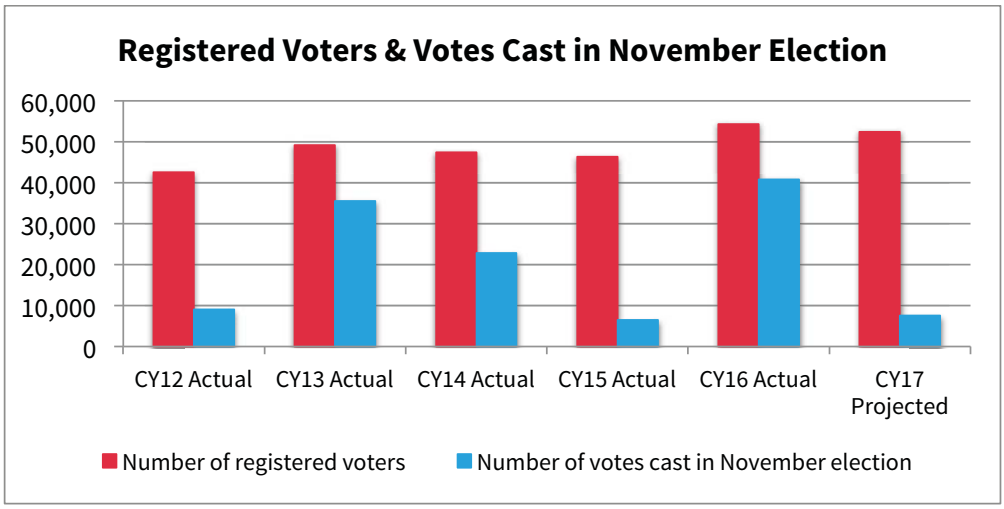
- Conducted three successful elections – including 8,910 ballots cast in the September State Primary Election, 40,874 ballots cast in the November 8 Presidential Election, and 141 ballots cast in the December 6 Special Ward 6 School Committee Election.
- Administered 75% voter turnout for Presidential Election, including 16,460 ballots cast in the 11 days prior to Election Day during the first ever Early Voting election.
- Transformed the Aldermanic Chambers into an Early Voting location and designated the Chambers as the central tabulation location. This reduced waiting times for voters and achieved the lowest cost per Early Voting ballot among peer communities. At the same time, maintained security of ballots and complied with all state regulations during this new process.

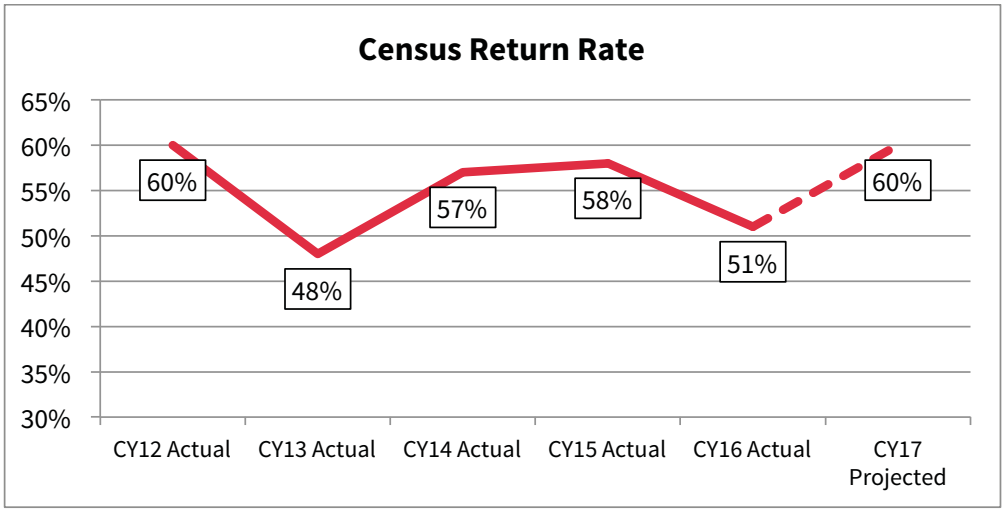
Elections

- Encouraged increased voter registration through citizen engagement at activities such as ArtBeat and Tufts Day and outreach to community groups such as Young Somerville and Harvard Graduate School of Design. The Elections Department added 6,924 new voters for the November Presidential Election.
- Introduced recommendations from the Harvard Kennedy School Elections Study to reduce lines at polls, including mailing yellow postcards to inactive voters and directing recipients to designated tables.
- Recruited and trained 81 poll workers, including, with the assistance of the School Superintendent, 21 High School Students.

PERFORMANCE METRICS:

MEASURE	CY14 ACTUAL	CY15 ACTUAL	CY16 ACTUAL	CY17 PROJECTED
Census return rate	57%	58%	51%	60%
Number of registered voters	47,454	46,314	54,360	52,500
Number of votes cast in November election	22,844	6,546	40,874	7,525





GOALS REVIEW:

1. Increase census return rate and voter turnout.

1	Engage citizens with census and voter outreach programs through citizen groups, public events, drop boxes, and city communication channels.	Ongoing
2	Encourage voter turnout in upcoming local elections by attending community and group events throughout the year.	New for FY18

2. Conduct impartial and efficient elections.

1	Maintain security of ballots and comply with all state regulations during new Early Voting process.	Complete
2	Train election volunteers to ensure smooth operation of new voter machines during Presidential election.	Complete
3	In collaboration with Somerstat, analyze voter turnout in past elections to optimize potential locations for early voting.	Complete & Ongoing
4	In collaboration with the School Superintendent's office, recruit high school students to work at the polls on non-school election days.	Complete & Ongoing

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

1	Continue to maintain accurate census records, voter records, Campaign Finance Reports, and Ethics Forms and post online.	Ongoing
2	Continue to post final election results on the City's website as they arrive.	Ongoing
3	Redesign vault to ensure preservation of voter records and security of ballots and voter machines for next generation.	New for FY18
4	In collaboration with SomerStat, create open data portal with local election results dating back to 1970.	New for FY18

BUDGET:

ELECTIONS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	236,354	247,720	200,029	301,217	
511002	SALARIES - MONTHLY	10,800	10,800	8,100	11,448	
512000	SALARIES & WAGES TEMPOR'Y	62,286	211,714	115,958	88,000	
513000	OVERTIME	22,206	35,000	27,849	25,000	
514006	LONGEVITY	-	-	-	750	
515006	HOLIDAYS NON-UNION	510	437	145	341	
515011	HOLIDAYS - S.M.E.A.	496	753	-	819	
515012	PERFECT ATTENDANCE	300	-	100	-	
519004	UNIFORM ALLOWANCE	-	350	350	350	
SUBTOTAL PERSONAL SERVICES		**332,952**	**506,774**	**352,532**	**427,925**	**-15.6%**

Elections

ELECTIONS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
524034	R&M - SERVICE CONTRACTS	199	300	199	300	
527001	RENTAL - BUILDINGS	860	3,895	735	1,000	
527019	RENTAL-WATER COOLER	-	-	306	200	
530000	PROF & TECH SERVICE	5,217	17,000	13,081	17,000	
530011	ADVERTISING	1,918	12,000	5,831	10,000	
534003	POSTAGE	34,500	43,000	19,183	43,000	
542000	OFFICE SUPPLIES	2,473	7,000	4,284	5,000	
542001	PRINTING & STATIONERY	12,236	18,750	7,256	18,750	
542005	OFFICE EQUIPMENT NOT CAP	9,619	-	1,250	1,000	
542006	OFFICE FURNITURE NOT CAP	4,890	-	720	-	
542008	BOOKS & BOOKBINDING	-	500	-	500	
542012	OTH EQUIPMENT NOT CAP	-	-	3,218	-	
549000	FOOD SUPPLIES & REFRESHMT	527	1,000	1,034	650	
571000	IN STATE TRAVEL	343	-	-	-	
571001	IN STATE CONFERENCES	518	1,500	697	1,500	
573000	DUES AND MEMBERSHIPS	-	200	-	200	
578016	CENSUS	7,656	15,000	6,817	15,000	
578017	SPECIAL ELECTION	61,352	-	-	-	
SUBTOTAL ORDINARY MAINTENANCE		**142,309**	**120,145**	**64,612**	**114,100**	**-5.0%**
ELECTIONS TOTAL		**475,261**	**626,919**	**417,143**	**542,025**	**-13.5%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHAIRMAN	SALERNO, NICHOLAS	1,700.65	88,433.80	88,773.93
DEPUTY ELECTION COMMISSIONER	PIEROTTI, MARIA	1,306.36	67,930.72	68,691.99
ASSISTANT ELECTION COMMISSIONER	ARRUDA, MEGAN	1,254.27	65,222.04	65,722.89
SENIOR CLERK	FORRISTALL, SHEILA	790.61	41,111.72	41,619.84
SENIOR CLERK	VACANT	740.73	38,517.96	38,666.11

MISSION STATEMENT:

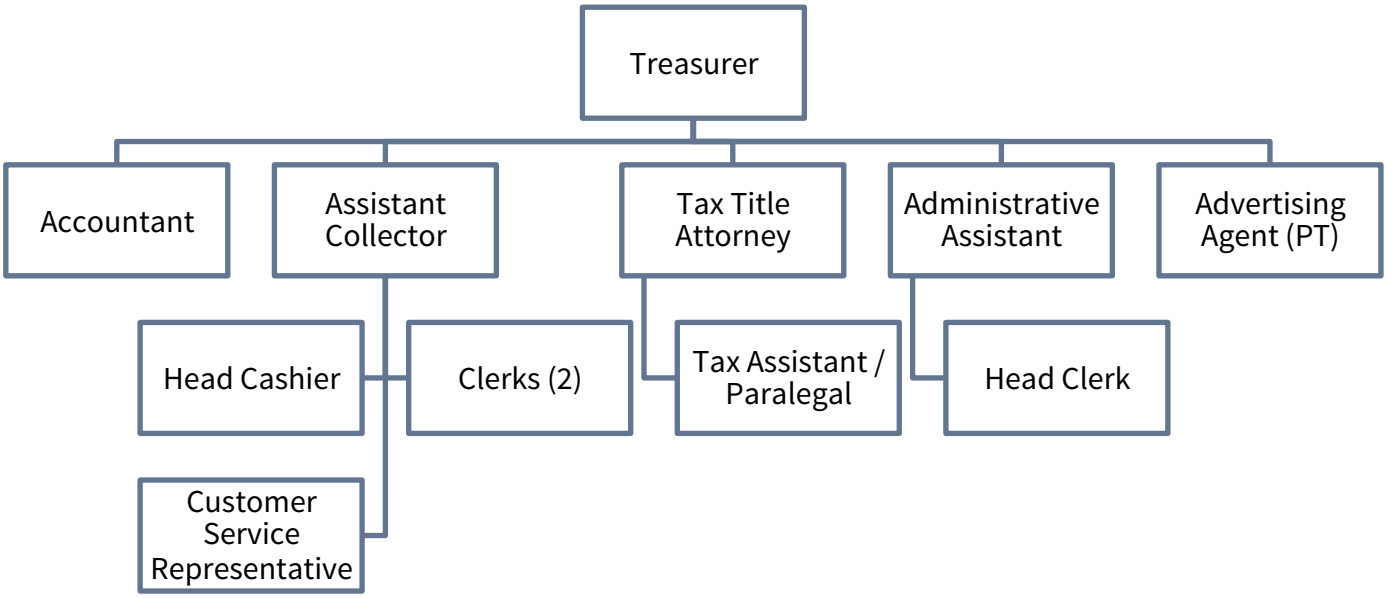
To efficiently manage City assets, including cash and receivables. The Treasurer ensures that all assets are accounted for and all receipts due the City are collected. In accordance with Mass General Laws Ch44 Section 55B, the Treasury is responsible for ensuring the safety and liquidity of the City's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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	630,394	662,214	694,920	4.9%
Ordinary Maintenance	244,422	264,990	220,924	-16.6%
General Fund Expenditures	874,816	927,204	915,844	-1.2%

CHANGES BETWEEN FY17 & FY18:

- The Senior Clerk position has been eliminated and a new position has been created this year, Tax Assistant/Paralegal. The purpose of the newly created position is to file, monitor, and maintain all of the local, state, and federal tax records and payments required to be filed by the Treasurer Office.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:

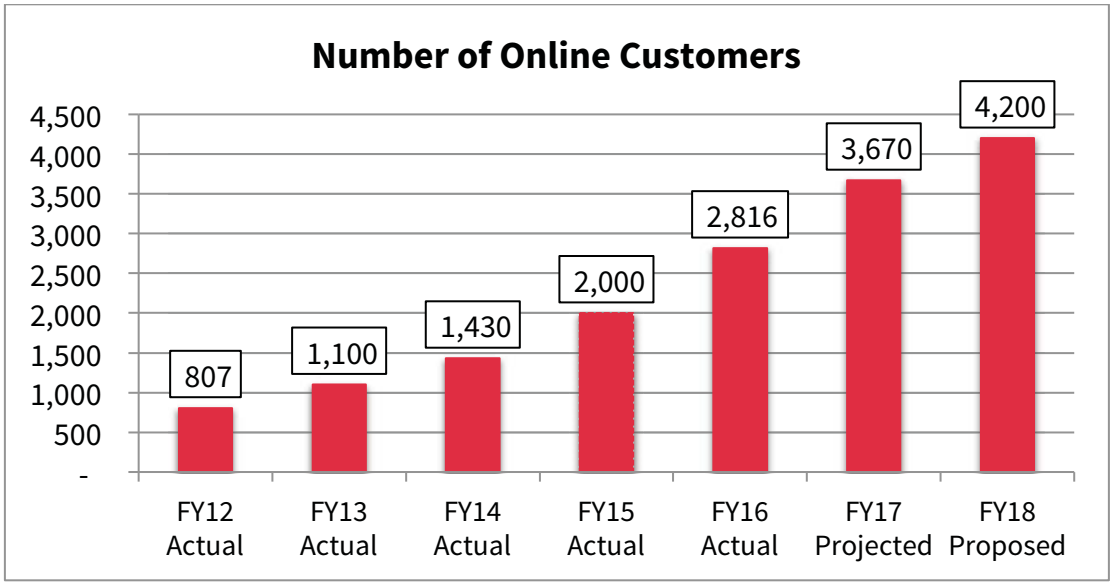


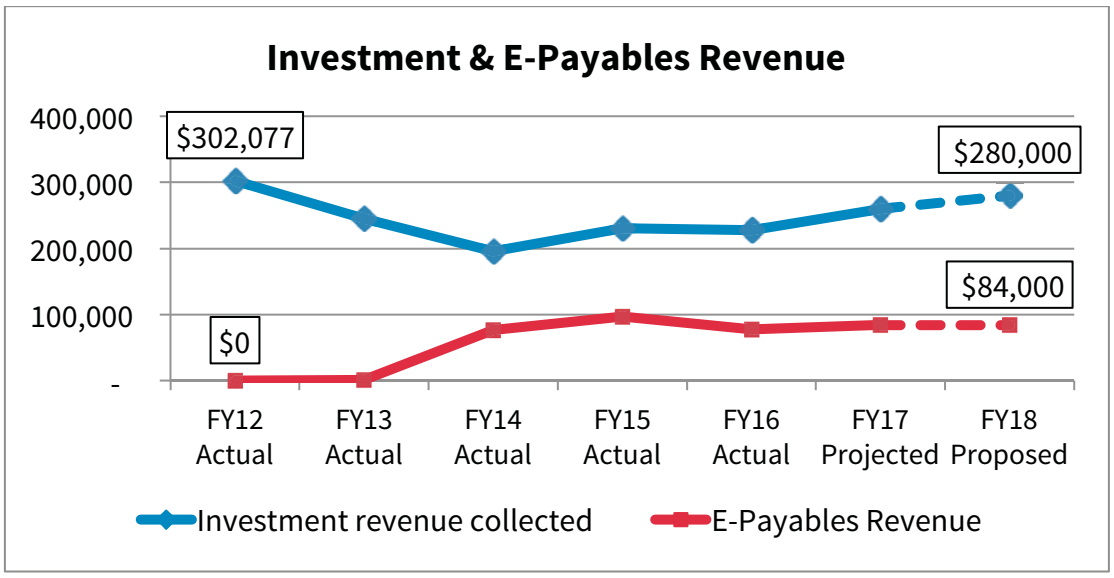
FY17 ACCOMPLISHMENTS:

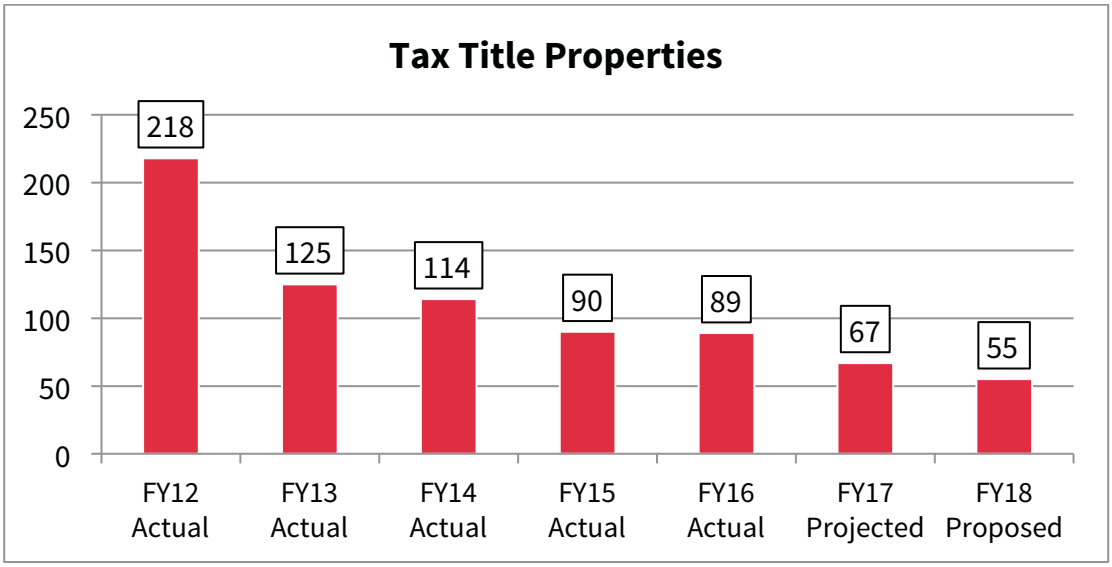
- Brought Payroll processing in-house, giving the City greater control over the payroll process, as well as access to more accurate and more timely data.
- Reorganized the Treasury floor plan to more effectively use the office space.
- Installed a new security system consistent with modern banking standards.
- Began the process of streamlining constituent requests, allowing questions to be responded to in a more timely and accurate manner. This will enable residents to interact with the City in a more consistently positive way.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Percent of real estate taxes collected	99.89%	99.52%	99.81%	99.81%	99.8%
Number of tax title properties	114	90	89	67	55
Number of internet customers	1,430	2,000	2,816	3,670	4,200
Investment revenue collected	$195,726	$231,000	$227,554	$260,000	$280,000
E-Payables revenue	$76,589	$97,103	$77,639	$84,000	$84,000







GOALS REVIEW:

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

1	Develop a 'common questions guide' for Treasury and 311 to assist customers with the most direct department to handle their concerns or questions.	New for FY18
2	Work with the Assessor's office in assisting taxpayer's in the various exemptions and abatements offered through ordinances accepted by the Board of Aldermen.	New for FY18

2. Expand revenue-generating opportunities for the City.

1	Rewrite the City's Investment policy to incorporate the City's OPEB funds and incorporate recent changes in the municipal modernization Act.	New for FY18
2	Increase the City's interest Income by at least 6% over last years total.	New for FY18
3	Explore revisions to the City's advertising policy to incorporate all of the city's businesses in an effort to enhance revenue.	

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

1	Assist in the implementation of the HRIS System.	Complete
2	Enhance cooperation across operating departments for revenue projections, billing, and collection.	Ongoing
3	Work with communications department to inform City residents about important payment due dates.	Ongoing

Treasury

BUDGET:

TREASURY		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	618,148	646,796	485,289	680,173	
513000	OVERTIME	4,489	6,400	4,737	6,400	
514006	LONGEVITY	3,800	3,300	1,500	3,625	
514008	OUT OF GRADE	-	600	-	600	
515006	HOLIDAYS NON-UNION	1,034	1,584	519	1,433	
515011	HOLIDAYS - S.M.E.A.	1,173	1,784	-	1,289	
519004	UNIFORM ALLOWANCE	1,750	1,750	1,750	1,400	
SUBTOTAL PERSONAL SERVICES		**630,394**	**662,214**	**493,795**	**694,920**	**4.9%**
524007	R&M - OFFICE EQUIPMENT	684	920	-	1,277	
530000	PROF & TECH SERVICE	14,030	17,000	11,132	23,086	
530008	EMPLOYEE TRAINING COURSES	741	1,400	50	1,400	
530011	ADVERTISING	7,211	10,000	2,060	10,000	
530012	DATA PROCESSING/PAYROLL	109,663	87,000	89,137	34,100	
530026	BANK CHARGES	30,919	35,000	30,926	35,000	
534003	POSTAGE	53,137	77,000	36,079	79,310	
542000	OFFICE SUPPLIES	1,832	4,200	2,653	4,200	
542001	PRINTING & STATIONERY	6,016	8,000	4,956	8,000	
542005	OFFICE EQUIPMENT NOT CAP	-	1,000	-	1,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	459	870	83	889	
571001	IN STATE CONFERENCES	525	1,600	450	1,600	
573000	DUES AND MEMBERSHIPS	1,065	1,400	800	1,400	
574000	INSURANCE PREMIUMS	2,600	2,600	2,640	2,662	
578012	LAND COURT PROCEEDINGS	15,540	17,000	2,830	17,000	
SUBTOTAL ORDINARY MAINTENANCE		**244,422**	**264,990**	**183,796**	**220,924**	**-16.6%**
TREASURY TOTAL		**874,816**	**927,204**	**677,591**	**915,844**	**-1.2%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
TREASURER/COLLECTOR	BERTINO, MICHAEL	2,115.38	109,999.76	110,422.84
ASSISTANT COLLECTOR	SHUTE, JOAN	1,471.15	76,499.80	76,794.03
TAX TITLE ATTORNEY	WESSLING, CAROL	1,120.83	58,283.16	58,507.33
TAX ASSISTANT / PARALEGAL	VACANT (NEW)	1,153.85	60,000.20	60,230.97
TREASURY ACCOUNTANT	LOWENSTEIN, RIE	1,300.50	67,626.00	67,886.10
ADMINISTRATIVE ASSISTANT	TOBIN, FRED	1,606.23	71,959.10	85,053.13
		1,612.00	11,284.00	
HEAD CLERK	STILLINGS, DEBBIE	961.46	14,421.90	52,696.86
		980.69	36,481.67	

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HEAD CASHIER	BARROWS, LUCY	894.52	35,959.70	47,984.81
		912.10	10,945.20	
PRINCIPAL CLERK II	KELLY, JULIA	879.23	17,760.45	47,664.57
		896.81	28,877.28	
PRINCIPAL CLERK II	HENRY, SHANNON	829.42	28,200.28	44,460.36
		879.23	15,650.29	
CUST. SERVICE REPRESENTATIVE (PT)	DIPASQUALE, JULIE	324.78	16,888.56	16,888.56
ADVERTISING AGENT (PT)	LIDDELL, JOAN	371.83	19,335.16	19,335.16

Auditing

MISSION STATEMENT:

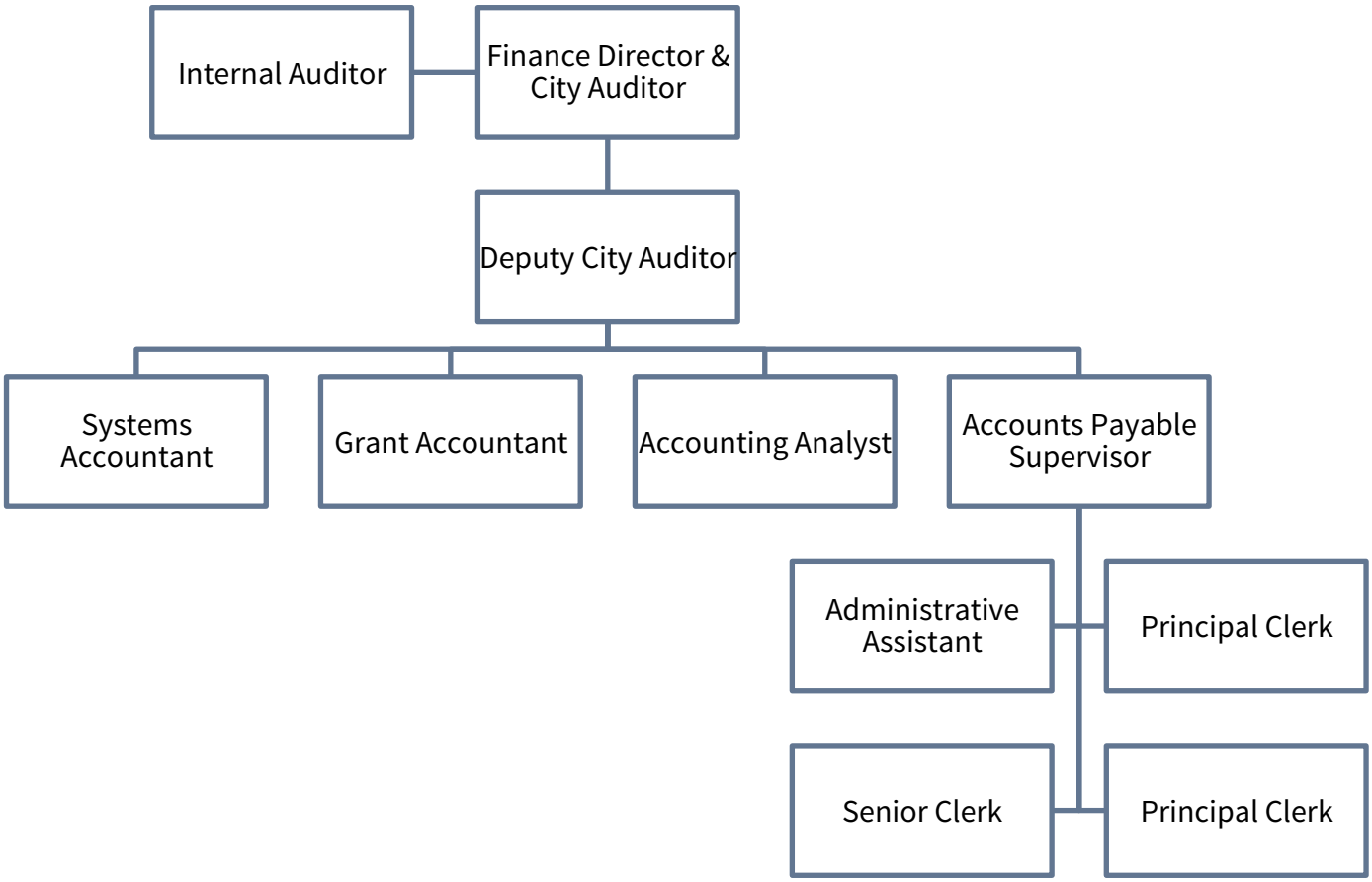
To protect the fiduciary interests of the City by providing independent, timely oversight of the City's finances, and by ensuring that financial transactions are executed legally, efficiently, and effectively. The Auditing Division serves as a barrier to potential fraud or misuse of city resources.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	711,838	790,935	795,757	0.6%
Ordinary Maintenance	102,823	112,325	108,085	-3.8%
General Fund Expenditures	814,662	903,260	903,842	0.0%

CHANGES BETWEEN FY16 & FY17:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.
- Increase in the Overtime budget due to an increase in transaction volume.

DEPARTMENT ORGANIZATION:

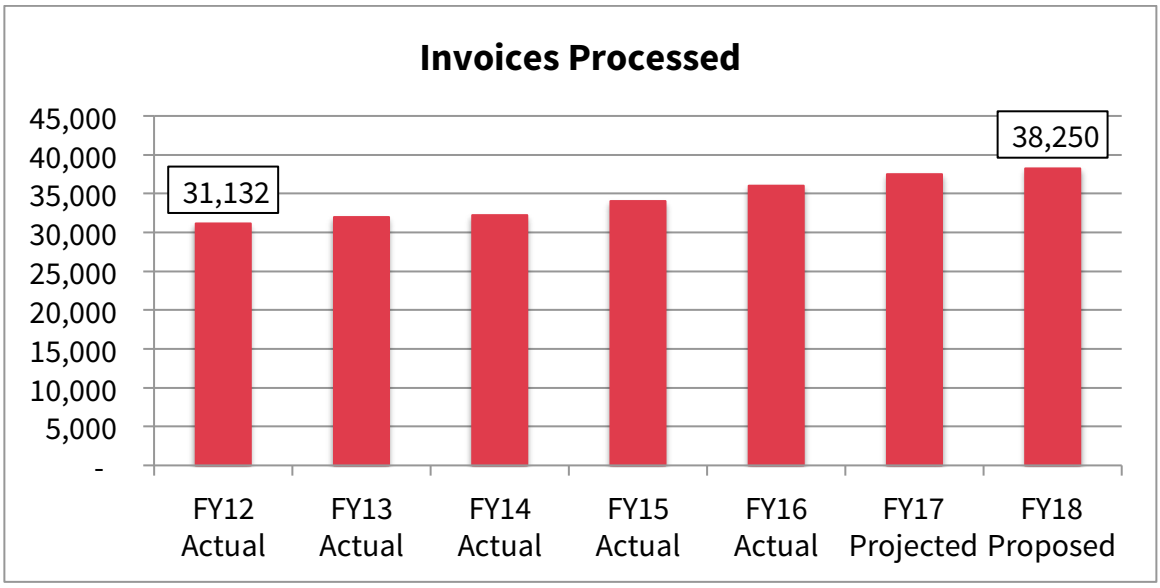


FY17 ACCOMPLISHMENTS:

- Completed the FY16 Comprehensive Annual Financial Report (CAFR).
- Awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY16 CAFR. This is the fifth consecutive year Somerville has received this award.
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City of Somerville FY2015 Municipal Budget
- Maintained an AA+ credit rating.
- Attained $10,833,988 in "Free Cash" in State Department of Revenue Certification, the fourth consecutive year exceeding a $10 million certification.
- Expanded Stabilization Fund Reserves from $23,682,116 to $28,852,284.
- Grew the General Fund Equity by $4,467,188.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
General Fund Equity	$46,535,247	$50,217,701	$54,684,889	$57,684,889	TBD
Free Cash	$10,651,386	$10,651,386	$11,512,278	$10,833,988	TBD
Revenue—Budget to Actual	101.4%	101.5%	101.4%	100.9%	100%
Expenditures—Budget to Actual	98.0%	97.9%	97.8%	97.5%	98.0%
Budgetary Fund Balance	-	$7,611,803	$8,846,910	$7,610,000	TBD
Number of Invoices Processed	32,238	34,021	36,033	37,500	38,250



Auditing

GOALS REVIEW:

1. Undertake long-term financial planning.

1	Work with Retirement Board and consulting actuary to produce a new actuarial valuation for the pension system as of Jan. 1, 2017.	Completed
2	Conduct an OPEB Actuarial Valuation Study at June 30, 2016.	Completed
3	Update the 10-year General Fund projection of revenues and expenditures upon passage of the FY2017 Budget.	Completed
4	Explore and evaluate funding strategies for the construction of Somerville High School.	Completed
5	Evaluate funding strategies to implement the City's $50 million commitment to the Green Line Extension Project.	Completed
6	Formulate plan to address Snow and Ice Deficit.	Completed
7	Capture OPEB contributions from Enterprise Funds	Completed
8	Explore and evaluate alternative funding strategies to implement the proposed projects in the FY2016-2025 Capital Investment Plan.	Ongoing
9	Retain consultant to evaluate District Improvement Financing (DIF) options for Union Square and Boynton Yards.	Ongoing
10	Develop an Investment Policy for OPEB.	Ongoing
11	Review and evaluate potential Public/Private Partnership projects.	New for FY18
12	Develop and present a Fiscal Condition Case Analysis before the Joint Labor Management Committee.	Completed
13	Continue to coordinate the development and review of all current formal investment, debt service, and reserve policies to ensure maintenance of our current AA+ and Aa2 bond ratings and prepare for a rating upgrade.	Ongoing

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

1	Establish accounts payable mailboxes for each department to encourage vendors to submit invoices electronically.	Ongoing
2	Collaborate on the installation of MUNIS Payroll and MUNIS Utility Billing.	Ongoing
3	Assist Departments with payroll training, reporting, and budget reconciliations in MUNIS.	Ongoing
4	Increase the number of vendors paid through Electronic Funds Transfer (EFT) rather than with a physical check and monitor effectiveness.	Ongoing
5	Implement electronic signature of bill rolls to eliminate paperwork.	New for FY18

3. Improve City performance by demonstrating accountability and transparency.

1	Collaborate with the Assessing and Communications Departments to increase customer awareness of the City's schedule for mailing tax bills, property values, property taxes, abatements/exemptions, and the City's budget through the publication and distribution of written brochures, notices on the City's website, and on the City's cable channel.	Ongoing
2	Publish the City's FY16 Comprehensive Annual Financial Report.	Complete
3	Develop the City's FY17 Comprehensive Annual Financial Report.	New for FY18
4	Continue to update and display the Open Checkbook and Budget to Actual reports on the City website.	Ongoing
5	Publish financial performance data based on the International City Management Association (ICMA) guide "Evaluating Financial Condition".	New for FY18
6	Monitor reconciliation of grant accounts to prevent deficit spending.	Ongoing
7	Develop and implement internal controls to comply with new federal grant regulations.	New for FY18
8	Create an Internal Control Manual according to Committee of Sponsoring Organization (COSO) guidelines and improve fiscal accountability.	New for FY18
9	Conduct periodic audits on cash, payroll, and assets.	Ongoing

BUDGET:

AUDITING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	692,064	770,229	603,601	778,624	
512000	SALARIES & WAGES TEMPOR'Y	-	2,080	-	-	
513000	OVERTIME	9,900	7,500	2,362	8,500	
514006	LONGEVITY	5,100	5,300	2,550	4,250	
514008	OUT OF GRADE	-	-	-	-	
515006	HOLIDAYS NON-UNION	1,003	2,064	688	1,431	
515011	HOLIDAYS - S.M.E.A.	1,572	2,362	-	1,552	
515012	PERFECT ATTENDANCE	800	-	500	-	
519004	UNIFORM ALLOWANCE	1,400	1,400	1,400	1,400	
SUBTOTAL PERSONAL SERVICES		**711,838**	**790,935**	**611,101**	**795,757**	**0.6%**
524034	R&M - SERVICE CONTRACTS	465	725	341	1,100	
527019	RENTAL-WATER COOLER	-	-	28	174	
530008	EMPLOYEE TRAINING COURSES	1,275	2,500	1,755	2,500	
530009	ACCOUNTING AND AUDITING	89,055	93,900	69,499	89,725	
530028	SOFTWARE SERVICES	370	-	-	-	
534003	POSTAGE	35	50	-	36	
534015	FEE	550	550	-	550	
542000	OFFICE SUPPLIES	3,066	2,800	1,561	2,500	

Auditing

AUDITING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
542001	PRINTING & STATIONERY	254	300	224	200	
542005	OFFICE EQUIPMENT NOT CAP	-	500	-	500	
542008	BOOKS & BOOKBINDING	477	500	-	300	
558004	MAGAZINES/SUBSCRIPTS/PUB	249	300	-	300	
558013	DEPARTMENTAL REPORTS	4,566	7,500	-	7,500	
571000	IN STATE TRAVEL	149	200	36	200	
571001	IN STATE CONFERENCES	805	900	460	900	
573000	DUES AND MEMBERSHIPS	1,508	1,600	1,002	1,600	
SUBTOTAL ORDINARY MAINTENANCE		**102,823**	**112,325**	**74,905**	**108,085**	**-3.8%**
AUDITING TOTAL		**814,662**	**903,260**	**686,006**	**903,842**	**0.0%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FINANCE DIRECTOR/CITY AUDITOR	BEAN, EDWARD	2,601.00	135,252.00	135,772.20
DEPUTY CITY AUDITOR	CODY, IDA	2,000.77	104,040.04	104,440.19
INTERNAL AUDITOR	TAM, COLLEEN	1,300.50	67,626.00	67,886.10
ACCOUNTING ANALYST	CRUZ, CHERYL	1,248.96	64,945.92	65,195.71
ACCOUNTS PAYABLE SUPERVISOR	LIPMAN, ANITA	1,533.77	67,792.63	81,250.43
		1,537.63	12,301.04	
SYSTEMS ACCOUNTANT	JOHNSON, MONIQUE	1,356.54	24,146.41	72,944.42
		1,410.66	48,526.70	
GRANT ACCOUNTANT	MACMULLEN, DIANE	1,299.81	67,590.12	68,450.08
ADMINSTRATIVE ASSISTANT	LIBERATORE, JO-ANN	1,071.44	55,714.88	57,879.17
PRINCIPAL CLERK I	CARRON,CORRIE	844.71	39,870.31	45,461.85
		894.52	4,472.60	
PRINCIPAL CLERK I	LANDRY, KATHRYN	912.10	47,429.20	48,561.62
SENIOR CLERK	VACANT	740.73	34,962.46	39,413.65
		790.61	3,953.05	

MISSION STATEMENT:

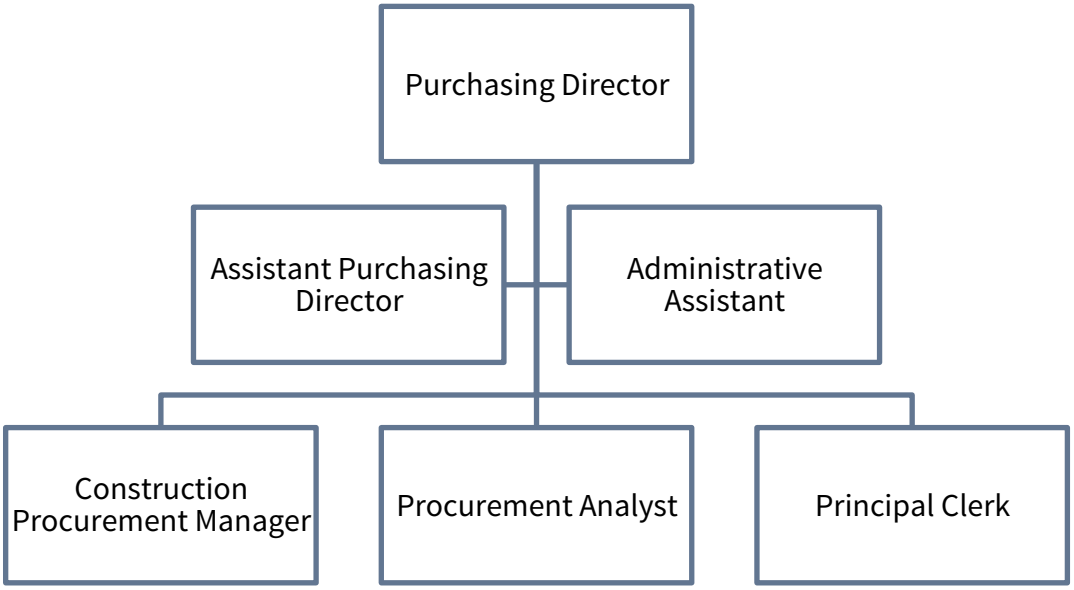
To assist City departments in obtaining the best possible value of services and supplies in a timely fashion. To ensure compliance with all state statutes and local ordinances as well as to flag areas for potential abuse.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	387,380	395,044	415,166	5.1%
Ordinary Maintenance	29,769	38,050	30,100	-20.9%
General Fund Expenditures	417,149	433,094	445,266	2.8%

CHANGES BETWEEN FY17 & FY18:

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

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

- Following state-level approval in late 2016 of proposed changes to the City Charter, Purchasing implemented the new dollar threshold ($10,000) for written contracts and signature requirements that are aligned with current Massachusetts General Laws. As expected, the changes have already begun to save time and resources.
- Completed and implemented extensive review and update of City's standard contract templates for design and public construction (project with Law Department).
- Managed 66 advertised bids as of early May 2017. This volume represents a decrease over the past two fiscal years that saw unprecedented growth. The total number of advertised bids had grown from 74 in FY12 to 108 in FY15. In November 2016, the threshold for advertising public bids raised from $35,000 to $50,000 as part of the Municipal Modernization Act.
- As of May 2017, prepared and executed approximately 470 contracts, including 410 new contracts and 60 renewals, amendments, or change orders. Approved and issued 6,425 purchase orders.
- As part of an ongoing effort to "green" the City's purchases, worked with several departments (DPW, Parks & Recreation, etc.) to revise and update bid packages to include environmentally preferable

specifications where possible.
- Outlined procedures for a digital signature tool to replace manual signatures on contracts.

PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Number of purchase orders processed	6,867	7,203	7,481	7,557	7,550	7,550
Number of contracts, change orders, and amendments processed	532	536	645	636	555	450
Number of bids $35,000 and over	87*	99	108	89	85	95

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

GOALS REVIEW:

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

1	Identify steps for receiving sealed bids online.	New for FY18
2	Develop and implement procedures for online sealed bids.	New for FY18

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

1	Work with Office of Sustainability and Environment on a "sustainable procurement playbook" as a Tier I City with a network of U.S. communities.	Complete
2	Identify and prioritize sustainable procurement opportunities.	Ongoing
3	Prepare and implement sustainable procurement policies.	Will begin in FY18

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

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

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

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

5. Improve understanding of and compliance with procurement regulations.

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

6. Improve operational efficiency of purchasing functions.

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

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

1	Prepare and disseminate outreach materials to local area vendors about opportunities to submit quotes and bids on City contracts.	New for FY18

BUDGET:

PURCHASING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	384,712	391,591	260,059	412,379	
514006	LONGEVITY	500	500	250	500	
515006	HOLIDAYS NON-UNION	1,081	1,664	435	1,193	
515011	HOLIDAYS - S.M.E.A.	386	589	-	394	
519004	UNIFORM ALLOWANCE	700	700	700	700	
SUBTOTAL PERSONAL SERVICES		**387,380**	**395,044**	**261,444**	**415,166**	**5.1%**
524007	R&M - OFFICE EQUIPMENT	150	100	-	100	
527015	RENTALS EQUIPMENT	8,037	9,600	6,576	-	
527019	RENTAL-WATER COOLER	-	-	187	400	
530008	EMPLOYEE TRAINING COURSES	150	200	-	200	
530011	ADVERTISING	6,463	8,200	4,819	9,000	
530024	TUITION	1,390	3,800	795	3,800	
530028	SOFTWARE SERVICES	-	1,750	133	1,750	
542000	OFFICE SUPPLIES	10,168	11,500	9,015	11,900	
542001	PRINTING & STATIONERY	-	100	90	100	
542006	OFFICE FURNITURE NOT CAP	2,053	1,000	-	1,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	129	150	129	150	
571000	IN STATE TRAVEL	324	250	246	400	
571001	IN STATE CONFERENCES	460	600	125	500	
573000	DUES AND MEMBERSHIPS	445	800	150	800	
SUBTOTAL ORDINARY MAINTENANCE		**29,769**	**38,050**	**22,263**	**30,100**	**-20.9%**
PURCHASING TOTAL		**417,149**	**433,094**	**283,707**	**445,266**	**2.8%**

Purchasing

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PURCHASING DIRECTOR	ALLEN, ANGELA	1,961.54	102,000.08	102,392.39
ASSISTANT PURCHASING DIRECTOR	RICHARDS, MICHAEL	1,500.58	78,030.16	78,330.28
CONST. PROCUREMENT MGR	VACANT	1,250.00	65,000.00	65,250.00
PROCUREMENT ANALYST	CHUKHATSANG, THUPTEN	1,250.00	65,000.00	65,250.00
ADMINISTRATIVE ASSISTANT	TANNER, BONNIE	1,071.43	55,714.57	56,778.86
PRINCIPAL CLERK	ROURKE, CLIO	896.81	46,634.12	47,163.48

MISSION STATEMENT:

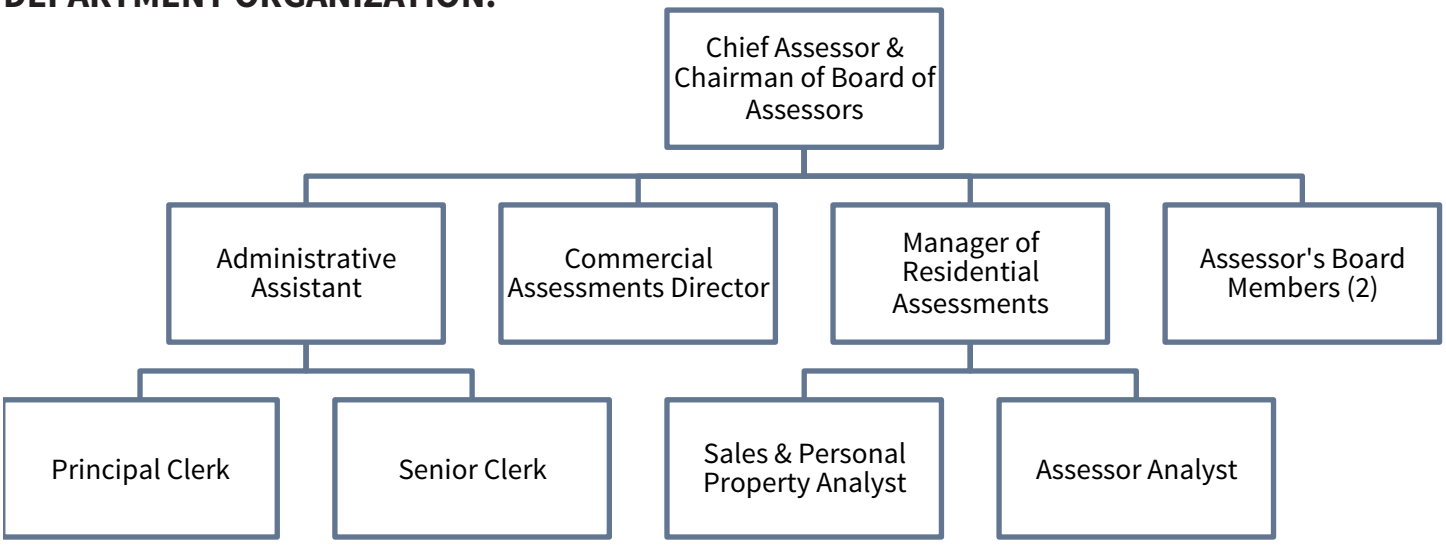
To provide taxpayers and the general public with the best professional service and information available about property assessments in the City. Efficient and effective assistance allows taxpayers, the public, other City departments, and state agencies to maintain the highest level of confidence in the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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	518,673	538,953	567,611	5.3%
Ordinary Maintenance	109,721	121,890	85,800	-29.6%
General Fund Expenditures	628,393	660,843	653,411	-1.1%

CHANGES BETWEEN FY17 & FY18:

- FY18 is a State-required interim adjustment year. As the Assesors will complete interim adjustments in-house, there will be a significant decrease in the property data services line item.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:

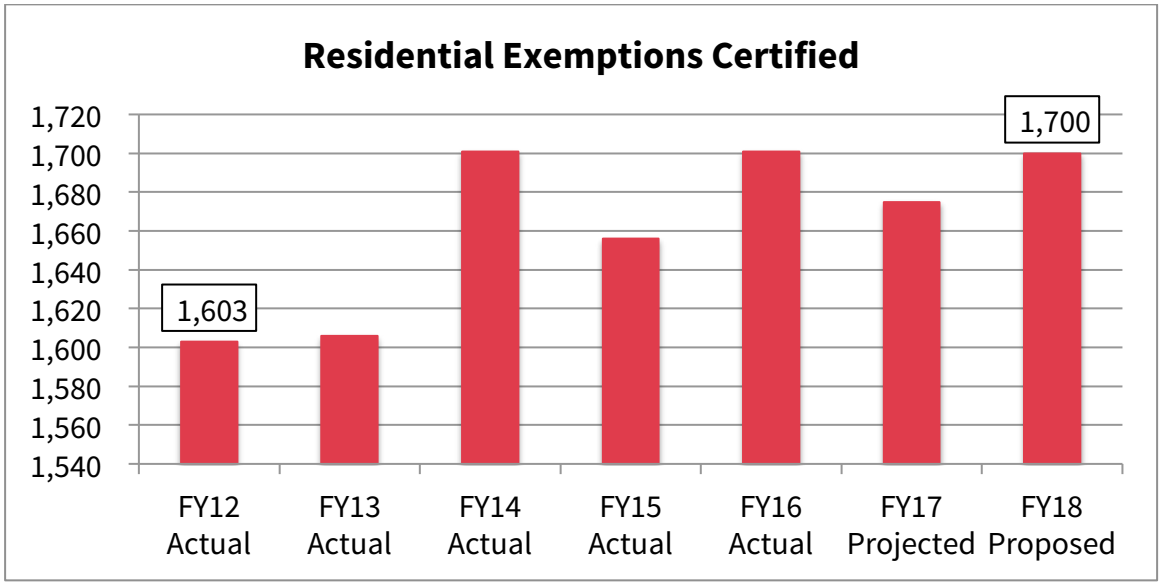


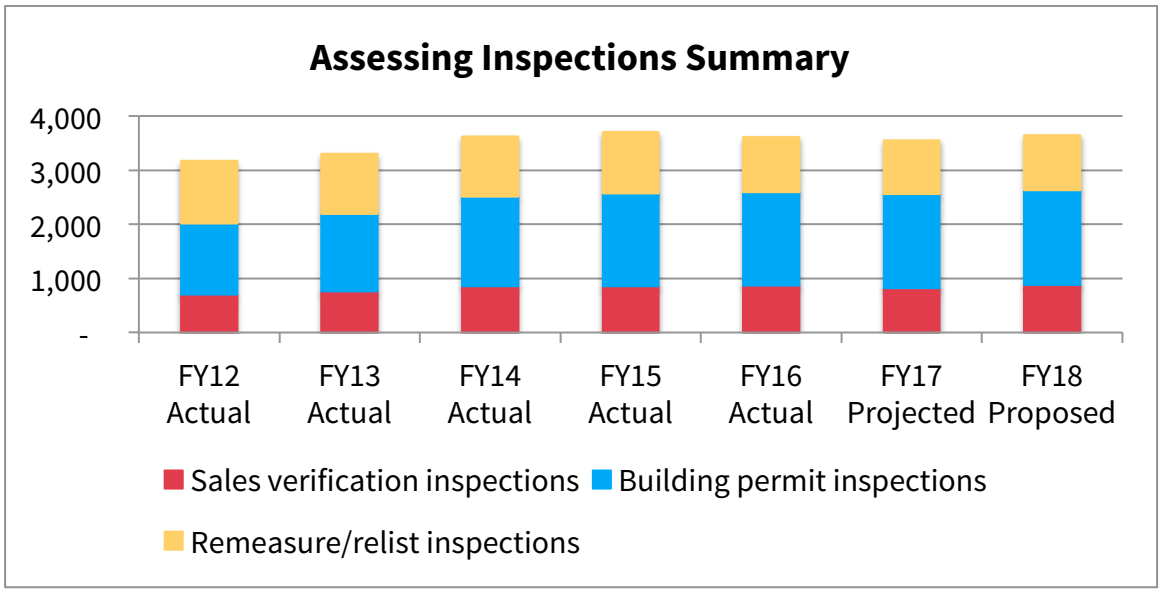
FY17 ACCOMPLISHMENTS:

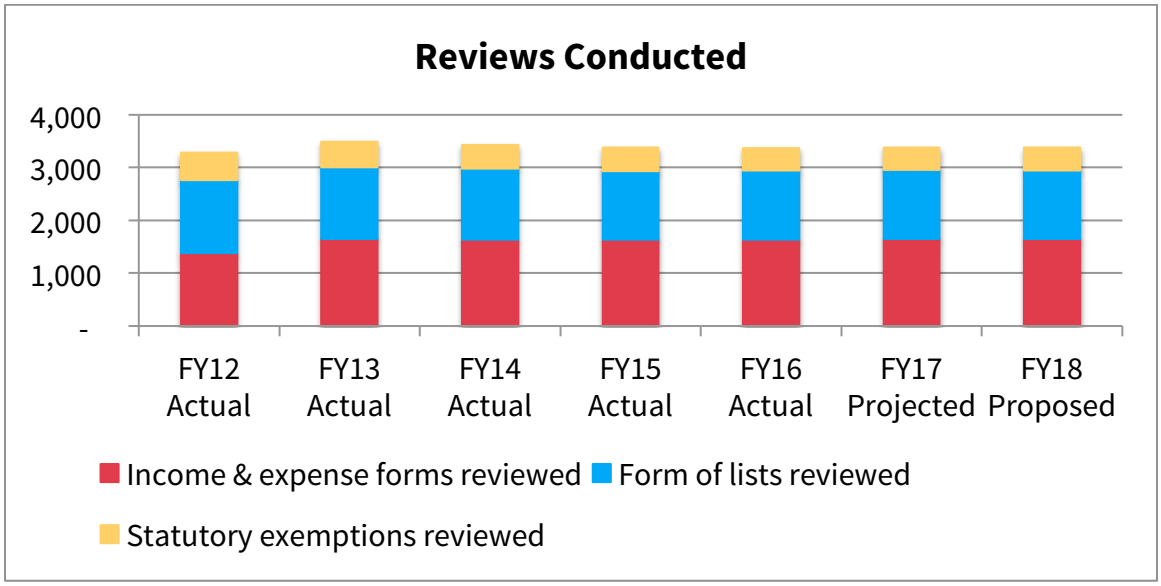
- Completed the FY17 Revaluation with all DOR approvals on-time.
- Reduced the number of revaluation year overvaluation appeals by 43 from FY14 levels.
- Determined City-wide tax base growth - highest in Somerville's history.
- Provided captured increment for Assembly Square DIF that exceeded projections.
- Published and mailed the third annual property tax update newsletter to all residents.
- Updated website information on statutory exemptions and mailed targeted newsletter to seniors in an attempt to increase participation.
- Presented at a Council on Aging event about statutory exemption opportunities. A video of this presentation is available online.
- Collaborated with the Union Square DIF consultant to develop captured revenue projections.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Sales verification inspections	850	849	861	820	875
Building permit inspections	1,656	1,716	1,729	1,735	1,750
Remeasure/relist inspections	1,120	1,141	1,022	1,000	1,025
Residential exemptions certified	1,701	1,656	1,701	1,675	1,700
Potential building permit issues sent to ISD	45	44	35	40	40
Income & expense forms reviewed	1,638	1,633	1,636	1,650	1,645
Form of lists reviewed	1,345	1,305	1,307	1,310	1,305
Statutory exemptions reviewed	447	442	432	420	430







GOALS REVIEW:

1. Comply with all DOR standards of performance.

1	Complete the DOR required certification (revaluation) for FY17 by coordinating with the DOR and consultant to ensure the timely completion of all tasks and that all standards are met.	Complete
2	Complete the DOR required interim year adjustment for FY18.	New for FY18

2. Determine Assembly Square captured tax increment.

1	Inspect and assess DIF blocks as of 6/30/2016 to calculate construction completion value for FY17.	Complete
2	Inspect and assess DIF blocks as of 6/30/2017 to calculate construction completion value for FY18.	New for FY18

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

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

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

1	Issue RFP for consultant to conduct study.	Complete in FY17

BUDGET:

BOARD OF ASSESSORS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	495,460	513,732	390,829	542,167	
511002	SALARIES - MONTHLY	18,215	18,215	13,661	19,308	
512000	SALARIES & WAGES TEMPOR'Y	-	-	5,973	-	
513000	OVERTIME	138	500	-	500	
514006	LONGEVITY	2,100	2,500	1,250	2,500	
515006	HOLIDAYS NON-UNION	1,167	2,146	556	1,544	
515011	HOLIDAYS - S.M.E.A.	394	810	-	542	
515012	PERFECT ATTENDANCE	500	-	500	-	
519004	UNIFORM ALLOWANCE	700	1,050	1,050	1,050	
SUBTOTAL PERSONAL SERVICES		**518,673**	**538,953**	**413,819**	**567,611**	**5.3%**
524007	R&M - OFFICE EQUIPMENT	122	500	-	500	
524034	R&M - SERVICE CONTRACTS	-	500	-	500	
527019	RENTAL-WATER COOLER	-	-	18	-	
530000	PROF & TECH SERVICE	62,351	40,000	37,163	45,000	
530011	ADVERTISING	-	500	189	500	
530016	PROPERTY DATA SERVICES	33,573	43,990	38,407	20,000	
530024	TUITION	210	2,000	860	1,500	
534003	POSTAGE	6,200	7,000	6,584	6,500	
542000	OFFICE SUPPLIES	2,172	3,000	1,338	2,750	
542001	PRINTING & STATIONERY	820	1,200	460	1,200	
542007	COMPUTER EQUIP NOT CAP	910	1,000	-	1,000	
542008	BOOKS & BOOKBINDING	375	650	450	500	
558002	ONLINE SUBSCRIPTION	880	17,300	16,446	1,500	
558004	MAGAZINES/SUBSCRIPTS/PUB	964	1,100	984	1,050	
558006	UNIFORMS	-	500	466	500	
571000	IN STATE TRAVEL	694	1,500	352	1,000	
571001	IN STATE CONFERENCES	-	500	385	800	
573000	DUES AND MEMBERSHIPS	450	650	500	550	
578010	RECORDINGS	-	-	-	450	
SUBTOTAL ORDINARY MAINTENANCE		**109,721**	**121,890**	**104,600**	**85,800**	**-29.6%**
ASSESSORS TOTAL		**628,393**	**660,843**	**518,419**	**653,411**	**-1.1%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF ASSESSOR/CHAIRMAN	LEVYE, MARC	2,157.69	112,199.88	112,631.42
BOARD MEMBER/ASSESSOR (PT)	FLYNN, MICHAEL	804.49	9,653.84	9,653.84
BOARD MEMBER/ASSESSOR (PT)	MULHERN, THOMAS	804.49	9,653.84	9,653.84
DIRECTOR OF COMMERCIAL ASSESSMENTS	MORALES, HERIBERTO	1,538.46	79,999.92	80,307.61
MANAGER OF RESIDENTIAL ASSESSMENTS	MATHEWS, DANIEL	1,471.15	76,499.80	76,794.03
SALES/PERSONAL PROPERTY ANALYST	D'AURIA, RUSSELL	1,275.00	66,300.00	66,555.00
ASSESSOR ANALYST	HOGAN, MICHAEL	1,275.00	66,300.00	66,555.00
ADMINISTRATIVE ASSISTANT	HALEY, CAROL	1,071.43	55,714.36	57,528.65
PRINCIPAL CLERK II	NUNZIATO, TERESA	896.81	46,634.12	48,413.48
SENIOR CLERK	BONAVENTURA, SHEENA	740.73	38,517.96	39,016.11

Grants Development

MISSION STATEMENT:

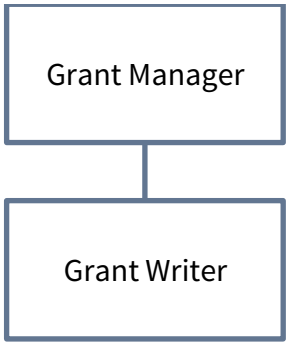
To assist City departments with the development, preparation, and submission of proposals to public and private funders. Grants Development provides a broad range of services at differing levels of intensity as needed, in order to help departments of all sizes and resource levels obtain specialized funding.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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	129,879	149,299	154,084	3.2%
Ordinary Maintenance	4,384	5,776	5,760	-0.3%
General Fund Expenditures	134,263	155,075	159,844	3.1%

CHANGES BETWEEN FY17 & FY18:

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

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

In November 2016, the City was awarded $13 Million for Union Square infrastructure improvements from the State's MassWorks Infrastructure Program.

- Assisted 13 City Departments/Divisions, including Police, Fire, Shape Up Somerville, DPW: B&G, Arts Council, Housing, Sustainability & Environment, and Economic Development with the management, preparation, and submission of approximately 35 grants to secure $17.5 million in funding (projected).
- Updated department procedural documents and guidelines to assist City Departments working with the Grants Development office.
- Achieved the highest award amount since the inception of annual total tracking in FY10.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Grant Opportunities Researched and Analyzed	120	125	130	130	135
Awarded Success Rate	78%	76%	76%	80%	75%
Grant Dollars Received	$3.3 million	$3.9 million	$5.4 million	$17.5 million	$5 million

GOALS REVIEW:

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

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

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

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

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

1	Maintain a database that records grant submissions and tracks outcomes for all departments.	Ongoing
2	Evaluate and streamline current archiving process to improve operational efficiency and reduce paper consumption.	Ongoing

Grants Development

BUDGET:

GRANTS DEVELOPMENT		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	129,386	146,537	118,538	149,208	
515006	HOLIDAYS NON-UNION	494	852	281	581	
519104	SALARY STIPEND	-	1,910	1,242	4,295	
SUBTOTAL PERSONAL SERVICES		**129,879**	**149,299**	**120,061**	**154,084**	**3.2%**
524007	R&M - OFFICE EQUIPMENT	34	-	-	-	
530000	PROF & TECH SERVICE	895	1,000	995	1,000	
530008	EMPLOYEE TRAINING COURSES	498	800	486	800	
542000	OFFICE SUPPLIES	634	1,000	44	1,000	
542001	PRINTING & STATIONERY	60	120	-	120	
542004	COMPUTER SUPPLIES	-	440	-	440	
542005	OFFICE EQUIPMENT NOT CAP	539	-	-	-	
558004	MAGAZINES/SUBSCRIPTS/PUB	1,724	1,700	429	2,000	
572000	OUT OF STATE TRAVEL	-	400	-	400	
573000	DUES AND MEMBERSHIPS	-	316	-	-	
SUBTOTAL ORDINARY MAINTENANCE		**4,384**	**5,776**	**1,954**	**5,760**	**-0.3%**
GRANTS DEV TOTAL		**134,263**	**155,075**	**122,015**	**159,844**	**3.1%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
GRANT MANAGER	HARTKE, KATE	1,600.62	83,232.24	83,552.36
GRANT WRITER (PT)	HAAS, LAURA	1,268.75	65,975.00	70,529.82

MISSION STATEMENT:

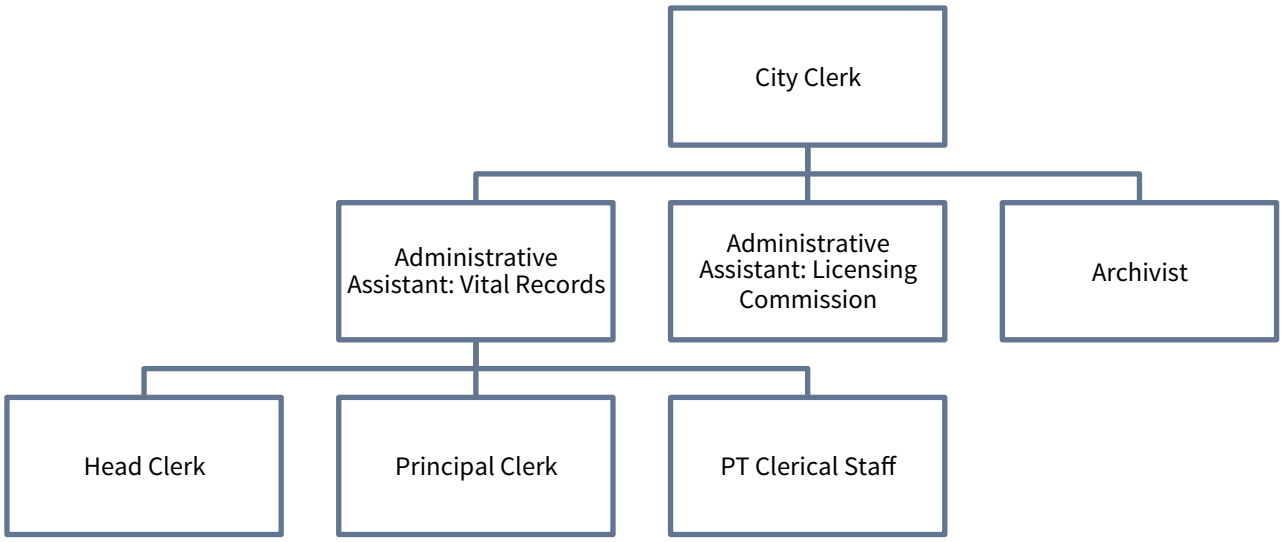
To record, maintain, and certify municipal records, including resident vital statistics, business licenses and permits, and legislative acts. We provide technical assistance to individuals and businesses, and professional support to public officials. We also provide professional and clerical support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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	420,425	431,782	449,775	4.2%
Ordinary Maintenance	114,777	153,737	169,737	10.4%
General Fund Expenditures	535,202	585,519	619,512	5.8%

CHANGES BETWEEN FY17 & FY18:

- The FY18 budget includes additional funding for translation services that allow for on-demand translation when language issues arise at the City Clerk's office counter or in municipal noncriminal hearings.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

- The Somerville City Clerk's office was chosen to be one of eight beta test communities for the roll-out of the state's online *ePlace* licensing system for licenses issued by the Alcoholic Beverage Control Commission. All 148 alcohol licenses in the city were successfully renewed electronically through the new system.
- Successfully launched online business licensing through CitizenServe. All business license applications are now processed and renewed online. This gives city staff the ability to view the business license database and electronically review and approve applications, offering business owners the convenience of online applications, renewals, and payments.
- Completed the relocation of the municipal archives to a new space at the Edgerly School. The four contiguous classrooms offer natural light, heating, and air-conditioning, both for our Archivist,

volunteers, and interns as well as for our permanent and irreplaceable historical records. The office also launched Preservica, a secure, online platform for the long-term storage of the city's digital records.

- Organized a training session for all Board and Commission liaisons in conjunction with the City Solicitor's office, ensuring compliance with relevant state laws and offering training and tips to promote more effective and efficient Boards and Commissions citywide.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Vital records requests	4,690	4,813	4,542	4,702	4,700
Board of Aldermen Licenses	522	467	499	435	435
Licensing Commission Licenses	427	472	598	492	500
Archived records (in cubic feet)	2,847	3,300	4,600	5,000	5,500

GRANT SUMMARY:

GRANT NAME	GRANTING AGENCY	AMOUNT
City of Somerville Archives: Processing Archivist	Somerville Community Preservation Commission	$43,000

GOALS REVIEW:

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

1	Allow dog owners to license and re-license their dogs online.	Ongoing
2	Allow business owners to apply for and renew their Board of Aldermen-approved business licenses online.	Complete
3	Allow restaurant and other alcohol license holders to apply for and renew their Licensing Commission-approved business licenses online.	Ongoing

2. Provide consistent administrative support for municipal government.

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

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

1	Create a preservation plan.	Complete
2	Process and digitize appropriate permanent records, and roll out mechanisms to properly archive the city's born-digital records.	Ongoing
3	Support the city's 175th anniversary celebration with oral history workshops, physical and digital displays, research, and other support services.	New for FY18

BUDGET:

CITY CLERK		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	395,844	401,419	325,117	418,185	
512000	SALARIES & WAGES TEMPOR'Y	15,468	19,500	13,123	20,930	
513000	OVERTIME	1,812	2,500	1,625	2,500	
514006	LONGEVITY	4,050	4,300	2,150	4,800	
515006	HOLIDAYS NON-UNION	561	860	287	633	
515011	HOLIDAYS - S.M.E.A.	940	1,453	-	977	
519004	UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	
SUBTOTAL PERSONAL SERVICES		**420,425**	**431,782**	**344,052**	**449,775**	**4.2%**
524007	R&M - OFFICE EQUIPMENT	-	1,100	160	1,100	
524033	R&M - SOFTWARE	17,598	23,540	21,548	25,540	
524034	R&M - SERVICE CONTRACTS	-	-	232	680	
527013	RENTAL - STORAGE SPACE	5,067	7,250	7,889	10,400	
527018	POSTAGE MACHINE RENTAL	5,603	9,400	6,942	9,400	
527019	RENTAL-WATER COOLER	-	-	51	240	
530000	PROF & TECH SERVICE	5,752	6,500	4,999	7,500	
530011	ADVERTISING	973	750	410	750	
534003	POSTAGE	59,339	58,947	58,347	65,952	
542000	OFFICE SUPPLIES	7,990	8,500	7,257	11,100	
542001	PRINTING & STATIONERY	1,514	4,000	-	4,000	
542005	OFFICE EQUIPMENT NOT CAP	530	9,200	4,007	8,000	
542006	OFFICE FURNITURE NOT CAP	-	-	750	-	
542008	BOOKS & BOOKBINDING	5,012	14,950	4,424	15,425	
558004	MAGAZINES/SUBSCRIPTS/PUB	30	100	-	-	
558012	BADGES & EMBLEMS	2,645	3,000	2,795	3,000	
571001	IN STATE CONFERENCES	-	600	-	600	
573000	DUES AND MEMBERSHIPS	395	600	475	750	
574000	INSURANCE PREMIUMS	256	300	268	300	
578001	CREDIT CARD CONVEN FEE	2,074	5,000	1,711	5,000	
SUBTOTAL ORDINARY MAINTENANCE		**114,777**	**153,737**	**122,264**	**169,737**	**10.4%**
CITY CLERK TOTAL		**535,202**	**585,519**	**466,316**	**619,512**	**5.8%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CITY CLERK	LONG, JOHN J	1,961.53	101,999.56	102,391.87
ARCHIVIST	DIXSON, NADIA	1,200.46	62,423.92	62,664.01
ADMN ASST	PAGLIARO, JENNEEN	1,071.43	55,714.36	57,878.65
ADMN ASST	BATZEK, LORI	1,071.43	55,714.36	57,878.65
HEAD CLERK	PIWINSKI, PEGGY	980.69	6,962.90	51,274.75
		961.46	43,169.55	
PRINCIPAL CLERK II	RILEY, DAN	896.81	37,755.70	47,489.44
		879.23	8,704.38	
PRINCIPAL CLERK II	LANDRY, THERESA	896.81	986.49	46,765.14
		879.23	44,752.81	

MISSION STATEMENT:

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

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

BUDGET:

LICENSING COMMISSION	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	10,800	10,800	7,200	11,628	
LICENSING COMMISSION TOTAL	10,800	10,800	7,200	11,628	7.7%

PERSONNEL LIST:

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

Law

MISSION STATEMENT:

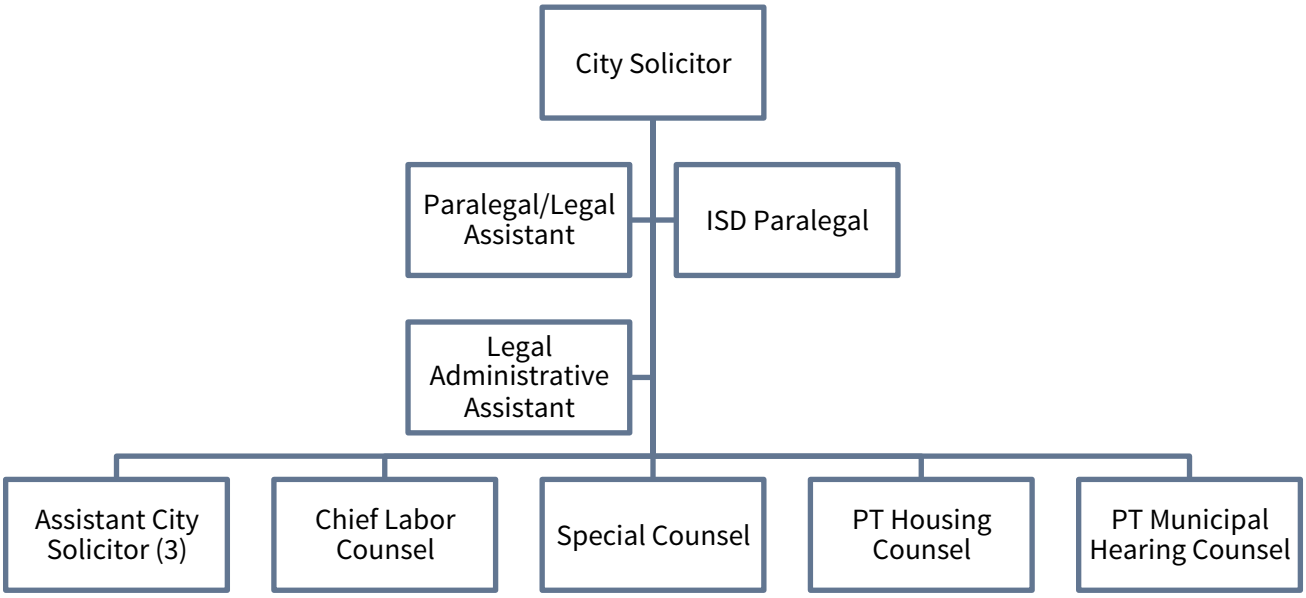
To provide high-quality, cost-effective legal services to the Mayor, Board of Aldermen, Department Heads, Boards, Commissions and other municipal employees. The Law Department strives to successfully prosecute and defend actions before state and federal courts and administrative agencies, provide well-reasoned,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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	668,306	696,862	799,499	14.7%
Ordinary Maintenance	605,604	175,275	180,975	3.3%
General Fund Expenditures	1,273,910	872,137	980,474	12.4%

CHANGES BETWEEN FY17 & FY18:

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

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

- Drafted ordinance establishing water and sewer discount for eligible seniors.
- Coordinated implementation of the new public records law.
- Worked with schools to address response policy to ICE detainers and administrative warrants.
- Prevailed in court challenge of resident parking permit program.
- Completed update of construction contract template forms.
- Ensured renovated Prospect Hill Tower is ADA compliant.
- Responded to more than 170 public records requests.
- Processed more than 130 claims.
- Collected more than $130,000 on behalf of the City.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Contracts Reviewed	430	510	500	517	500

GOALS REVIEW:

1. Assist with the Union Square revitalization and development.

1	Execute Union Square Master Land Disposition Agreement.	Ongoing
2	Continue to work with MBTA on Green Line spur.	Ongoing
3	Complete community benefits agreement.	Ongoing
4	Assist with new zoning and planning matters.	Ongoing

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

1	Join other municipal counsel in signing amici briefs challenging Executive Order(s).	Ongoing
2	Actively address ICE detainers and administrative warrant issues as they arise.	Ongoing

3. Assist with labor-related matters.

1	Assist the Personnel Director and other department heads and managers on a variety of matters including appointments, promotions, collective bargaining agreement interpretation and disciplinary matters.	Ongoing

4. Collaborate with Tufts University to create a data sharing MOA.

1	Continue dialogue with Tufts University officials to reach an MOA as to information it will share with City.	New for FY18

5. Develop policy on employee and retiree successor health insurance coverage.

1	Work with Personnel on presentation of options.	New for FY18
2	Address selection process issues prior to fall deadline.	New for FY18
3	Fulfill filing and notification requirements.	New for FY18

6. Continue professional development of staff.

1	Routinely attend legal seminars and take courses in computer programs.	Ongoing

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

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

BUDGET:

LAW		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	653,291	680,418	525,010	783,328	
511002	SALARIES - MONTHLY	11,041	11,041	7,568	11,704	
514006	LONGEVITY	1,400	1,400	-	1,400	
515006	HOLIDAYS NON-UNION	2,269	3,542	1,442	2,757	
515011	HOLIDAYS - S.M.E.A.	305	461	-	310	
SUBTOTAL PERSONAL SERVICES		**668,306**	**696,862**	**534,020**	**799,499**	**14.7%**
524007	R&M - OFFICE EQUIPMENT	618	800	439	800	
527019	RENTAL-WATER COOLER	-	-	314	700	
530000	PROF & TECH SERVICE	75,688	14,800	2,317	14,800	
530010	LEGAL SERVICES	512,384	125,000	425,995	125,000	
530024	TUITION	1,485	3,000	1,240	-	
534003	POSTAGE	17	400	-	400	
542000	OFFICE SUPPLIES	1,047	2,300	962	2,300	
542001	PRINTING & STATIONERY	395	400	150	400	
542002	PHOTOCOPYING	1,388	200	-	200	
542005	OFFICE EQUIPMENT NOT CAP	-	2,000	-	2,000	
542006	OFFICE FURNITURE NOT CAP	-	-	-	5,000	
542008	BOOKS & BOOKBINDING	8,042	19,375	7,230	19,375	
558004	MAGAZINES/SUBSCRIPTS/PUB	286	500	668	500	
571000	IN STATE TRAVEL	1,153	1,000	1,259	1,500	
571001	IN STATE CONFERENCES	-	-	299	2,500	
573000	DUES AND MEMBERSHIPS	2,425	4,000	1,846	4,000	
578010	RECORDINGS	676	1,500	2,154	1,500	
SUBTOTAL ORDINARY MAINTENANCE		**605,604**	**175,275**	**444,873**	**180,975**	**3.3%**
LAW TOTAL		**1,273,910**	**872,137**	**978,894**	**980,474**	**12.4%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CITY SOLICITOR	WRIGHT, JR., FRANCIS X.	2,801.08	145,656.16	146,216.38
ASSISTANT CITY SOLICITOR	SHAPIRO, DAVID	2,200.85	114,444.20	114,884.37
LABOR COUNSEL	MCKENZIE, JULIE	1,961.54	102,000.08	102,392.39
ASSISTANT CITY SOLICITOR	GROSSFIELD, JASON	1,961.54	102,000.08	102,392.39
ASSISTANT CITY SOLICITOR	PHILLIPS, SHANNON	1,961.54	102,000.08	102,392.39
SPECIAL COUNSEL	MCGETTIGAN, EILEEN	2,000.77	104,040.04	26,035.02
PARALEGAL/LEGAL ASSISTANT	TKACZUK, SUSAN M.	914.60	47,559.20	47,742.12
LEGAL ASSISTANT	SPEZZAFERO, KIM	1,273.45	64,945.93	65,200.62
ISD PARALEGAL	ZAINO, MATTHEW	1,200.46	62,423.92	62,664.01
PROGRAM MANAGER / HOUSING	DONATO, KELLY	1,600.62	83,232.24	16,659.25
MUNICIPAL HEARING OFFICER	ROCHE, WILLIAM	975.26	11,703.16	11,703.16

OSPCD: Administration

MISSION STATEMENT:

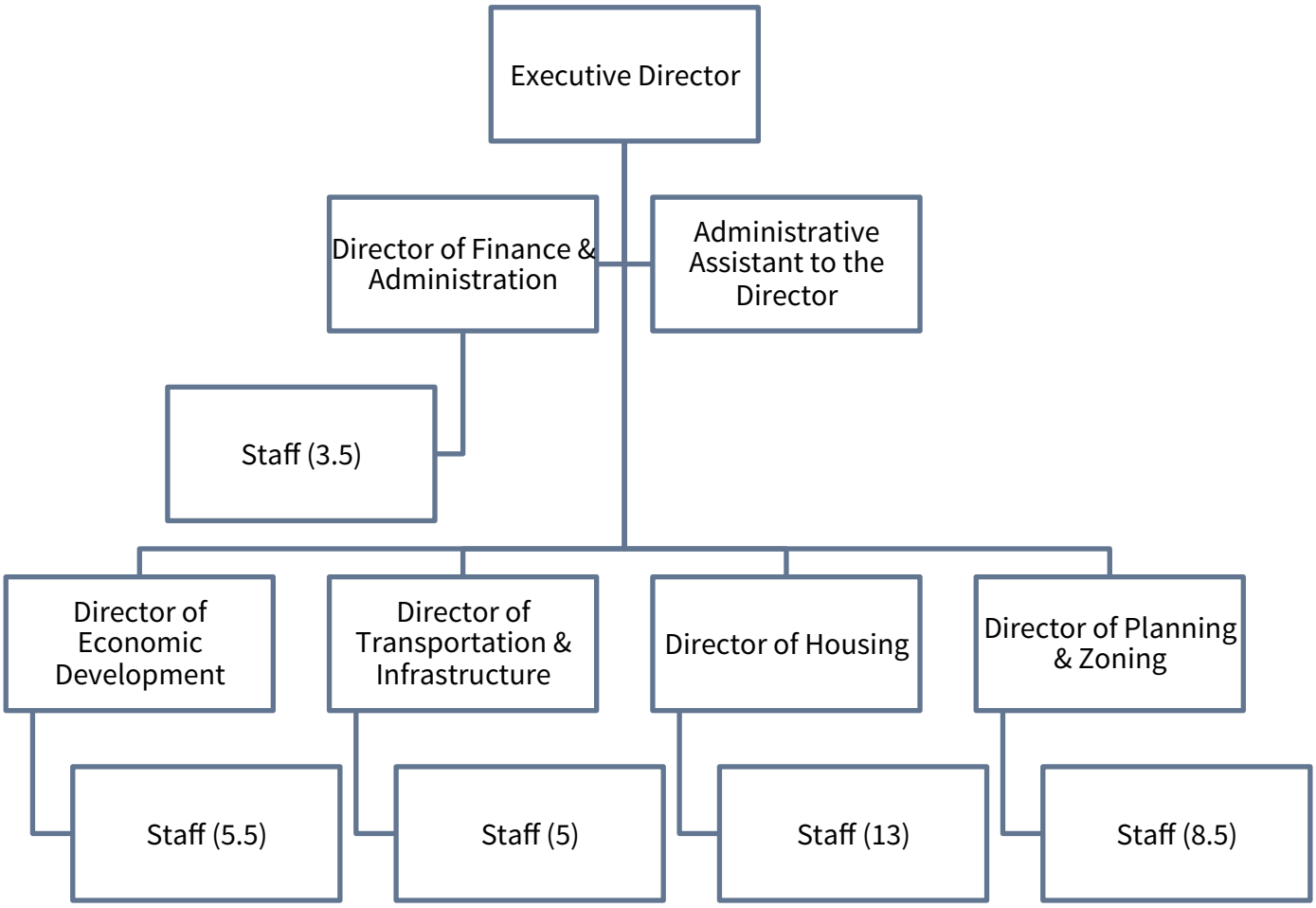
The Mayor's Office of Strategic Planning and Community Development (OSPCD) is committed to making Somerville an even more exceptional place to live, work, play and raise a family by implementing the goals, policies, and actions of the SomerVision comprehensive plan. OSPCD seeks to enhance low and moderate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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	250,151	326,295	383,557	17.5%
Ordinary Maintenance	13,874	23,550	23,550	0.0%
General Fund Expenditures	264,024	349,845	407,107	16.4%

CHANGES BETWEEN FY17 & FY18:

- Personal Services General Fund allocations are affected by adjustments to CDBG funding levels.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



GRANTS AWARDED:

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

PERFORMANCE METRICS:

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

GOALS REVIEW:

1. Administer HUD-based grant programs.

1	Hold annual RFP process to select Public Service Grant recipients.	Ongoing & Annual
2	Submit HUD Annual Action Plan.	Ongoing & Annual
3	Submit annual CAPER.	Ongoing & Annual

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

1	Support the implementation of CPA planning and development	Ongoing

BUDGET:

OSPCD: ADMINISTRATION		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	248,218	324,441	250,490	382,087	
515006	HOLIDAYS NON-UNION	961	1,854	1,417	1,470	
519013	OTHER LUMP SUM PAYMENTS	972	-	-	-	
SUBTOTAL PERSONAL SERVICES		**250,151**	**326,295**	**251,907**	**383,557**	**17.5%**
524007	R&M - OFFICE EQUIPMENT	2,954	-	-	-	
524034	R&M - SERVICE CONTRACTS	356	2,000	-	2,000	
530000	PROF & TECH SERVICE	8,278	18,550	-	18,550	
530011	ADVERTISING	812	1,250	1,013	1,250	
534003	POSTAGE	-	500	-	500	
538010	ADMINISTRATION COSTS	1,100	-	-	-	
542000	OFFICE SUPPLIES	8	1,000	901	1,000	
542001	PRINTING & STATIONERY	75	-	-	-	
571000	IN STATE TRAVEL	265	-	-	-	
571001	IN STATE CONFERENCES	25	-	-	-	
572000	OUT OF STATE TRAVEL	-	-	921	-	
572001	OUT OF STATE CONFERENCES	-	-	550	-	

OSPCD: Administration

OSPCD: ADMINISTRATION	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
573000 DUES AND MEMBERSHIPS	-	250	-	250	
SUBTOTAL ORDINARY MAINTENANCE	**13,874**	**23,550**	**3,384**	**23,550**	**0.0%**
OSPCD: ADMIN TOTAL	**264,024**	**349,845**	**255,291**	**407,107**	**16.4%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	GLAVIN, MICHAEL	2,801.08	145,656.16	131,594.74
DIRECTOR OF FINANCE & ADMIN	INACIO, ALAN	1,765.38	91,799.76	41,468.78
LEGAL COUNSEL	MCGETTIGAN, EILEEN	2,000.77	104,040.04	78,330.15
SENIOR ACCOUNTANT	MENGESTU, ZEWDITU	1,471.15	76,499.80	23,038.21
SENIOR ACCOUNTANT	CARVALHO, JENNIFER	1,500.58	78,030.16	43,081.65
PROGRAM COMPLIANCE OFFICER	TWOMEY, ELIZABETH	1,176.92	61,199.84	6,143.52
ADMIN ASST TO DIRECTOR	LYNCH, NANCY	1,275.00	66,300.00	59,899.50

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	587,122	801,820	848,420	5.8%
Ordinary Maintenance	339,243	302,338	302,338	0.0%
General Fund Expenditures	926,365	1,104,158	1,150,758	4.2%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

- Completed the Winter Hill Neighborhood Plan and advanced planning for Davis Square.
- Competed drafts of the Union Square Zoning.
- Continued work on the zoning overhaul with plans to release a new draft at the end of FY17.
- Completed review of over 180 cases before Planning Board, Zoning Board of Appeals (ZBA), and Historic Preservation Commission, including a new office building in Assembly Row and the unique Bow Market in Union Square .
- Continued successful historic preservation events.
- Completed new Harvard Hill historic district.

GOALS REVIEW:

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

1	Maintain and improve SomerVision monitoring and reporting mechanism.	Ongoing

2. Ensure that the Somerville Zoning Ordinance reflects the vision and goals of the Comprehensive Plan and clearly establishes the City's expectations for development.

1	Complete the review and hearing process for the Somerville Zoning Ordinance overhaul.	Expected Completion in FY18
2	Implement the Zoning Ordinance overhaul.	New for FY18
3	Establish additional zoning amendments to implement neighborhood planning efforts.	As needed after Zoning Overhaul

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

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

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

1	Continue implementation of plans for Gilman Square, Lowell Street/Magoun Square, Union Square and Winter Hill.	Ongoing
2	Complete neighborhood plan for Davis Square.	New for FY18
3	Undertake a major planning effort in conjunction with the Economic Development Department to examine the highest and best uses for balance of the Assembly Square Urban Renewal Area.	Starting in FY18
4	Update planning in the Brickbottom district in preparation for future zoning efforts.	New for FY18

5. Promote and protect the historic elements of Somerville.

1	Provide support to the Somerville Historic Preservation Commission.	Ongoing
2	Administer historic events, including Patriots' Day and walking tours.	Ongoing
3	Continue efforts to preserve Milk Row Cemetery through CPA and MHC funding.	Ongoing
4	Pursue updates to the demolition review ordinance.	New for FY18

BUDGET:

OSPCD: PLANNING & ZONING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	516,542	726,482	549,017	766,722	
511002	SALARIES - MONTHLY	68,541	71,111	52,398	78,749	
515006	HOLIDAYS NON-UNION	2,040	4,227	3,971	2,949	
SUBTOTAL PERSONAL SERVICES		**587,122**	**801,820**	**605,386**	**848,420**	**5.8%**
527001	RENTAL - BUILDINGS	500	-	-	-	
530000	PROF & TECH SERVICE	316,322	275,500	88,910	275,500	
530011	ADVERTISING	-	2,210	1,831	2,210	
530028	SOFTWARE SERVICES	695	1,000	180	1,000	
534003	POSTAGE	51	400	-	400	
534005	PRINTING	1,297	-	-	-	
540000	SUPPLIES	2,145	-	207	-	
542000	OFFICE SUPPLIES	1,044	2,000	1,245	2,000	
542001	PRINTING & STATIONERY	1,055	2,200	8,116	2,200	
542005	OFFICE EQUIPMENT NOT CAP	750	-	-83	-	
542006	OFFICE FURNITURE NOT CAP	-	8,000	9,105	8,000	
542008	BOOKS & BOOKBINDING	-	500	1,109	500	
549000	FOOD SUPPLIES & REFRESHMT	173	-	-	-	
558002	ONLINE SUBSCRIPTION	4,212	1,500	3,792	1,500	

OSPCD: PLANNING & ZONING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
558004	MAGAZINES/SUBSCRIPTS/PUB	-	28	-	28	
571000	IN STATE TRAVEL	395	-	153	-	
571001	IN STATE CONFERENCES	465	500	1,141	500	
572000	OUT OF STATE TRAVEL	5,426	5,000	2,751	5,000	
572001	OUT OF STATE CONFERENCES	2,703	2,000	2,600	2,000	
573000	DUES AND MEMBERSHIPS	1,733	1,500	785	1,500	
578010	RECORDINGS	277	-	150	-	
SUBTOTAL ORDINARY MAINTENANCE		**339,243**	**302,338**	**121,991**	**302,338**	**0.0%**
OSPCD: P&Z TOTAL		**926,365**	**1,104,158**	**727,377**	**1,150,758**	**4.2%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF PLANNING & ZONING	PROAKIS, GEORGE	2,000.77	104,040.04	104,440.19
SENIOR PLANNER	LEWIS, SARAH ANN	1,667.31	86,700.12	87,033.58
SENIOR PLANNER - ZONING	BARTMAN, DANIEL	1,700.65	88,433.80	88,773.93
SENIOR PLANNER - STATION AREA	MELISSA WOODS	1,700.65	88,433.80	88,773.93
DIRECTOR OF HISTORIC PRESERVATION (PT)	WILSON, BRANDON	1,126.60	58,583.20	58,808.52
PLANNER HISTORIC PRESERVATION	CHASE, KRISTI	1,471.15	76,499.80	76,794.03
PLANNER	MELLO, ALEXANDER	1,442.31	75,000.12	75,288.58
PLANNER - PLANNING & HISTORIC PRESERVATION	WHITE, SARAH	1,500.58	78,030.16	78,330.28
COMMUNITY OUTREACH COORD	NASCIMENTO, VICTOR	1,153.85	60,000.20	60,230.97
ADMINISTRATIVE ASSISTANT	PEREIRA, DAWN	980.77	51,000.04	51,196.19
BOARD MEMBER PLANNING / CHAIR	PRIOR, KEVIN	518.69	6,224.28	6,224.28
BOARD MEMBER PLANNING	KELLY GAY, DOROTHY	495.33	5,943.96	5,943.96
BOARD MEMBER PLANNING	COOPER, REBECCA LYNN	495.33	5,943.96	5,943.96
BOARD MEMBER PLANNING	FAVALARO, JOSEPH	495.33	5,943.96	5,943.96
BOARD MEMBER PLANNING	CAPUANO, MICHAEL	495.33	5,943.96	5,943.96
BOARD MEMBER PLANNING	AMARAL, GERARD	233.65	2,803.80	2,803.80
BOARD MEMBER PLANNING MPO REP	BENT, THOMAS	833.33	9,999.96	9,999.96
BOARD MEMBER ZBA / CHAIR	FONTANO, ORSOLA	518.69	6,224.28	6,224.28
BOARD MEMBER ZBA	SAFDIE, JOSH	495.33	5,943.96	5,943.96
BOARD MEMBER ZBA	SEVERINO, ELAINE	495.33	5,943.96	5,943.96
BOARD MEMBER ZBA	EVANS, DANIELLE	495.33	5,943.96	5,943.96
BOARD MEMBER ZBA	ROSSETTI, RICHARD	495.33	5,943.96	5,943.96
ASSOC BOARD MEMBER ZBA	BROCKELMAN, CYNTHIA	247.67	2,972.04	2,972.04
ASSOC BOARD MEMBER ZBA	PHALTANKAR, POOJA	247.67	2,972.04	2,972.04

OSPCD: Housing

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	275,995	455,550	500,532	9.9%
Ordinary Maintenance	3,136	54,450	54,450	0.0%
General Fund Expenditures	279,132	510,000	554,982	8.8%

CHANGES BETWEEN FY17 & FY18:

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

GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
HUD Lead Hazard Reduction Demonstration Grant	U.S. Department of Housing and Urban Development (HUD)	$2,007,703 (est)
Continuum of Care	HUD	$1,907,583 (est)
HOME Program	HUD	$399,540 (est)
Community Initiative Grant (CY16)	National Grid	$36,482
Community Initiative Grant (CY17)	National Grid	up to $40,431
Unaccompanied Youth Count	Massachusetts Department of Housing and Community Development	$6,500
Solarize Mass Somerville	Mass Clean Energy Center and Department of Energy Resources	$5,000

FY17 ACCOMPLISHMENTS:

- 100 Homes – acquisition. In collaboration with Massachusetts Housing Investment Corporation (MHIC) and Somerville Community Corporation (SCC), OSPCD Housing and Somerville Affordable Housing Trust (SAHT) committed funds or directly funded acquisition of 13 units of housing, bringing the total acquired under the 100 Homes Initiative to 20 over 18 months of program operation.
- 181 Washington Street – new production. $900,000 in HOME and SAHT funding expended in creation and occupancy of 35 units of new rental housing (9 1-BR, 22 2-BR, and 4 3-BR units) developed by SCC.
- 163 Glen Street – adaptive reuse. Housing Division staff worked with project developer SCC to overcome major obstacles posed by construction cost increases affecting projects throughout the region to achieve construction closing and start of construction on 11-unit mixed-income homeownership project.
- Homelessness Prevention. Ten (10) households at risk of homelessness were stabilized through Tenant Based Rental Assistance provided by Housing Division to the Somerville Homeless Coalition's PASS Program (Prevention and Stabilization Services).
- Launching Middle Income Housing Program. Secured technical assistance resources from Metropolitan Area Planning Council (MAPC) to build on prior efforts to identify ways to promote middle-income housing creation.
- Lead Hazard Abatement. Through FY Quarter 3 ending March 31 2017, Lead Program staff had overseen testing of 65 units for lead paint hazards and funded abatement in 32 units.
- Housing Rehabilitation and Heat System Replacement. Participation in the City's Rehabilitation and Heat Replacement programs increased significantly over the two preceding years. Six (6) units currently in or entering construction are expected to be complete by June 30th, 2017 or nearly done. Eight (8)

households have been certified as income-eligible and are moving toward construction starts. And six (6) additional units are in the process of being certified, for a total of 20 units completed or qualified for the rehab program in FY2017. Four (4) other properties have qualified for heat system replacement improvements.

- Energy Efficiency and Alternative Energy. Awarded National Grid Community Initiative "2016 Shining Community" Award for efforts to encourage resident participation in this grant program. Somerville became the first community to be accepted into the competitive grant program in consecutive years. Solarize Mass Somerville facilitated installation of 115 solar PV systems to be installed in Somerville residences, exceeding original program goal of 100.
- Managing Inclusionary Housing Program. Four (4) new affordable units were created through Inclusionary Housing requirements (1 rental and 2 homeownership). Additionally, 5 previously created affordable units were resold to new eligible first-time homebuyers, and 4 affordable rental units were re-rented to eligible households. Inclusionary Housing staff served 403 households through information sessions and individual meetings prior to the lottery for 6 inclusionary units being created at 315 Broadway expected to be completed shortly after the close of FY 2017. Staff counseled 87 households on a homeownership opportunity involving one (1) affordable unit at 290 Highland Ave., also expected to close shortly after June 30, 2017.
- Program enhancements. On implementation of universal waitlist for affordable opportunities, Housing staff conducted research into practices pursued in other municipalities with local preference policies, since issuance of HUD's Affirmatively Furthering Fair Housing rule. Staff has also consulted with Massachusetts Housing Partnership (MHP) on its understanding of best practices regarding waitlist administration. Following those consultations, the Housing Division worked with City Purchasing Department to issue a Request for Proposals for consultant services to implement a waitlist for affordable rental opportunities.
- Condominium Conversion Ordinance. City staff conducted extensive review of existing ordinance and statutes elsewhere in anticipation of recommending revisions to the ordinance; recommended practices to help facilitate compliance with current notice provisions; and filled 2 Condo Review Board vacancies while also improving overall administration of the Board.
- Linkage Fee. Housing Division staff prepared a linkage nexus study RFP; procured an experienced consultant to conduct the study, and initiated work on it. Study completion is expected in June 2017.
- Real Estate Transfer Charge. The Housing Division procured a technical assistance provider for an impact analysis, and through the Mayor's leadership, convened a transfer charge task force to develop recommendations for drafting of potential home rule legislation in May 2017.

GOALS REVIEW:

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

1	Preserve and expand: "affordable...rental and homeownership units"	New for FY18: Build on recent acquisition of multifamily property (under 100 Homes) by expanding to larger multifamily properties for acquisition by partner organization.

2	Preserve and expand: "[a] mix of...units for households of all sizes and types from diverse social and economic groups"	New for FY18: Support redevelopment of SHA redevelopment of Clarendon Hill public housing, including goals identified by Clarendon Residents United tenants' organization.
3	Preserve and expand: "safe and environmentally sound…rental and homeownership units"	New for FY18: Pursue collaboration with City's other energy utility (EverSource) to replicate successful efforts w/ National Grid.

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

1	Identify use for Challenge Grant funds for acquisition, once funds recycle back from 163 Glen Street.	New for FY18

3. Mitigate displacement of low and moderate income residents by retaining existing affordable housing stock and by policies that allow residents to remain in Somerville in the face of a changing city.

1	Implement universal waitlist for affordable rental opportunities.	Ongoing
2	Implement changes to inclusionary zoning as determined by the zoning work being conducted by the Planning Division	Ongoing
3	Update ordinance in conjunction with zoning overhaul work	Ongoing

BUDGET:

OSPCD: HOUSING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	263,758	434,982	326,896	479,428	
511002	SALARIES - MONTHLY	11,400	18,000	11,700	19,260	
515006	HOLIDAYS NON-UNION	837	2,568	2,341	1,844	
SUBTOTAL PERSONAL SERVICES		**275,995**	**455,550**	**340,937**	**500,532**	**9.9%**
530000	PROF & TECH SERVICE	1,755	50,000	920	50,000	
530011	ADVERTISING	-	250	-	250	
530023	STAFF DEVELOPMENT	330	1,000	639	1,000	
534003	POSTAGE	26	100	-	100	
542000	OFFICE SUPPLIES	203	2,000	-	2,000	
542001	PRINTING & STATIONERY	30	-	255	-	
542006	OFFICE FURNITURE NOT CAP	-	-	1,970	-	
549000	FOOD SUPPLIES & REFRESHMT	42	200	8	200	
573000	DUES AND MEMBERSHIPS	750	900	300	900	
SUBTOTAL ORDINARY MAINTENANCE		**3,136**	**54,450**	**4,092**	**54,450**	**0.0%**
OSPCD: HOUSING TOTAL		**279,132**	**510,000**	**345,028**	**554,982**	**8.8%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF HOUSING	FELONEY, MICHAEL	1,961.54	102,000.08	92,153.15
ASSISTANT DIRECTOR OF HOUSING & HOUSING COUNSEL	DONATO, KELLY	1,600.62	83,232.24	50,131.42
HOUSING GRANTS MANAGER	PERSOFF, EVELYN	1,500.58	78,030.16	46,998.17
PROGRAM SPECIALIST	WAIRI, VICKI	1,082.85	56,308.20	28,262.39
HOUSING PROGRAM SPECIALIST	ANDREWS, CHRISTINE	1,200.46	62,423.92	31,332.01
HOUSING PROGRAM COORDINATOR	AL-ABADI, MONA	1,153.85	60,000.20	54,207.87
HOUSING PROGRAM COORDINATOR	BURBRIDGE, HEIDI	1,176.92	61,199.84	55,291.70
SUSTAINABLE NEIGHBORHOODS COORDINATOR	BOB, ALEX	1,200.46	62,423.92	62,664.01
INCLUSIONARY HOUSING	PALANCO-CABADAS, ITHZEL	1,153.85	60,000.20	60,230.97
BOARD MEMBER	MEDEIROS, WILLIAM	318.00	3,816.00	3,816.00
BOARD MEMBER	SMITHERS, MARLENE	318.00	3,816.00	3,816.00
BOARD MEMBER / CHAIR	MALTZMAN, DANIEL	333.00	3,996.00	3,996.00
BOARD MEMBER	ZASLOFF, ZACHARY	318.00	3,816.00	3,816.00
BOARD MEMBER	VACANT	318.00	3,816.00	3,816.00

OSPCD: Economic Development

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	198,450	404,033	423,218	4.7%
Ordinary Maintenance	37,738	151,300	331,300	119.0%
General Fund Expenditures	236,188	555,333	754,518	35.9%

CHANGES BETWEEN FY17 & FY18:

- This budget includes $160,000 in the Professional & Technical Services line for workforce development projects.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

- Continued coordination of Assembly Row development implementation with Federal Realty Investment Trust (FRIT), including substantial completion of the Partners Health Care facility.
- Worked with Master Developer partner Union Square Station Associates and Union Square Civic Advisory Committee toward implementation of revitalization plan; concluded the LOCUS Public Benefit Process that generated the Somerville Union Square Strategic and Community Benefits Plan Final Report.
- Opened Somerville FabVille, a public fabrication laboratory/makerspace in collaboration with Somerville High School's Career and Technical Education Center.
- Closed an IFund Loan to Greentown Labs for working capital that will assist with their expansion plans to create the Greentown Labs Global Center for Cleantech Innovation, the largest cleantech incubator in the world.
- Continued soil remediation project for Kiley Barrel site (part of the D-2 Redevelopment Parcel).
- Represented Somerville in the Life Sciences Corridor Initiative, working with other municipalities along the MBTA Red Line and attended the 2017 Bio International Conference to market Somerville as a life sciences industry destination.
- Represented Somerville in the Greater Boston Regional Economic Compact to address regional economic development issues in Greater Boston.
- Coordinated and hosted two "How to Start a Business" seminars in Union Square and Assembly Row.
- Offered continued financial, programmatic and technical assistance to the City's two Main Streets programs.
- Provided technical assistance through outside consultants in areas of emphasis such as East Somerville, Winter Hill and Magoun Square.
- Utilized Commercial Property Improvement Program to provide financial assistance leading to aesthetic, design and accessibility updates to local businesses.
- Working with the City's Licensing Commission, initiated the roll-out and began issuance of 65 new City-owned liquor licenses.
- Launched Economic Gardening technical assistance program, targeting Stage II businesses.
- Co-sponsored and hosted the Urban Manufacturing Alliance Somerville Gathering, the annual national conference that brings together makers, manufacturers and the non-profit and municipal organizations that support them.

GOALS REVIEW:

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

1	Advance revitalization of Union Square area in conjunction with the City's Master Developer partner, leading to an initial groundbreaking on the D2 block in FY18.	Ongoing
2	Coordinate with the capital planning division to transform surplus municipal facilities into sources of economic growth and public revenue.	Ongoing
3	Undertake a major planning in conjunction with planning and zoning efforts to examine highest and best uses for balance of the Assembly Square Urban Renewal Area.	Ongoing
4	Work with local partners to develop a comprehensive marketing plan to attract commercial tenants to the transformational districts.	New for FY18
5	Undertake implementation of the Winter Hill Neighborhood Plan.	New for FY18
6	Assist with the implementation of the Community Benefits Ordinance, including the establishment of the Community Benefits Fund to allocate community benefits in Union Square.	New for FY18

2. Provide assistance to local businesses.

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

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

1	Assist in promoting Assembly Row hiring efforts locally.	Ongoing
2	Work with local and regional partners to promote workforce development efforts in Somerville.	Ongoing
3	Develop a comprehensive workforce development plan for Somerville.	New for FY18
4	Assist with establishment of the Somerville Municipal Job Creation and Retention Trust.	New for FY18

4. Manage the remediation and redevelopment of brownfield properties.

1	Utilize $400,000 EPA grant to undertake environmental assessments of selected brownfields site.	Ongoing
2	Advance plan for interim use of the former Waste Transfer Facility.	Ongoing

BUDGET:

OSPCD: ECONOMIC DEVELOPMENT		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	197,534	401,745	243,193	421,596	
515006	HOLIDAYS NON-UNION	916	2,288	1,494	1,622	
SUBTOTAL PERSONAL SERVICES		**198,450**	**404,033**	**244,688**	**423,218**	**4.7%**
530000	PROF & TECH SERVICE	30,991	135,000	899	315,000	
534003	POSTAGE	-	500	-	500	
542000	OFFICE SUPPLIES	307	1,000	-	1,000	
542001	PRINTING & STATIONERY	255	300	490	300	
549000	FOOD SUPPLIES & REFRESHMT	1,548	-	-	-	
558002	ONLINE SUBSCRIPTION	-	-	2,233	-	
558019	PROMOTIONAL MATERIALS	24	-	-24	-	
571000	IN STATE TRAVEL	15	-	-	-	
571001	IN STATE CONFERENCES	75	-	75	-	
572000	OUT OF STATE TRAVEL	3,668	5,000	986	5,000	
572001	OUT OF STATE CONFERENCES	550	3,500	550	3,500	
573000	DUES AND MEMBERSHIPS	305	6,000	4,995	6,000	
578010	RECORDINGS	-	-	275	-	
SUBTOTAL ORDINARY MAINTENANCE		**37,738**	**151,300**	**10,479**	**331,300**	**119.0%**
OSPCD: ECONOMIC DEV TOTAL		**236,188**	**555,333**	**255,167**	**754,518**	**35.9%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR, ECONOMIC DEVELOPMENT	GALLIGANI, THOMAS	1,961.54	102,000.08	92,153.15
ECONOMIC DEVELOPMENT SPECIALIST	SOMMER, BEN	1,667.31	86,700.12	87,033.58
URBAN REVITALIZATION SPECIALIST	VACANT	1,634.62	85,000.24	21,331.79
SENIOR PLANNER	THOMAS, SUNAYANA	1,667.31	86,700.12	78,330.22
ECONOMIC DEVELOPMENT ASSISTANT	HEDEMAN, EMILY	1,471.15	76,499.80	57,595.52
ECONOMIC DEVELOPMENT ASSISTANT	VACANT	1,442.31	75,000.12	75,288.58
ECONOMIC DEVELOPMENT ADVISOR	OFFIT, ANDREW	220.00	11,440.00	11,484.00

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	15,600	18,000	19,260	7.0%
General Fund Expenditures	15,600	18,000	19,260	7.0%

BUDGET:

REDEVELOPMENT AUTHORITY	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511002 SALARIES - MONTHLY	15,600	18,000	10,432	19,260	7.0%
REDEVELOPMENT AUTHORITY TOTAL	**15,600**	**18,000**	**10,432**	**19,260**	**7.0%**

PERSONNEL LIST:

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

OSPCD: Transportation & Infrastructure

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	228,804	386,121	404,396	4.7%
Ordinary Maintenance	174,382	113,280	113,280	0.0%
General Fund Expenditures	403,186	499,401	517,676	3.7%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

TRANSPORTATION

- Led the Administration's efforts to save the MBTA Green Line Extension from cancellation
- Secured MassDOT / MBTA permission to send City stormwater drainage to new GLX drainage system
- Secured $13 million MassWorks Infrastructure Grant for Union Square utilities & streetscape project
- Managed ongoing construction of $10 million MassDOT Beacon Street reconstruction
- Secured $1.6 million MassDOT "Complete Streets" grant award for bicycle infrastructure
- Secured $100,000 MassDOT "Highway Safety Improvement Program" grant award for bicycle infrastructure

PARKS

- Managed ongoing construction of 6.5 acre, $9.5 million Lincoln Park reconstruction
- Completed expansion / renovation of Argenziano Schoolyard on-time and on-budget
- Completed construction of $1 million renovation of Cremin Playground (formerly Otis Street Playground) on-time and on-budget
- Completed design and bidding and initiated construction for $1 million renovation of Hoyt-Sullivan Playground
- Secured $400,000 state PARC grant funding to support Lincoln Park construction
- Published Citywide strategic plan for Athletic Fields
- Initiated renovation of Winter Hill Community Innovation School schoolyard

FORESTRY

- Hired first-ever certified staff arborist and initiated strategic repositioning of municipal urban forestry program
- Managed ongoing Emerald Ash Borer prevention and detection program, treating 800 ash trees with organic pesticide
- Strategized, bid, and completed spring 2017 tree planting cycle with federal block grant funding
- Advised on best-in-class tree planting specifications for zoning overhaul and for Somerville Avenue streetscape project

GOALS REVIEW:

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

1	Complete construction of Union Square Utility and Streetscape "Early Action" project.	Ongoing
2	Support MassDOT reprocurement of Green Line Extension Project.	Ongoing
3	Support construction (under MassDOT contract) of Green Line Extension Project.	Ongoing
4	Complete construction (under MassDOT contract) of McGrath Boulevard Project.	Ongoing
5	Manage construction (under MassDOT contract) of Beacon Street Reconstruction.	Ongoing
6	Plan and implement new bicycle facilities across Somerville, including protected bike lanes to invite residents of all ages and abilities into the bicycling community.	Ongoing
7	Implement traffic calming treatments consistent with data collected during 2016-2017 petition process.	New for FY18
8	Expand the Somerville Neighborways low-stress walking & biking route network consistent with neighborhood petition process.	New for FY18

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

1	Complete reconstruction of Hoyt-Sullivan Playground.	Ongoing
2	Complete reconstruction of schoolyard and construction of a new athletic field at the Winter Hill School.	New for FY18
3	Manage ongoing reconstruction of Lincoln Park.	Ongoing
4	Support construction (under private contract) of new public space at former Powder House School.	Ongoing
5	Continue strategic repositioning of municipal urban forestry program to emphasize asset management and community engagement.	New for FY18
6	Continue to fund new open space projects through PARC Grant with CDBG match funding strategy.	Ongoing
7	Conduct fall citywide tree planting initiative.	Ongoing

OSPCD: Transportation & Infrastructure

BUDGET:

OSPCD: TRANSPORTATION & INFRASTRUCTURE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	227,920	383,866	267,656	402,847	
515006	HOLIDAYS NON-UNION	884	2,255	1,941	1,549	
SUBTOTAL PERSONAL SERVICES		**228,804**	**386,121**	**269,597**	**404,396**	**4.7%**
530000	PROF & TECH SERVICE	127,140	100,000	19,841	100,000	
530011	ADVERTISING	-	400	-	400	
530018	POLICE DETAIL	1,548	-	-	-	
530028	SOFTWARE SERVICES	1,998	2,000	-	2,000	
534003	POSTAGE	-	-	-	-	
538010	ADMINISTRATION COSTS	25	-	-	-	
542000	OFFICE SUPPLIES	73	250	-	250	
542001	PRINTING & STATIONERY	61	-	196	-	
542002	PHOTOCOPYING	-	30	-	30	
546000	GROUNDSKEEPING SUPPLIES	762	-	-	-	
549000	FOOD SUPPLIES & REFRESHMT	274	-	-	-	
553001	SIGNS AND CONES	-	-	360	-	
571000	IN STATE TRAVEL	342	300	-	300	
571001	IN STATE CONFERENCES	150	300	119	300	
572000	OUT OF STATE TRAVEL	1,750	2,000	-	2,000	
572001	OUT OF STATE CONFERENCES	-	500	-	500	
573000	DUES AND MEMBERSHIPS	6,343	7,500	428	7,500	
574000	INSURANCE PREMIUMS	33,916	-	-	-	
578015	AWARDS	-	-	120	-	
SUBTOTAL ORDINARY MAINTENANCE		**174,382**	**113,280**	**21,064**	**113,280**	**0.0%**
OSPCD: T&I TOTAL		**403,186**	**499,401**	**290,661**	**517,676**	**3.7%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR TRANS & INFRASTRUCTURE	RAWSON, BRAD	2,000.77	104,040.04	93,996.17
DIRECTOR OF PARKS & OPEN SPACE	FRANZEN, ARN	1,667.31	86,700.12	26,110.07
SENIOR PLANNER LANDSCAPE	OLIVEIRA, LUISA	1,667.31	86,700.12	87,033.58
SENIOR PLANNER TRANSPORTATION	TREMBLAY, MICHAEL	1,634.62	85,000.24	63,995.37
PLANNER TRANSPORTATION	POLINSKI, ADAM	1,471.15	76,499.80	76,794.03
URBAN FORESTRY AND LANDSCAPE PLANNER	BOUKILI, VANESSA	1,442.31	75,000.12	56,466.44

MISSION STATEMENT:

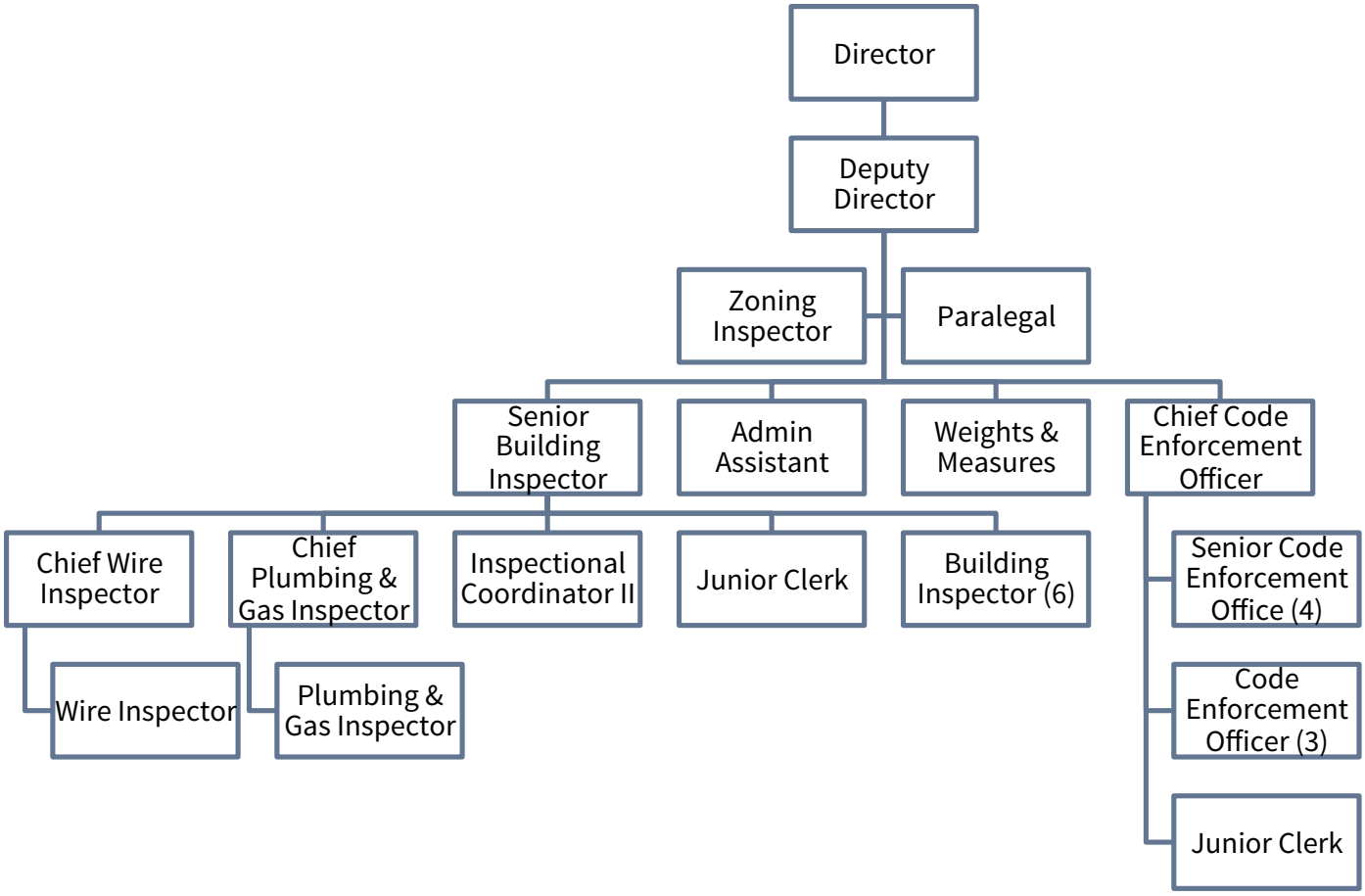
To ensure the safety of residents and community members by enforcing all laws and regulations pertaining to building construction and health. ISD provides residents and community members with consistent and high quality education; local, state and federal code enforcement; emergency services and support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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	1,743,272	1,975,407	2,017,189	2.1%
Ordinary Maintenance	122,676	300,800	217,082	-27.8%
General Fund Expenditures	1,865,948	2,276,207	2,234,271	-1.8%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



Inspectional Services

FY17 ACCOMPLISHMENTS:

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

- Added full-time building inspector to meet increased demand for services.
- Replaced the Operations Manager position with a Deputy Director position.

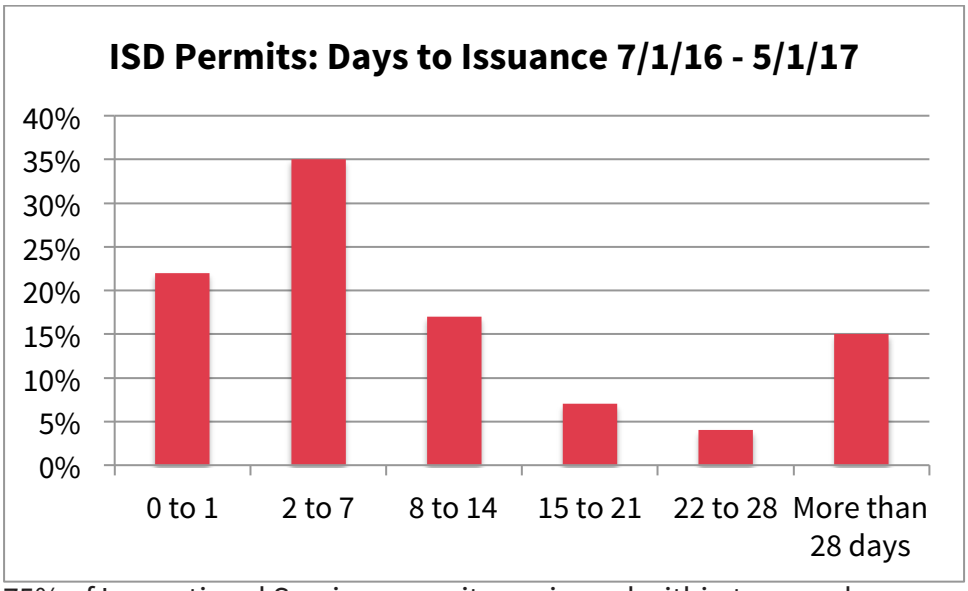
Electronic permitting and code enforcement system (CitizenServe):

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

- Completed SenesTech rodent control pilot program.
- Increased the number of food inspections by 70%.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Building Permits	1,846	1,831	2,124	1,900	1,850
Electrical Permits	1,507	1,816	1,982	2,000	1,900
Food Inspections (Routine)	558	151	390	600	750



75% of Inspectional Services permits are issued within two weeks.

GOALS REVIEW:

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

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

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

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

3. Provide excellent customer service and communication with constituents.

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

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

1	Offer community classes on best practices in food safety.	New for FY18
2	Create a food safety course that will benefit food establishments and food service operations in the City of Somerville. The course will be taught in multiple languages, as needed.	New for FY18
3	Create an electronic food recall notification system.	New for FY18

Inspectional Services

BUDGET:

INSPECTIONAL SERVICES		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	1,552,846	1,788,884	1,379,432	1,834,349	
513000	OVERTIME	92,361	80,000	62,599	80,000	
514006	LONGEVITY	17,150	17,775	9,150	17,775	
514008	OUT OF GRADE	10,052	9,000	8,372	9,270	
514015	OTHER DIFFERENTIALS	39,117	42,997	39,390	43,481	
515006	HOLIDAYS NON-UNION	847	1,473	491	1,083	
515011	HOLIDAYS - S.M.E.A.	4,924	8,878	2,200	5,981	
515012	PERFECT ATTENDANCE	1,900	-	-	-	
519004	UNIFORM ALLOWANCE	7,350	8,300	7,600	8,250	
519013	OTHER LUMP SUM PAYMENTS	7,000	7,000	7,000	7,000	
519015	AUTO ALLOWANCE	9,724	11,100	7,775	10,000	
SUBTOTAL PERSONAL SERVICES		**1,743,272**	**1,975,407**	**1,524,009**	**2,017,189**	**2.1%**
524013	R&M - TOOLS & EQUIPMENT	-	500	-	1,000	
524034	R&M - SERVICE CONTRACTS	652	-	655	1,000	
527019	RENTAL-WATER COOLER	-	-	44	300	
529011	DEMOLITION SERVICES	-	2,500	-	2,550	
530000	PROF & TECH SERVICE	66,433	184,700	102,344	44,600	
530023	STAFF DEVELOPMENT	8,988	13,325	7,180	13,325	
530028	SOFTWARE SERVICES	-	-	-	1,000	
534003	POSTAGE	10,345	7,000	7,000	12,000	
538004	EXTERMINATION	20,345	70,000	24,638	97,100	
542000	OFFICE SUPPLIES	4,713	5,500	3,605	5,500	
542001	PRINTING & STATIONERY	3,250	2,100	1,794	3,000	
542006	OFFICE FURNITURE NOT CAP	533	3,500	6,391	7,000	
542007	COMPUTER EQUIP NOT CAP	-	-	1,326	1,400	
542008	BOOKS & BOOKBINDING	2,197	4,500	1,658	16,000	
543011	HARDWARE & SMALL TOOLS	-	1,500	846	1,500	
558006	UNIFORMS	1,227	1,000	330	1,000	
558010	INSPECTION SVC SUPPLIES	517	1,200	217	2,000	
571000	IN STATE TRAVEL	1,510	200	1,571	2,000	
572000	OUT OF STATE TRAVEL	476	-	-	1,500	
573000	DUES AND MEMBERSHIPS	1,390	1,575	1,210	1,607	
578007	REIMB OF LICENSES	100	700	673	700	
578010	RECORDINGS	-	1,000	-	1,000	
SUBTOTAL ORDINARY MAINTENANCE		**122,676**	**300,800**	**161,482**	**217,082**	**-27.8%**
INSPECTIONAL SERVICES TOTAL		**1,865,948**	**2,276,207**	**1,685,491**	**2,234,271**	**-1.8%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ISD DIRECTOR	SMILJIC, GORAN	2,400.92	124,847.84	125,328.02
ISD DEPUTY DIRECTOR	SOLARIN, ADETOKUNBO	1,538.46	79,999.92	80,307.61
ZONING REVIEW PLANNER	JENSEN, HANS	1,471.15	76,499.80	76,794.03
SENIOR BUILDING INSPECTOR	NONNI, PAUL	1,740.72	90,517.44	96,409.62
LOCAL BUILDING INSPECTOR	BARGOOT, ALBERT	1,219.14	63,395.28	67,985.99
LOCAL BUILDING INSPECTOR	AURILIO, JAMES	1,219.14	63,395.28	67,835.99
LOCAL BUILDING INSPECTOR	DRISCOLL, JOHN	1,219.14	63,395.28	67,560.99
LOCAL BUILDING INSPECTOR	WALDRON, LUIS	1,219.14	63,395.28	67,085.99
LOCAL BUILDING INSPECTOR	RICHARDSON, FLOYD	1,219.14	63,395.28	66,585.99
LOCAL BUILDING INSPECTOR	SMITH, PAUL	1,195.93	62,188.36	65,334.51
LOCAL BUILDING INSPECTOR	McDONALD, DENNIS	1,092.32	17,914.05	62,907.13
		1,195.93	42,575.11	
CHIEF PLUMBING & GAS INSPECTOR	SILLARI, ANTHONY	1,219.14	63,395.28	68,035.99
PLUMBING & GAS INSPECTOR	KLEIN, KEVIN	1,081.80	10,601.64	60,070.59
		1,102.79	46,537.74	
CHIEF WIRE & ELECTRICAL INSPECTOR	POWER, JOHN	1,219.14	63,395.28	68,335.99
WIRE INSPECTOR	CAHILL, WILLIAM	1,102.79	57,345.08	60,312.40
WIRE INSPECTOR	VACANT	978.18	50,865.36	53,043.47
CHIEF CODE ENFORCEMENT INSPECTOR	SELFRIDGE, GUY	1,254.27	65,222.04	69,930.24
SR CODE ENFORCEMENT INSPECTOR	BOWLER, MICHELLE	1,219.15	63,395.80	67,836.53
SR CODE ENFORCEMENT INSPECTOR	HAMEL, JOSEPH	1,219.15	63,395.80	67,186.53
SR CODE ENFORCEMENT INSPECTOR	LIPHAM, BENJAMIN	1,219.15	63,395.80	66,586.53
SR CODE ENFORCEMENT INSPECTOR	COLLINS, ELISE KELLY	1,195.93	40,147.37	65,408.90
		1,219.15	22,115.38	
CODE ENFORCEMENT INSPECTOR	ROSS, STEVEN	1,027.69	53,439.88	56,863.00
CODE ENFORCEMENT INSPECTOR	ROCHE, CHRISTOPHER	934.26	48,581.52	51,725.26
SEALER OF WEIGHTS & MEASURES	HALLORAN, JAMES	1,501.35	78,070.20	82,552.79
ADMINISTRATIVE ASSISTANT	PICKETT, DONNA	1,071.43	55,714.36	57,678.65
ADMINISTRATIVE ASSISTANT	COMO, KELLY	1,071.44	55,714.88	57,729.17
INSPECTIONAL COORDINATOR II	MOOS, JESSE	864.36	44,946.72	45,969.59
JR CLERK	SOUSA, JENNIFER	744.24	38,700.48	39,199.33
JR CLERK	COMO, ANDREA	729.65	31,790.85	38,344.89
		744.24	6,058.11	

Fire

MISSION STATEMENT:

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	15,308,485	15,629,168	15,085,870	-3.5%
Ordinary Maintenance	343,569	458,600	460,400	0.4%
Special Items	-	2,500	11,000	340.0%
General Fund Expenditures	15,652,053	16,090,268	15,557,270	-3.3%

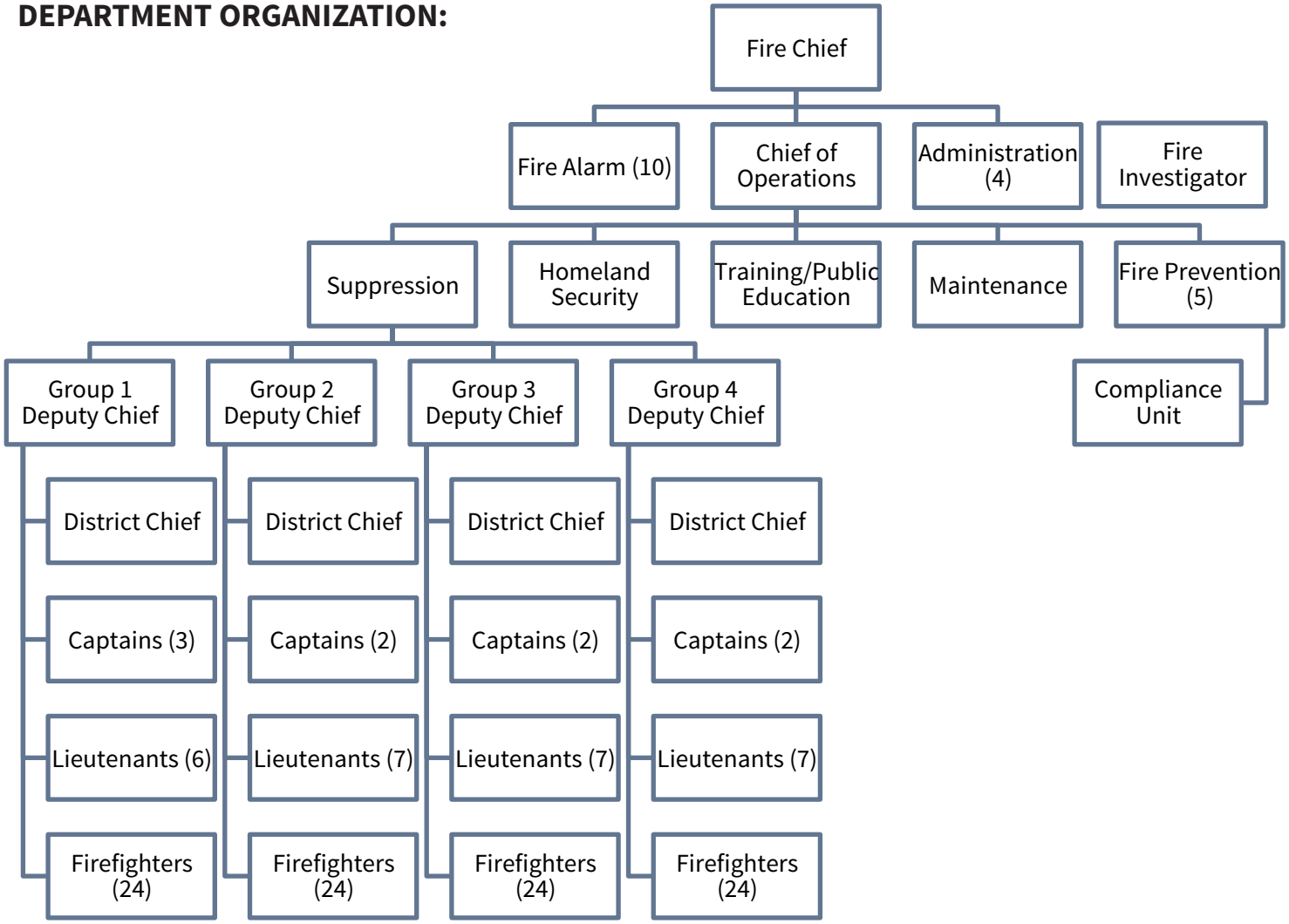
CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

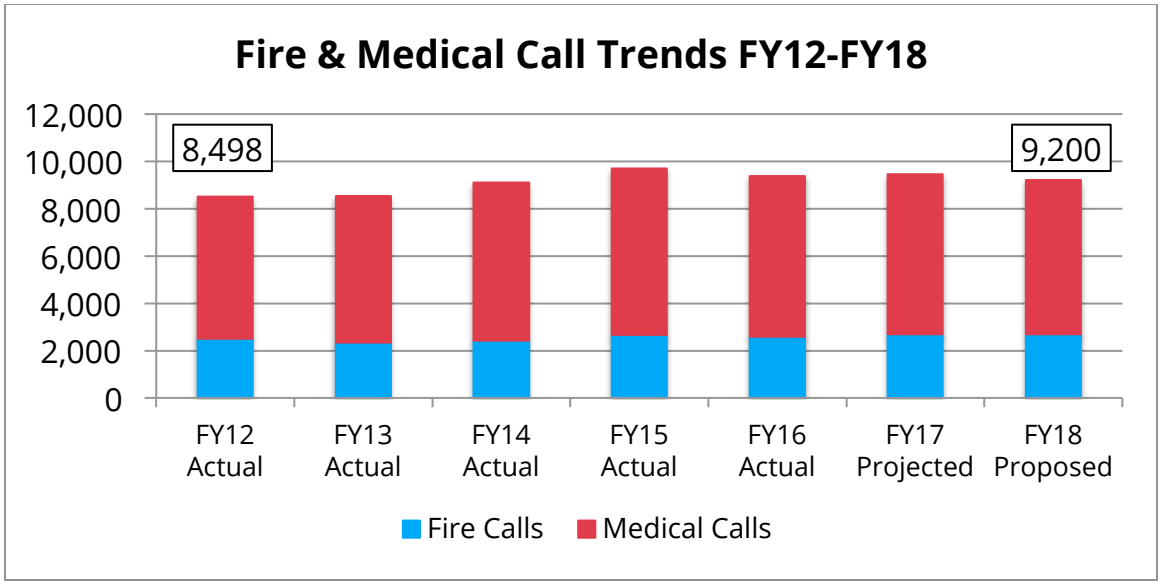
- Hired four new firefighters.
- Ordered a new fire pumper to replace an aging Engine 2.
- Increased the number of firefighters trained in the following specialized disciplines: confined space rescue technician (4), trench rescue technician (4), rope rescue technician (4), vehicle and machinery technician (4), surface water rescue technician (3); added an additional structural collapse technician.
- Ten top candidates on the current promotional lists and recently appointed fire lieutenants and captains took part in a multi-day Tactics and Strategy program offered by the Massachusetts Fire Academy.
- Trained four additional Hazardous Material Technicians.
- Implemented an on-duty Hazardous Materials Incident Response plan utilizing Somerville Fire Department Resources along with other communities within the MBHSR UASI Region.
- Finalized and implemented a Regional Structural Collapse Response plan utilizing Somerville Fire Department Resources along with other communities within the MBHSR UASI Region.
- Planned and hosted numerous multi-agency, multi-jurisdictional Technical Rescue Drills.

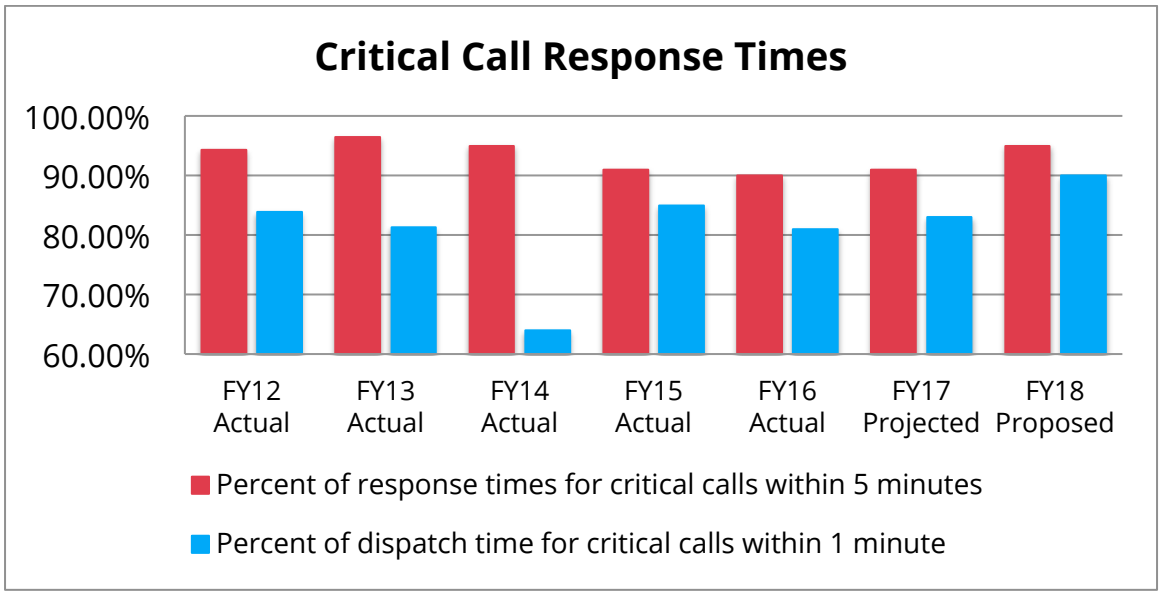
DEPARTMENT ORGANIZATION:



PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Percent of response times for critical calls under 5 minutes	95%	91%	90%	91%	95%
Percent of dispatch times for critical calls under 1 minute	64%	85%	81%	83%	90%
Percent of personnel EMT Certified	67%	67%	66%	68%	70%
Percent of personnel with 2 or less 24-hour short-term sick missed shifts	92%	77%	76%	88%	80%
Percent of personnel with 2 or less 24-hour injured missed shifts	97%	98%	89%	93%	95%
Number of fire calls (% of all calls / % of critical calls)	2,429 (19% / 25%)	2,676 (20% / 25%)	2,587 (20% / 25%)	2,696 (20% / 25%)	2,700 (22% / 24%)
Number of medical aid calls (% of all calls / % of critical calls)	6,669 (53% / 68%)	7,033 (53% / 67%)	6,792 (52% / 66%)	6,768 (51% / 63%)	6,500 (53% / 62%)
Total number of calls	12,550	13,364	13,093	13,382	13,200
Overtime	$904,091	$1,468,988	$1,633,424	$1,147,902	$1,300,000





GOALS REVIEW:

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

1	Implement the recommendations of the fire management study in a timely manner based upon priority.	Ongoing
2	Create an Assistant Chief's position, as recommended in the fire management study.	Ongoing
3	Continue skill enhancement of the members of the Metro Boston Technical Rescue Group.	Ongoing

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

1	Increase the number of personnel by six, who have specialized training in confined space rescue, trench rescue, rope technician and vehicle and machinery technician.	Ongoing Goal from FY17
2	Recertify all members in Hazmat Operational Level Responder (OLR).	New for FY18
3	Increase the number of Hazardous Materials Technicians by 16 firefighters.	New for FY18
4	Increase the number of personnel trained in ice rescue and water rescue by two, due to the proposed increase of water activities along the Mystic waterfront.	New for FY18

3. Improve apparatus maintenance.

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

4. Improve Fire Department facilities.

1	Review options for fire station at Assembly Square as project develops.	Ongoing as part of Fire Management Study
2	Review options for relocating Engine 3.	New for FY18
3	Completion of a long range plan on FD facilities.	Ongoing as part of Fire Management Study
4	Review existing facilities for needed improvements.	Complete & Ongoing

5. Improve the operational efficiency of the Fire Department.

1	Increase use of electronic reporting systems.	Ongoing
2	Acquire and install vehicle locator system.	Not Complete
3	Train personnel to use vehicle locator system.	Not Complete

BUDGET:

FIRE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	12,555,050	12,711,001	10,125,030	12,378,177	
513000	OVERTIME	1,492,569	1,500,000	838,583	1,300,000	
513001	TRAINING-OVERTIME	74,834	85,000	45,692	85,000	
514006	LONGEVITY	1,400	1,400	700	1,500	
514008	OUT OF GRADE	76,078	85,000	69,547	85,000	
515004	HOLIDAYS	814,443	836,756	351,415	827,189	
515006	HOLIDAYS NON-UNION	291	397	136	287	

FIRE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
515011	HOLIDAYS - S.M.E.A.	372	564	-	667	
515012	PERFECT ATTENDANCE	-	-	41,500	-	
516100	FIRE DETAIL - CITY	-	-	1,443	-	
519002	CAREER/EDUC INCENTIVE	25,000	25,000	24,983	25,000	
519003	IN SERVICE TRAINING	6,860	50,000	5,150	50,000	
519004	UNIFORM ALLOWANCE	1,050	1,050	1,050	1,050	
519010	HAZARDOUS DUTY STIPEND	155,250	153,500	153,500	152,500	
519011	REIMBURSEMENT FOR INJURY	105,288	165,000	44,055	165,000	
519012	PHYSICAL EXAMINATION	-	14,500	1,500	14,500	
519013	OTHER LUMP SUM PAYMENTS	-	-	19,613	-	
SUBTOTAL PERSONAL SERVICES		**15,308,485**	**15,629,168**	**11,723,897**	**15,085,870**	**-3.5%**
524003	R&M - VEHICLES	129,833	190,000	112,490	190,000	
524007	R&M - OFFICE EQUIPMENT	-	100	-	100	
524013	R&M - TOOLS & EQUIPMENT	33,966	55,000	26,313	55,000	
524030	R&M - RADIO ALARM	7,965	12,500	2,499	12,500	
524034	R&M - SERVICE CONTRACTS	400	6,500	6,410	6,500	
527019	RENTAL-WATER COOLER	-	-	293	1,800	
530000	PROF & TECH SERVICE	70,025	-	33,800	-	
530011	ADVERTISING	-	200	-	200	
530021	TOWING	345	3,000	430	3,000	
530025	IN SERVICE TRAINING OM	2,832	3,000	21	3,000	
534000	COMMUNICATIONS	1,500	1,500	1,125	1,500	
534003	POSTAGE	282	300	-	300	
534006	EXPRESS/FREIGHT	29	150	-	150	
538005	PHOTOGRAPHY	-	100	119	100	
542000	OFFICE SUPPLIES	5,735	7,000	2,199	7,000	
542001	PRINTING & STATIONERY	655	800	400	800	
542004	COMPUTER SUPPLIES	1,799	3,800	494	3,800	
542005	OFFICE EQUIPMENT NOT CAP	-	2,500	-	2,500	
542006	OFFICE FURNITURE NOT CAP	547	2,500	4,050	2,500	
542007	COMPUTER EQUIP NOT CAP	-	9,000	-	9,000	
542008	BOOKS & BOOKBINDING	431	800	1,085	800	
542012	OTH EQUIPMENT NOT CAP	-	2,000	12,098	2,000	
543011	HARDWARE & SMALL TOOLS	4,594	12,000	5,814	12,000	
548001	MOTOR GAS AND OIL	1,004	2,000	-	2,000	
548002	ANTI-FREEZE	-	500	-	500	
548003	BATTERIES	-	2,000	-	2,000	
548004	TIRES AND TUBES	9,260	20,000	4,220	20,000	

FIRE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
548007	VEHICLES NOT CAPITALIZED	-	-	-	-	
549000	FOOD SUPPLIES & REFRESHMT	21	200	-	200	
550000	MEDICAL & DENTAL SUPPLIES	16,467	35,000	8,055	35,000	
558001	FIRE HOSES-REPAIRS/PARTS	-	9,000	320	9,000	
558003	PUBLIC SAFETY SUPPLIES	23,838	40,000	16,485	40,000	
558011	FLOWERS & FLAGS	260	-	551	-	
558015	SUPPLIES FOR MEN/WOMEN	25,618	30,000	24,601	30,000	
558016	COLORGUARD	3,250	3,250	3,250	3,250	
571000	IN STATE TRAVEL	-	100	-	100	
573000	DUES AND MEMBERSHIPS	2,914	3,800	3,089	3,800	
SUBTOTAL ORDINARY MAINTENANCE		**343,569**	**458,600**	**270,211**	**460,400**	**0.4%**
558020	GRANT MATCH	-	2,500	924	11,000	
SUBTOTAL SPECIAL ITEMS		**-**	**2,500**	**924**	**11,000**	**340.0%**
FIRE TOTAL		**15,652,053**	**16,090,268**	**11,995,033**	**15,557,270**	**-3.3%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF ENGINEER	SULLIVAN, PATRICK 3D	$2,725.26	$141,713.52	$158,374.93
DEPUTY CHIEF	AVERY, MICHAEL	$2,225.96	$116,067.91	$138,305.65
DEPUTY CHIEF	BREEN, CHARLES JR	$2,225.96	$116,067.91	$133,443.21
DEPUTY CHIEF	FORREST, WALLACE	$2,225.96	$116,067.91	$133,435.05
DEPUTY CHIEF	HALLINAN, WILLIAM	$2,225.96	$116,067.91	$135,878.51
DEPUTY CHIEF	LUCIA, JAMES	$2,225.96	$116,067.91	$133,443.21
DEPUTY CHIEF	MAJOR, CHRISTOPHER	$2,225.96	$116,067.91	$136,361.06
DEPUTY CHIEF	TIERNEY, SEAN	$2,225.96	$116,067.91	$135,933.98
DISTRICT CHIEF	KEANE, JOHN JR	$1,969.91	$102,716.74	$121,622.99
DISTRICT CHIEF	LEE, FRANK J	$1,969.91	$102,716.74	$124,066.46
DISTRICT CHIEF	WALL, MATTHEW	$1,969.91	$102,716.74	$121,218.53
DISTRICT CHIEF	MCCARTHY, ROBERT	$1,909.40	$100,676.68	$119,930.90
		$1,969.91		
CAPTAIN	ANZALONE, MICHAEL	$1,743.25	$90,898.04	$107,100.78
CAPTAIN	DOHENEY, JAMES	$1,743.25	$90,898.04	$106,583.85
CAPTAIN	FITZPATRICK, WILLIAM	$1,743.25	$90,898.04	$111,446.28
CAPTAIN	FRENCH, GREGORY	$1,743.25	$90,898.04	$108,615.93
CAPTAIN	GORMAN, THOMAS	$1,743.25	$90,898.04	$108,888.23
CAPTAIN	GOVER, GIRARD	$1,743.25	$90,898.04	$106,583.85
CAPTAIN	KEANE, SEAN	$1,743.25	$90,898.04	$109,510.21
CAPTAIN	LAMPLEY, VINCENT	$1,743.25	$90,898.04	$108,621.65

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CAPTAIN	MATTHEWS, MARK	$1,743.25	$90,898.04	$108,615.93
CAPTAIN	MAURAS, STEVEN	$1,743.25	$90,898.04	$108,515.66
CAPTAIN	O'DONOVAN, BRIAN	$1,743.25	$90,898.04	$106,531.41
CAPTAIN	SILVA, KENNETH	$1,743.25	$90,898.04	$105,602.14
LIEUTENANT	ALCARAZ, BLANCA	$1,542.70	$80,440.79	$93,044.84
LIEUTENANT	ARDOLINO, MARK	$1,542.70	$80,440.79	$96,729.49
LIEUTENANT	BAKEY, TIMOTHY	$1,542.70	$80,440.79	$95,021.46
LIEUTENANT	BELSKI, STEPHEN	$1,542.70	$80,440.79	$94,915.47
LIEUTENANT	BONNER, JUSTIN	$1,542.70	$80,440.79	$94,142.53
LIEUTENANT	BYRNE, JOHN JR	$1,542.70	$80,440.79	$95,424.67
LIEUTENANT	COLBERT, JOHN	$1,542.70	$80,440.79	$100,181.13
LIEUTENANT	DIPALMA, DANIEL R	$1,542.70	$80,440.79	$95,372.23
LIEUTENANT	DONOVAN, JOHN PAUL	$1,542.70	$80,440.79	$93,489.00
LIEUTENANT	FLYNN, TIMOTHY	$1,542.70	$80,440.79	$90,156.57
LIEUTENANT	FRENCH, PAUL	$1,542.70	$80,440.79	$92,064.76
LIEUTENANT	HOUGHTON, CHARLES	$1,542.70	$80,440.79	$92,989.37
LIEUTENANT	KEANE, PATRICK	$1,542.70	$80,440.79	$92,586.16
LIEUTENANT	KEENAN, JAMES	$1,542.70	$80,440.79	$97,859.97
LIEUTENANT	KERNER, ELLIOT	$1,542.70	$80,440.79	$97,859.97
LIEUTENANT	KHOURY, MICHAEL	$1,542.70	$80,440.79	$91,946.12
LIEUTENANT	LIPPENS, KENNETH	$1,542.70	$80,440.79	$92,007.66
LIEUTENANT	LONGO, STEPHEN	$1,542.70	$80,440.79	$92,989.37
LIEUTENANT	MACLAUGHLAN, ROBERT	$1,542.70	$80,440.79	$95,424.67
LIEUTENANT	MARINO, MICHAEL	$1,542.70	$80,440.79	$96,783.71
LIEUTENANT	NOLAN, DEREK	$1,542.70	$80,440.79	$94,500.06
LIEUTENANT	RICHARDSON, CHARLES D.	$1,542.70	$80,440.79	$92,586.16
LIEUTENANT	SICILIANO, CHARLES	$1,542.70	$80,440.79	$92,989.37
LIEUTENANT	STILTNER, DAVID	$1,542.70	$80,440.79	$97,456.76
LIEUTENANT	SULLIVAN, DENNIS	$1,542.70	$80,440.79	$96,623.51
LIEUTENANT	TEIXEIRA, GARY	$1,542.70	$80,440.79	$93,480.44
LIEUTENANT	TIERNEY, THOMAS	$1,542.70	$80,440.79	$93,044.84
LIEUTENANT	VELNEY, JOSUE	$1,542.70	$80,440.79	$94,210.40
LIEUTENANT	MACMULLIN, BRIAN	$1,495.31	$79,784.10	$96,030.35
		$1,542.70		
LIEUTENANT	HALLORAN, PATRICK	$1,495.31	$78,843.07	$94,816.60
		$1,542.70		
FIREFIGHTER	ALFANO, DAVID W	$1,307.36	$68,169.49	$82,277.24
FIREFIGHTER	BARCLAY, RICHARD	$1,307.36	$68,169.49	$82,321.52

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	BARRY, JOSEPH	$1,307.36	$68,169.49	$79,894.38
FIREFIGHTER	BARRY, PATRICK	$1,307.36	$68,169.49	$84,361.77
FIREFIGHTER	BECKWITH, JOHN	$1,307.36	$68,169.49	$82,329.68
FIREFIGHTER	BELLINI, THOMAS	$1,307.36	$68,169.49	$83,646.35
FIREFIGHTER	CAHILL, WILLIAM	$1,307.36	$68,169.49	$79,894.38
FIREFIGHTER	CARROLL, CHRISTOPHER	$1,307.36	$68,169.49	$78,775.75
FIREFIGHTER	CASEY, PATRICK	$1,307.36	$68,169.49	$76,415.83
FIREFIGHTER	CHEIMETS, STEVEN	$1,307.36	$68,169.49	$79,496.88
FIREFIGHTER	CICOLINI, ANTONIO	$1,307.36	$68,169.49	$78,775.75
FIREFIGHTER	CLARK, CHRISTOPHER	$1,307.36	$68,169.49	$78,779.17
FIREFIGHTER	CLARK, JAMES	$1,307.36	$68,169.49	$77,061.58
FIREFIGHTER	CONNELLY, ROBERT	$1,307.36	$68,169.49	$82,329.68
FIREFIGHTER	COSTA, DANIEL	$1,307.36	$68,169.49	$78,716.35
FIREFIGHTER	COSTA, WILLIAM	$1,307.36	$68,169.49	$77,061.58
FIREFIGHTER	CURTIS, MICHAEL	$1,307.36	$68,169.49	$76,415.83
FIREFIGHTER	DAVIS, JULIAN	$1,307.36	$68,169.49	$79,491.17
FIREFIGHTER	DOMINIQUE, MELVIN	$1,307.36	$68,169.49	$77,055.87
FIREFIGHTER	DONEGAN, DANIEL	$1,307.36	$68,169.49	$78,716.35
FIREFIGHTER	DONOVAN, TIMOTHY	$1,307.36	$68,169.49	$78,851.13
FIREFIGHTER	DORANT, JASON	$1,307.36	$68,169.49	$78,851.13
FIREFIGHTER	DORANT, PATRICK	$1,307.36	$68,169.49	$82,329.68
FIREFIGHTER	ELLIS, WILLIAM	$1,307.36	$68,169.49	$82,329.68
FIREFIGHTER	EPPS, RYAN	$1,307.36	$68,169.49	$79,496.88
FIREFIGHTER	FARINO, DAVID	$1,307.36	$68,169.49	$81,049.09
FIREFIGHTER	FEHLAN, WILLIAM	$1,307.36	$68,169.49	$79,894.38
FIREFIGHTER	FINNEGAN, MICHAEL	$1,307.36	$68,169.49	$76,477.38
FIREFIGHTER	FITZGERALD, JOHN C.	$1,307.36	$68,169.49	$79,491.17
FIREFIGHTER	GALVIN, ROBERT	$1,307.36	$68,169.49	$78,779.17
FIREFIGHTER	GILLIS, PAUL	$1,307.36	$68,169.49	$79,886.22
FIREFIGHTER	GUELPA, CHRISTINE	$1,307.36	$68,169.49	$81,112.03
FIREFIGHTER	HAMILTON, BARRY	$1,307.36	$68,169.49	$78,912.68
FIREFIGHTER	HENRY, DOUGLAS	$1,307.36	$68,169.49	$75,402.15
FIREFIGHTER	HODNETT, ROBERT	$1,307.36	$68,169.49	$79,491.17
FIREFIGHTER	HOWARD, CHRISTIAN W	$1,307.36	$68,169.49	$77,950.15
FIREFIGHTER	HUGHES, BRENDAN	$1,307.36	$68,169.49	$76,340.44
FIREFIGHTER	JEFFERSON, MICHAEL	$1,307.36	$68,169.49	$76,415.83
FIREFIGHTER	JOHNSON, EARL	$1,307.36	$68,169.49	$79,949.85
FIREFIGHTER	KANE, MATTHEW	$1,307.36	$68,169.49	$83,646.35

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	KELLEY, THOMAS F	$1,307.36	$68,169.49	$80,478.90
FIREFIGHTER	KIRYLO, MATTHEW	$1,307.36	$68,169.49	$76,534.47
FIREFIGHTER	LAUDANO, JOSEPH	$1,307.36	$68,169.49	$75,830.15
FIREFIGHTER	LAYTON, KENNETH	$1,307.36	$68,169.49	$87,192.12
FIREFIGHTER	LAYTON, RYAN	$1,307.36	$68,169.49	$82,109.43
FIREFIGHTER	LAYTON, SEAN	$1,307.36	$68,169.49	$82,243.68
FIREFIGHTER	LAYTON, STEPHEN	$1,307.36	$68,169.49	$79,894.38
FIREFIGHTER	LEVESQUE, JOHN	$1,307.36	$68,169.49	$84,764.98
FIREFIGHTER	LYONS, SHAUN	$1,307.36	$68,169.49	$78,851.13
FIREFIGHTER	MANCUSI, MELISSA	$1,307.36	$68,169.49	$76,480.82
FIREFIGHTER	MARANO, JOEY	$1,307.36	$68,169.49	$79,491.17
FIREFIGHTER	MASSIAH, HALLAM	$1,307.36	$68,169.49	$75,402.15
FIREFIGHTER	MATTERA, MICHAEL	$1,307.36	$68,169.49	$81,405.07
FIREFIGHTER	McINNIS, KEITH	$1,307.36	$68,169.49	$78,779.17
FIREFIGHTER	MCKENZIE, JAY	$1,307.36	$68,169.49	$78,779.17
FIREFIGHTER	MEDEIROS, THOMAS	$1,307.36	$68,169.49	$78,779.17
FIREFIGHTER	MOORE, SYLVESTER	$1,307.36	$68,169.49	$82,175.14
FIREFIGHTER	MOREIRA, PAUL	$1,307.36	$68,169.49	$81,286.43
FIREFIGHTER	NICHOLSON, MARK	$1,307.36	$68,169.49	$79,894.38
FIREFIGHTER	NOONAN, BRENDAN	$1,307.36	$68,169.49	$76,340.45
FIREFIGHTER	O'CONNOR, JOHN	$1,307.36	$68,169.49	$76,340.45
FIREFIGHTER	O'HEARN, DANIELLE	$1,307.36	$68,169.49	$78,969.77
FIREFIGHTER	O'HEARN, TIMOTHY	$1,307.36	$68,169.49	$76,343.87
FIREFIGHTER	OTTING, FRANCIS	$1,307.36	$68,169.49	$81,105.07
FIREFIGHTER	PANTANELLA, DAVID	$1,307.36	$68,169.49	$83,649.77
FIREFIGHTER	PATRIQUIN, ANDREW	$1,307.36	$68,169.49	$83,646.35
FIREFIGHTER	PEREZ, ROGER	$1,307.36	$68,169.49	$79,496.88
FIREFIGHTER	PIWINSKI, JAMES M	$1,307.36	$68,169.49	$77,976.01
FIREFIGHTER	PIWINSKI, JAMES P.	$1,307.36	$68,169.49	$76,420.28
FIREFIGHTER	POPKEN, KARL	$1,307.36	$68,169.49	$79,894.38
FIREFIGHTER	POWERS, MICHAEL	$1,307.36	$68,169.49	$79,496.88
FIREFIGHTER	REVILLA, RODOLFO	$1,307.36	$68,169.49	$77,958.71
FIREFIGHTER	ROSS, THOMAS	$1,307.36	$68,169.49	$82,321.52
FIREFIGHTER	RUF, JASON	$1,307.36	$68,169.49	$78,786.09
FIREFIGHTER	SANCHEZ, GERMAN	$1,307.36	$68,169.49	$82,321.52
FIREFIGHTER	SAULNIER, ERIC	$1,307.36	$68,169.49	$78,669.76
FIREFIGHTER	SHARPE, FRANCIS	$1,307.36	$68,169.49	$79,894.38
FIREFIGHTER	THEOPHILE, CHRIST	$1,307.36	$68,169.49	$78,912.68

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FIREFIGHTER	VELNEY, JOCEYLN	$1,307.36	$68,169.49	$78,912.68
FIREFIGHTER	VIVEIROS, FERNANDO	$1,307.36	$68,169.49	$78,851.13
FIREFIGHTER	WALL, MARK	$1,307.36	$68,169.49	$79,949.85
FIREFIGHTER	WHELAN, ROBERT	$1,307.36	$68,169.49	$75,402.15
FIREFIGHTER	WILLIAMS, KEVIN	$1,307.36	$68,169.49	$76,340.44
FIREFIGHTER	COPPOLA, THOMAS	$1,125.17	$60,569.56	$69,994.76
		$1,307.36		
FIREFIGHTER	DRES, JOHN	$1,125.17	$60,569.56	$67,711.12
		$1,307.36		
FIREFIGHTER	GURALNICK ANDREW	$1,125.17	$60,569.56	$67,711.12
		$1,307.36		
FIREFIGHTER	HAMPTON, RONALD	$1,125.17	$60,569.56	$67,711.12
		$1,307.36		
FIREFIGHTER	PAPETTI, JOSEPH	$1,125.17	$60,569.56	$69,994.76
		$1,307.36		
FIREFIGHTER	TKACZUK, ANDREW	$1,125.17	$60,569.56	$69,994.76
		$1,307.36		
FIREFIGHTER	GALVIN, CHRISTOPHER	$1,125.17	$65,332.53	$77,451.31
		$1,307.36		
FIREFIGHTER	SAPORITA, TOMMASO	$1,125.17	$65,332.53	$72,884.02
		$1,307.36		
FIREFIGHTER	BUSI, RAYMOND	$1,125.17	$61,714.75	$71,231.05
		$1,307.36		
FIREFIGHTER	NELSON, CARL	$1,089.13	$57,608.97	$64,578.35
		$1,125.17		
FIREFIGHTER	SAULNIER, SHAYNE	$1,089.13	$57,608.97	$64,578.35
		$1,125.17		
FIREFIGHTER	WALLACE, JOSHUA	$1,089.13	$57,608.97	$64,578.35
		$1,125.17		
FIREFIGHTER	MCCANN, JOSHUA	$1,089.13	$57,171.34	$64,113.69
		$1,125.17		
FIREFIGHTER	VACANT	$1,089.13	$56,790.35	$70,565.61
FIREFIGHTER	VACANT	$1,089.13	$56,790.35	$70,565.61
BUDGET ANALYST	HARDING, JOHN	$1,434.66	$74,602.32	$74,889.25
ADMINISTRATIVE ASST	CICCARIELLO, JANET	$1,071.43	$55,714.36	$57,678.65
FIRE APPARATUS MECANIC	DICKIE, PAUL	$1,455.20	$75,670.40	$76,911.44
SENIOR CLERK	MARTIN, JOELLE	$806.42	$41,933.84	$42,445.12

Fire Alarm

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	934,320	996,523	1,015,149	1.9%
General Fund Expenditures	934,320	996,523	1,015,149	1.9%

BUDGET:

FIRE ALARM		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	692,950	743,827	601,072	760,162	
513000	OVERTIME	162,031	150,000	129,799	150,000	
514006	LONGEVITY	6,450	6,750	6,750	7,500	
514008	OUT OF GRADE	760	5,300	898	5,300	
515004	HOLIDAYS	46,129	59,846	42,405	61,387	
515012	PERFECT ATTENDANCE	1,100	-	1,200	-	
519004	UNIFORM ALLOWANCE	9,900	11,000	11,000	11,000	
519013	OTHER LUMP SUM PAYMENTS	15,000	19,800	15,600	19,800	
SUBTOTAL PERSONAL SERVICES		**934,320**	**996,523**	**808,723**	**1,015,149**	**1.9%**
FIRE ALARM TOTAL		**934,320**	**996,523**	**808,723**	**1,015,149**	**1.9%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF FIREALARMOPER	DOHERTY, DAVID	1,723.96	89,645.92	102,786.55
SR FIRE ALARM OPER	SWANTON, JAMES	1,539.25	80,041.00	92,405.85
SR FIRE ALARM OPER	BREEN, TODD	1,539.25	80,041.00	90,205.85
SR FIRE ALARM OPER	SLOANE, STEPHEN	1,539.25	80,041.00	89,955.85
SR FIRE ALARM OPER	WALSH, DAVID	1,539.25	80,041.00	89,705.85
FIRE ALARM OPER	BREEN, SCOTT	1,374.33	71,465.16	80,437.35
FIRE ALARM OPER	HERMAN, BRIAN	1,374.33	71,465.16	80,937.35
FIRE ALARM OPER	BRIEN, KYLE	1,374.33	71,465.16	80,687.35
FIRE ALARM OPER	CASTLE, JASON	1,374.33	71,465.16	80,137.35
FIRE ALARM OPER	ALFANO, DARIO	1,182.74	64,491.28	72,588.70
		1,374.33		

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	20,826	20,747	20,667	-0.4%
Ordinary Maintenance	5,700	5,700	10,390	82.3%
General Fund Expenditures	26,526	26,447	31,057	17.4%

BUDGET:

EMERGENCY MANAGEMENT		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	20,826	20,747	16,772	20,667	
SUBTOTAL PERSONAL SERVICES		**20,826**	**20,747**	**16,772**	**20,667**	**-0.4%**
524003	R&M - VEHICLES	1,425	-	288	-	
545000	CUSTODIAL & MAINT SUPPLIES	-	-	91	100	
549000	FOOD SUPPLIES & REFRESHMT	700	700	-	700	
558003	PUBLIC SAFETY SUPPLIES	590	1,850	-	4,350	
558006	UNIFORMS	2,088	2,000	3,274	4,500	
558015	SUPPLIES FOR MEN/WOMEN	260	500	-	500	
574000	INSURANCE PREMIUMS	638	650	-	240	
SUBTOTAL ORDINARY MAINTENANCE		**5,700**	**5,700**	**3,654**	**10,390**	**82.3%**

PERSONNEL LIST:

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

Police

MISSION STATEMENT:

The Somerville Police Department, as part of, and empowered by, the community, is committed to protect the lives, property, and rights of all people, to maintain order, and to enforce the law impartially. Members of the department actively pursue the cooperation of every resident in an effort to create a police/community partnership that is sensitive to the multitude of cultures that make up the human fabric of our community. To fulfill our mission, we will utilize both proven and innovative crime prevention strategies and problem-solving partnerships with our community and partners in municipal government all striving to make Somerville a safe place to live, work, play, and raise a family.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	13,919,012	14,374,700	15,303,867	6.5%
Ordinary Maintenance	465,314	667,616	613,616	-8.1%
Special Items	41,400	51,314	51,314	0.0%
General Fund Expenditures	14,384,326	15,042,316	15,917,483	5.8%

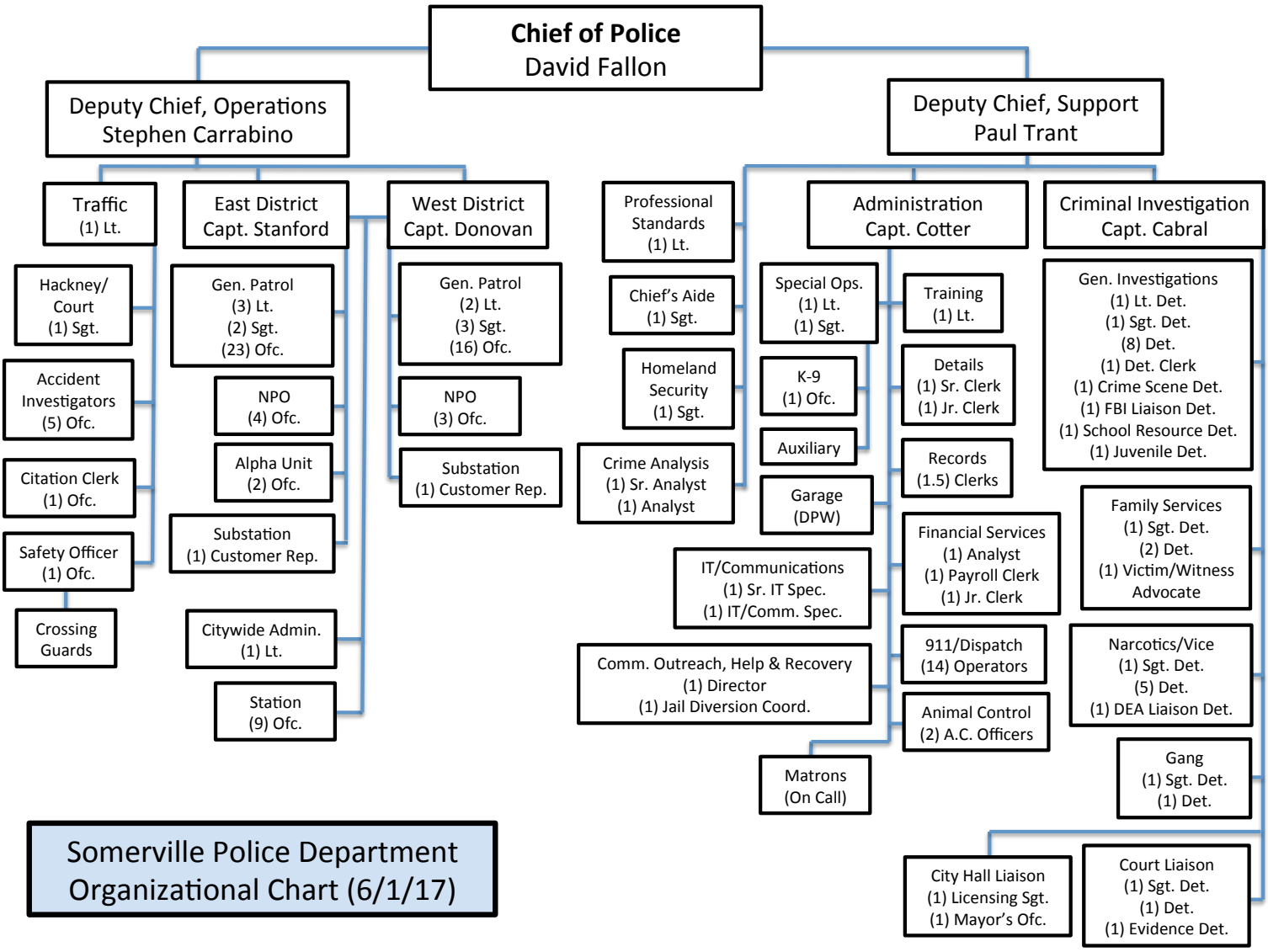
CHANGES BETWEEN FY17 & FY18:

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

GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
CSI Community Safety Initiative (Shannon Grant	Metropolitan Area Planning Council	$12,581
DMH/JDP (Jail Diversion Program)	Executive Office of Health & Human Services	$37,315
DMH/Crisis Intervention Team (CIT)	Executive Office of Health & Human Services	$89,000
Mass Municipal Police Staffing Grant	Executive Office of Public Safety & Security	$38,000
PBMS -17 Pedestrian & Bicycle Safety	Executive Office of Public Safety & Security	$3,750
TEEG -17 Traffic Enforcement & Equip	Executive Office of Public Safety & Security	$12,000
Naloxone Grant	Executive Office of Healh & Human Services - Mass Department of Public Health	$27,000

DEPARTMENT ORGANIZATION:



Somerville Police Department Organizational Chart (6/1/17)

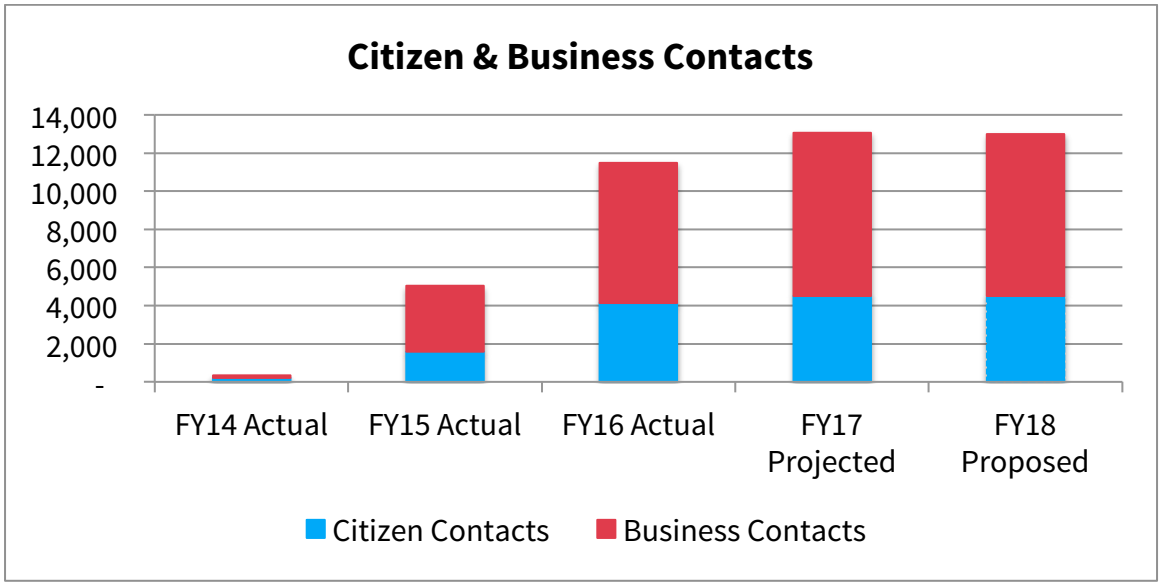
FY17 ACCOMPLISHMENTS:

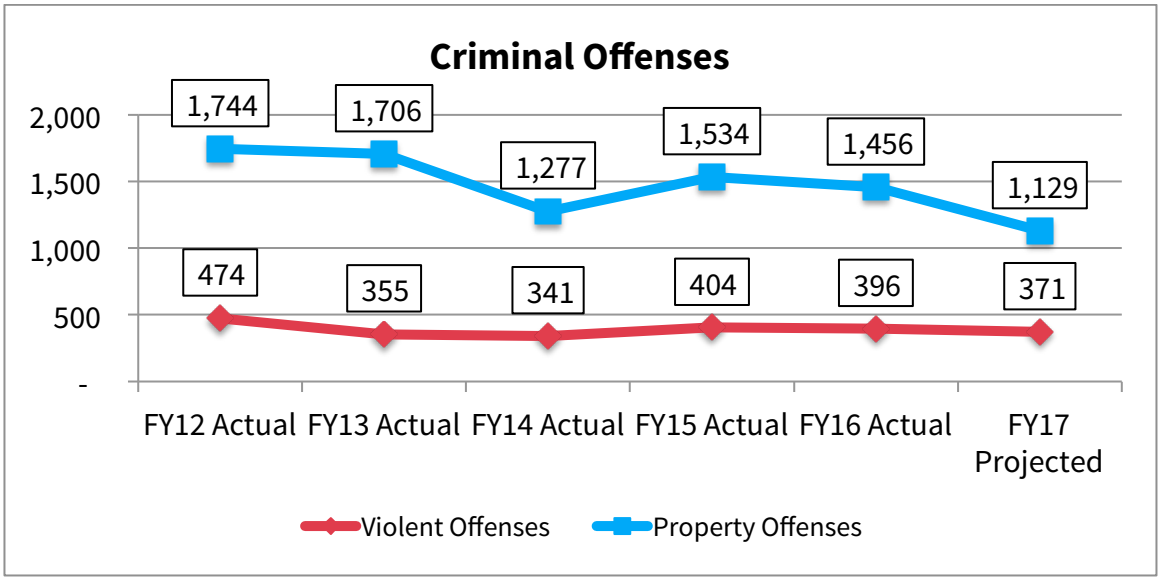
- All Captains and Deputies attended the International Chiefs of Police Conference.
- 12 Walking Dialogues conducted in collaboration with Teen Empowerment focused on underserved members of our community.
- Continued to meet and exceed all deliverables for a Department of Mental Health (DMH) Grant and established a Regional Crisis Intervention Team (CIT). Somerville has partnered with the National Alliance on Mental Illness and the Cambridge Police Department to develop the regional CIT-TACT, serving nineteen area police departments.
- Sixteen Somerville Officers received 40 hour training and all Sergeants and Lieutenants received 4 hours of Crisis Intervention training.
- Community Outreach Help and Recovery Office held two Recovery Coach Academies and One Mental Health First Aid Class. The COHR team also presented at the Cambridge Health Alliance Addiction Forum.
- Ten S.T.E.P.S (Students and Teacher Engage Public Safety) Officers conducted 573 school visits.
- Secured funding for a newly-created Somerville Rapid Response Unit and established standards and orientation held for participants.
- Entire Department attended Mindfulness Training and Mindfulness Based Resiliency Groups being held at station.

- Mentoring Program started for all Academy Graduates
- Restarted Police/Immigrant Dialogue Series
- Implemented Software to track officer training.
- Placed all SPD policies online available to the public for the first time.
- Established Greater Boston Critical Incident Stress Management Team with regional partners to address Officer resiliency and wellness. Gained acceptance to COBRA (Cops on Bikes for Regional Assistance), enhancing our response to local events.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Violent Incidents (Robbery or Assault)	341	404	396	371	N/A
Property Incidents (Burglary or Larceny or MV Theft)	1,277	1,534	1,456	1,129	N/A
Field Interviews/Observations	261	565	513	404	500
Park, Walk, Talk Deployments	N/A	123 (New)	717	605	700
Overtime	$877,095	$800,965	$990,046	$1,100,000	$1,064,000
Sick Days	935	1,083	804	950	850
Certification Standards	74 of 159	109 of 159	159 of 159	Certified	Complete
Accreditation Standards	10 of 180	27 of 180	90 of 180	90 of 180	180 of 180
Citizen Contacts	198	1,575	4,118	4,500	4,500
Business Contacts	136	3,454	7,368	8,575	8,500
Community Meetings	64	136	145	188	175
STEPS Visits	N/A	N/A	246 (New)	573	800
Net New Facebook Likes (Followers)	497	479	559	669	600
Net New Twitter Followers	1,723	1,635	886	1,119	1,000





GOALS REVIEW:

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

1	Expand community policing programs throughout the city, delivering services and solving problems in an atmosphere of collaboration between police and residents.	Ongoing & Continuous Effort
2	Maintain the use of Neighborhood Policing Officers outside of patrol deployment formula.	New for FY18
3	Maximize interactions, increase visibility and accessibility, and establish a trusting relationship with the community through sub-stations, neighborhood policing, ResiStat, immigrant task force meetings, and community activities.	Ongoing
4	Track and evaluate community policing programs in neighborhoods through the use of Citizen and Business Contact Data	Ongoing
5	Schedule and plan 12 walking dialogues with Teen Empowerment and community stakeholders. Create new initiatives to engage Teen Empowerment.	New for FY18
6	Implement S.T.E.P.S (Students and Teachers Engaged with Public Safety) program. Increase engagement between students, teachers and public safety officers.	Complete
7	Increase police/citizen interaction with multicultural groups by conducting a series of in-person and video workshops translated in various languages.	Complete

2. Achieve state certification and continue internal management best practices to foster a more efficient, collaborative, and responsive police force. Improve police performance by establishing increased accountability and transparency.

1	Prepare for CELEA on-site assessment.	Complete

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

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

1	Provide career development opportunities for all personnel through specialized training and executive training sessions.	Ongoing & Continuous Effort
2	Build a strong community partnership between law enforcement and mental health providers. Provide training to officers to address issues and improve response for individuals and families impacted by mental illness and drug addiction.	Complete & Ongoing
3	Implement a database system to track all training with the capacity to alert staff of training deficiencies.	Complete

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

1	Develop Somerville Rapid Response Unit.	In Progress
2	Assign Command Staff personnel to all Homeland Security subcommittees.	Complete
3	Work collaboratively with all stakeholders to develop internal city and external UASI processes for requesting and accepting UASI equipment and funding	New for FY18

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

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

BUDGET:

POLICE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	10,334,217	10,671,561	8,377,086	11,392,313	
511003	CROSSING GUARDS	282,931	380,000	217,518	380,000	
512000	SALARIES & WAGES TEMPOR'Y	3,920	20,000	-	30,000	
513000	OVERTIME	990,047	1,000,000	871,770	1,064,100	

POLICE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
513001	TRAINING-OVERTIME	145,197	117,000	125,091	124,500	
514004	SHIFT DIFFERENTIALS	856,612	920,551	700,651	970,484	
514006	LONGEVITY	63,600	61,800	71,400	59,650	
514007	COURT TIME	210,883	289,800	141,624	308,377	
514008	OUT OF GRADE	9,855	10,806	5,122	11,500	
514015	OTHER DIFFERENTIALS	1,717	1,697	-	-	
515004	HOLIDAYS	641,536	668,591	327,235	727,094	
515006	HOLIDAYS NON-UNION	3,838	6,519	2,016	4,452	
515011	HOLIDAYS - S.M.E.A.	1,244	1,869	-	1,051	
515012	PERFECT ATTENDANCE	11,500	-	9,200	-	
519002	CAREER/EDUC INCENTIVE	2,000	4,500	1,500	4,500	
519004	UNIFORM ALLOWANCE	1,750	1,750	1,400	1,750	
519005	SICK LEAVE BUYBACK	75,749	-	17,167	-	
519006	WEAPONS PAY	67,175	76,800	70,125	77,400	
519007	5/2 BUYBACK	65,146	77,456	62,330	82,196	
519013	OTHER LUMP SUM PAYMENTS	150,097	64,000	2,175,527	-	
519022	WEAPONS OF MASS DESTRUCT	-	-	64,500	64,500	
SUBTOTAL PERSONAL SERVICES		**13,919,012**	**14,374,700**	**13,241,261**	**15,303,867**	**6.5%**
524003	R&M - VEHICLES	63,994	54,000	16,988	-	
524007	R&M - OFFICE EQUIPMENT	1,699	7,000	1,023	7,000	
524017	R&M - OTHER EQUIPMENT	6,964	16,500	4,169	16,500	
524030	R&M - RADIO ALARM	23,270	15,000	8,126	15,000	
524033	R&M - SOFTWARE	28,785	30,000	8,879	30,000	
527015	RENTALS EQUIPMENT	1,641	1,791	1,693	1,791	
527019	RENTAL-WATER COOLER	-	-	326	-	
530000	PROF & TECH SERVICE	49,007	35,000	54,395	35,000	
530001	MEDICAL & DENTAL SERVICES	63,030	125,000	22,958	125,000	
530011	ADVERTISING	-	-	-	-	
530019	DETENTION ATTENDANTS	14,288	15,000	7,660	15,000	
530021	TOWING	-	-	-	-	
530025	IN SERVICE TRAINING OM	37,119	50,000	15,779	50,000	
530028	SOFTWARE SERVICES	12,168	35,350	7,107	35,350	
534003	POSTAGE	2,500	3,500	3,500	3,500	
534007	PSTN-USAGE	20,215	21,900	16,652	21,900	
534008	WEB SITE COSTS	-	-	286	-	
542000	OFFICE SUPPLIES	16,935	17,200	13,382	17,200	
542001	PRINTING & STATIONERY	3,003	5,500	2,825	5,500	
542004	COMPUTER SUPPLIES	7,299	13,000	1,392	13,000	

POLICE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
542005	OFFICE EQUIPMENT NOT CAP	478	3,500	395	3,500	
542006	OFFICE FURNITURE NOT CAP	3,235	4,000	4,021	4,000	
542007	COMPUTER EQUIP NOT CAP	40	1,000	-	1,000	
542012	OTH EQUIPMENT NOT CAP	120	-	-	-	
549000	FOOD SUPPLIES & REFRESHMT	2,211	1,200	1,744	1,200	
558003	PUBLIC SAFETY SUPPLIES	41,872	148,000	84,626	148,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	2,525	2,000	100	2,000	
558012	BADGES AND EMBLEMS	3,828	4,000	112	4,000	
558014	PHOTOGRAPHIC SUPPLIES	-	1,000	336	1,000	
558015	SUPPLIES FOR MEN/WOMEN	37,711	20,000	16,762	20,000	
558016	COLORGUARD	1,500	3,500	3,500	3,500	
558017	TRAFFIC SUPV SUPPLIES	2,408	8,000	3,375	8,000	
572001	OUT OF STATE CONFERENCES	2,944	2,000	2,616	2,000	
573000	DUES AND MEMBERSHIPS	10,145	14,000	9,730	14,000	
573001	BAPERN MEMBERSHIP	2,651	2,675	2,651	2,675	
578013	CARE OF PRISONERS	1,728	7,000	2,040	7,000	
SUBTOTAL ORDINARY MAINTENANCE		**465,314**	**667,616**	**319,146**	**613,616**	**-8.1%**
527001	RENTAL - BUILDINGS	41,400	51,314	39,600	51,314	
SUBTOTAL SPECIAL ITEMS		**41,400**	**51,314**	**39,600**	**51,314**	**0.0%**
POLICE TOTAL		**14,425,726**	**15,093,630**	**13,600,006**	**15,968,797**	**5.8%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CHIEF	FALLON, DAVID	3,887.22	202,135.44	202,912.88
DEPUTY CHIEF	CARRABINO, STEPHEN	3,441.70	178,968.40	179,656.74
DEPUTY CHIEF	TRANT, PAUL R	3,441.70	178,968.40	179,656.74
CAPTAIN	CABRAL, MICHAEL	2,613.09	135,880.60	160,135.54
CAPTAIN	COTTER, BERNARD D	2,613.09	135,880.60	160,135.54
CAPTAIN	DONOVAN, JAMES	2,613.09	135,880.60	160,135.54
CAPTAIN	STANFORD, JAMES	2,613.09	135,880.60	160,135.54
LIEUTENANT	DIGREGORIO, JEFFREY	2,223.90	115,642.91	135,815.08
LIEUTENANT	DEOLIVEIRA, DIOGO	2,223.90	115,642.91	135,559.08
LIEUTENANT	LAVEY, RICHARD	2,223.90	115,642.91	135,559.08
LIEUTENANT	MITSAKIS, TIMOTHY	2,223.90	115,642.91	136,449.43
LIEUTENANT	MULCAHY, MICHAEL	2,223.90	115,642.91	135,943.08
LIEUTENANT	POLITO, JAMES	2,223.90	115,642.91	136,449.43

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIEUTENANT	RYMILL, A WILLIAM	2,134.94	111,016.99	130,856.82
LIEUTENANT	RYMILL, GERARD J	2,223.90	115,642.91	136,449.43
LIEUTENANT	SHEEHAN, SEAN	2,223.90	115,642.91	135,815.08
LIEUTENANT	VIVOLO, CARMINE C	2,223.90	115,642.91	136,449.43
LIEUTENANT	WARD, CHRISTOPHER	2,223.90	115,642.91	136,449.43
SERGEANT	CAPASSO JR., MICHAEL R.	1,816.97	94,482.48	113,151.48
SERGEANT	CHAILLE, WARREN	1,665.56	86,609.21	103,129.45
SERGEANT	COSTA, MARTHA F	1,816.97	94,482.48	111,903.48
SERGEANT	KENNELLY, MICHAEL	1,816.97	94,482.48	111,762.67
SERGEANT	FUSCO, SALVATORE	1,514.14	78,735.40	94,565.47
SERGEANT	GOBIEL, JOHN J	1,892.69	98,419.66	116,291.11
SERGEANT	HOLLAND, MICHAEL	1,816.97	94,482.48	111,730.67
SERGEANT	ISIDORO, RICO J	1,892.69	98,419.66	116,291.11
SERGEANT	KIELY, MICHAEL R	1,892.69	98,419.66	116,291.11
SERGEANT	PERRONE, MICHAEL	1,514.14	78,735.28	96,969.64
SERGEANT	MARINO, JOHN	1,816.97	94,482.48	111,474.67
SERGEANT	MONTE, DAVID	1,816.97	94,482.48	111,762.67
SERGEANT	REGO, DANIEL	1,816.97	94,482.48	113,151.48
SERGEANT	SHACKELFORD, KEVIN	1,892.69	98,419.66	116,160.42
SERGEANT	TAM, JOHN Q	1,892.69	98,419.66	116,291.11
SERGEANT	WHALEN, SCOTT	1,892.69	98,419.66	116,160.42
PATROL04	AMERAL, MICHAEL A	1,532.54	79,692.08	99,609.90
PATROL04	ANDERSON, PAUL	1,379.28	71,722.56	87,814.43
PATROL04	BECKFORD, PAUL	1,348.63	70,128.76	86,721.01
PATROL04	BERROUET, WOLFF E	1,532.54	79,692.08	97,113.90
PATROL04	BORK, CHRISTINE	1,226.03	63,753.56	79,643.28
PATROL04	BRIOSO, DOUGLAS	1,226.03	63,753.56	80,274.10
PATROL04	BROWN, MICHAEL D	1,471.24	76,504.48	92,419.82
PATROL04	CANTY, PATRICK	1,471.24	76,504.48	93,039.14
PATROL04	CATATAO, ASHLEY	1,471.24	76,504.48	92,815.14
PATROL04	CICERONE, FERNANDO	1,532.54	79,692.08	97,076.11
PATROL04	CLARK, SHAUN	1,226.03	63,753.56	79,963.49
PATROL04	COLLAZO, ARIEL I	1,226.03	63,753.56	81,146.08
PATROL04	COLLETTE, CHRISTOPHER	1,226.03	63,753.56	78,883.53
PATROL04	COLLETTE, WALTER , JR.	1,471.24	76,504.48	92,815.14
PATROL04	COSTA, JASON	1,226.03	63,753.56	79,314.10

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL04	DERVISHIAN, GEORGE	1,226.03	63,753.56	86,855.49
PATROL04	DIAZ, HENRY	1,226.03	63,753.56	79,107.53
PATROL04	DIFAVA, MARC	1,471.24	76,504.48	92,831.14
PATROL04	DiFRONZO, DANTE	1,532.53	79,691.56	96,522.93
PATROL04	DOTTIN, DERRICK	1,348.63	70,128.76	83,714.67
PATROL04	DOTTIN, SHANNON N	1,226.03	63,753.56	78,910.10
PATROL04	DRISCOLL, ROBERT	1,471.24	76,504.48	96,887.10
PATROL04	DUCASSE-AYALA, JUAN A.	1,348.63	70,128.76	86,073.05
PATROL04	DUFFY, PAUL C	1,532.54	79,692.08	95,972.11
PATROL04	ELPIDOFOROS,PATRICIA	1,532.54	79,692.08	95,972.11
PATROL04	FARIA, MICHAEL	1,471.24	76,504.48	90,819.82
PATROL04	FUSCO, CHRISTOPHER	1,226.03	63,753.56	79,643.28
PATROL04	GEE, ALBERT	1,471.24	76,504.48	92,831.14
PATROL04	GONCALVES, CASSANDRA COSTA	1,471.24	76,504.48	93,523.82
PATROL04	GOULART, KEVIN	1,226.03	63,753.56	79,643.28
PATROL04	HICKEY, ROBERT W	1,471.24	76,504.48	91,619.82
PATROL04	HOWE, JOHN J	1,471.24	76,504.48	90,819.82
PATROL04	HYDE, JAMES P	1,471.24	76,504.48	94,019.82
PATROL04	ISAACS, RANDY R	1,471.24	76,504.48	92,831.14
PATROL04	JEAN-JACQUES, YVON	1,471.24	76,504.48	92,831.14
PATROL04	JOHNSON, STEVEN	1,226.03	63,753.56	81,910.10
PATROL04	JONES, STEPHEN	1,532.54	79,692.08	96,521.90
PATROL04	KHOURY, MATTHEW	1,226.03	63,753.56	79,963.49
PATROL04	KIM, ELI	1,471.24	76,504.48	93,039.14
PATROL04	LEGROS, GUERDY	1,226.03	63,753.56	79,314.10
PATROL04	LEGUISAMON DEL ROSARIO, KILSARYS	1,471.24	76,504.48	90,819.82
PATROL04	LORENTI, ALEX	1,226.03	63,753.56	79,755.49
PATROL04	MANFRA, MARYANNE	1,471.24	76,504.48	93,839.14
PATROL04	MANZELLI, ANTHONY	1,471.24	76,504.48	96,015.14
PATROL04	MARTINEZ, OSWALDO	1,348.63	70,128.76	83,714.67
PATROL04	MARTINI, LEO D	1,471.24	76,504.48	96,015.14
PATROL04	MCCAREY, MICHAEL	1,226.03	63,753.56	78,899.53
PATROL04	MCDAID, KATHRYN M	1,471.24	76,504.48	91,619.82
PATROL04	MCGRATH, MICHAEL	1,471.24	76,504.48	93,487.14
PATROL04	MCNALLY, JAMES	1,532.54	79,692.08	100,276.11
PATROL04	MESSAOUDI, SAMIR	1,348.63	70,128.76	86,929.01
PATROL04	MONACO, ALAN	1,348.63	70,128.76	85,865.05
PATROL04	MONTINA-GARCIA, NATACHA	1,471.24	76,504.48	90,819.82

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL04	MOREIRA, JOSEPH A.	1,226.03	63,753.56	78,883.53
PATROL04	NARDONE, DOROTHY	1,532.53	79,691.56	97,169.31
PATROL04	NEVIN, MARK	1,226.03	63,753.56	79,107.53
PATROL04	O'BRIEN, ERIC	1,226.03	63,753.56	79,853.24
PATROL04	OLIVEIRA, JOHN L	1,226.03	63,753.56	78,910.10
PATROL04	OMEARA, ROSS D	1,532.54	79,692.08	96,969.90
PATROL04	PASQUALINO, ROBERT	1,226.03	63,753.56	78,899.53
PATROL04	PAVAO, BRIAN	1,226.03	63,753.56	78,883.53
PATROL04	PROPHETE, FRANDIANE	1,226.03	63,753.56	79,628.09
PATROL04	PULLI, MARK	1,471.24	76,504.48	90,819.82
PATROL04	RADOCHIA, JAMES	1,226.03	63,753.56	79,963.49
PATROL04	RAMIREZ, JOSE	1,226.03	63,753.56	79,755.49
PATROL04	REECE, COURTNEY	1,226.03	63,753.56	78,997.28
PATROL04	REMIGIO, LOUIS M	1,471.24	76,504.48	96,095.14
PATROL04	RIVERA, JOSEPH	1,226.03	63,753.56	78,883.53
PATROL04	DAVID RUFF	1,226.03	63,753.56	79,426.77
PATROL04	SCHNEIDER, DEVIN	1,226.03	63,753.56	78,899.53
PATROL04	SLATTERY, JAMES, JR.	1,226.03	63,753.56	80,114.10
PATROL04	SOARES, EDUARDO	1,471.24	76,504.48	92,831.14
PATROL04	SOUSA, TYLER	1,471.24	76,504.48	93,039.14
PATROL04	ST HILAIRE, STEVE	1,348.63	70,128.76	86,665.05
PATROL04	SULLIVAN, TIMOTHY F.	1,348.63	70,128.76	85,721.05
PATROL04	SYLVESTER, SEAN	1,348.63	70,128.76	83,714.67
PATROL04	TEVES, JOSEPH	1,226.03	63,753.56	78,899.53
PATROL04	THERMIDOR, JONATHAN	1,532.53	79,691.56	96,313.33
PATROL04	TORRES, JAMES	1,226.03	63,753.56	79,645.24
PATROL04	UBEDA, ERICK	1,226.03	63,753.56	78,883.53
PATROL04	VAN NOSTRAND, TIMOTHY	1,471.24	76,504.48	92,815.14
PATROL04	WYATT, MICHAEL J	1,226.03	63,753.56	84,407.53
PATROL03	MICHAEL CARROLL	1,191.03	19,056.48	
PATROL02		1,028.51	37,026.36	70,727.02
PATROL03	ROGER DESROCHERS	1,191.03	19,056.48	
PATROL02		1,028.51	37,026.36	70,503.02
PATROL03	DANIEL HALEY	1,191.03	19,056.48	
PATROL02		1,028.51	37,026.36	70,519.02
PATROL03	ROBERT HARTSGROVE	1,191.03	19,056.48	
PATROL02		1,028.51	37,026.36	70,507.57

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PATROL03	MICHAEL MARRA	1,191.03	19,056.48	
PATROL02		1,028.51	37,026.36	70,731.57
PATROL03	GURPREET SINGA	1,191.03	19,056.48	
PATROL02		1,028.51	37,026.36	70,507.57
RECRUIT	BROWN, JUSTIN	1,028.51	16,456.16	
		996.38	35,869.68	67,249.32
RECRUIT	COONEY, RYAN	1,028.51	16,456.16	
		996.38	35,869.68	67,249.32
RECRUIT	MCLAUGHLIN, MARK	1,028.51	16,456.16	
		996.38	35,869.68	67,249.32
RECRUIT	O'DONNELL, KEITH	1,028.51	16,456.16	
		996.38	35,869.68	67,249.32
RECRUIT	RICHARDSON, MACKENZIE	1,028.51	16,456.16	
		996.38	35,869.68	67,249.32
RECRUIT	VILLAGRAM, JOSE	1,028.51	16,456.16	
		996.38	35,869.68	67,249.32
RECRUIT	BUSWELL, JUSTIN	996.38	51,811.76	66,580.53
RECRUIT	COSTA, SERGIO	996.38	51,811.76	66,580.53
RECRUIT	LYNCH, SEAMUS	996.38	51,811.76	66,580.53
RECRUIT	MCLAIN, ASHLEY	996.38	51,811.76	66,580.53
IT/COMMUNICATIONS CIVILIAN	DESMOND, MATTHEW	1,765.38	91,799.76	92,152.84
IT/COMMUNICATIONS JR. CLERK	ORTEGA, DENISE	1,176.92	61,199.84	61,435.22
FINANCIAL ANALYST	CASSESSO, DOROTHY	1,500.58	78,030.16	78,330.28
SR. CRIME ANALYST	WENDT, CHRISTOPHER	1,600.62	83,232.24	83,552.36
CRIME ANALYST	VACANT	1,153.84	59,999.68	60,230.45
VICTIM WITNESS ADVOCATE	DIPAULO, MAUREEN	1000.38	52,019.76	52,219.84
RECORDS CLERK	COOK, LORI	882.69	45,899.88	46,076.42
RECORDS CLERK-PART TIME	JOHNSON, ANN	361.00	18,772.00	18,772.00
JR. CLERK-SUBSTATION	GUARDADO, DIANA	729.65	37,941.80	38,087.73
JR. CLERK-SUBSTATION	ROMANO, PATRICIA	744.24	38,700.48	39,449.33
HEAD CLERK	D'ANGELIE,DIANE	980.69	50,995.88	52,792.02
JR. CLERK	MASIELLO, CHRISTINE	744.24	38,700.48	38,849.33

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DETAIL CLERK	ROCHE, ELIZABETH	1,229.43	63,930.36	65,026.25
JR. DETAIL CLERK	CARANFA, JENNIFER	822.39	42,764.28	43,428.76
COHR DIRECTOR	CONTENTE, PATRICIA	1,471.15	76,499.80	76,794.03
CLINICAL COORDINATOR	DELAFANO, CHERYL	941.54	14,376.08	14,564.39

Animal Control

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	86,445	104,581	109,847	5.0%
Ordinary Maintenance	11,718	19,050	18,050	-5.2%
General Fund Expenditures	98,163	123,631	127,897	3.5%

BUDGET:

ANIMAL CONTROL		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	77,693	94,811	73,417	100,015	
513000	OVERTIME	3,692	4,000	6,421	4,000	
514006	LONGEVITY	1,050	1,100	500	1,100	
514015	OTHER DIFFERENTIALS	2,826	3,125	3,171	3,347	
515004	HOLIDAYS	184	545	-	385	
519004	UNIFORM ALLOWANCE	1,000	1,000	500	1,000	
SUBTOTAL PERSONAL SERVICES		**86,445**	**104,581**	**84,009**	**109,847**	**5.0%**
524003	R&M - VEHICLES	480	1,000	-	-	
529010	KENNELS	471	4,000	-	4,000	
530000	PROF & TECH SERVICE	1,782	8,000	410	8,000	
530011	ADVERTISING	-	1,300	-	1,300	
530025	IN SERVICE TRAINING OM	-	200	250	200	
534003	POSTAGE	5,000	-	-	-	
542000	OFFICE SUPPLIES	997	1,000	222	1,000	
542001	PRINTING & STATIONERY	-	500	-	500	
558003	PUBLIC SAFETY SUPPLIES	1,988	2,000	179	2,000	
558006	UNIFORMS	1,000	1,000	-	1,000	
558012	BADGES & EMBLEMS	-	50	-	50	
572001	OUT OF STATE CONFERENCES	-	-	525	-	
SUBTOTAL ORDINARY MAINTENANCE		**11,718**	**19,050**	**1,586**	**18,050**	**-5.2%**
ANIMAL CONTROL TOTAL		**98,163**	**123,631**	**85,595**	**127,897**	**3.5%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ANIMAL CONTROL OFFICER	MICHAEL LAPIANA	961.68	50,007.36	52,973.02
ANIMAL CONTROL OFFICER	RACHEL TAYLOR	961.68	50,007.36	52,873.02

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	690,594	846,914	907,827	7.2%
General Fund Expenditures	690,594	846,914	907,827	7.2%

BUDGET:

E-911		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	517,632	719,211	396,850	718,603	
513000	OVERTIME	110,010	60,000	99,753	119,000	
514004	SHIFT DIFFERENTIALS	18,926	21,380	14,775	23,401	
514006	LONGEVITY	2,500	3,500	3,500	4,000	
515004	HOLIDAYS	34,526	35,823	29,904	35,823	
519004	UNIFORM ALLOWANCE	7,000	7,000	7,000	7,000	
SUBTOTAL PERSONAL SERVICES		**690,594**	**846,914**	**551,782**	**907,827**	**7.2%**
E-911 TOTAL		**690,594**	**846,914**	**551,782**	**907,827**	**7.2%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
E-911 OPERATOR	CORNELIO, CHRISTINE	1,017.47	52,908.44	58,225.29
E-911 OPERATOR	DEFRANZO, ROBYN	1,017.47	52,908.44	58,225.29
E-911 OPERATOR	DESCHENES, JEANNE	992.59	51,614.68	56,616.84
E-911 OPERATOR	DESOUSA, SUSAN	1,017.47	53,111.93	58,178.79
E-911 OPERATOR	HICKEY, JOHN	907.03	47,346.97	51,876.67
E-911 OPERATOR	RIVERA, BETSY	907.03	47,346.97	51,876.67
E-911 OPERATOR	KIELY, JULIE	1,017.47	53,111.93	58,428.79
E-911 OPERATOR	LENNON, SCOTT	1,017.47	53,111.93	58,178.79
E-911 OPERATOR	LEWON, MAUREEN J.	907.03	47,346.97	51,876.67
E-911 OPERATOR	MCKENNA, JOAN	1,017.47	53,111.93	58,428.79
E-911 OPERATOR	MEDEIROS, THERESA	1,017.47	53,111.93	58,428.79
E-911 OPERATOR	MOBILIA, JANEEN	907.03	47,346.97	51,876.67
E-911 OPERATOR	VALLERY, KRISTINE	1,017.47	53,111.93	58,178.79
E-911 OPERATOR	WARD, KENNETH	1,017.47	53,111.93	58,428.79

Traffic & Parking

MISSION STATEMENT:

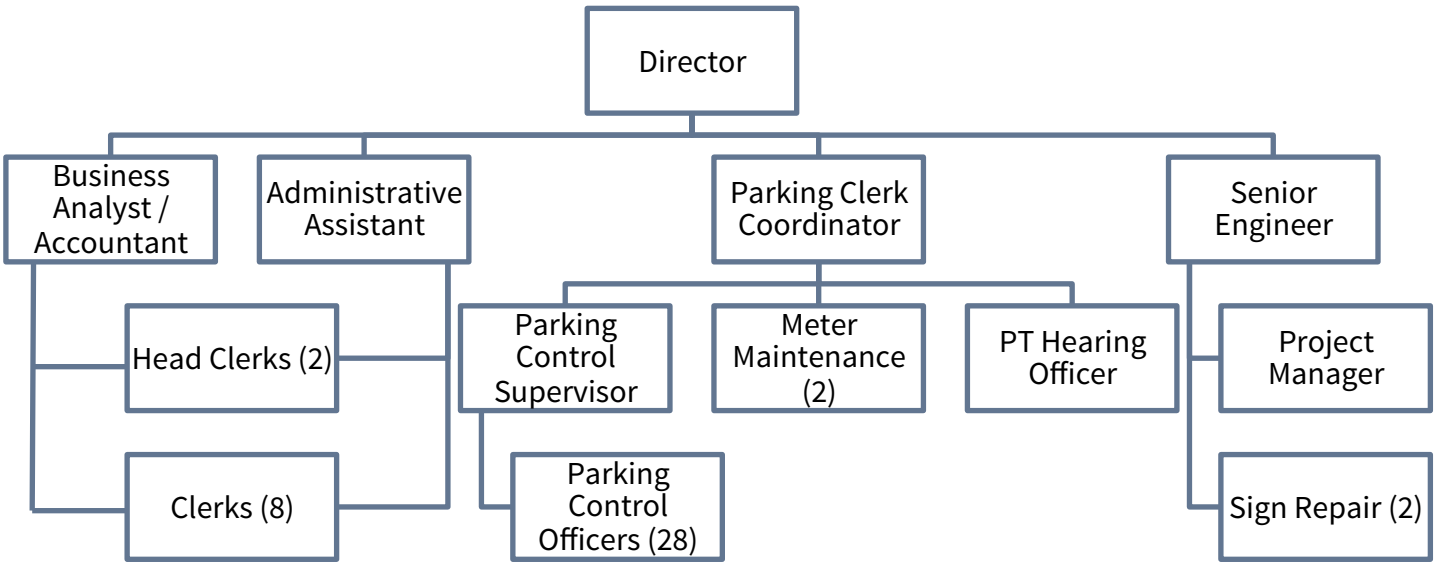
Traffic and Parking maintains an extensive network of traffic and parking regulations and equipment that ensures the public right of way is as safe and accessible as possible, for as many types of users as possible. Traffic and Parking enforces the City's traffic and parking regulations through engineering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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	2,481,472	2,561,292	2,633,080	2.8%
Ordinary Maintenance	1,042,515	1,543,701	1,598,625	3.6%
General Fund Expenditures	3,523,987	4,104,993	4,231,705	3.1%

CHANGES BETWEEN FY17 & FY18:

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

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

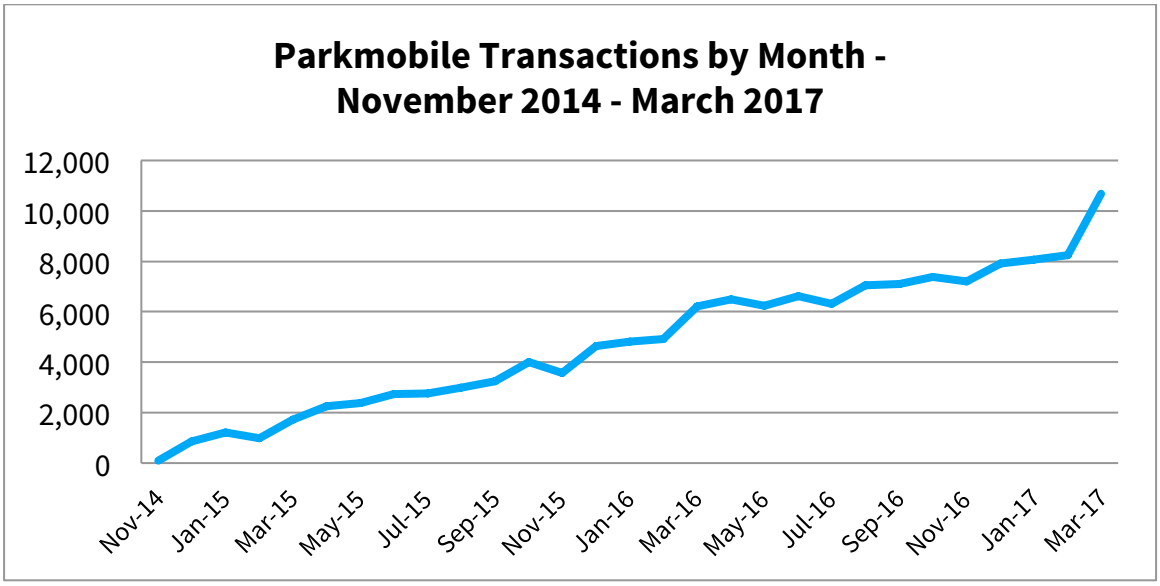
- Implemented and installed 25MPH speed limit signage at twenty-three gateways throughout the city. Somerville accomplished this the same day the Commonwealth legally allowed municipalities to change speed limits.
- In conjunction with Transportation and Infrastructure, implemented safety zones around schools, playgrounds, senior centers and places of worship, reducing the speed limit in these areas to 20MPH.
- Increased the number of crosswalk alert signs and pedestrian impact recovery systems on Broadway, Highland Ave, Summer Street, Lowell Street, Central Street, and Powderhouse Blvd.
- Utilized Project Manager to complete an inventory of crosswalks and pavement markings; tocompile results of Article XIV Traffic Calming petitions; and identify safety zone areas.
- Collaborated with public safety and communications departments to inform constituents of new "Park Even" snow plowing policy, including:

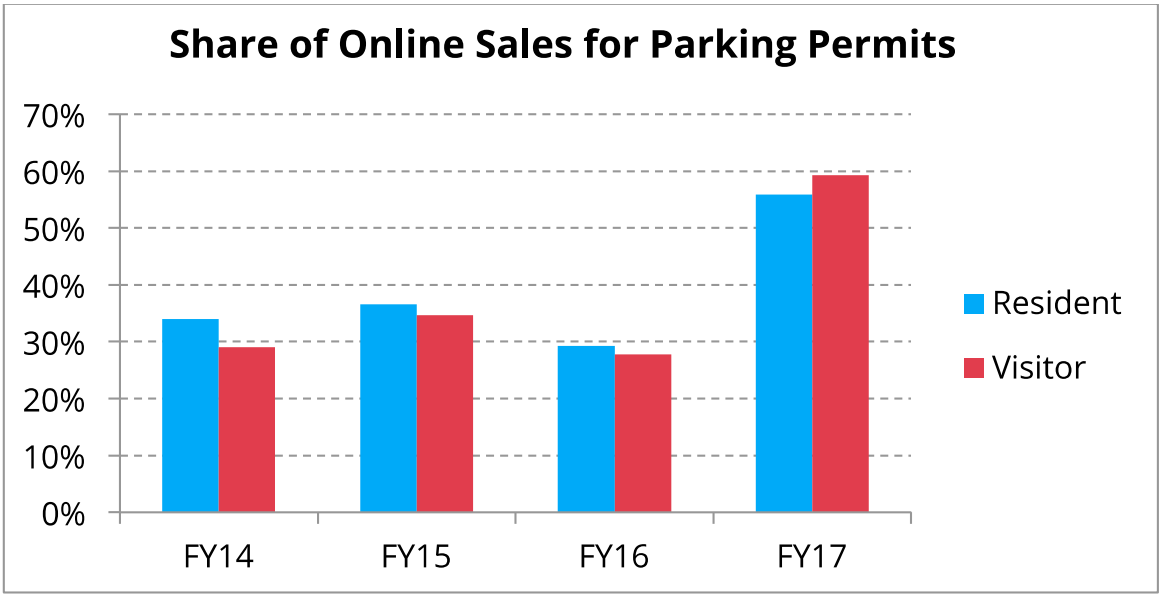
-Upgrading the "Blue Flashing Snow Emergency" signage,
-Posting snow emergency signs in school drop off zones and other locations to make it easier for constituents to follow the new Park Even snow season policy.

- Improved the security at the Traffic & Parking office in conjunction with the Purchasing Department and public safety in order to protect the staff and the facility.
- Painted over four miles of green bike lanes and repainted bike sharrows, crosswalks and stop lines throughout the City.
- Collaborated with the Harvard Kennedy School to evaluate and improve office lobby waiting times and overall experience.
- Hired experts to review and prepare plans for pavement markings for all transportation modes and circulation patterns in Assembly Square, as well as review plans for a traffic signal at Grand Union Blvd and Foley Street.
- Continued to integrate additional QAlert work orders associated with the Traffic and Parking Department, improving record keeping and staff productivity while further streamlining the hearing process.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Parking meter revenue	$1,594,766	$1,662,209	$1,914,088	$1,922,587	$1,900,000
Parking violation revenue (includes delinquent violations)	$5,226,632	$5,459,135	$6,063,919	$5,237,484	$5,244,900
Parking warnings issued	4,585	10,068	10,448	10,330	10,282
Parking violations issued (including warnings and guest pass checks)	291,612	270,672	274,823	271,659	267,659
Percent of transactions completed online	56%	63%	62%	65%	67%





GOALS REVIEW:

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

1	Upgrade ParkSomerville.com website.	Ongoing
2	Collaborate with public safety and communications departments to inform constituents of new snow plowing policy.	Complete & Ongoing
3	Utilize GIS software to identify all on- and off-street parking meters.	Complete
4	Install new meters in the recently built areas of Assembly Row and upgrade meters in business districts.	New for FY18
5	Utilize GIS software, including MBTA data, to identify loading zone area improvements in commercial districts.	New for FY18
6	Incorporate new dashboard for ticket processing for additional transparency in the department.	Ongoing
7	Provide mobile devices to Meter Technicians to expedite the completion of service requests and increase efficiency of daily duties.	Complete

2. Improve customer service.

1	Continue to cross-train and implement performance metrics to ensure each staff member's knowledge of permits and procedures is consistent throughout the department.	Ongoing
2	Develop and incorporate universal responses to 311 requests to improve communication with constituents.	New for FY18

3. Improve accessibility and safety of streets.

1	Coordinate with other departments to create a transportation demand management plan for central business districts.	New for FY18
2	Update the business parking permit program.	New for FY18
3	Continue to educate the public regarding traffic and safety rules, including construction detours, changes in parking policies, installation of new pavement markings, and reduction in speed limits.	Ongoing
4	Gather vehicle speed and counts around schools, playgrounds, senior centers and places of worship in order to build a case for the need for safety zones around the city.	Complete & Ongoing
5	Maintain the meter fleet, signage, and pavement markings, including bike sharrows, bike lanes, and crosswalks.	Ongoing

BUDGET:

TRAFFIC & PARKING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	2,217,594	2,353,424	1,823,000	2,387,565	
511002	SALARIES - MONTHLY	3,300	3,300	2,475	3,498	
512000	SALARIES & WAGES TEMPOR'Y	209	-	-	-	
513000	OVERTIME	139,043	82,000	95,122	120,000	
514006	LONGEVITY	24,050	25,400	11,975	24,925	
514008	OUT OF GRADE	2,616	800	2,533	3,500	
514015	OTHER DIFFERENTIALS	47,922	50,421	49,073	50,512	
515006	HOLIDAYS NON-UNION	742	1,485	579	1,261	
515011	HOLIDAYS - S.M.E.A.	5,560	7,862	-	5,219	
515012	PERFECT ATTENDANCE	4,500	-	2,100	-	
519004	UNIFORM ALLOWANCE	20,400	20,100	21,250	20,100	
519013	OTHER LUMP SUM PAYMENTS	-	-	1,128	-	
519015	AUTO ALLOWANCE	15,536	16,500	12,787	16,500	
SUBTOTAL PERSONAL SERVICES		**2,481,472**	**2,561,292**	**2,022,022**	**2,633,080**	**2.8%**
524001	R&M - BUILDINGS & GROUNDS	3,085	2,500	-	2,500	
524003	R&M - VEHICLES	5,391	2,000	-	2,000	
524006	R&M - COMMUN. EQUIP.	1,158	10,000	150	10,000	
524028	R&M - PARKING METERS	14,284	23,150	22,865	50,000	
524029	R&M - HIGHWAYS	202,003	232,500	177,106	244,125	
524034	R&M - SERVICE CONTRACTS	1,706	3,000	1,651	3,000	
527000	RENTALS	83,738	103,000	57,500	90,550	
527019	RENTAL-WATER COOLER	-	-	87	1,000	
530000	PROF & TECH SERVICE	308,438	645,500	228,664	548,600	
530008	EMPLOYEE TRAINING COURSES	-	250	-	250	
530011	ADVERTISING	1,800	8,500	1,800	8,500	

TRAFFIC & PARKING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
530018	POLICE DETAIL	172	-	-	-	
534003	POSTAGE	13,000	15,576	15,331	15,576	
542000	OFFICE SUPPLIES	8,372	5,300	4,376	5,300	
542001	PRINTING & STATIONERY	28,363	45,175	22,930	40,000	
542005	OFFICE EQUIPMENT NOT CAP	-	250	-	250	
542006	OFFICE FURNITURE NOT CAP	2,810	-	1,535	-	
542007	COMPUTER EQUIP NOT CAP	150	850	1,845	850	
543011	HARDWARE & SMALL TOOLS	1,315	3,800	1,496	3,800	
549000	FOOD SUPPLIES & REFRESHMT	-	-	-	-	
553001	SIGNS AND CONES	74,470	97,250	32,851	97,250	
558003	PUBLIC SAFETY SUPPLIES	-	200	-	-	
558006	UNIFORMS	1,992	2,500	-	2,500	
558012	BADGES & EMBLEMS	65	500	65	500	
571001	IN STATE CONFERENCES	375	300	-	300	
573000	DUES AND MEMBERSHIPS	595	600	970	600	
578001	CREDIT CARD CONV FEE	289,234	341,000	253,016	471,174	
SUBTOTAL ORDINARY MAINTENANCE		**1,042,515**	**1,543,701**	**824,239**	**1,598,625**	**3.6%**
TRAFFIC & PARKING TOTAL		**3,523,987**	**4,104,993**	**2,846,261**	**4,231,705**	**3.1%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR	RINFRET, SUZANNE	2,400.92	124,847.84	125,328.02
PARKING CLERK COORDINATOR	CALLAHAN, SUSAN	1,530.59	79,590.68	79,896.80
ACCOUNTANT	REBELO, ANNA	1,500.58	78,030.16	78,330.28
SENIOR ENGINEER	SMITH, TERENCE	1,392.92	72,431.84	76,606.25
PT HEARING OFFICER	JOSEPH, WIDLINE	630.24	32,772.48	32,867.02
PT HEARING OFFICER	SUSI, DELIO	527.45	27,427.40	27,506.52
SPECIAL PROJECTS MANAGER	CARRILLO,DANIELA	408.50	21,242.00	21,242.00
PT OFFICE STAFF	LESAGE, EVELYN	387.21	20,134.92	20,134.92
ADMINISTRATIVE ASSISTANT	ACCAPUTO, LAURA	1,071.43	55,714.36	57,678.65
HEAD CLERK	SULLIVAN, BARBARA	980.69	50,995.88	52,792.02
HEAD CLERK	AMENTA, DONNA	980.69	50,995.88	52,867.02
PRINCIPAL CLERK	DEBONA, JULLIANE	879.23	45,719.96	46,495.81
PRINCIPAL CLERK	FORD, KIMBERLY	896.81	46,634.12	47,813.48
JUNIOR CLERK	TONER, KAREN	729.65	37,941.80	38,987.73
JUNIOR CLERK	SULLIVAN, MAUREEN	744.24	38,700.48	39,799.33
JUNIOR CLERK	LORENZO, JERRY	701.90	2,386.46	38,343.38
		729.65	35,460.99	

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
JUNIOR CLERK	POSADA, DINA	701.90	9,405.46	38,065.88
		729.65	28,164.49	
JUNIOR CLERK	SHAPS, JACOB	701.90	15,020.66	37,843.88
		729.65	22,327.29	
JUNIOR CLERK	PARZIALE, LISA	729.65	12,404.05	38,951.30
		744.24	26,048.40	
PARKING METER REPAIRMAN	COLLETTE, JOSEPH	959.02	49,869.04	53,460.36
PARKING METER REPAIRMAN	SMYTH, THOMAS	919.02	47,789.04	50,969.75
SIGN REPAIRMAN	HALLETT, EDWARD	919.02	47,789.04	51,303.56
SIGN REPAIRMAN	ZAMBAKIS, THEOFANIS	919.02	47,789.04	50,453.56
PCO WORKING SUPERVISOR	DOE, TAMMY	966.50	50,258.00	54,563.68
PCO WORKING SUPERVISOR	SMITH, LINDA	1,063.15	55,283.80	59,975.05
PARKING CONTROL OFFICER	ANDERSON, LEE	789.49	41,053.48	43,461.40
PARKING CONTROL OFFICER	HAYNES, ANDREW	789.49	41,053.48	43,619.30
PARKING CONTROL OFFICER	COMO, ANDREW	852.90	25,587.00	47,216.51
		868.44	19,105.68	
PARKING CONTROL OFFICER	CARUSO,WILLIAM	790.70	11,702.36	45,947.23
		852.90	31,727.88	
PARKING CONTROL OFFICER	BRESCIA, RICHARD	789.49	41,053.48	44,469.30
PARKING CONTROL OFFICER	KILLOREN, MARY	789.49	41,053.48	44,219.30
PARKING CONTROL OFFICER	SAINT CYR, DENIS	852.90	25,587.00	47,216.51
		868.44	19,105.68	
PARKING CONTROL OFFICER	VERGE, NATHAN	718.82	14,807.69	41,520.65
		775.36	24,346.30	
PARKING CONTROL OFFICER	MORANI, JOHN	789.49	41,053.48	44,219.30
PARKING CONTROL OFFICER	MELLO, JAMES	852.90	44,350.80	46,867.79
PARKING CONTROL OFFICER	SILVESTRI, ANTHONY	789.49	41,053.48	44,219.30
PARKING CONTROL OFFICER	SOARES, ANA	789.49	41,053.48	44,219.30
PARKING CONTROL OFFICER	MAHAN PRATT, KATHERINE	718.82	6,181.85	42,716.10
		775.36	33,650.62	
PARKING CONTROL OFFICER	CAPUANO, DAVID	868.44	45,158.88	48,376.28
PARKING CONTROL OFFICER	SINGH, DALVIR	868.44	45,158.88	48,726.28
PARKING CONTROL OFFICER	HAYNES, OLYVER	790.70	15,497.72	45,636.23
		852.90	27,633.96	
PARKING CONTROL OFFICER	MASCI, JASON	868.44	45,158.88	48,726.28
PARKING CONTROL OFFICER	BOURDEAU, MATTHEW	790.70	28,939.62	44,654.86
		852.90	13,305.24	
PARKING CONTROL OFFICER	PAIVA, GREGG	789.49	41,053.48	44,219.30

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PARKING CONTROL OFFICER	FILOSI, JOHN	868.44	45,158.88	48,352.60
PARKING CONTROL OFFICER	DODIN, DELINCE	868.44	45,158.88	48,476.28
PARKING CONTROL OFFICER	LAFEE, ROBERT	868.44	45,158.88	47,702.60
PARKING CONTROL OFFICER	MORRIS, PAUL	868.44	45,158.88	48,526.28
PARKING CONTROL OFFICER	FUCILE, SALVATORE	868.44	45,158.88	48,452.60
PARKING CONTROL OFFICER	EDOUARD, FEDLER	789.49	41,053.48	43,961.40
PARKING CONTROL OFFICER	PORTES, JUAN	789.49	41,053.48	44,369.30
PARKING CONTROL OFFICER	CAREY, THOMAS	789.49	41,053.48	43,711.40

MISSION STATEMENT:

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	1,837,710	2,062,712	2,179,592	5.7%
Ordinary Maintenance	254,753	471,942	621,942	31.8%
General Fund Expenditures	2,092,463	2,534,654	2,801,534	10.5%

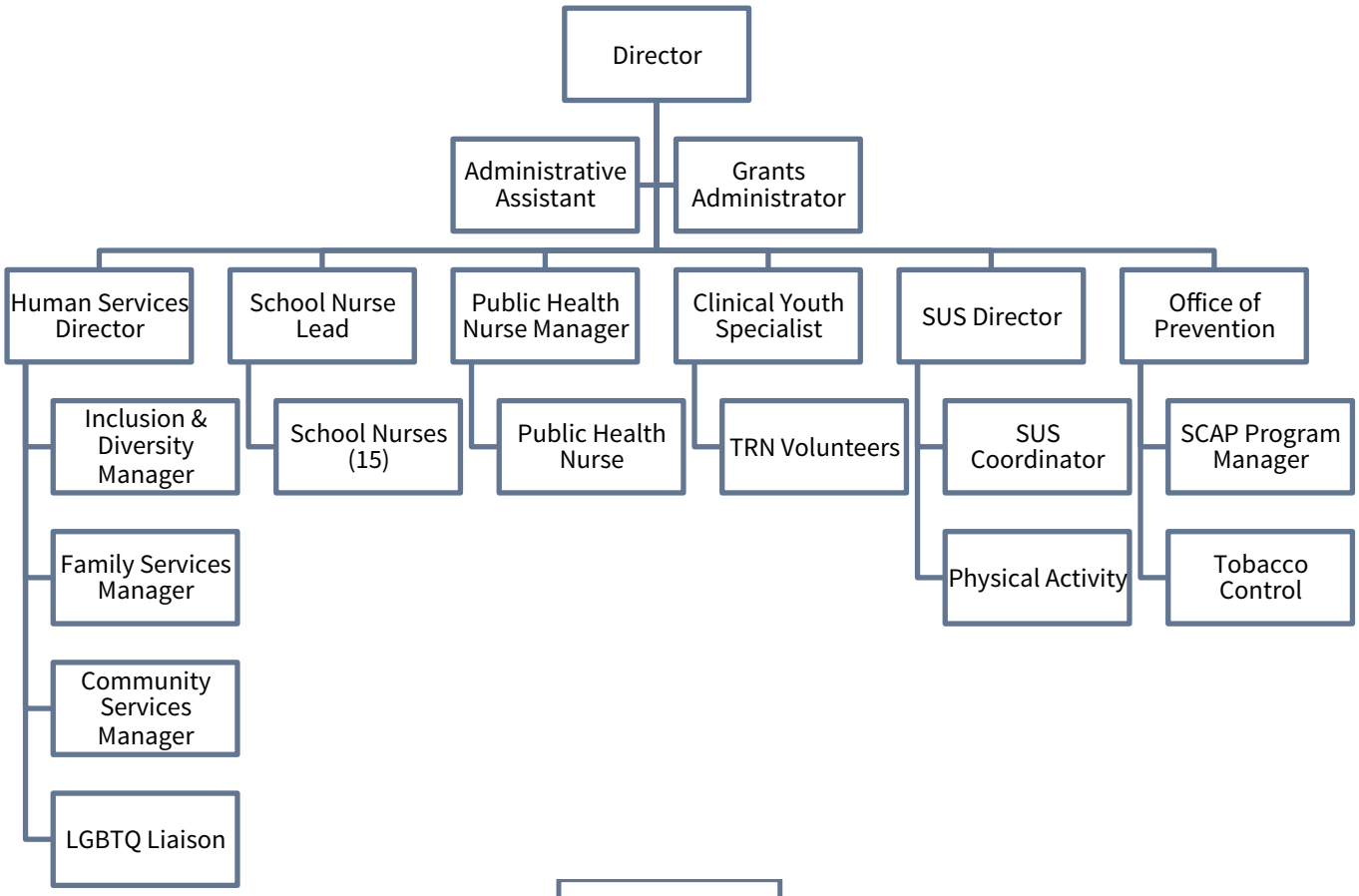
CHANGES BETWEEN FY17 & FY18:

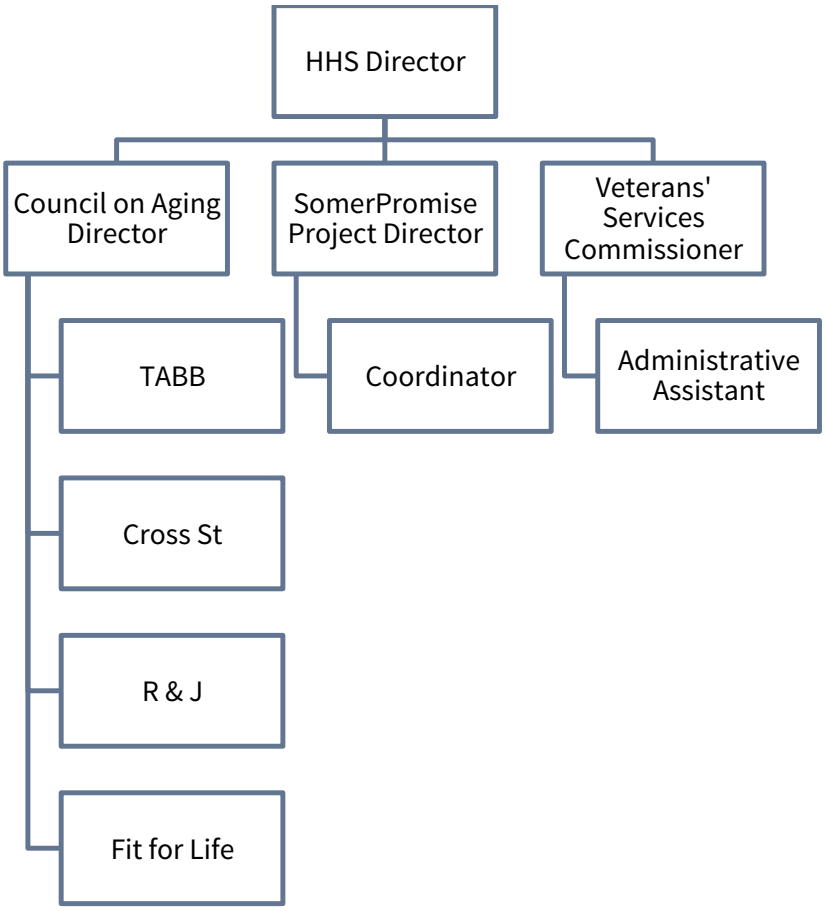
- Develop and implement strategies for *By All Means* partnership with SPS and community partners focusing on Kindergarten readiness and early access to services, out of school time, and integration of data.
- Expand the scope and number of training opportunities for Community Trauma Response Team (TRN).
- Establish restorative justice initiative.
- Conduct community human services needs assessment in partnership with community based organizations.
- Identify and implement a standardized reporting and evaluation mechanism for youth serving organizations.
- Expand community services including SomerServe and the youth snow shoveling program.
- Initiate a city-wide comprehensive food system assessment to complement and inform neighborhood plans.
- Adjust program cost to support language and diversity programing and community engagement.
- Reorganize nursing staff into one division.
- Other differences in salaries are due to negotiated collective bargaining agreements and merit increases for non-union salaries based on annual performance reviews as outlined by the Collins Center guidelines.

GRANTS AWARDED:

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

DEPARTMENT & DIVISION ORGANIZATION:





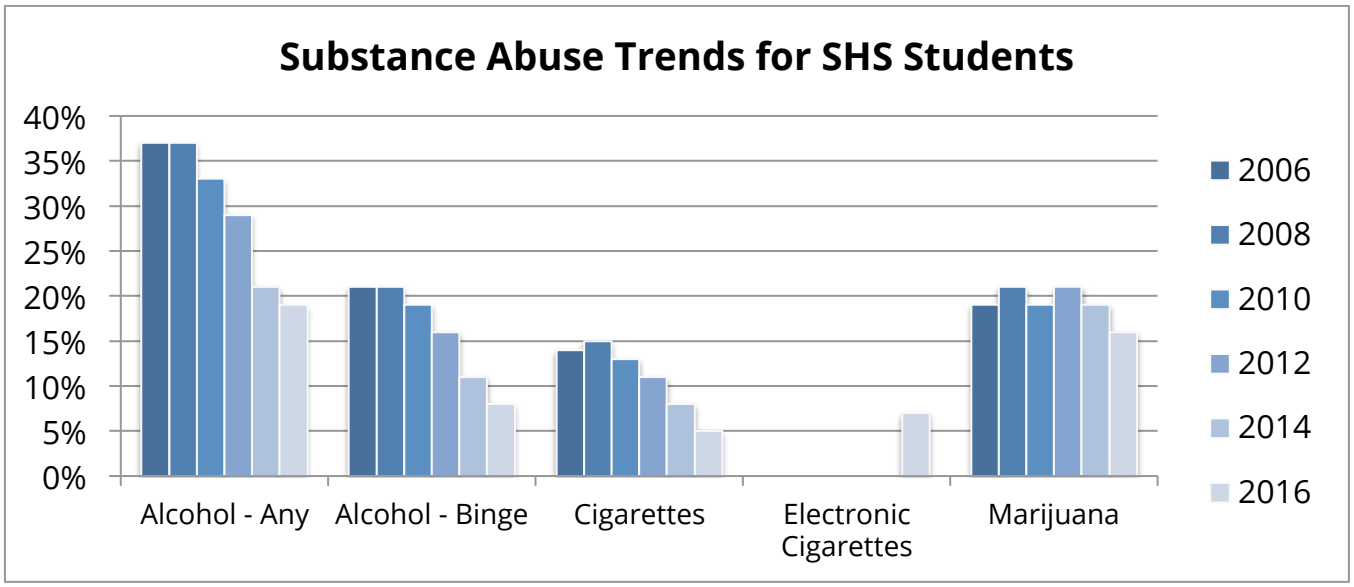
FY17 ACCOMPLISHMENTS:

- Facilitated 15 community conversations on equity and inclusion.
- Hired four new staff members to implement the Human Services Division vision.
- Began reimbursement for services through Medicare.
- Adopted new regulations increasing the sale age for nicotine from 18 to 21 years.
- Implemented an expanded "Stamp out Stigma" campaign.
- Expanded the Somerville Mobile Farmer's Market, increasing sales by 20%.
- In collaboration with OSPCD, convened City and community stakeholders to re- invigorate Safe Routes to school efforts.
- Provided 106 vaccines to school aged children for entrance into Somerville Public Schools.
- 620 Flu Vaccines administered to employees and residents of Somerville by Public Health and School nurses.
- Engaged 77 new volunteers in the SomerServe Program.
- Expanded membership of Somerville Commission for Women, Commission for Persons with Disabilities, and Human Rights Commission to allow for quorum.
- Engaged 120+ social work clients on issues including housing, health care access, and local resource information.
- Completed 15 clinical assessments or referrals (since 12/16) for high risk youth at SPS.
- Connected 42 youth with 58 seniors participating in the Snow Shoveling Program (100% compliance).
- Implemented Screening Brief Intervention, Referral to Treatment (SBIRT) to all SHS 10th grade students.
- Implemented and trained all school nurses on new Health Records Management system (SNAP).

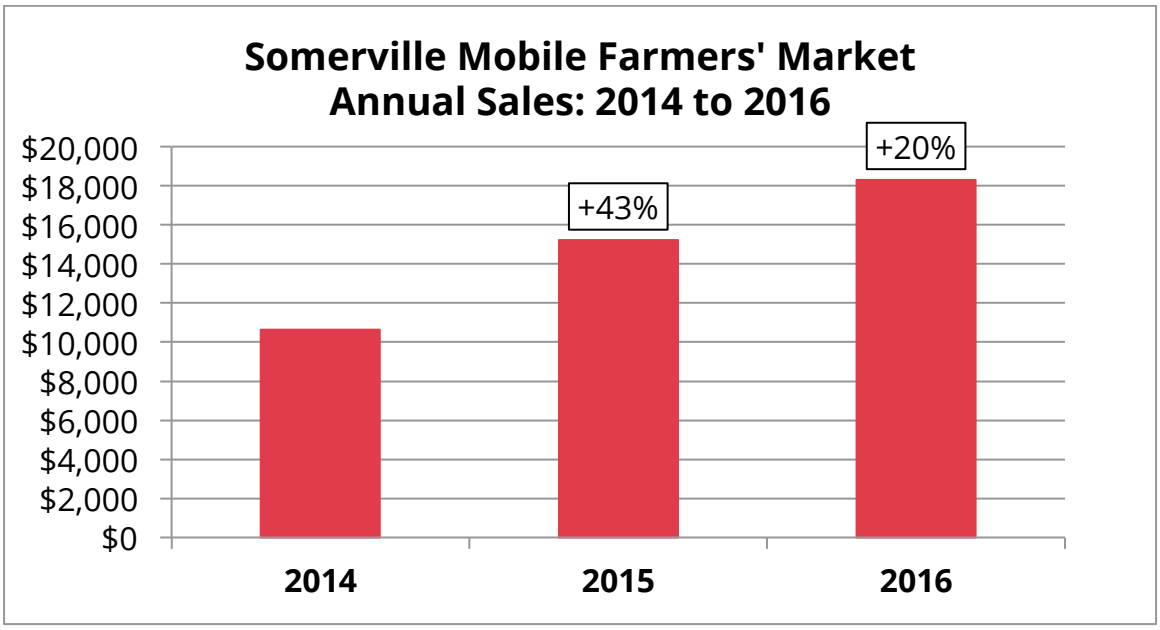
PERFORMANCE METRICS:

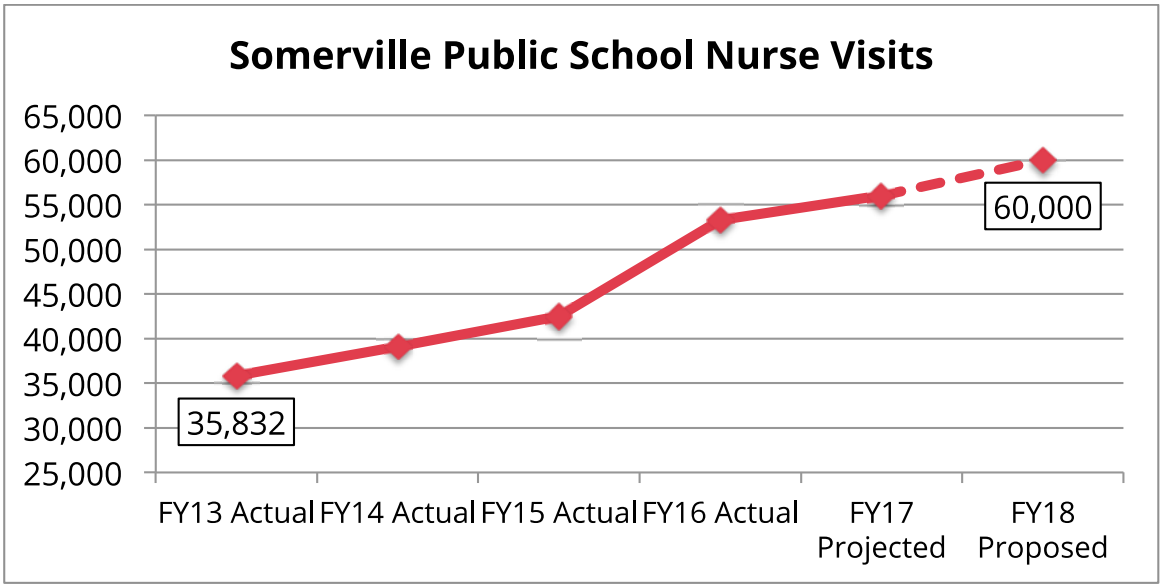
MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Influenza Vaccinations	814	684	609	620	675
Somerville Public School Nurse visits	39,134	42,468	53,245	56,000	60,000
Number of employees trained (ADA)	71	164	133	122	100
ADA Complaints investigated/resolved*	23	49	54	61	62

*Not including sidewalk obstructions such as snow (43 cases investigated)



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





GOALS REVIEW:

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

1	Continue Youth Leadership to implement strategies to increase education around the dangers of underage drinking and other drug use for students, parents, and community members using methods such as Sticker Shock, Compliance Checks, and Shoulder Tap Surveys, one on one interviews, and community events.	Ongoing with various campaigns: YRBS, National Night Out, etc.
2	Implement student led social marketing campaigns to correct misperceptions around peer use of alcohol and/or other drugs.	Complete, expanding in FY18
3	Develop new educational materials and workshops for parents on new state laws.	New for FY18

4	Initiate awareness and strategies to support children's mental health, build resiliency, and prevent bullying.	Complete & Ongoing

2. Expand the role of the Public Health Nurse to increase community outreach from *By All Means* efforts to Council on Aging.

1	Work with the Council on Aging to manage health in the elderly through blood pressure clinics, medication management classes, and "ask a nurse" monthly sessions.	New for FY18
2	Increase support to daycare centers on health concerns within their population.	New for FY18

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

1	Expand and sustain network of psychiatrists and adolescent clinicians that we can call upon and engage in the event of a crisis, including the Riverside Trauma Center and community providers.	Ongoing
2	Organize and implement targeted trainings for TRN members.	New for FY18

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

1	Identify new community event opportunities to increase awareness and educational opportunities and to promote community participation.	Ongoing
2	Partner with Communications on social media to raise awareness and engage the community on the contributions from our diverse community.	New for FY18

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

1	Increase the quality of the Shape Up Approved restaurant program.	Ongoing
2	Improve access to healthy and culturally appropriate food at the retail level.	Expand in FY17 & FY18
3	Evaluate program impacts of the Somerville Mobile Farmers' Market.	Ongoing
4	Develop data collection tools and metrics that support engagement of active living programs including the Mayor's Wellness Challenge, Safe Routes to School and Activating the Parks.	Ongoing
5	Initiate citywide comprehensive food system assessment to complement and inform neighborhood plans.	New for FY18

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

1	Provide communicable disease investigation, surveillance, and (as required) disease case management.	Ongoing

2	Identify potential immunization clinic location including childcare and shelter locations.	Ongoing
3	Identify outreach and educational opportunities for Public Health Nurse.	New for FY18

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

1	Provide school nurses with new patient management computer program to track school nurse health visits.	Complete
2	Engage and collaborate with School Administration to support ongoing efforts on immunization compliance, screenings, and care polices.	Ongoing
3	Analyze school nurse visits to inform work plan for non-school hour coverage	Complete
4	Implement Screening, Brief Intervention, Referral, and Treatment (SBIRT) for 10th grade students.	Complete
5	Expand SBIRT to include 8th grade students.	New for FY18

8. Increase emergency preparedness planning & activities.

1	Expand partnerships with SFD and SPD to ensure community emergency readiness.	Ongoing
2	Test and evaluate emergency preparedness EDS plan; modify as needed.	Complete
3	Expand Closed Point of Distribution (POD) locations.	New for FY18

9. Evaluate and define the Human Services Division.

1	Expand Human Services to offer Social Worker family and adult services	Complete
2	Implement a Restorative Justice Program.	New for FY18
3	Reallocate staff responsibilities to adult and family access to services and equity & inclusion.	Complete

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

1	Increase the number of coalition members among SCAP.	Ongoing

BUDGET:

HEALTH & HUMAN SERVICES		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	1,683,655	1,902,313	1,408,146	2,031,710	
511002	SALARIES - MONTHLY	34,309	34,534	16,889	18,968	
512000	SALARIES & WAGES TEMPOR'Y	81,779	101,548	62,267	102,000	
513000	OVERTIME	7,547	7,800	3,180	7,800	
514006	LONGEVITY	8,600	9,450	4,475	10,200	
514008	OUT OF GRADE	-	-	21	-	

HEALTH & HUMAN SERVICES		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
515006	HOLIDAYS NON-UNION	2,676	4,654	1,657	3,647	
515011	HOLIDAYS - S.M.E.A.	794	1,213	-	4,067	
519013	OTHER LUMP SUM PAYMENTS	17,000	-	-	-	
519015	AUTO ALLOWANCE	1,350	1,200	650	1,200	
SUBTOTAL PERSONAL SERVICES		**1,837,710**	**2,062,712**	**1,497,285**	**2,179,592**	**5.7%**
524007	R&M - OFFICE EQUIPMENT	1,131	1,000	175	1,000	
524034	R&M - SERVICE CONTRACTS	316	400	207	400	
527000	RENTALS	-	1,500	477	1,000	
527019	RENTAL-WATER COOLER	-	-	112	400	
530000	PROF & TECH SERVICE	204,455	382,595	179,229	532,595	
530008	EMPLOYEE TRAINING COURSES	1,267	12,039	903	12,039	
530011	ADVERTISING	149	350	135	550	
530029	CUSTODIAL DETAIL	113	140	210	300	
534003	POSTAGE	440	700	-	700	
534006	EXPRESS/FREIGHT	109	100	13	100	
542000	OFFICE SUPPLIES	4,007	5,000	1,776	5,000	
542001	PRINTING & STATIONERY	3,280	5,000	3,706	6,963	
542005	OFFICE EQUIPMENT NOT CAP	878	2,363	-	2,000	
542006	OFFICE FURNITURE NOT CAP	1,752	500	146	500	
549000	FOOD SUPPLIES & REFRESHMT	2,140	5,150	371	5,150	
550000	MEDICAL & DENTAL SUPPLIES	28,619	35,000	20,772	35,000	
551000	EDUCATIONAL SUPPLIES	-	3,800	-	400	
553001	SIGNS AND CONES	-	150	-	150	
558004	MAGAZINES/SUBSCRIPTS/PUB	40	150	40	250	
558006	UNIFORMS	-	1,000	-	1,000	
558011	FLOWERS & FLAGS	-	-	150	300	
558018	PROGRAM SUPPLIES & MATLS	1,751	10,400	4,062	10,400	
571000	IN STATE TRAVEL	402	1,000	70	1,000	
571001	IN STATE CONFERENCES	-	-	279	300	
572000	OUT OF STATE TRAVEL	382	-	824	1,350	
572001	OUT OF STATE CONFERENCES	698	-	-	-	
573000	DUES AND MEMBERSHIPS	1,945	1,945	1,325	1,945	
578007	REIMB OF LICENSES	880	1,660	1,248	1,150	
SUBTOTAL ORDINARY MAINTENANCE		**254,753**	**471,942**	**216,230**	**621,942**	**31.8%**
HHS TOTAL		**2,092,463**	**2,534,654**	**1,713,515**	**2,801,534**	**10.5%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HEALTH & HUMAN SERVICES DIRECTOR	KRESS, DOUGLAS	2,200.85	114,444.20	114,884.37
DIRECTOR OF HUMAN SERVICES	BACCI, NANCY	1,700.65	88,433.80	88,773.93
MANAGER OF DIVERSITY, EQUITY & INCLUSION	SALAMOUN, NENCY	1,442.30	74,999.60	75,288.06
COMMUNITY SERVICES MANAGER	HOSMAN, CHRISTOPHER	1,224.47	63,672.44	63,917.33
SOCIAL WORKER/FAMILY SERVICES MANAGER	QUINTANILHA, LUCIANA	1,224.47	63,672.44	63,917.33
CLINICAL YOUTH SPECIALIST	SKOANIECZNY, SARA	1,442.31	75,000.12	75,288.58
DIRECTOR OF PREVENTIVE SERVICES	MASHBURN, CORY	1,471.15	76,499.80	76,794.03
SCAP DIRECTOR	HELLER, LOVELEE	1,200.46	62,423.92	62,664.01
TOBACCO CONTROL DIRECTOR	CARROLL, BONNY	1,176.92	61,199.84	0.00
SHAPE UP SOMERVILLE DIRECTOR	ROBINSON, LISA	1,500.58	78,030.16	78,330.28
SHAPE UP SOMERVILLE COORDINATOR	SATIN-HERNANDEZ, ERICA	1,061.62	55,204.24	55,416.56
SCHOOL NURSE LEADER	KOTY, GAY	1,800.69	93,635.88	93,996.02
GRANTS ANALYST	HOLLAND, DENISE	1,195.55	62,168.60	62,407.71
PUBLIC HEALTH NURSE MANAGER	HARRIS, SARA	1,303.84	40,940.58	69,443.08
		1,317.56	27,141.74	
ADMINISTRATIVE ASSISTANT	TEIXEIRA, KATHY	1,488.28	25,896.07	
		1,492.13	51,627.70	79,422.20
PUBLIC HEALTH NURSE	BARTLETT, MARLENE	1,190.63	33,813.89	64,145.57
		1,213.71	28,643.56	
SCHOOL NURSE	BINGAY, WILLIAM	1,057.69	30,038.40	56,606.11
		1,080.77	25,506.17	
SCHOOL NURSE	BUTTON, SARAH	1,038.46	29,492.26	55,252.30
		1,061.54	25,052.34	
SCHOOL NURSE	CHAMALLAS, LYNN	1,038.46	29,492.26	55,352.30
		1,061.54	25,052.34	
SCHOOL NURSE	CONNEELY, KERRI	923.08	39,692.44	48,892.50
		946.16	8,515.44	
SCHOOL NURSE	DIXON, WENDY	923.08	48,000.16	48,184.78
SCHOOL NURSE	EMENS, THERESA	1,057.69	30,038.40	56,606.11
		1,080.77	25,506.17	
SCHOOL NURSE	SHARMA, RUJA	769.23	39,999.96	40,153.81
SCHOOL NURSE	LOGAN, SHANNON	1,038.46	29,492.26	55,252.30
		1,061.54	25,052.34	
SCHOOL NURSE	LUKAN, YETUNDE	923.08	46,154.00	48,730.94

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
		946.16	1,892.32	
SCHOOL NURSE	MARA, JOIE	1,000.00	52,000.00	52,200.00
SCHOOL NURSE	MARTINI, JANET	923.08	26,215.47	49,229.46
		946.16	22,329.38	
SCHOOL NURSE	MOYNIHAN, JENNIFER	807.69	41,999.88	42,161.42
SCHOOL NURSE	QUARATIELLO, ELIZABETH	961.54	27,307.74	51,587.08
		984.62	23,237.03	
SCHOOL NURSE	SAVOY, DONNA	961.54	27,307.74	51,237.08
		984.62	23,237.03	
SCHOOL NURSE	TRANT, KIMBERLY	923.08	48,000.16	48,184.78
SCHOOL NURSE	TULLY, MARIA	961.54	27,307.74	51,337.08
		984.62	23,237.03	
SCHOOL NURSE	WOODS, NYDIA	1,038.46	29,492.26	55,252.30
		1,061.54	25,052.34	
DATA ENTRY CLERK (PT)	PRENDERGAST, IRENE	380.00	19,760.00	19,760.00
HEALTH ASSISTANT	VACANT	769.23	39,999.96	40,153.81
BOARD OF HEALTH / CHAIRPERSON	GREEN, BRIAN	333.00	3,996.00	3,996.00
BOARD OF HEALTH / MEMBER	MACHADO, PAULA	318.00	3,816.00	3,816.00
BOARD OF HEALTH / MEMBER	CICCIA, ROBERT	318.00	3,816.00	3,816.00
GAY/LESBIAN/TRANSGENDER, LIAISON	VACANT	611.66	7,339.92	7,339.92

HHS: Council on Aging

MISSION STATEMENT:

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	360,942	378,345	394,127	4.2%
Ordinary Maintenance	96,539	99,227	99,327	0.1%
General Fund Expenditures	457,481	477,572	493,454	3.3%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

- Initiated a walking group in the city as well as in different areas outside the city for more challenging walks, along with a bike club.
- Continued with safety talks with Fire and Police.
- Held a decluttering series for older adults on the verge of eviction.
- Increased our intergenerational program by including SCALE in our Story Telling Project, Grandparents Day, and breakfast once a month with SHS Culinary Arts Students.
- Created a Fit 4 Life Cookbook for older adults written by older adults and aired a cooking show.
- Increased the exercise program by adding Tai Chi, Yoga, and Ageless Grace classes.
- Held 15 programs for men and increased participation in our veterans and men's groups.
- Taped and aired TV exercise programs to help clients keep moving in the winter months.
- Held multi-cultural, nutrition, and health fairs.
- Enrolled 83 older adults in the Silver Alert Program with SPD.
- Increased the Brown Bag Food program for elders, which now serves 104 clients.
- Added a Medical Ride Program for Somerville residents using the COA van.
- Began an arts program for seniors with disabilities with the Triangle Program as part of our equity and inclusion initiative.
- Finished the second round of smoke and carbon monoxide detector installations with the SFD.
- Held a Diabetic Shoe Clinic, which allowed older adults to receive free specialized shoes.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROPOSED	FY18 PROJECTED
Exercise Program Participants	75	125	150	250	300
Group Participants	25	40	85	143	150
Social Service Clients	419	656	533	523	650

FY17 PROGRAMMING YEAR IN REVIEW:

PROGRAM	ATTENDANCE
TV exercise programs for isolated elders	300+ participants
Silver Alert Program	88 participants
Decluttering programs	44 participants
Monthly outreach for mental health clients	30 participants
Multi-Cultural, Health, and Nutritional Fair at Cross St Senior Center	312 participants
Bicycle Club	10 participants
Health Benefits University	50 participants
Walking group in the spring and summer months	15 participants
Snow Shoveling application	63 applications
Talks on safety with the Police and Fire three times a year	183 participants
Fit 4 Life and other exercise programs	250 participants
Issued and installed Carbon & Smoke Detectors with SFD	515 detectors installed
TV cooking class and in-house cookbook distribution	100 cookbooks distributed

GOALS REVIEW:

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

1	Introduce a Senior Cycle program for 20-30 clients.	Complete
2	Hold two Health Benefits University Classes for 50-75 clients per session.	Complete
3	Introduce Recipes for Healthy Eating & create a cook book during monthly cooking demonstrations in multiple languages.	Complete, Alternate languages in FY18
4	Introduce an Adventure Club, to include boating and hiking.	New for FY18
5	Create Mobile Mini Senior Centers as part of Outreach at Senior buildings and other community locations.	Complete

2. Implement and Enhance Educational & Daily Living Programs.

1	Develop Grocery Shopping program with weekly shopping trips.	In Progress
2	Hold annual multicultural fair and nutrition and health fairs for 300 participants.	Ongoing
3	Develop Performing Arts program; visits to museums, theater, concerts, Osher Arts Program In-house performers.	New for FY18

3. Implement Programs to Focus on Mental Health Wellness.

1	Continue the Silver Alert program and enroll 250 additional clients.	Ongoing
2	Build a Dementia-friendly community, Memory Cafe.	New for FY18
3	With the Social Work Team, conduct weekly outreach session to reach isolated elders and elders with addiction.	In Progress

HHS: Council on Aging

BUDGET:

HHS: COUNCIL ON AGING		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	359,525	376,183	276,637	392,616	
513000	OVERTIME	-	-	-	-	
515006	HOLIDAYS NON-UNION	1,417	2,162	613	1,511	
SUBTOTAL PERSONAL SERVICES		**360,942**	**378,345**	**277,250**	**394,127**	**4.2%**
524000	REPAIRS AND MAINTENANCE	341	1,000	-	1,000	
524034	R&M - SERVICE CONTRACTS	266	450	130	450	
527001	RENTAL - BUILDINGS	78,878	78,877	34,823	78,877	
527019	RENTAL-WATER COOLER	-	-	-	100	
530000	PROF & TECH SERVICE	780	800	600	800	
534003	POSTAGE	3,786	4,000	3,432	4,000	
542000	OFFICE SUPPLIES	1,790	2,000	777	2,000	
542001	PRINTING & STATIONERY	3,291	4,100	2,960	4,100	
549000	FOOD SUPPLIES & REFRESHMT	5,579	6,000	3,655	6,000	
558018	PROGRAM SUPPLIES & MATLS	1,828	2,000	31	2,000	
SUBTOTAL ORDINARY MAINTENANCE		**96,539**	**99,227**	**46,408**	**99,327**	**0.1%**
COUNCIL ON AGING TOTAL		**457,481**	**477,572**	**323,657**	**493,454**	**3.3%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
EXECUTIVE DIRECTOR	HICKEY, CINDY	1,569.23	81,599.96	81,913.81
ADMINISTRATIVE ASSISTANT	LORENTI, CONCETTA	1,000.38	52,019.76	52,219.84
HEALTH & WELLNESS COORDINATOR	KOWALESKI, CHRISTOPHER	1,000.38	52,019.76	52,219.84
SOCIAL WORKER	SPELIOTIS, ASHLEY	1,200.46	62,423.92	62,664.01
GERIATRIC SOCIAL WORKER	NAIM, NATASHA	1,248.96	64,945.92	65,195.71
PROGRAM COORDINATOR - 30	BASTARDI, MAUREEN	780.60	40,591.20	40,747.32
OUTREACH COORDINATOR - 30	HIGGINS, DEBRA	750.29	39,015.08	39,165.14

MISSION STATEMENT:

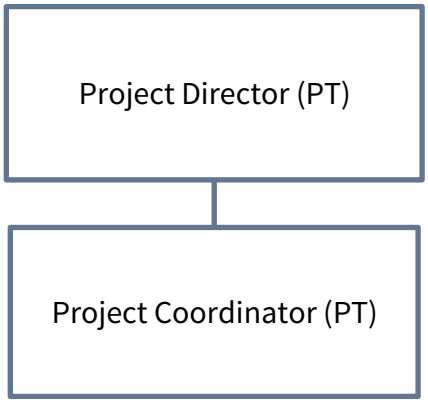
The Somerville Promise Alliance is a community-wide effort that focuses on aligning and mobilizing resources to address the academic, social, and environmental factors that affect student success. We are committed to equity and excellence in children's lives during and out of school, from cradle to career.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	77,943	79,157	82,832	4.6%
Ordinary Maintenance	105,050	120,320	120,320	0.0%
General Fund Expenditures	182,993	199,477	203,152	1.8%

CHANGES BETWEEN FY17 & FY18:

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

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

- Expanded the scope of the contracted Wraparound Coordinator to support more students and families at SHS, elementary/middle schools, and in the community. The Wraparound Coordinator now serves several hundred families each year with a particular focus on English language learning families, immigrant and newcomer students and families.
- Co-sponsored an Early Childhood Literacy Fair, Summer Camp & Activities Fair, Week of the Young Child; reaching more than 500 Somerville families and care providers.
- Served in key logistics role around production and distribution of multiple resource guides aimed at engaging with and informing thousands of Somerville families.
- Ran career exploration pilot to expand workforce development opportunities for SHS students, and supported career fairs at SHS.
- Supported implementation of U.S. Department of Education Physical Education Program (PEP) grant.

GOALS REVIEW:

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

1	Participate in Harvard Graduate School of Education's *By All Means* Project, and hold leadership roles within: Early Education Steering Committee, Early Childhood Advisory Council, community-wide fiscal mapping project, Community Leaders Resource Team, and Shape Up/Shape Up Under 5 as well as other activities throughout the year.	Complete & Ongoing
2	Use data to determine scope of intervention, including the number of students to be served, intensity and duration of service(s), and cost.	Complete & Ongoing

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

2	Collaborate with SPS, community, and consultants to carry out recommendations.	Ongoing

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

1	Conduct needs assessments, research, information gathering, and reports to identify priority areas.	Complete & Ongoing
2	Support wraparound coordinator's work with students, families, school staff, and community members.	Ongoing
3	Expand Somerville Hub to include content for children and teens, and improved search engine optimization. Site centralizes information about local resources and services for families, caregivers, and childcare providers.	Expansion Complete & Maintenance Ongoing
4	Launch career exploration pilot to expand workforce development opportunities for SHS students.	Complete & Ongoing
5	Lead and support efforts to provide greater access to dental care for un/under-insured students for whom dental pain is interfering in school and life success.	Ongoing
6	Guide a process to identify out of school time needs, particularly for elementary/middle school students.	Ongoing

BUDGET:

HHS: SOMERPROMISE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	77,646	78,704	63,621	82,514	
515006	HOLIDAYS NON-UNION	296	453	230	318	
SUBTOTAL PERSONAL SERVICES		**77,943**	**79,157**	**63,851**	**82,832**	**4.6%**
530000	PROF & TECH SERVICE	98,916	119,500	62,564	118,670	
542000	OFFICE SUPPLIES	447	100	81	100	
549000	FOOD SUPPLIES & REFRESHMT	297	150	95	150	
558018	PROGRAM SUPPLIES & MATLS	5,289	400	795	900	
571001	IN STATE CONFERENCES	-	170	270	500	
573000	DUES AND MEMBERSHIPS	100	-	-	-	
SUBTOTAL ORDINARY MAINTENANCE		**105,050**	**120,320**	**63,805**	**120,320**	**0.0%**
SOMERPROMISE TOTAL		**182,993**	**199,477**	**127,655**	**203,152**	**1.8%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PROJECT DIRECTOR	DOHERTY, ANNA	974.56	50,677.12	50,872.03
COORDINATOR	SANTOS, RUTH	612.24	31,836.48	31,958.93

HHS: Veterans' Services

MISSION STATEMENT:

The Somerville Department of Veterans' Services honors the service and sacrifice of Veterans and their families through Advocacy, Engagement and Service.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	101,125	121,294	131,229	8.2%
Ordinary Maintenance	558,071	634,035	634,335	0.0%
General Fund Expenditures	659,196	755,329	765,564	1.4%

CHANGES BETWEEN FY17 & FY18:

- Began implementation of the SomerVet Program, a Somerville Veteran identification program which targets outreach for Veterans who may require services and benefits.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

- Provided over $500,000 in Chapter 115 Benefits to Veterans and their families.
- Enrolled 32 veterans in the Chapter 115 financial assistance program.
- Successfully obtained Veterans benefits for spouse of a Veteran who had been struggling to get assistance for nine years; now receiving monthly compensation and improved quality of life significantly.
- Rebranded the Memorial Day Parade into the Somerville Veterans Memorial Parade with the assistance of Parade Executive Committee; Parade held a week earlier to facilitate more participation.
- Coordinated with the Special Events to facilitate the United States Air Force Heritage of America Band performing at the City's Independence Day Celebration.
- Partnered with the Somerville Public Schools to introduce the "Veterans Classroom Project". Engaged Somerville Veterans to read in 1st – 3rd grade classrooms to express the importance of honoring Veterans in our community; more than 150 students reached during Veterans' Month (November).
- Successfully executed seven Hero Square Dedications and honored three Somerville Heroes during the 2017 Somerville Heroes Salute for worthy and notable sons and daughters of Somerville.

PERFORMANCE METRICS:

MEASURE	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
New Chapter 115 applications	18	25	30	20	20
Total Chapter 115 recipients	72	75	66	74	70
Chapter 115 benefit dollars distributed	$436,000	$425,000	$497,000	$525,000	$525,000
Number of chapter 115 cases closed after finding employment for the veteran	4	5	6	10	15
Number of VA disability and pension claims filed or appealed	8	16	20	14	20
Percent of VA disability and pension claims/appeals with successful outcome	88%	100%	90%	100%	TBD
Number of public events	13	21	23	36	40
Number of partner organizations	5	9	14	15	22

GOALS REVIEW:

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

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

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

1	IMPROVE SUBMISSION. Improve proficiency in the submission of MGL, Ch. 115 applications to the Massachusetts Department of Veterans Services, to ensure prompt payment and reimbursement from the State to the City.	Ongoing
2	Initiate office hours at the Massachusetts Bay Veterans' Center at least twice monthly to better serve our Veterans in transition.	Ongoing

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

1	SOMERVET Program. This program will help to identify Veterans in the City of Somerville. This program when implemented will provide the department with data to target outreach for Veterans who may require services and benefits. The program will also connect business owners and Veterans through incentive and discount programs designed to honor the service and sacrifice of our Veterans; provide a social portal for Veterans as Commissioner holds monthly "coffee/social"	New for FY18
2	COMMUNITY EDUCATION. Through partnership with Somerville Access Television, develop a monthly television program dedicated to Veteran and Military issues. Develop in-school reading program with 1st-3rd grade students to educate about the importance of Veterans.	Ongoing
3	Events. Recognize Somerville Veterans by organizing the following citywide events: "SOMERVILLE SALUTES IT'S HEROES" (Armed Forces Day), Veterans' Memorial Day Parade, and Memorial on the Mystic.	Ongoing

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

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

BUDGET:

HHS: VETERANS' SERVICES		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	98,134	118,114	95,486	128,235	
513000	OVERTIME	460	900	-	900	
514006	LONGEVITY	1,450	1,250	625	1,250	
515006	HOLIDAYS NON-UNION	253	410	137	314	
515011	HOLIDAYS - S.M.E.A.	179	270	-	180	
515012	PERFECT ATTENDANCE	300	-	-	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	
SUBTOTAL PERSONAL SERVICES		**101,125**	**121,294**	**96,598**	**131,229**	**8.2%**
524001	R&M - BUILDINGS & GROUNDS	-	2,200	-	2,200	
524007	R&M - OFFICE EQUIPMENT	-	200	-	200	
524034	R&M - SERVICE CONTRACTS	141	550	106	550	
530000	PROF & TECH SERVICE	69,906	98,000	-	98,000	
534003	POSTAGE	192	1,000	94	1,000	
542000	OFFICE SUPPLIES	959	850	290	850	
542001	PRINTING & STATIONERY	60	800	90	800	
549000	FOOD SUPPLIES & REFRESHMT	2,954	1,000	500	1,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	-	200	-	200	
558011	FLOWERS & FLAGS	3,495	2,300	275	2,300	
558012	BADGES & EMBLEMS	100	250	-	250	
571001	IN STATE CONFERENCES	-	1,000	-	1,000	
573000	DUES AND MEMBERSHIPS	85	85	70	85	
577000	VETERANS BENEFITS	480,179	525,600	400,433	525,600	
585017	SOFTWARE	-	-	249	300	
SUBTOTAL ORDINARY MAINTENANCE		**558,071**	**634,035**	**402,107**	**634,335**	**0.0%**
VETERANS' SERVICES TOTAL		**659,196**	**755,329**	**498,704**	**765,564**	**1.4%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COMMISSIONER	BISHOP, BRYAN	1,569.23	81,599.96	81,913.81
PRINCIPAL CLERK II	CAREY, KATHLEEN	896.81	46,634.12	48,413.48

MISSION STATEMENT:

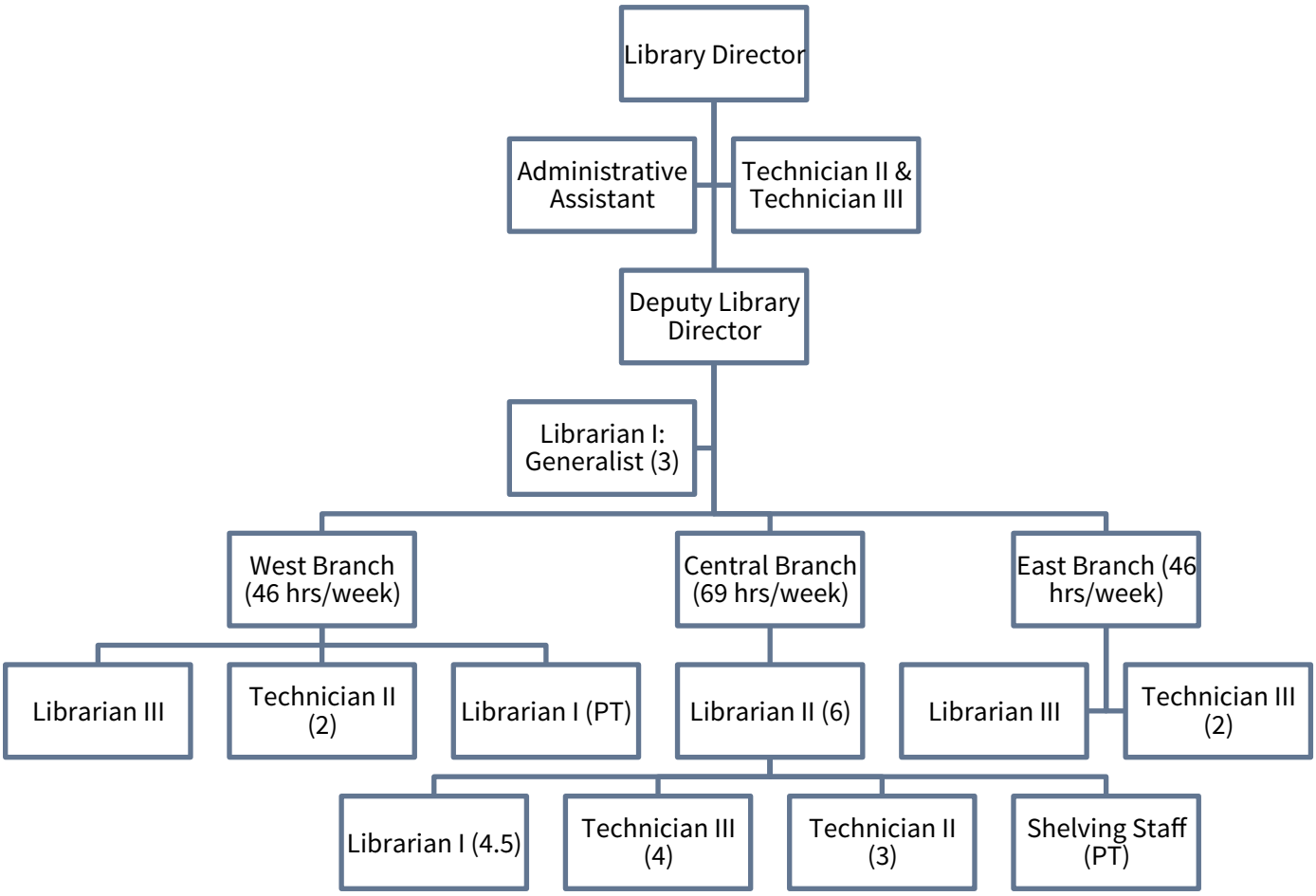
To provide services, materials, and space that meet the educational, cultural, recreational, and informational needs of all residents. From introducing libraries to young children and their families, to supporting their needs in school, and meeting educational and recreational needs as adults, the Library and its information professionals support information literacy and 21st century library skills, life-long learning, freedom of information, and the reading, listening, viewing, and technology needs and enjoyment of the community.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	1,682,523	1,781,994	1,984,541	11.4%
Ordinary Maintenance	297,619	339,911	361,800	6.4%
General Fund Expenditures	1,980,142	2,121,905	2,346,341	10.6%

CHANGES BETWEEN FY17 & FY18:

- This budget includes two new positions, both Librarian I: Generalists. These positions were negotiated as part of the most recent collective bargaining agreement.
- The FY18 budget also increases the appropriation amount for materials, which will bring the City in compliance with MBLC State Aid requirements when combined with the Personal Services increases.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

Visitors

- On-track to exceed 300,000 visits to the libraries this fiscal year.

Collections

- Started a toy lending library at all three library locations, thanks to a private gift.
- Added ten new library material selectors to improve collection diversity.
- Movie, music, audiobooks, and comics downloads are up by 73% compared to last fiscal year.

Services

- Provided more than 180 one-on-one technology instruction sessions, to help residents learn how to use their computer, tablet, and smart phones.
- Taught 186 ESL classes, attended by more than 3,000 students.
- Answered more than 25,000 questions, in-person, via phone and email, distributed more than 1,300 discounted and free museum passes, and made 32 community service visits for patrons unable to come to the library.
- Nearly 29,000 people spent a total of more than 39,000 hours using a library computer.

Programs

- On-track to see an increase in adult programming of more than 2,300% at East, and 450% at West, compared to last year, and to offer more than 400 children's programs, attended by more than 11,000 children and their caregivers.
- Re-launched Teen Advisory Board for input on teen programming, strengthened partnership with Teen Empowerment to develop monthly programs for teens, and are on-track to offer five times the number of teen programs compared to last year.
- Introduced new programming for all ages at East Branch, including family game night, after-school and evening programs for children, weekly knitting group, and a monthly book group, and re-started weekly knitting group at West Branch.
- Central children's department hosted more than 30 sing-a-longs, attended by more than 2,200 children and their caregivers, and system-wide, we hosted more than 75 summer programs for children, attended by nearly 1,800 children and their caregivers, and more than 250 children signed up for the 2016 summer reading program.

Technology

- Launched redesigned library website, featuring improved navigation, content, and layout.
- Replaced 15 desktop and laptop computers for public use at Central and East Branch.
- Doubled internet access speed on staff and public computers at Central.
- Tripled wifi speed at East and West Branches, and on 2nd and 3rd floors at Central.
- Introduced iPads and mobile wifi hotspot for residents to borrow.

Staff

- Hired new deputy director, and library generalist.
- Filled 15 full-time staff vacancies (50% of full-time positions)
- Provided customer service and library technology training for all staff, thanks to an LSTA Grant.
- Started new monthly library department head, and East Branch staff meetings for improved sharing and exchanging of information.

PERFORMANCE METRICS:

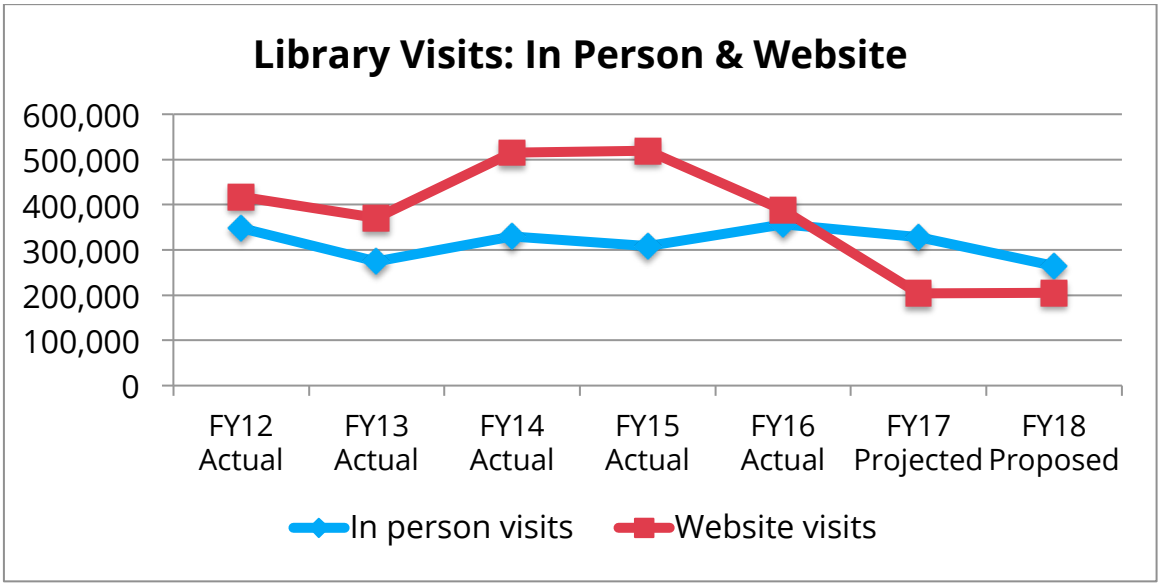
MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
In-person visits	308,963	356,480	328,320	264,086
Website visits	519,107	388,287	203,886	205,000

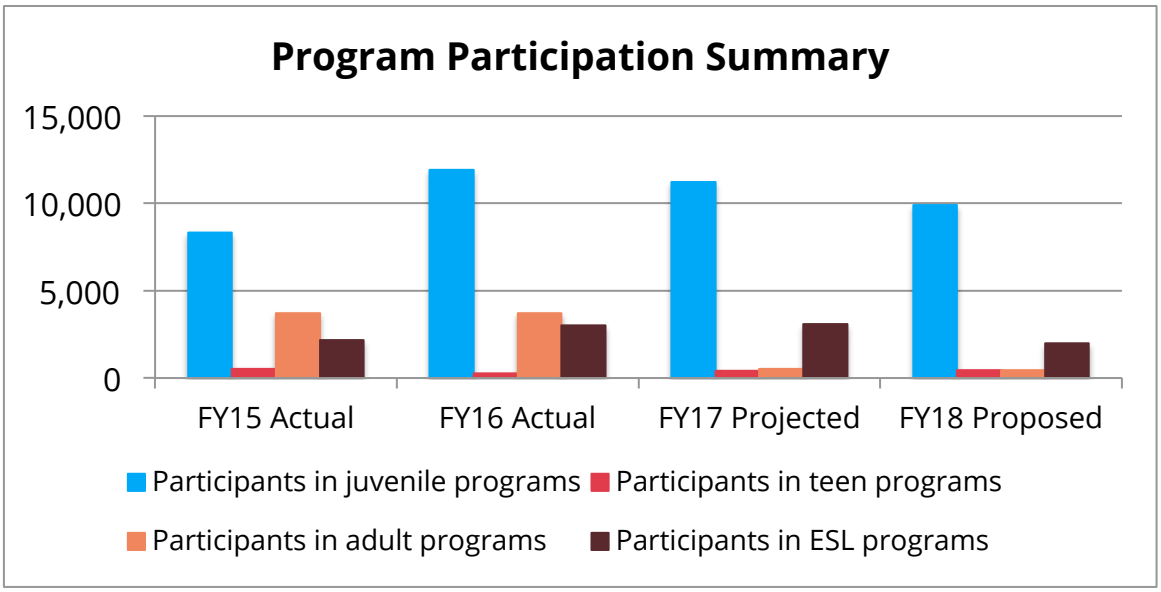
MEASURE: PROGRAMS	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Juvenile programs	300	394	412	344
Participants in juvenile programs	8,317	11,905	11,234	9,895
Teen programs	32	15	78	80
Participants in teen programs	537	266	400	460
Adult programs	209	70	104	82
Participants in adult programs	3,694	3,694	524	460
ESL Classes	184	196	186	121
Participants in ESL classes	2,177	2,999	3,082	2,003

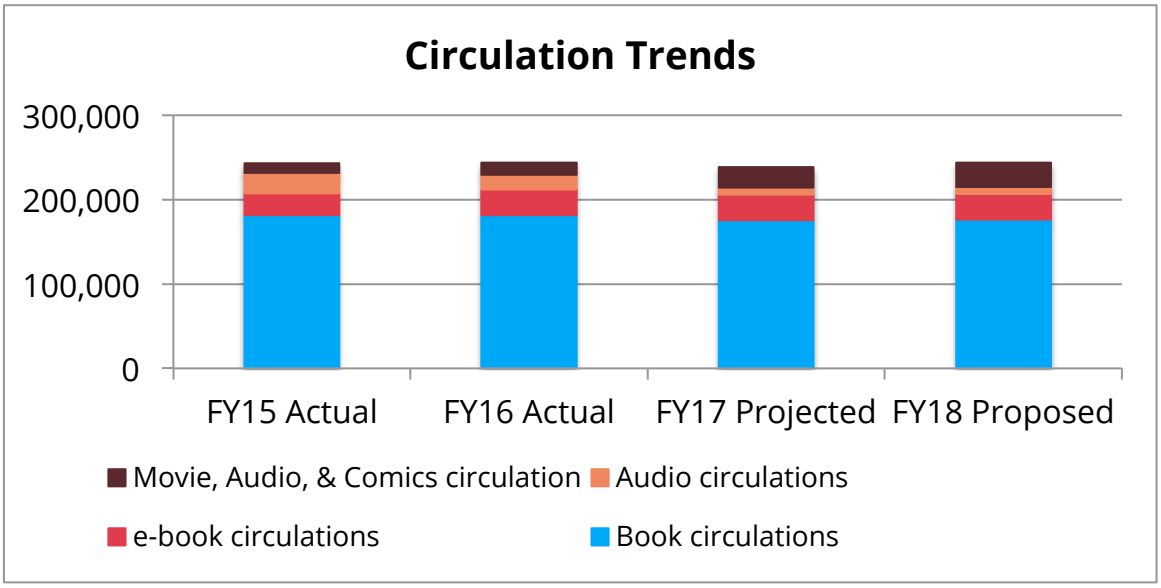
MEASURE: ACCESS	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Book circulations	181,640	181,670	175,416	176,000
e-book circulations	26,016	30,359	30,660	31,000
Audiobook circulations	24,344	17,643	8,216	8,000
Research database searches	5,666	16,755	7,930	8,100
Movie, Music, Audiobks & Comics downloads	11,463	14,125	24,382	29,000
Items borrowed via Minuteman network	62,779	62,845	60,632	58,750
Items loaned to libraries within Minuteman network	38,660	41,872	32,878	35,000
Items added to the collection	10,173	10,703	8,618	10,000
Items withdrawn from the collection	12,253	12,947	30,294	13,000

MEASURE: SERVICES	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Reference questions answered	32,893	36,904	25,012	26,000
Computer usage (users / hours)	40,249 / 37,672	43,793/ 33,510	39,504 / 28,910	37,664 / 28,365
Volunteer hours	776	859	754	454
Museum passes distributed	2,359	1,848	1,368	1,400
Technology instruction sessions	29	189	180	204

*FY18 projections assume closure of the West Branch Library beginning September 2017, subject to change.


Library Visits: In Person & Website
600,000
500,000
400,000
300,000
200,000
100,000
0
FY12 Actual
FY13 Actual
FY14 Actual
FY15 Actual
FY16 Actual
FY17 Projected
FY18 Proposed
In person visits
Website visits


Program Participation Summary
15,000
10,000
5,000
0
FY15 Actual
FY16 Actual
FY17 Projected
FY18 Proposed
Participants in juvenile programs
Participants in teen programs
Participants in adult programs
Participants in ESL programs


Circulation Trends
300,000
200,000
100,000
0
FY15 Actual
FY16 Actual
FY17 Projected
FY18 Proposed
Movie, Audio, & Comics circulation
Audio circulations
e-book circulations
Book circulations

GRANTS AWARDED:

GRANT NAME	GRANTING AGENCY	AMOUNT
Customer Experience in the Digital Age	Massachusetts Board of Library Commissioners	$9,100
CPA Preservation Grant	Community Preservation Commission	$21,000

GOALS REVIEW:

1. Develop collections that are diverse and easily accessible.

1	Increase library materials budget to be in compliance with MBLC State Aid requirements, and update Collection Development Plan.	Ongoing
2	Create additional booklists to encourage more reading and of different genres & increase awareness and use of print, digital reference, and audio/video sources through the development of signage, and pathfinders, and post the latter on the library website.	Ongoing
3	Create roving collections of books and other materials on the history and culture of marginalized communities and make them available for loan by other Minuteman libraries (similar to the Muslim Journeys roving collection).	Ongoing
4	Evaluate audio/video collections, and analyze usage data, to identify high and low usage area, and to fill gaps, where needed.	New for FY18
5	Grow a) Local History Collection via solicited donations and purchases, b) business collection with emphasis on books of interest to entrepreneurs and start-up businesses, and c) Introduce current events book displays in Central Children's.	New for FY18

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

1	Offer one-on-one and group tech instruction, and group and one-on-one 21st century literacy instruction.	Ongoing

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

1	Complete the design and development and construction documents, and commence groundbreaking for West Branch renovation.	Ongoing
2	Develop a library disaster plan.	Ongoing
3	Launch a library visioning process.	New for FY18
4	Replace Reference Desk at Central, update furniture at Central and East Branch, and install new book drop at Central.	New for FY18

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

1	Develop and implement a strategic plan for library programming, and introduce new presenters and performers to increase the variety of programming.	Ongoing
2	Partner with local civic organizations and community groups to provide adult programming for diverse and underserved communities.	New for FY18
3	Develop summer teen reading program, and develop a series of programs designed to help teens transition to adulthood.	New for FY18
4	Develop adult, and children's book discussion groups at West Branch, and increase variety and attendance of children's programming.	New for FY18
5	Implement a summer reading club to supplement existing summer reading program.	New for FY18

5. Update Library Technology.

1	Replace additional public and staff computers across the library system, and triple wifi speed on 1st floor and basement at Central.	New for FY18
2	Acquire a digital display monitor at Central for improved promotion of library collections, services, and programs.	New for FY18
3	Develop a library technology plan.	New for FY18

6. Increase public awareness of the library.

1	Create a library marketing plan, and participate in Word of Mouth Marketing program, sponsored by the Massachusetts Library System.	Ongoing

7. Develop library staff, board, and friends.

1	Increase staff training and professional development through webinars, workshops, meetings, and conferences.	Ongoing
2	Hold monthly library department head meetings to share and exchange information and ideas, and for planning purposes.	Ongoing
3	Develop and implement customer service standards for library staff.	Ongoing
4	Hire two additional full-time staff to meet demand, and contract with a local social service agency to hire a social worker on a part-time basis, to provide counseling and referral services to at-risk patrons.	Ongoing

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

1	Partner with Media Center (i.e., SCATV) to videotape story times to make them accessible to children and caregivers who cannot visit the library in-person.	Ongoing
2	Continue outreach to local public and charter schools, to provide programs and other services to children of all ages.	Ongoing

3	Partner with other City departments, local businesses, civic, community, and educational institutions, and library consortia in developing collections, programs, services, funding, and marketing.	Ongoing

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

1	Working with Trustees and Friends to establish a foundation for fundraising purposes, and explore additional funding sources for library programming.	Ongoing

10. Capture, evaluate, and report library metrics for performance management.

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

BUDGET:

LIBRARIES		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	1,362,947	1,470,929	1,163,082	1,649,655	
512000	SALARIES & WAGES TEMPOR'Y	112,900	108,940	94,489	133,259	
513000	OVERTIME	123,387	121,993	100,188	121,993	
514004	SHIFT DIFFERENTIALS	29,497	33,739	21,535	36,539	
514006	LONGEVITY	30,300	30,700	13,325	26,250	
514008	OUT OF GRADE	-	-	265	-	
515006	HOLIDAYS NON-UNION	368	658	-	765	
515011	HOLIDAYS - S.M.E.A.	4,843	5,235	-	5,580	
519004	UNIFORM ALLOWANCE	9,100	9,800	8,400	10,500	
519005	SICK LEAVE BUYBACK	9,183	-	14,393	-	
SUBTOTAL PERSONAL SERVICES		**1,682,523**	**1,781,994**	**1,415,678**	**1,984,541**	**11.4%**
524007	R&M - OFFICE EQUIPMENT	-	500	-	500	
527019	RENTAL-WATER COOLER	-	-	312	900	
530000	PROF & TECH SERVICE	55,924	60,000	55,306	60,000	
534003	POSTAGE	1,100	1,300	822	1,300	
534009	INTERNET MAINTENANCE	2,458	2,800	1,983	2,800	
538007	MICROFILMING	567	600	570	600	
542000	OFFICE SUPPLIES	7,388	12,000	10,289	12,000	
542001	PRINTING & STATIONERY	-	600	140	600	
542004	COMPUTER SUPPLIES	8,747	5,000	7,758	5,000	
549000	FOOD SUPPLIES & REFRESHMT	224	1,000	440	1,000	
551000	EDUCATIONAL SUPPLIES	725	1,000	1,366	1,000	
551004	BOOKS	106,609	121,201	94,030	142,000	
551010	AUDIO VISUAL SUPPLIES	28,690	39,000	27,102	39,000	

LIBRARIES		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
551012	MUSIC SUPPLIES/INSTRUMEN	6,412	9,000	5,769	9,000	
558002	ONLINE SUBSCRIPTION	50,107	60,000	62,278	60,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	18,609	21,000	15,343	21,000	
558009	BOOK THEFT SYSTEM	6,425	900	1,265	900	
571000	IN STATE TRAVEL	130	160	397	350	
571001	IN STATE CONFERENCES	1,071	1,000	3,299	1,000	
572000	OUT OF STATE TRAVEL	2,159	2,500	-	2,500	
573000	DUES AND MEMBERSHIPS	275	350	275	350	
SUBTOTAL ORDINARY MAINTENANCE		**297,619**	**339,911**	**288,744**	**361,800**	**6.4%**
LIBRARIES TOTAL		**1,980,142**	**2,121,905**	**1,704,422**	**2,346,341**	**10.6%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIBRARY DIRECTOR	FERDMAN, GLENN	2,157.69	112,199.88	112,631.42
DEPUTY LIBRARY DIRECTOR	PIANTIGINI, CATHERINE	1,667.31	86,700.12	87,033.58
ADMINISTRATIVE ASSISTANT	DEVIN, TIM	1,050.73	54,637.96	56,198.11
WEST BRANCH LIBRARIAN	KRAMER, KAREN	1,013.26	52,689.52	56,291.11
EAST BRANCH LIBRARIAN	COOMBS, MARITA	1,013.26	52,689.52	56,081.43
LIBRARIAN II, ADULT SERVICES	WALKER, JULIE	978.86	50,900.72	52,496.49
LIBRARIAN II, YOUNG ADULT	CASTILE, RONALD	997.81	51,886.12	54,885.68
LIBRARIAN II, TECHNICAL SERVICES	WOOD, WENDY	997.81	51,886.12	55,235.68
LIBRARIAN II, CHILDREN	CASSESSO, ANN	997.81	51,886.12	55,435.68
LIBRARIAN II, CIRCULATION	VENTURA, JAMES	997.81	51,886.12	56,385.68
LIBRARIAN II, REFERENCE	O'KELLY, KEVIN	997.81	51,886.12	54,335.68
LIBRARIAN I	DOWNING, HEIDI	949.22	49,359.44	50,899.28
LIBRARIAN I	PECK, PHILIP	949.22	49,359.44	51,749.28
LIBRARIAN I	SUNDELL-THOMAS, LILLIAN	931.52	48,439.04	49,975.34
LIBRARIAN I	TERRY, MARY	949.22	49,359.44	52,099.28
LIBRARIAN I, GENERALIST	GRAESSER, CASSANDRA	880.71	45,796.92	48,023.06
LIBRARIAN I, GENERALIST	VACANT/NEW	880.71	45,796.92	48,023.06
LIBRARIAN I, GENERALIST	VACANT/NEW	880.71	45,796.92	48,023.06
LIBRARIAN I, YOUTH SERVICES	JACOBS, ELLEN	949.22	49,359.44	52,149.28
LIBRARY TECHNICIAN III, EAST	JONES, RITA	918.33	47,753.16	51,236.83
LIBRARY TECHNICIAN III, TECH SRV	HALL, PATRICIA	918.33	47,753.16	51,036.83
LIBRARY TECHNICIAN III, CHILDREN	ALMEIDA, ANNAMARIE	918.33	47,753.16	50,886.83
LIBRARY TECHNICIAN III, CIRC	PIERCE, GEORGE	918.33	47,753.16	51,236.83
LIBRARY TECHNICIAN III, CHILDREN	MITCHELL, ALISON	918.33	47,753.16	49,486.83

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
LIBRARY TECHNICIAN III, CHILDREN	FORSELL, MEGHAN	918.33	47,753.16	50,086.83
LIBRARY TECHNICIAN III, CIRC	IMPERIOSO, RAMO	918.33	47,753.16	50,686.83
LIBRARY TECHNICIAN III, PAYROLL	PERRIELLO, JAMES	918.33	47,753.16	49,886.83
LIBRARY TECHNICIAN III CIRC	MURPHY, MARIA	918.33	47,753.16	50,886.83
LIBRARY TECHNICIAN II, WEST	SANCHEZ, CARLOS	808.58	42,046.16	44,407.88
LIBRARY TECHNICIAN II, TECH SRV	GHEBREMICAEL, FREWEINI	808.58	42,046.16	44,307.88
LIBRARY TECHNICIAN II, CIRC	TOEUM, THY	808.58	42,046.16	44,057.88
LIBRARY TECHNICIAN II, BUSINESS	VASQUEZ, CHRISTINA	792.73	41,221.96	43,130.51

Parks & Recreation

MISSION STATEMENT:

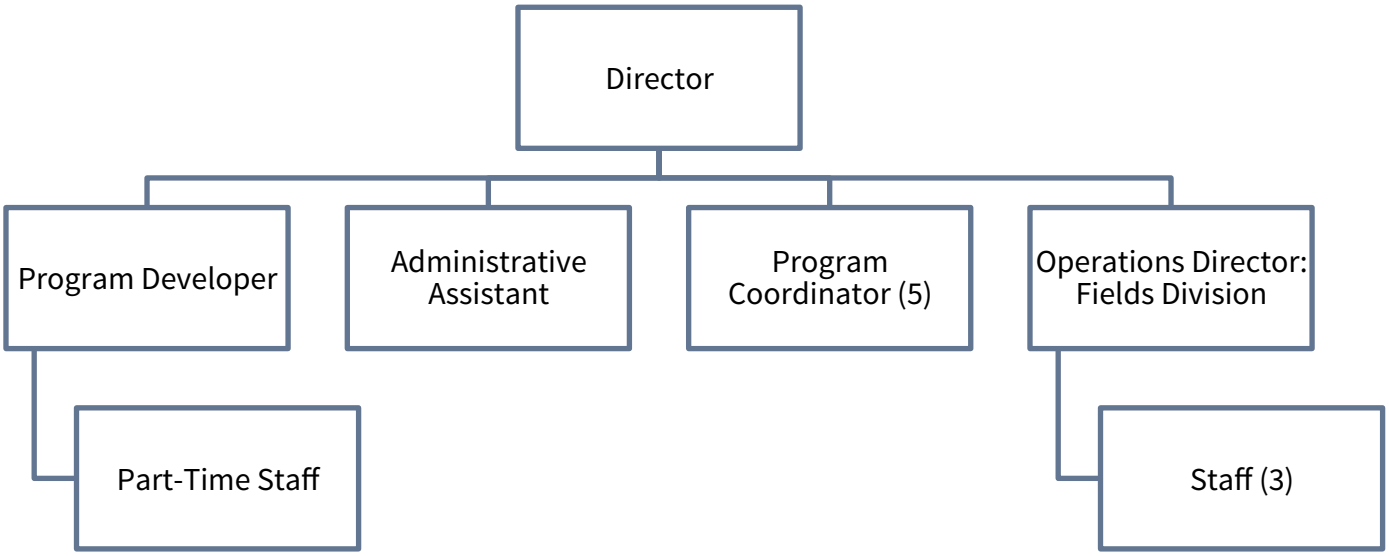
The Parks & Recreation Department operates year-round programs throughout the City's public facilities, playgrounds, schoolyards, and various other locations to promote positive and healthy activities for all members of the Somerville community.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	564,404	630,811	745,571	18.2%
Ordinary Maintenance	178,704	201,550	256,300	27.1%
General Fund Expenditures	743,108	832,361	1,001,871	20.3%

CHANGES BETWEEN FY17 & FY18:

- This budget includes a reallocation of part-time funds to a full time position. This position will oversee and facilitate a variety of youth and adult programing including but not limited to lacrosse, Founder's indoor turf programs, and targeted marketing league play.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



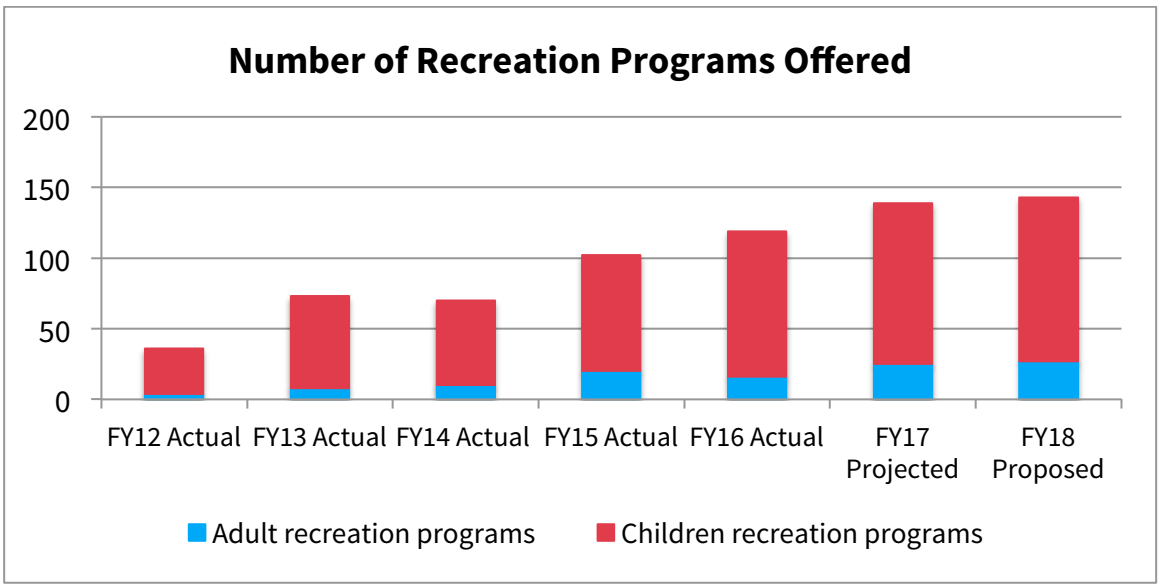
FY17 ACCOMPLISHMENTS:

- Completed a successful first season of lacrosse.
- Dilboy Stadium successfully hosted a new open public walking program Monday-Friday throughout the summer season.
- Increased swimming lesson and adult lap swim enrollment at Dilboy Pool.
- Secured lease agreements with DCR regarding Veterans Memorial facility and the Blessing of Bay Boat House.
- Increased adult programs such as Zumba, Yoga, and added more teams to the Men's softball Rec league.
- Created new partnerships with Gentle Giant and Charles River Recreation to increase programing at the Blessing of the Bay Boat House.
- Partnered with a new Brazilian mixed marital arts program.
- Successfully transitioned to the Cummings school for Tot-Time program and increased enrollment.
- Increased participation in intramural sports programs due to the positive relationship with SHS.

- Increased pool attendance through high quality management of the Dilboy Pool.
- Booked canoe summer program to capacity every week.
- Enrollment in the Somertime program was at capacity last summer.
- Increased revenue at the ice rink due to quality maintenance of facility and efficient billing procedures.
- Successfully held three Rec fairs that showcased our partners, vendors, and the wide array of the Rec program offerings.
- Hired one full-time and one part-time Program Coordinator to coincide with program growth.
- Increased the use of the boat house by 60% by improving the functionality of building by painting, flooring, reorganizing storage, implementing sustainable fee structures, upgrading bathrooms, etc.
- Created and implemented a concussion policy that provides guidelines for the prevention and management of sports-related head injuries and applies to youth athletes who may sustain head injuries or concussions while participating in Somerville Parks and Recreation Department sports programs and/or programs held at fields or facilities permitted by or supported by the Department.
- Hired an Operations Director responsible for the development of operational procedures, implementing maintenance policies, and managing personnel and budget matters for the Fields Division of the Parks and Recreation Dept.

PERFORMANCE METRICS:

MEASURE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJ	FY18 PROP
Adult recreation programs	8	10	20	16	25	27
Children recreation programs	65	60	82	103	114	116
Somertime Day Program registrations (* denotes totals)	669	673 982*	700 1,960*	700 1,960*	700 1,960*	700 1,960*
Online credit card payments as percent of total payments	64%	70%	80%	85%	85%	85%



GOALS REVIEW:

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

1	Increase public use of Dilboy Stadium by hosting a public walking program at least four times each week in season weather permitting.	Complete
2	Increase adult water activities at Dilboy Pool by hosting adult water sport leagues.	
3	Coordinate with school district facilities to ensure 100% of available gym space is utilized for recreational programs benefiting Somerville residents.	Ongoing
4	Design programming that increases low income participants' ability to afford activities by using the program and break even analysis format.	Ongoing
5	As part of the fields' master plan, acquire 1-2 more open spaces to promote leisure and recreational programing using passive and active parks.	Ongoing
6	Develop an ongoing plan for utilizing the Founder's rink for programming during closing period.	Ongoing
7	Increase water activities at Dilboy Pool including lap swimming, water aerobics, and volleyball.	Complete
8	Add adult indoor women's soccer league.	Ongoing

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

1	Over the next 1-2 years, develop plans to use permit revenue to improve energy efficient lighting for at least one field per year.	Ongoing
2	Develop plans to use permit revenue to improve the maintenance of 1-2 fields per year.	Ongoing
3	Work with DPW to develop turf maintenance plan to increase the health of 1-2 fields a year.	Ongoing

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

1	Create opportunities for female participants to be more involved in recreation activities.	Ongoing
2	Look for community partnerships in new development in Somerville in which a new rec space can be provided.	Ongoing
3	Look for community partnerships with new development that could provide a new rec space.	Ongoing
4	With Gentle Giant Rowing Club and Charles River Recreation, offer a variety of non-motorized recreational boating opportunities such as kayaking and paddle sports.	New for FY18

4. Improve recreation department's outreach capacity.

1	Add one new coordinator to increase the department's ability to provide more programing in schools and community. Additionally, add 1-2 full time ice rink employees to better manage our two facilities.	Partially Complete
2	Continue to partner with compatible community departments and organizations to improve the accessibility of leisure and recreational opportunities for Somerville residents of all ages.	Ongoing
3	Increase outreach to immigrant community by providing translations in guides/flyers, improving website accessibility, having bilingual staff, and participating in multicultural events and/or organizations.	Ongoing
4	Create 1-2 new sustainable programs that target the interests of Somerville's diverse community.	Ongoing

BUDGET:

PARKS & RECREATION		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	380,502	453,325	385,014	514,193	
512000	SALARIES & WAGES TEMPOR'Y	179,311	152,500	137,256	207,000	
513000	OVERTIME	221	700	261	700	
514006	LONGEVITY	1,350	1,350	675	1,350	
515006	HOLIDAYS NON-UNION	1,117	1,756	881	1,425	
515011	HOLIDAYS - S.M.E.A.	553	830	-	553	
515012	PERFECT ATTENDANCE	1,000	-	1,000	-	
519004	UNIFORM ALLOWANCE	350	350	350	350	
519104	SALARY STIPEND	-	20,000	-	20,000	
SUBTOTAL PERSONAL SERVICES		**564,404**	**630,811**	**525,437**	**745,571**	**18.2%**
521005	OIL	837	-	135	1,000	
524001	R&M - BUILDINGS & GROUNDS	2,700	10,000	1,081	40,000	
524003	R&M - VEHICLES	1,938	2,000	-	2,000	
524007	R&M - OFFICE EQUIPMENT	581	1,250	1,582	1,250	
524027	R&M - FLOOR COVERING	-	-	1,230	-	
527002	RENTAL-BUILDINGS SCHOOL	2,982	3,000	1,225	3,500	
527019	RENTAL-WATER COOLER	-	-	35	-	
530000	PROF & TECH SERVICE	59,357	78,300	58,744	88,300	
530023	STAFF DEVELOPMENT	580	2,750	1,558	2,750	
535003	RECREATION - ADMISSION FEE	1,367	2,000	3,827	2,000	
535005	RECREATION - TRANSPRTN	1,985	3,000	6,579	3,000	
538005	PHOTOGRAPHY	-	250	-	-	
542000	OFFICE SUPPLIES	2,965	3,000	3,000	3,300	
542001	PRINTING & STATIONERY	5,500	8,000	7,680	12,000	
542008	BOOKS & BOOKBINDING	640	-	-	-	

PARKS & RECREATION		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
545000	CUSTODIAL & MAINT SUPPLIES	-59	2,000	-	2,000	
549000	FOOD SUPPLIES & REFRESHMT	1,911	2,500	1,318	2,500	
550000	MEDICAL & DENTAL SUPPLIES	2,876	3,000	-	4,200	
551006	ATHLETIC SUPPLIES	44,698	43,500	11,751	43,500	
558005	RECREATION SUPPLIES	13,333	14,500	7,851	14,500	
558006	UNIFORMS	34,340	22,000	4,980	30,000	
573000	DUES AND MEMBERSHIPS	175	500	55	500	
SUBTOTAL ORDINARY MAINTENANCE		**178,704**	**201,550**	**112,837**	**256,300**	**27.1%**
PARKS & REC TOTAL		**743,108**	**832,361**	**638,274**	**1,001,871**	**20.3%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF PARKS & RECREATION	LATHAN, JILL	2,000.77	104,040.04	111,940.19
PROGRAM COORDINATOR	QUERUSIO, ALICIA	1,040.80	54,121.60	54,329.76
PROGRAM COORDINATOR	OSOY, MARCO	1,040.80	54,121.60	54,329.76
PROGRAM COORDINATOR	TORRES, MIGUEL	1,020.39	53,060.28	53,264.36
PROGRAM COORDINATOR	VALLESIO, JENNIE	1,020.39	53,060.28	53,264.36
PROGRAM COORDINATOR	KEATING, LAWRENCE	1,000.38	52,019.76	
PROGRAM DEVELOPER	SCARPELLI, GEORGE	1,693.36	88,054.73	96,393.40
ADMINISTRATIVE ASSISTANT	PALAZZO, DANIELLE	1,071.43	55,714.36	62,128.65

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	-	67,760	207,568	206.3%
Ordinary Maintenance	-	260,000	433,000	66.5%
General Fund Expenditures	-	327,760	640,568	95.4%

GOALS REVIEW:

1. Improve soil infiltration rates by 10% across all fields.

1	Implement aggressive aeration and topdressing program to begin long term process of changing soil profile.	New for FY18

2. Transition soil fertility program towards a more organic approach in order to build healthy soil over time.

1	Work with a fertilization contractor (via DPW through transition period) to insure their objective is aligned with our environmentally conscious initiatives.	New for FY18

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

1	Re-grade and resurface Trum infields for both Baseball and Softball.	New for FY18

4. Generate a maintenance and replacement plan for synthetic turf fields.

1	Set a maintenance schedule for contract work on our synthetic turf surfaces in order to extend the life of our fields and put the City in a strong position when making warranty claims by having them serviced by approved vendors.	New for FY18
2	Start conversations regarding the replacement of Dilboy turf and discuss what fields will need future attention beyond.	New for FY18

BUDGET:

FIELD MAINTENANCE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	-	67,760	6,154	202,304	
514015	OTHER DIFFERENTIALS	-	-	-	4,093	
515011	HOLIDAYS - S.M.E.A.	-	-	-	471	
519004	UNIFORM ALLOWANCE	-	-	-	700	
SUBTOTAL PERSONAL SERVICES		**-**	**67,760**	**6,154**	**207,568**	**206.3%**
524002	R&M - REC FACIL/PARKS/PLAYG	-	25,000	800	25,000	
524013	R&M - TOOLS & EQUIPMENT	-	7,000	-	7,000	
524017	R&M - OTHER EQUIPMENT	-	10,000	-	10,000	

P&R: Field Maintenance

FIELD MAINTENANCE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
524031	REPAIRS TO PARK LIGHTING	-	20,500	-	20,500	
530000	PROF & TECH SERVICE	-	120,000	53,350	293,000	
542000	OFFICE SUPPLIES	-	2,500	-	2,500	
543007	PAINT	-	10,000	2,600	10,000	
546000	GROUNDSKEEPING SUPPLIES	-	30,000	-	30,000	
546003	LOAM,SOD,FERTILIZER	-	30,000	-	30,000	
558006	UNIFORMS	-	5,000	-	5,000	
SUBTOTAL ORDINARY MAINTENANCE		**-**	**260,000**	**56,750**	**433,000**	**66.5%%**
FIELDS MAINT TOTAL		**-**	**327,760**	**62,904**	**640,568**	**95.4%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
OPERATIONS DIRECTOR	WINSOR, JEFF	1,538.46	79,999.92	80,307.61
PARKS & REC FOREMAN	VACANT	878.26	45,669.52	47,373.34
PARKS & REC LABORER	VACANT	736.87	38,317.24	40,096.77
PARKS & REC LABORER	VACANT	736.87	38,317.24	40,096.77

MISSION STATEMENT:

To maintain the City's infrastructure and guarantee a clean and safe environment for all. The Department of Public Works (DPW) administers and oversees the City's lights and electrical lines, streets and public ways, vehicles, refuse removal, environmental improvement programs, public buildings and grounds, parks and playgrounds, open spaces, and school custodial services. The DPW Administration team oversees all personnel and financial matters related to the department.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	590,647	621,347	651,008	4.8%
Ordinary Maintenance	638,899	921,600	939,100	1.9%
General Fund Expenditures	1,229,545	1,542,947	1,590,108	3.1%

CHANGES BETWEEN FY17 & FY18:

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

FY17 ACCOMPLISHMENTS:

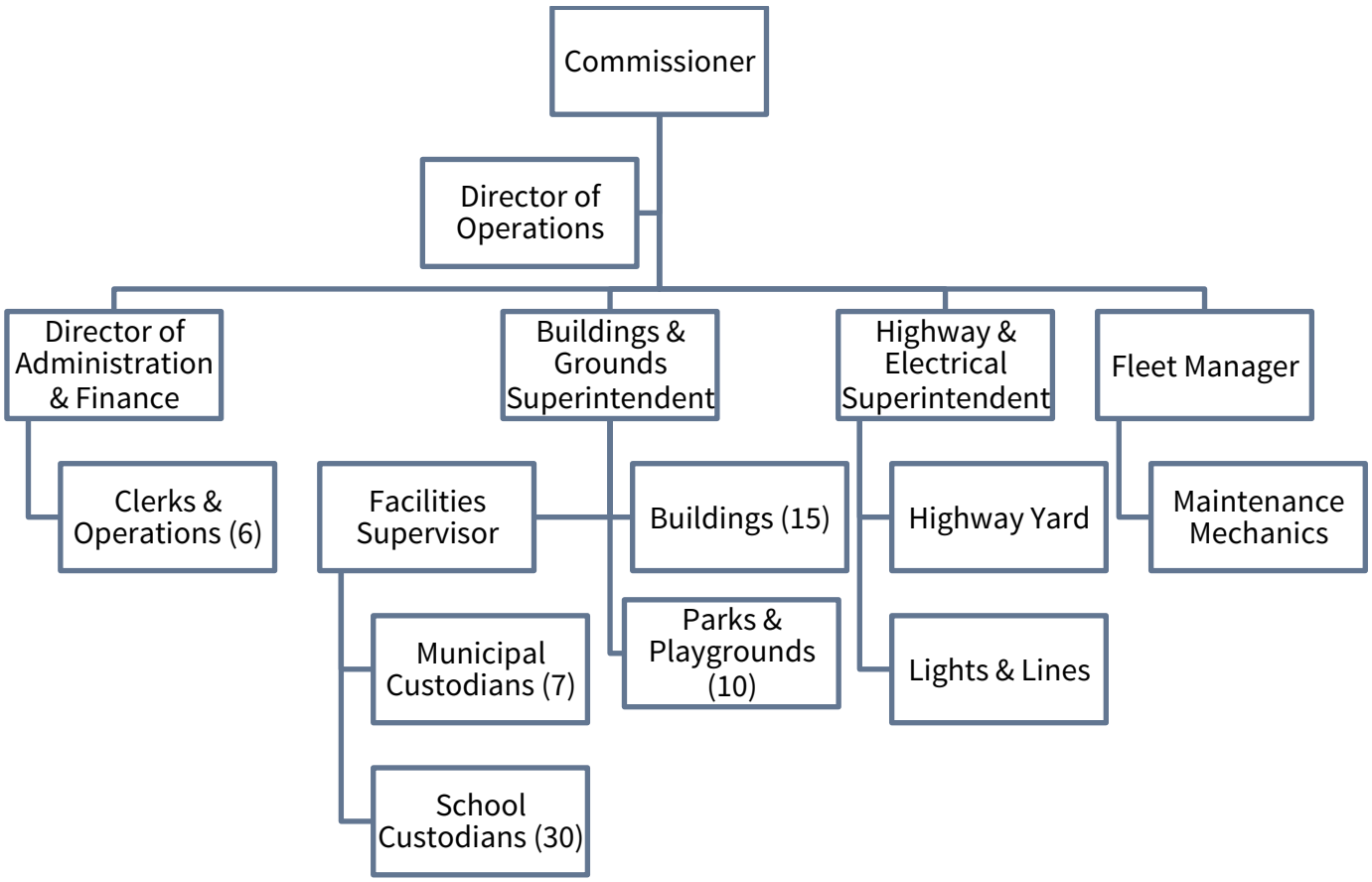
- Completed the administrative code change for the Fleet Management division. This division will be separated from Highway and is responsible for the fleet management of the entire city including DPW, Police, and Fire.
- Implemented improved financial controls, allowing the department to more effectively track costs within each division. Moving forward, this will help the department to better evaluate spending decisions.
- Improved the tracking of contractors during snow emergencies using Verizon's Field Force system. Contractors are held more accountable for their routes and the data captured streamlines invoicing as well as the accounts payable process.
- Transitioned payroll processing to Munis, reducing the amount of manual data entry and streamlining the payroll process.
- Implemented CitizenServe to enhance the ability of constituents to fill their needs from home (e.g. white goods sticker purchasing).

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
DPW Calls for Information and Work Orders	27,288	26,760	24,890	24,000
Sanitation Related Requests	8,988	10,244	9,623	9,500
% Sanitation requests closed on time	n/a	79%	77%	85%
Average closed work orders per day	106	74	84	75
Number of contracts managed	206	208	201	200

DPW: Administration

DEPARTMENT ORGANIZATION:



GOALS REVIEW:

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

1	Working with the purchasing department and SomerStat, create automated contract management system, enabling the department to plan ahead for services and reduce prices.	New for FY18
2	Transition payroll processing to Munis, reducing the amount of manual processing and streamlining the payroll process.	Complete
3	Offer the opportunity to attend State-run programs and conferences to improve overall knowledge of MCPPO guidelines.	Ongoing
4	Focus and expand the standard operating procedures across divisions, including Highway, Buildings & Grounds, Lights & Lines, and School Custodians.	Ongoing

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

1	Hold daily meetings with DPW Superintendents to prioritize customer needs and services as well as financial and operational requests.	Ongoing & Updated
2	Develop training manuals and procedures for Customer Service operations to help improve communication with constituents and offer more customer-focused resolutions.	New for FY18

3	Develop and incorporate universal responses to 311 requests to improve communication with constituents	Complete

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

1	Research and implement other existing City-based online programs to enhance the ability of constituents to fill their needs from home (e.g. white goods sticker purchasing).	Ongoing
2	Increase the efficiency of the 311 system by having the Highway Department close out all work orders electronically.	New for FY18

BUDGET:

DPW: ADMINISTRATION		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	573,652	601,238	419,541	631,334	
513000	OVERTIME	9,687	10,000	8,435	10,000	
514006	LONGEVITY	3,350	4,400	2,650	3,000	
514008	OUT OF GRADE	20	500	1,524	2,500	
515006	HOLIDAYS NON-UNION	1,034	1,707	570	1,258	
515011	HOLIDAYS - S.M.E.A.	1,154	1,752	-	1,166	
519004	UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750	
SUBTOTAL PERSONAL SERVICES		**590,647**	**621,347**	**434,470**	**651,008**	**4.8%**
524000	REPAIRS AND MAINTENANCE	72,493	62,500	63,170	62,500	
524034	R&M - SERVICE CONTRACTS	1,550	2,200	810	2,200	
527006	LEASE - PHOTOCPIER EQUIP	4,318	4,500	3,239	4,500	
527018	POSTAGE MACHINE RENTAL	1,032	1,200	774	1,200	
527019	RENTAL-WATER COOLER	-	-	142	-	
529007	HAZARDOUS WASTE REMOVAL	99,554	150,000	71,685	150,000	
530000	PROF & TECH SERVICE	97,011	169,500	33,762	256,500	
530008	EMPLOYEE TRAINING COURSES	249	5,000	680	5,000	
530011	ADVERTISING	-	500	-	500	
530018	POLICE DETAIL	43,820	48,000	8,000	48,000	
530020	FIRE DETAIL	612	2,500	863	2,500	
530028	SOFTWARE SERVICES	-	-	2,561	-	
534003	POSTAGE	3,500	3,500	24	3,500	
542000	OFFICE SUPPLIES	5,792	6,000	2,609	6,000	
542001	PRINTING & STATIONERY	430	2,000	595	2,000	
548001	MOTOR GAS AND OIL	284,242	450,000	291,236	350,000	
553001	SIGNS AND CONES	-	-	-	30,000	
558003	PUBLIC SAFETY SUPPLIES	20,760	10,000	-	10,000	
571000	IN STATE TRAVEL	-	100	-	100	
573000	DUES AND MEMBERSHIPS	1,050	2,000	940	2,000	

DPW: Administration

DPW: ADMINISTRATION	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
578007 REIMB OF LICENSES	2,485	2,100	2,199	2,600	
SUBTOTAL ORDINARY MAINTENANCE	**638,899**	**921,600**	**483,289**	**939,100**	**1.9%**
DPW: ADMINISTRATION TOTAL	**1,229,545**	**1,542,947**	**917,759**	**1,590,108**	**3.1%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DPW COMMISSIONER	KOTY, STANLEY	2,400.92	124,847.84	125,328.02
DIR OPERATIONS	WILLETTE, RICHARD	2,157.69	112,199.88	112,631.42
DIR ADMN & FINANCE	HALLORAN, JAMES	1,730.77	90,000.04	90,346.19
ADMIN ASST	MORIN, CHRISTINE	1,226.24	31,882.24	65,109.81
		1,249.32	32,482.32	
ADMIN ASST	RINGER, DIANE	1,071.44	55,714.88	57,679.17
HEAD CLERK	VACANT	980.69	50,995.88	51,542.02
PC1	FOSTER, SUSAN	912.09	47,428.68	48,561.10
PC1	REED, STEPHANIE	844.71	8,953.93	47,015.96
		894.52	37,033.13	
SR CLERK	SCARPELLI, DINA	740.73	19,555.27	40,293.03
		790.61	20,239.62	

MISSION STATEMENT:

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	2,098,039	2,161,895	2,271,099	5.1%
Ordinary Maintenance	6,189,528	8,989,531	9,280,531	3.2%
General Fund Expenditures	8,287,567	11,151,426	11,551,630	3.6%

CHANGES BETWEEN FY17 & FY18:

- Buildings and Grounds is reducing the City's reliance on heating oil by transitioning several facilities to more efficient natural gas heat.
- The division is also adopting a new plan for handling building repairs during non-occupied hours to make sure that staff and students are not adversely impacted by building maintenance. This will have an impact on the personal services budget.
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

- Rebuilt and upgraded heating infrastructure at the Healey School, saving the city $750,000 while improving energy efficiency.
- In coordination with the School Department, installed safety and security improvements around Somerville High School and City Hall, including high definition cameras, advanced light fixtures, and lockdown equipment.
- Converted sections of the Edgerly School to office space for the Superintendent of Schools and her Staff.
- Utilized a larger force of snow shovelers during snow storms allowing schools to open earlier and creating safer conditions on pathways in and around school buildings.
- Expanded the use of mobile devices and the Constituent Services 311 system, improving workflow across all building divisions and began robust data tracking of Buildings and Grounds services. Data tracking will help increase efficiency and prioritize repairs over time.
- Facilitated construction for three new repair garage bays to accommodate police department vehicles now maintained by the Fleet Division.
- Improved landscaping at multiple school buildings, including planting new trees and flowers and putting down sod. Also installed or repaired irrigation to maintain the schools appearance.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Total city building repair orders completed	1,056	965	750	850
Total school building repair orders completed	2,280	2,513	1,972	2,250
%SLAs met for school and building repairs	68%	59%	68%	75%
Total moving requests completed	N/A	208	205	200
Total requests completed for event set up/clean up	N/A	212	205	200

GOALS REVIEW:

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

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

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

1	Upgrade equipment to ensure school buildings exceed fire code and safety regulation.	New for FY18
2	Upgrade outdated heating equipment with energy efficient devices, including at the DPW Administration building.	New for FY18
3	Working with the Capital Projects department and using the planned preventative maintenance system, identify potential building needs so that corrective action may be included in the budget cycle, scheduled, and completed in a timely manner.	Complete & Ongoing

4	Conserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems.	Complete & Ongoing
5	Shift staffing resources to support school and city reconstruction and reuse projects, for example, relocation of various departments to the Edgerly School.	Complete & Ongoing
6	Improve cleaning service process by evaluating chemical treatment levels and developing a plan to minimize and/or meet needs for extra winter cleaning tasks	Copmlete & Ongoing
7	Establish a set of core functions within the division, create criteria for efficient performance, and evaluate performance against those criteria in order to improve service across the division.	Ongoing
8	Make security improvements in conjunction with the Purchasing Department and the Federal Department of Homeland Security in all city buildings in order to protect users and facilities.	Complete & Ongoing
9	Update the High School's HVAC (through a grant).	Complete

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

1	Irrigate and landscape the East Somerville Community School grounds to make the space inviting and usable for both the school community and neighbors.	New for FY18
2	Provide landscaping improvements at school entry points and walkways, which may include more robust plant species, improved irrigation, or playground surfaces.	Complete & Ongoing
3	Institute seasonal Sunday trash pickup of waste barrels at athletic fields and parks.	Complete
4	Increase coordination with the Recreation department to ensure best practices in athletic field maintenance.	Complete & Ongoing
5	Increase coordination with the Office of Strategic Planning and Community development to ensure best practices in park maintenance.	Complete & Ongoing

BUDGET:

DPW: BUILDINGS & GROUNDS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	404,507	393,549	308,991	437,960	
511300	WAGES - HOURLY PERMANENT	1,146,755	1,234,924	947,804	1,233,270	
513000	OVERTIME	93,208	120,166	81,505	132,000	
513002	OVERTIME - LABOR	358,851	310,600	265,892	365,000	
514006	LONGEVITY	7,400	7,550	3,075	6,550	
514009	LONGEVITY-LABOR	16,275	17,900	9,050	17,025	
514010	OUT OF GRADE-LABOR	5,146	5,000	4,041	8,000	

DPW: Buildings & Grounds

DPW: BUILDINGS & GROUNDS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
514015	OTHER DIFFERENTIALS	47,106	50,980	47,953	52,464	
515006	HOLIDAYS NON-UNION	345	527	-	589	
515011	HOLIDAYS - S.M.E.A.	5,346	8,849	-	6,041	
515012	PERFECT ATTENDANCE	1,300	-	2,600	-	
519004	UNIFORM ALLOWANCE	9,800	10,850	10,150	11,200	
519013	OTHER LUMP SUM PAYMENTS	2,000	1,000	-	1,000	
SUBTOTAL PERSONAL SERVICES		**2,098,039**	**2,161,895**	**1,681,062**	**2,271,099**	**5.1%**
521001	ELECTRICITY	2,792,876	3,346,531	1,831,534	3,346,531	
521002	NATURAL GAS	364,505	560,000	285,522	560,000	
521005	OIL	226,596	600,000	261,380	550,000	
524001	R&M - BUILDINGS & GROUNDS	19,343	100,000	27,632	100,000	
524002	R&M - REC FACIL/PARKS/PLAYG	61,421	92,500	35,525	92,500	
524010	R&M - HVAC	1,152,609	1,400,000	950,019	1,442,000	
524013	R&M - TOOLS & EQUIPMENT	9,405	35,000	262	35,000	
524018	R&M - FENCE	122,260	100,000	52,155	100,000	
524019	R&M - INTERIOR BUILDING	339,701	625,000	256,121	725,000	
524020	R&M - EXTERIOR BUILDING	100,733	210,000	131,465	300,000	
524021	R&M - FIRE ALARM	31,188	175,000	38,163	175,000	
524022	R&M - PROGRAM TIME CLOCKS	8,647	72,000	-	72,000	
524024	R&M - ELEVATORS	51,823	125,000	55,404	130,000	
524025	R&M - PLUMBING	2,140	65,000	2,675	-	
524026	R&M - ROOFING	40,592	80,000	44,581	100,000	
524027	R&M - FLOOR COVERING	24,777	75,000	68,226	75,000	
524031	REPAIRS TO PARK LIGHTING	-	40,000	-	20,000	
527001	RENTAL - BUILDINGS	15,731	45,000	10,210	45,000	
527014	RENTAL - TABLES & CHAIRS	2,890	20,000	3,695	20,000	
527015	RENTALS EQUIPMENT	2,432	6,000	21,149	12,000	
529009	ALARMS	70,310	80,000	48,504	100,000	
530000	PROF & TECH SERVICE	17,898	70,000	90,308	125,000	
538004	EXTERMINATION	41,661	70,000	30,359	90,000	
538008	MOVING SERVICES	39,703	75,000	43,979	100,000	
542006	OFFICE FURNITURE NOT CAP	9,855	12,000	2,483	12,000	
542012	OTH EQUIPMENT NOT CAP	14,539	15,000	-	15,000	
543002	PLUMBING SUPPLIES	57,499	65,000	67,226	130,000	
543006	ELECTRICAL SUPPLIES	59,711	90,000	41,403	90,000	
543007	PAINT	7,965	26,500	6,882	26,500	
543008	GLASS	7,069	45,000	8,006	45,000	
543011	HARDWARE & SMALL TOOLS	62,493	20,000	42,977	20,000	

DPW: BUILDINGS & GROUNDS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
545000	CUSTODIAL & MAINT SUPPLIES	209,460	325,000	119,711	325,000	
546000	GROUNDSKEEPING SUPPLIES	30,156	48,000	19,380	48,000	
546003	LOAM,SOD,FERTILIZER	35,767	45,000	8,998	25,000	
548001	MOTOR GAS AND OIL	-	-	523	-	
548006	MOTOR PARTS & ACCESSORIES	324	1,500	570	1,500	
549000	FOOD SUPPLIES & REFRESHMT	1,796	6,000	2,837	11,000	
551010	AUDIO VISUAL SUPPLIES	5,410	-	-	-	
553001	SIGNS AND CONES	6,190	-	666	-	
558006	UNIFORMS	27,804	23,500	21,426	16,500	
558011	FLOWERS & FLAGS	32,693	100,000	34,611	100,000	
572000	OUT OF STATE TRAVEL	572	-	-	-	
578009	CHRISTMAS LIGHTING	74,487	100,000	59,008	100,000	
585019	CABLING	6,500	-	-	-	
SUBTOTAL ORDINARY MAINTENANCE		**6,189,528**	**8,989,531**	**4,725,577**	**9,280,531**	**3.2%**
DPW: B&G TOTAL		**8,287,567**	**11,151,426**	**6,406,639**	**11,551,630**	**3.6%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SUPT BLDG&GROUNDS	WHITNEY, WALTER	1,961.54	102,000.08	102,588.54
PV SR BLDG CUSTODIAN	KOSLOFSKY, ALAN	919.11	47,793.72	51,526.79
JR BLDG CUSTODIAN	MITCHELL, MARK	862.59	44,854.68	48,328.10
JR BLDG CUSTODIAN	VIERA, MATTHEW	796.80	12,270.72	14,007.15
		845.67	30,951.52	31,120.66
JR BLDG CUSTODIAN + 10%	VACANT	876.48	45,576.96	47,627.33
JR BLDG CUSTODIAN + 10%	KEATING, DAVID	990.46	51,503.92	55,025.41
JR BLDG CUSTODIAN + 10%	SILVA, JAMES	990.46	51,503.92	55,175.41
JR BLDG CUSTODIAN + 10%	LOGRIPPO, PATRICIA	990.46	51,503.92	54,625.41
PV PUBLIC BLDG FOREMAN	RODERICK, JAMES	1,442.81	54,249.66	59,585.15
		1,448.59	20,859.70	21,149.41
PUBLIC BLDG FOREMAN	QUINN,STEVEN	1,375.75	67,686.90	69,736.90
		1,381.52	3,868.26	6,548.40
DPW FOREMAN B&G	PANTANELLA, MARTHA	1,080.55	56,188.60	60,034.87
DPW FOREMAN B&G	SANTANGELO,FRANK	1,080.55	56,188.60	59,884.87
WKFM/PLUMBER/PWL	MCKENZIE, STEWART	1,013.42	52,697.84	56,413.87
WKFM/CARPENTER/PWL	FULCO, FRANK	986.61	51,303.72	54,417.74
WKFM1\SHMEO\PWL	ARDOLINO, MARK	958.04	49,818.08	53,276.68
PLUMBER	HARDY, STEPHEN	983.47	51,140.44	53,998.37

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
ELECTRICIAN	SLATTERY CHRISTOPHER	983.47	51,140.44	53,398.37
ELECTRICIAN	POTHIER, GERALD	917.00	8,803.20	9,153.20
		965.80	40,949.92	42,823.57
CARPENTER PLASTERER	WALSH, JOHN	940.28	48,894.56	51,918.70
SHMEO/PWL	O'REGAN, CORNEILUS	867.06	45,087.12	47,619.22
SHMEO/PWL	FALAISE, JEAN CLAUDE	879.23	45,719.96	48,375.67
PWMAINTMECH/PWL	VACANT	807.69	41,999.88	43,916.80
HMEO/MAINT MECH/PWL	JOHNSON, MATTHEW	856.56	44,541.12	46,552.85
HMEO/MAINT MECH/PWL	NORMAN, TENNYSON	856.56	27,238.61	29,250.33
		873.70	17,648.74	17,648.74
HMEO/MAINT MECH/PWL	CORBETT, STEPHEN	867.26	24,109.83	26,732.13
		873.70	21,143.54	21,405.65
SHMEO/PWL	PELLIGRINI, EDWARD	857.07	44,567.64	47,180.36
HMEOPWL	KEENAN, THOMAS	840.25	9,914.95	10,264.95
		857.06	34,453.81	36,116.51
HMEO/PWL	KALTON, JOHN	857.06	44,567.12	47,429.82
HMEO/PWL	ANGIULO JR, ANTHONY	857.06	44,567.12	47,829.82
PUBLIC GROUNDS GARDENER	HUNT, ANDREW	834.88	43,413.76	45,883.43
PUBLIC GROUNDS MAINTENANCE MAN	MERCIER, ROBERT	834.88	43,413.76	45,883.43
PUBLIC WORKS LABORER	PREVAL, JAQUES	817.79	42,525.08	45,061.59

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	1,674,822	1,865,892	1,908,672	2.3%
Ordinary Maintenance	870,480	888,502	906,272	2.0%
General Fund Expenditures	2,545,302	2,754,394	2,814,954	2.2%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

BUDGET:

DPW: SCHOOL CUSTODIANS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	1,517,368	1,690,556	1,285,366	1,717,370	
511002	SALARIES - MONTHLY	15,000	15,000	15,000	15,000	
513000	OVERTIME	70,268	60,000	41,210	70,000	
514006	LONGEVITY	22,025	22,575	11,675	22,725	
514008	OUT OF GRADE	1,700	2,500	664	4,000	
514015	OTHER DIFFERENTIALS	4,473	4,474	4,474	4,526	
515004	HOLIDAYS	6,130	14,567	12,064	19,351	
515011	HOLIDAYS - S.M.E.A.	520	-	-	-	
515012	PERFECT ATTENDANCE	3,200	-	3,000	-	
519004	UNIFORM ALLOWANCE	700	700	700	700	
519104	SALARY STIPEND	-	15,000	-	15,000	
SUBTOTAL PERSONAL SERVICES		**1,674,822**	**1,865,892**	**1,410,403**	**1,908,672**	**2.3%**
530000	PROF & TECH SERVICE	870,480	888,502	665,928	906,272	
SUBTOTAL ORDINARY MAINTENANCE		**870,480**	**888,502**	**665,928**	**906,272**	**2.0%**
SCHOOL CUSTODIANS TOTAL		**2,545,302**	**2,754,394**	**2,076,331**	**2,814,954**	**2.2%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
FACILITIES SUPERVISOR	BOWLER, MICHAEL	1,507.78	78,404.56	97,529.65
ASST SUPER / NIGHT CUSTODIANS	MOORE, HARRY S.	1,092.93	56,832.36	60,752.64
SR CUSTODIAN 1	CONSOLO, JOSEPH	1,072.77	55,784.04	58,652.70
SR CUSTODIAN 2	COLLETTE, CHRISTOPHER	983.31	13,373.02	14,623.02
		1,021.52	39,226.37	39,839.28
SR CUSTODIAN 2	CREMINS, DAVID	975.26	50,713.52	54,298.68
SR CUSTODIAN 2	MCDONALD, ROY	1,014.16	13,995.41	15,845.41
		1,021.52	39,022.06	39,634.98

DPW: School Custodians

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SR CUSTODIAN 2	ROGERS, MICHAEL	1,072.79	55,785.08	58,728.75
SR CUSTODIAN 2	SHEA, STEPHEN	1,072.79	55,785.08	58,928.75
SR CUSTODIAN 1	WHITE, PAUL	1,072.79	55,785.08	58,743.31
JR BLDG CUSTODIAN	ANGIULO, ANTHONY SR.	888.98	46,226.96	49,588.14
JR BLDG CUSTODIAN	AULT, JOHN	977.88	50,849.76	53,936.49
JR BLDG CUSTODIAN	BAUGH, PATRICK	897.88	14,725.23	15,975.23
		903.30	32,338.14	32,880.12
JR BLDG CUSTODIAN	BLAIKIE, PETER	977.88	50,849.76	53,286.49
JR BLDG CUSTODIAN	BOCART, MILLER BEN	958.71	36,430.98	38,256.21
		977.88	13,690.32	13,690.32
JR BLDG CUSTODIAN	COLMAN, RONALD	888.98	46,226.96	49,260.35
JR BLDG CUSTODIAN	CONSOLO, WILLIAM	903.29	34,505.68	36,297.65
		958.71	13,230.20	13,230.20
JR BLDG CUSTODIAN	DONOVAN, JAMES	903.29	35,408.97	37,200.94
		958.71	12,271.49	12,271.49
JR BLDG CUSTODIAN	FINIGAN, MICHAEL	888.98	46,226.96	48,860.35
JR BLDG CUSTODIAN	GAFFNEY, PAUL	977.88	50,849.76	53,382.06
JR BLDG CUSTODIAN	GUARINO, JASON	888.98	46,226.96	48,610.35
JR BLDG CUSTODIAN	HANSCOM, MARK	1,004.55	52,236.60	55,339.33
JR BLDG CUSTODIAN	HARDY, JOHN	977.87	50,849.24	53,535.96
JR BLDG CUSTODIAN	HODGDON, JAMES	977.88	50,849.76	53,482.06
JR BLDG CUSTODIAN	LOGRIPPO, VINCENT	888.98	46,226.96	48,010.35
JR BLDG CUSTODIAN	MCDAID, THOMAS	888.98	46,226.96	49,260.35
JR BLDG CUSTODIAN	MITRANO, VINCENT	816.25	21,385.75	23,288.75
		821.18	21,186.44	21,186.44
JR BLDG CUSTODIAN	PENA, MARCO	903.29	35,408.97	37,200.94
		958.71	12,271.49	12,271.49
JR BLDG CUSTODIAN	SHEA, JOHN	977.87	50,849.24	54,135.96
JR BLDG CUSTODIAN	STURNIOLO, JAMES	903.30	33,964.08	35,756.06
		958.71	13,805.42	13,805.42
JR BLDG CUSTODIAN	VALENTE, COSMO	977.87	50,849.24	53,935.96
JR BLDG CUSTODIAN	WHITLOCK, JOSEPH JR.	888.98	46,226.96	48,860.35
JR BLDG CUSTODIAN	WASHINGTON, STANLEY	897.88	13,827.35	15,077.35
		903.30	33,060.78	33,783.42
JR BLDG CUSTODIAN	VACANT	897.88	46,689.76	48,478.49
TEMP JR BLDG CUSTODIAN	VACANT	897.88	46,689.76	48,478.49

MISSION STATEMENT:

Solid Waste plays an important role in maintaining a clean, healthy city through weekly curbside pickup of solid waste and recycling from residential areas, public buildings, and schools. This service is provided on a contract basis. Solid Waste also collects bulky waste from citizens who schedule collection and pay a service fee for each item removed; as part of this program, chlorofluorocarbons (CFCs) from certain appliances are removed, and metals and electronics are recycled. These programs support the City's rodent control, cleanliness, and environmental management efforts.

BUDGET:

DPW: SANITATION		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
529003	RUBBISH REMOVAL	1,267,021	1,492,275	944,497	1,380,000	
529006	RECYCLING	206,661	375,000	73,779	199,500	
530000	PROFESSIONAL & TECHNCAL SVC	2,860,008	3,754,433	2,429,546	3,490,000	
534003	POSTAGE	5,608	6,500	-	6,500	
542001	PRINTING & STATIONERY	11,387	12,000	2,262	12,000	
553008	RECYCLING CARTS	19,361	35,000	21,278	35,000	
558008	BENCHES & BARRELS	-	-	-	50,000	
SUBTOTAL ORDINARY MAINTENANCE		**4,370,046**	**5,675,208**	**3,471,362**	**5,173,000**	**-8.8%**
SOLID WASTE TOTAL		**4,370,046**	**5,675,208**	**3,471,362**	**5,173,000**	**-8.8%**

DPW: Highway

MISSION STATEMENT:

To enhance the quality of life for our diverse community. The Highway Division is dedicated to serving the city's residents through a wide range of operations, including repairing sidewalks, trimming trees, filling potholes, cleaning graffiti, picking up electronic waste, clearing snow, and many other daily services. The Highway Division also keeps our squares and streets clean and free of trash. Twenty four hours a day, seven days a week, Highway personnel address immediate safety concerns on our public ways.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	2,234,083	2,320,697	2,648,755	14.1%
Ordinary Maintenance	879,843	1,353,095	1,250,595	-7.6%
General Fund Expenditures	3,113,927	3,673,792	3,899,350	6.1%

CHANGES BETWEEN FY17 & FY18:

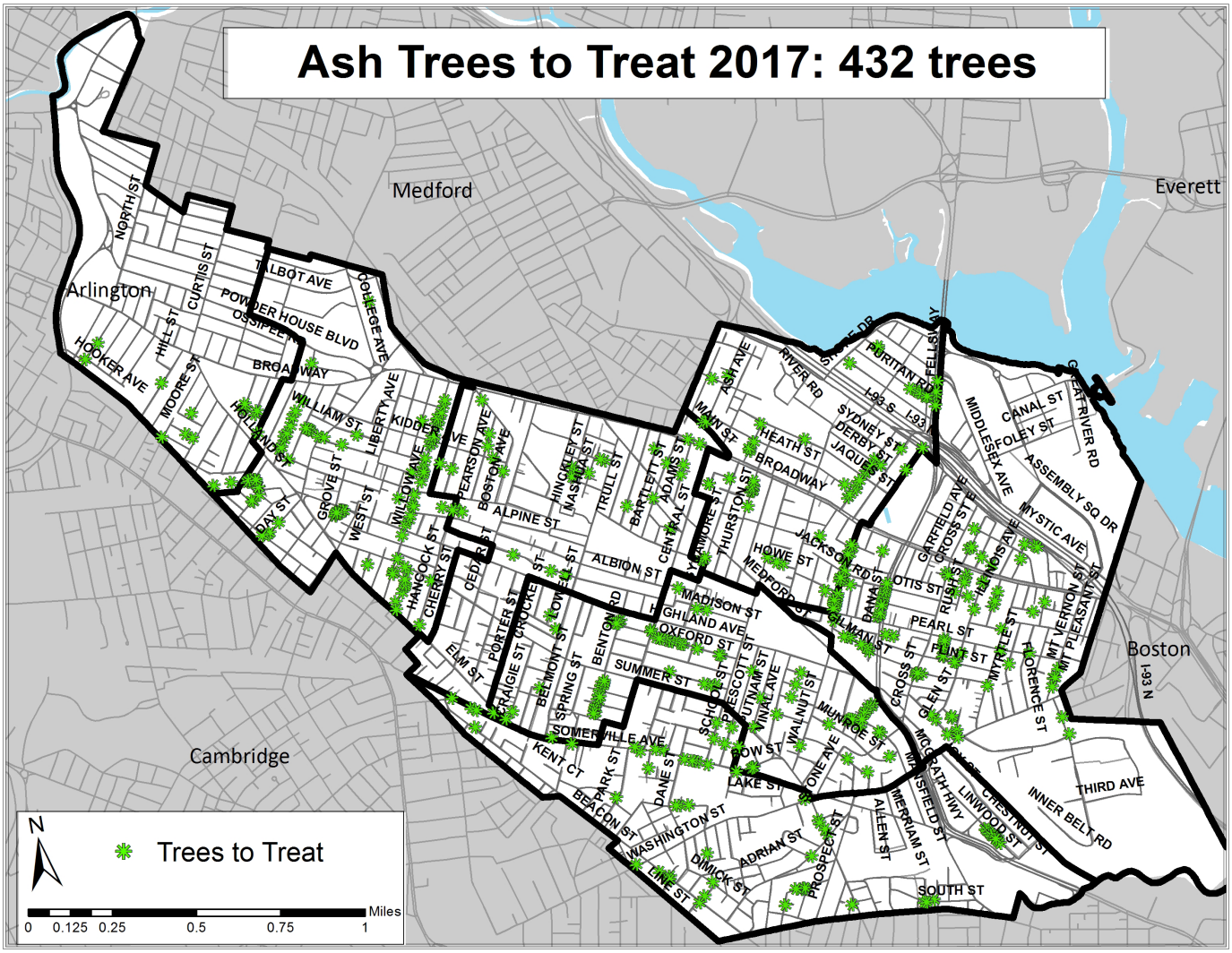
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

- Worked with Somerstat and Constituent Services to create and implement accurate, courteous, and easy to understand responses to work orders submitted by residents.
- Maintained best-in-class snow removal operations during new "Park Even" snow emergency parking policy.
- Continued the monitoring and treatment of Emerald Ash Borer on all city Ash trees.
- Completed phase one of the LED streetlight implementation, saving the city electricity and maintenance costs over time.
- Increased accountability for the division by instituting "no parking" signage rules that identified the division responsible at each work site.

PERFORMANCE METRICS:

MEASURE	FY15 ACTUAL	FY16 ACTUAL	FY17 PROJECTED	FY18 PROPOSED
Number of Highway work orders closed	11,791	5,013	5,561	5,000
Number of potholes repaired	4,204	1,833	2,199	2,000
Indicidents of graffiti removed	502	556	590	525
Tree limbs cleared from roads and sidewalks	531	370	337	300
Work orders completed within service level agreement	65%	70%	70%	75%
Constituent pothole requests completed within 5 days	N/A	68%	79%	85%
Constituent reported graffiti sightings cleaned within 3 days	N/A	46%	60%	75%



Along with other cities and towns in our region, the City of Somerville through the DPW's Highway Division in collaboration with OSPCD's Transportation & Infrastructure Division is taking preventive measures to stop the spread of ash borer in our area to avoid tree loss.

- Trapping: Ash borer traps have been installed on ash trees across the city for early detection of this pest.
- Preventive Treatment: As a preventive measure, healthy and fair condition trees are being injected with the organic insecticide TreeAzin, which can ward off ash borers. This treatment must be applied every two years.
- Tree Removal ONLY When Necessary: Unfortunately, sometimes trees are too sick to respond to treatment. In these cases, where absolutely necessary, dying and sick ash trees, which are more susceptible to infestation and can thus endanger nearby healthy ash trees, will be removed and replaced, when possible, with other varieties of tree that thrive well in an urban environment.

GOALS REVIEW:

1. Develop and upgrade division policies and procedures.

1	Provide cross-training to Highway Division crew on operation of all Highway vehicles and equipment.	Ongoing
2	Install a storage rack system and shed to protect and prolong the life of highway equipment and snow plowing equipment.	New for FY18
3	Expand sidewalk sweeping beyond squares by sweeping arterial and other main streets outside of squares.	Complete
4	Increase safety for employees and residents by creating a space for employees to properly recuperate during snow or weather events that last greater than 12 hours.	Complete

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

1	Prevent infestation of Emerald Ash Borer pest by closely monitoring traps, carrying out targeted removals, and working with the Urban Forestry Planner to coordinate organic treatment program.	Complete & Ongoing
2	Work with the Office of Strategic Planning and Community Development (OSPCD) to update existing urban forest inventory.	Ongoing
3	Utilize updated tree inventory to better track ongoing work and measure the added value of a well-maintained tree canopy.	New for FY18

3. Manage ADA compliance and training.

1	Work with the Architectural Access Board to provide on-site training on the installation of ADA compliant sidewalk ramps and tactile pads.	New for FY18
2	Train and educate the concrete crew to be proficient in the use of smart levels to meet new ADA standards when replacing sidewalk panels.	Ongoing
3	Work with the Engineering Department and the City ADA Coordinator to install ADA compliant ramps in sidewalks and parking lots.	Ongoing

BUDGET:

DPW: HIGHWAY		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES					
511300	WAGES					
513002	OVERTIME - LABOR					
514009	LONGEVITY-LABOR					
514010	OUT OF GRADE-LABOR					
514015	OTHER DIFFERENTIALS					
515006	HOLIDAYS NON-UNION					
515011	HOLIDAYS - S.M.E.A.					

DPW: HIGHWAY		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	170,153	170,680	139,098	206,041	
511300	WAGES - HOURLY PERMANENT	1,519,662	1,707,457	1,324,889	1,858,005	
513002	OVERTIME - LABOR	451,894	335,000	341,241	465,000	
514009	LONGEVITY-LABOR	20,950	22,025	12,025	23,425	
514010	OUT OF GRADE-LABOR	5,600	8,500	3,282	13,500	
514015	OTHER DIFFERENTIALS	48,306	54,665	54,601	62,245	
515006	HOLIDAYS NON-UNION	649	997	332	793	
515011	HOLIDAYS - S.M.E.A.	5,619	9,823	-	7,146	
515012	PERFECT ATTENDANCE	1,100	-	700	-	
519004	UNIFORM ALLOWANCE	10,150	11,550	10,850	12,600	
SUBTOTAL PERSONAL SERVICES		**2,234,083**	**2,320,697**	**1,887,019**	**2,648,755**	**14.1%**
524003	R&M - VEHICLES	23,681	65,000	16,201	-	
524013	R&M - TOOLS & EQUIPMENT	2,271	5,000	1,009	2,500	
524014	R&M - PAVING	-	-	-	15,000	
524018	R&M - FENCE	5,524	15,000	4,422	15,000	
524029	R&M - HIGHWAYS	1,674	5,000	801	5,000	
527015	RENTALS EQUIPMENT	700	9,000	-	9,000	
527016	RENTALS - VEHICLE	4,999	5,000	-	5,000	
529003	RUBBISH REMOVAL	47,617	100,000	25,686	125,000	
529005	CARE OF TREES	40,550	175,000	29,810	175,000	
530000	PROF & TECH SERVICE	417,936	450,000	258,362	550,000	
530008	EMPLOYEE TRAINING COURSES	2,800	5,000	-	5,000	
530011	ADVERTISING	55	1,000	-	1,000	
530021	TOWING	3,888	10,000	1,710	-	
530028	SOFTWARE SERVICES	13,757	15,000	1,289	10,000	
542000	OFFICE SUPPLIES	1,158	1,850	983	1,850	
542001	PRINTING & STATIONERY	4,510	5,000	1,100	5,000	
542006	OFFICE FURNITURE NOT CAP	150	-	-	-	
543003	TOOLS	2,640	9,500	18,792	9,500	
543007	PAINT	58	5,000	78	5,000	
543008	GLASS	1,727	10,000	1,036	-	
543011	HARDWARE & SMALL TOOLS	11,184	20,000	6,276	10,000	
548004	TIRES AND TUBES	937	10,000	8,266	-	
548006	MOTOR PARTS & ACCESSORIES	119,648	155,000	83,082	-	
553000	PUBLIC WORKS SUPPLIES	-	1,200	-	1,200	
553001	SIGNS AND CONES	6,825	-	16,048	-	
553002	BITUMINOUS SUPPLIES	46,344	95,000	39,807	95,000	
553003	READY MIX CONCRETE	110,698	150,000	80,425	175,000	

DPW: HIGHWAY		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
553004	LUMBER & WOOD PRODUCTS	916	5,000	-	5,000	
553006	MASONRY SUPPLIES	4,600	5,000	-	5,000	
558004	MAGAZINES/SUBSCRIPTS/PUB	-	5,545	999	5,545	
558006	UNIFORMS	2,998	15,000	-	15,000	
SUBTOTAL ORDINARY MAINTENANCE		**879,843**	**1,353,095**	**596,184**	**1,250,595**	**-7.6%**
DPW: HIGHWAY TOTAL		**3,113,927**	**3,673,792**	**2,483,202**	**3,899,350**	**6.1%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
HIGHWAY SUPT.	MACEACHERN, STEVEN	2,000.77	104,040.04	104,440.19
HIGH'Y YARD FOREMAN	BARRY, THOMAS	1,425.51	35,637.75	39,031.24
		1,429.36	38,592.72	40,022.08
WASTE COLL INSP	MURPHY, BRIEN K	1,302.21	67,714.92	72,341.21
WASTE COLL INSP	O'CONNELL, JOHN	1,302.21	67,714.92	72,191.21
WASTE COLL INSP	ROCHE, CHARLES	1,302.21	67,714.92	71,916.21
WKFM1\SHMEO\TREE CLIMBER	NURSE, RICHARD	990.04	7,722.31	8,672.31
		1,008.40	44,571.28	46,527.58
WKFM1\SHMEO\CEMENTFINISHER	DIFRAIA, JAMES M	1,013.42	52,697.84	56,263.87
WKFM1\SHMEOCURBSETTER\PWL	CORBIN, FRANK	1,008.04	52,418.08	55,973.68
WKFM1\SHMEO\PWL	BUNKER, DAVID	958.04	49,818.08	53,276.68
SHMEO\CEMENTFINISHER\PWL	BARBIERE, JEFFREY	929.23	48,319.96	51,072.67
SHMEO\CEMENTFINISHER\PWL	STANTON, MATTHEW	929.23	48,319.96	51,022.67
SHMEO\CEMENTFINISHER\PWL	DIORIO, JASON	911.99	14,409.44	14,759.44
		929.23	33,638.13	35,440.83
SHMEO\CEMENTFINSHER\PWL	MCDEVITT, KEVIN	929.23	48,319.96	50,972.67
SHMEO\CEMENTFINSHER\PWL	MORIARTY, MICHAEL	911.99	30,278.07	32,397.33
		929.23	17,469.52	17,469.52
SHMEO\CURBSETTER\PWL	HUCKINS, STEVE	922.83	36,728.63	38,868.92
		940.29	11,471.54	11,471.54
SHMEO\CURBSETTER\PWL	DILL, ROBERT	922.83	16,610.94	17,210.94
		940.29	31,969.86	33,794.02
SHMEO\CURBSETTER\PWL	HALLORAN,EDWARD	940.29	48,895.08	52,319.24
SHMEO\CURBSETTER\PWL	WOOD, JAMES	940.29	48,895.08	52,669.24
SHMEO\TREE CLIMBER\PWL	SYLVAIN, JUDE	940.29	48,895.08	51,669.24
SHMEO\TREE CLIMBER\PWL	MCAIN, JOSEPH	922.83	14,580.71	14,930.71
		940.29	34,038.50	35,862.66
SHMEO\PWL+10%	HOGAN, THOMAS	967.14	50,291.28	53,017.53

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SHMEO\PWL +10%	HARDY, EDWARD	967.14	50,291.28	53,017.53
SHMEO\PWL+10%	SCIMEMI, JAMES	948.19	49,305.88	51,495.37
SHMEO\PWL + 10%	VACANT	948.19	49,305.88	51,495.37
SHMEO\PWL	ARRIA, CHARLES	861.99	44,823.48	46,845.74
SHMEO\PWL	CANTY, MARK	861.99	44,823.48	46,845.74
SHMEO\PWL	GOODE, PAUL	861.99	44,823.48	47,345.74
HMEO\PWL	HARDY, DANIEL	857.07	44,567.64	47,180.36
TEMP LABORER	CASSESSO, CHRIS	818.51	42,562.52	45,100.43
WATCHMAN	VACANT	817.79	42,525.08	44,461.59
FLEET MANAGER	BONNEY, RONALD	1,961.54	102,000.08	102,392.39
MOTOR EQUIP RPMN FOREMAN	BROWNE, MICHAEL	1,384.97	21,605.53	76,452.89
		1,388.82	50,553.05	
MOTOR EQUIP RPMN	PANTANELLA, ANTHONY	986.60	51,303.20	54,167.20
MOTOR EQUIP RPMN	THORNTON, RICHARD	986.60	51,303.20	54,417.20
MOTOR EQUIP RPMN	WINTER, KARL	986.60	51,303.20	54,067.20
MOTOR EQUIP RPMN	CAPASSO, MIKE	986.60	51,303.20	54,067.20
MOTOR EQUIP RPMN	MCDONOUGH, TIMOTHY	986.60	51,303.20	54,542.20
EMG TRANSFER MTR EQUIP RPMN	WINGATE, THOMAS	918.64	22,414.82	50,750.29
		968.57	26,151.39	

DPW: Electrical

MISSION STATEMENT:

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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	361,371	344,924	341,820	-0.9%
Ordinary Maintenance	115,890	233,500	243,500	4.3%
General Fund Expenditures	477,261	578,424	585,320	1.2%

CHANGES BETWEEN FY17 & FY18:

- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

FY17 ACCOMPLISHMENTS:

- Worked in collaboration with SomerStat and the LED lighting contractor to implement phase I of the LED streetlight installation.
- Conducted staff training to maintain new LED street lights in-house in order to reduce maintenance costs of LED streetlights.
- Completed installation of wireless radio boxes on all city buildings.
- Assisted Traffic and Parking Department with the installation of radar feedback signs in designated school zones.

GOALS REVIEW:

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

1	Work with Neighborways Program, Shape Up Somerville, Safe Routes to School, and other cross-departmental groups to ensure the safety of all modes of travel.	Ongoing
2	Repair and replace inferior quality pedestrian buttons, countdown timers and emergency call boxes.	New for FY18
3	Work with the Transportation and Infrastructure team to update traffic signal inventory.	New for FY18

2. Identify energy efficient and cost effective lighting opportunities.

1	Work with SomerStat and lighting contractor to convert street and external city building lighting to LED.	Complete
2	Implement phase II of the LED streetlight installation/upgrade including the installation of acorn and pendant lights in the city squares and main streets.	New for FY18
3	Install city-wide solar powered fire alarm boxes.	New for FY18

BUDGET:

DPW: ELECTRICAL		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511300	WAGES - HOURLY PERMANENT	221,952	223,668	146,692	221,026	
513002	OVERTIME - LABOR	123,574	100,000	90,088	100,000	
514009	LONGEVITY-LABOR	3,050	3,200	1,625	3,150	
514010	OUT OF GRADE-LABOR	2,785	8,000	2,818	8,000	
514015	OTHER DIFFERENTIALS	7,265	7,366	5,695	7,394	
515011	HOLIDAYS - S.M.E.A.	845	1,290	-	850	
515012	PERFECT ATTENDANCE	500	-	900	-	
519004	UNIFORM ALLOWANCE	1,400	1,400	1,400	1,400	
SUBTOTAL PERSONAL SERVICES		**361,371**	**344,924**	**249,217**	**341,820**	**-0.9%**
524004	R&M - TRAFFIC CONTROL	3,152	25,000	16,891	30,000	
524006	R&M - COMMUN. EQUIP.	3,923	20,000	2,713	20,000	
524021	R&M - FIRE ALARM	26,295	25,000	1,007	30,000	
524032	R&M - LIGHTING	33,834	65,000	-	65,000	
530000	PROF & TECH SERVICE	37,218	75,000	-	75,000	
542008	BOOKS & BOOKBINDING	248	2,000	259	2,000	
543006	ELECTRICAL SUPPLIES	4,600	10,000	-	10,000	
543007	PAINT	1,396	1,500	-	1,500	
543011	HARDWARE & SMALL TOOLS	5,224	10,000	1,920	10,000	
SUBTOTAL ORDINARY MAINTENANCE		**115,890**	**233,500**	**22,790**	**243,500**	**4.3%**
DPW: ELECTRICAL TOTAL		**477,261**	**578,424**	**272,007**	**585,320**	**1.2%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
PV FOREMAN	DEVELLIS, VINCENT	1,464.18	54,467.50	81,334.85
		1,468.03	21,726.84	
ELECTRICAN	VACANT	917.00	47,684.00	49,812.98
SIGNAL MAINTAINER	GOODE, JOSEPH	884.74	46,006.48	48,672.88
ELECTRICAN	CALI, KRISTOFER	983.47	51,140.44	53,998.37

DPW: Fleet Management

MISSION STATEMENT:

The fleet management division is responsible for the maintenance and repair of City vehicles and equipment. The division coordinates the repair, maintenance and required inspections of vehicles and equipment for all city departments. The division is responsible for asset management, budgeting and reporting, vehicle and equipment replacement, scheduling and forecasting, and vehicle leasing. The division is also responsible for effective fuel system management, fuel purchasing, consumables tracking and reporting.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Ordinary Maintenance	-	-	461,000	NEW
General Fund Expenditures	-	-	461,000	NEW

CHANGES BETWEEN FY17 & FY18:

- The Fleet Management budget will be created in FY18 and used as the cost center for the division's Ordinary Maintenance expenditures. Personal Services are allocated within the DPW: Highway budget.

FY17 ACCOMPLISHMENTS:

- Replaced refuse collection trucks with hybrid vehicles.
- Provided hybrid truck to Somerville Public School's Food Services fleet.
- Fleet mechanics completed in-house training that increased repair knowledge of Ford vehicles and allowed for better utilization of compressors, saws, CNC machines, and lifts.
- Expanded repair area to accommodate addition of Police Department fleet.
- Installed specialized equipment that reduces the time to repair and reduces carbon emissions, including lifts, a light duty alignment machine, and a Nitrogen Tire Fill.

GOALS REVIEW:

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

1	Implement inventory and tracking system to better plan and execute preventative maintenance repairs.	Ongoing
2	Introduce and train users on new customer service Fleet software.	New for FY18
3	Analyze utilization of fleet across all departments to ensure that the current municipal fleet is "right-sized."	New for FY18
4	Coordinate with other city departments, including Traffic & Parking and Shape Up Somerville, to reduce vehicle idling city wide.	Ongoing
5	Train garage mechanics to properly maintain hybrid trash trucks and electric vehicles.	Ongoing

BUDGET:

DPW: FLEET MANAGEMENT		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
524003	R&M - VEHICLES	-	-	-	120,000	
524013	R&M - TOOLS & EQUIPMENT	-	-	-	5,000	
530021	TOWING	-	-	-	10,000	
530028	SOFTWARE SERVICES	-	-	-	41,000	
543008	GLASS	-	-	-	10,000	
543011	HARDWARE & SMALL TOOLS	-	-	-	10,000	
548004	TIRES AND TUBES	-	-	-	35,000	
548006	MOTOR PARTS & ACCESSORIES	-	-	-	230,000	
SUBTOTAL ORDINARY MAINTENANCE		**-**	**-**	**-**	**461,000**	**NEW**
DPW: FLEET TOTAL		**-**	**-**	**-**	**461,000**	**NEW**

Snow Removal

BUDGET:

SNOW REMOVAL	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
529002 SNOW REMOVAL	1,292,504	1,250,000	1,411,443	1,262,500	
530018 POLICE DETAIL	1,792	36,000	39,359	36,360	
SUBTOTAL ORDINARY MAINTENANCE	**1,294,296**	**1,286,000**	**1,450,802**	**1,298,860**	**1.0%**
SNOW REMOVAL TOTAL	**1,294,296**	**1,286,000**	**1,450,802**	**1,298,860**	**1.0%**

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

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

PRINCIPAL ON LONG TERM DEBT

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

INTEREST

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

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

BUDGET:

DEBT SERVICE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
591000	PRINCIPAL ON LNG TRM DEBT	7,414,072	7,554,123	7,037,674	6,873,624	
591500	INTEREST ON LTD	2,363,073	2,668,943	2,545,873	2,896,514	
592500	INTEREST ON NOTES-BAN	503,407	500,000	78,226	792,657	
593000	INTEREST ON TAX ABATEMENT	263	25,000	775	10,000	
DEBT SERVICE TOTAL		**10,280,815**	**10,748,066**	**9,662,547**	**10,572,795**	**-1.6%**

State Assessments

The Cherry Sheet is a form showing all state and county charges assessed against the City, as certified by the State Director of Accounts. The figures shown here are based on the latest version of the FY2018 Cherry Sheet.

RETIRED EMPLOYEE HEALTH INSURANCE

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

AIR POLLUTION CONTROL

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

METROPOLITAN AREA PLANNING COUNCIL

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

MBTA

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

REGISTRY OF MOTOR VEHICLES-HOLD PROGRAM

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

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

EDUCATION

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

BUDGET:

STATE ASSESSMENTS		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
563100	SPECIAL EDUCATION C/SHT	440	13,594	-	16,184	
564000	AIR POLLUTION CONTL DIST	23,970	24,570	20,476	25,774	
564100	METROPOLTN PLANNG COUNC	38,990	39,965	33,305	40,754	
564600	RMV NON-RENEWAL SURCHAR	193,680	193,680	67,740	73,260	
565002	SCHOOL CHOICE ASSESSMENT	-	13,400	-	30,100	
565003	CHARTER SCH SENDING TUIT	7,390,963	8,633,875	6,068,752	8,891,621	
565004	SCH CHOICE SENDING TUITIO	28,400	-	450,961	-	
566100	MBTA ASSESSMENTS	5,062,633	5,112,951	3,834,714	5,156,283	
566200	BOSTON METRO TRANSIT	1,102	1,102	920	1,041	
STATE ASSESSMENTS TOTAL		**12,740,178**	**14,033,137**	**10,476,868**	**14,235,017**	**1.4%**

Health Insurance, Life Insurance & Medicare Payroll

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

HEALTH INSURANCE

The City participates in the Commonwealth of Massachusetts Group Insurance Commission (GIC). The GIC offers a number of health maintenance organization(HMO), preferred provider (PPO), and indemnity health plan options to employees and retirees delivered through Tufts Health Plan, Harvard Pilgrim, and Unicare. Beginning in FY16, the City funds 80% of the premium costs for HMO and PPO plans and 75% of the premium costs for indemnity plans; the subscribers contribute 20% and 25% respectively. The budgetary item is the City's share of health insurance costs and does not represent the full cost of health insurance. The full cost of health insurance is financed through a combination of city appropriations, employee and retiree contributions, and grant reimbursements. In FY2018, the City will use all of these sources to meet its obligation to fund health insurance.

MEDICARE PAYROLL TAX

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

LIFE INSURANCE

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

BUDGET:

HEALTH INSURANCE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
517003	HEALTH INSURANCE FUND	21,186,912	21,564,950	18,005,499	23,075,311	
517050	GIC HEALTH OPT OUT	149,498	200,000	142,153	250,000	
0190151	**SUBTOTAL HEALTH INS PS**	**21,336,410**	**21,764,950**	**18,147,652**	**23,325,311**	**7.2%**
530000	PROF & TECH SERVICES	15,672	50,000	13,499	42,000	
578032	MEDICARE PENALTIES	218,609	240,000	187,800	257,000	
0190152	**SUBTOTAL HEALTH INS OM**	**234,281**	**290,000**	**201,299**	**299,000**	**3.1%**

LIFE INSURANCE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
517005	FLEX SPEND BENEFIT	10,949	20,000	10,995	20,000	
517600	LIFE INSURANCE	84,384	79,443	65,443	79,634	
LIFE INSURANCE & FLEX TOTAL		**95,772**	**99,443**	**76,438**	**99,634**	**0.2%**

MEDICARE		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
517900	MEDICARE INSURANCE	1,588,561	1,535,000	1,241,552	1,581,050	
TOTAL MEDICARE		**1,588,561**	**1,535,000**	**1,241,552**	**1,581,050**	**3.0%**

Worker's Compensation

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

BUDGET:

WORKER'S COMPENSATION		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	68,073	73,621	57,869	78,031	
512100	WORKERSCOMP REEMPLOY	5,785	20,000	-	20,000	
515006	HOLIDAYS NON-UNION	-	422	140	301	
517001	WORKER'S COMPENSATION	376,995	360,000	312,275	370,000	
SUBTOTAL PERSONAL SERVICES		**450,853**	**454,043**	**370,285**	**468,332**	**3.1%**
530000	PROF & TECH SERVICE	6,512	20,000	4,667	20,000	
530001	MEDICAL & DENTAL SERVICES	148,365	130,000	96,799	130,000	
530008	EMPLOYEE TRAINING COURSES	-	25,000	-	25,000	
530010	LEGAL SERVICES	29,999	30,000	-	30,000	
538012	WELLNESS PROGRAM	-	12,000	769	12,000	
542001	PRINTING & STATIONERY	571	-	-	-	
542006	OFFICE FURNITURE NOT CAP	1,440	10,000	6,212	10,000	
542012	OTH EQUIPMENT NOT CAP	-	-	14,285	-	
550000	MEDICAL & DENTAL SUPPLIES	1,407	1,600	508	1,600	
558003	PUBLIC SAFETY SUPPLIES	-	25,000	6,821	25,000	
571000	IN STATE TRAVEL	20	1,100	191	1,100	
576000	JUDGEMENTS/SETTLMENTs	24,844	110,000	97,803	110,000	
SUBTOTAL ORDINARY MAINTENANCE		**213,159**	**364,700**	**228,056**	**364,700**	**0.0%**
WORKERS COMP TOTAL		**664,012**	**818,743**	**598,340**	**833,032**	**1.7%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
MANAGER OF EMPLOYEE SAFETY & TRAINING	MELLO, RENEE	1,500.58	78,030.16	78,330.28

Unemployment Compensation

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

BUDGET:

UNEMPLOYMENT COMPENSATION	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
517002 UNEMPLOYMENT INSURANCE	89,263	125,000	116,848	125,000	
UNEMPLOYMENT INS TOTAL	**89,263**	**125,000**	**116,848**	**125,000**	**0.0%**

Pensions

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

PERAC is required by Chapter 32 to oversee an actuarial valuation of each retirement system every three years. Actuarial funding determines the annual cost to fund a retirement system's cost of benefits that accrue during the current year (normal cost) as well as the costs associated with any past service liability (unfunded actuarial accrued liability). The funding schedule derived from the actuarial valuation determines the series of payments to pay the annual normal cost as well as to amortize the unfunded accrued liability over a period of years. In accordance with Chapter 32, each retirement system's unfunded accrued liability must be fully paid off by 2040. The City is required to pay into the Retirement System the actuarially determined contribution. The budgeted appropriation is the actuarially determined contribution for FY2018.

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

BUDGET:

PENSION - NON CONTRIBUTORY	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
578008 REIMB/ALLOWANCES	-1,137	-	-	-	
578020 PENSIONS/NON-CONTRIB	120,247	121,265	91,413	123,597	
PENSION/NON CONTRIB TOTAL	**119,110**	**121,265**	**91,413**	**123,597**	**1.9%**

PENSION ACCUMULATION FUND	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
517004 RETIREMENT FUND	13,304,274	13,711,675	13,711,675	13,857,795	
PENSION ACCUMULATION TOTAL	**13,304,274**	**13,711,675**	**13,711,675**	**13,857,795**	**1.1%**

Salary Contingency

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

BUDGET:

CONTINGENCY		FY16 ACTUAL	FY17 BUDGET	BALANCE OF ACCT ON 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	10,673	1,192,449	86,182	2,800,000	
515012	PERFECT ATTENDANCE	41,850	80,000	-	80,000	
519005	SICK LEAVE BUYBACK	-	50,000	23,102	50,000	
CONTINGENCY TOTAL		**52,523**	**1,322,449**	**109,284**	**2,930,000**	**121.6%**

Damages & Building Insurance

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

BUDGET:

DAMAGES TO PERSONS & PROPERTY	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
576000 JUDGMENTS/SETTLEMENTS	99,590	175,000	43,508	175,000	
JUDGMENTS/SETTLEMENTS TOTAL	**99,590**	**175,000**	**43,508**	**175,000**	**0.0%**

BUILDING INSURANCE	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
574001 BUILDING INSURANCE	429,289	460,058	397,959	470,000	
BUILDING INSURANCE TOTAL	**429,289**	**460,058**	**397,959**	**470,000**	**2.2$**

Sewer

MISSION STATEMENT:

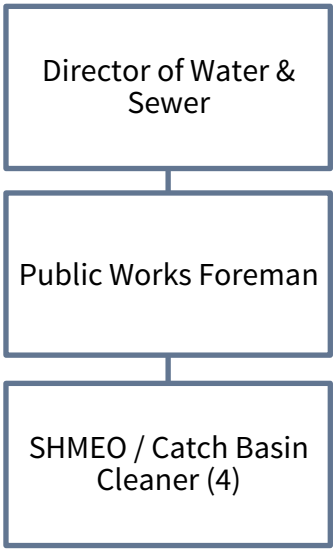
To maintain and improve the city's wastewater and drainage collection system by increasing capacity and reducing back-ups. This mission is accomplished through inspection, routine maintenance, system repairs and emergency repairs. All work is performed is a fiscally responsible manner using state of the art equipment.

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	323,643	489,877	806,751	64.7%
Ordinary Maintenance	407,280	947,691	1,141,588	20.5%
Capital Outlay	1,596,433	500,000	1,950,000	290.0%
Debt Service	798,187	687,379	449,629	-34.6%
Special Items	16,084,217	17,176,203	17,280,148	0.6%
Total Expenditures	18,478,838	18,363,582	21,628,116	17.8%

CHANGES BETWEEN FY17 & FY18:

- Personal Services and shared contract allocations for the Water & Sewer Enterprise Funds have been re-allocated for FY18 proportionally based on the individual funds' MWRA assessments. This is intended to more equitably split costs between the two enterprise funds. For FY18 the Sewer proportion is 68%.
- The MWRA assessment for FY18 has increased by 3.8%
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

- The department cleaned and/or inspected approximately 1,500 catch basins throughout the city
- Investigated and implemented design for the Flint St area.
- Located and assisted in the repair of 20 sewer main breaks
- Assisted a contractor in a major sewer repair at Medford St. at Pearl St.

GOALS REVIEW:

1. Continue to clean, inspect and identify existing system issues that impact the city's sewer and drainage system.

1	Implement new 15-year Capital Improvement Plan for inflow and infiltration removal.	Ongoing
2	Complete sewer separation project on Cedar St.	In Progress

2. Develop and implement a new illicit discharge detection and elimination program.

1	Continue to conduct IDDE review of out falls along Alewife Brook.	Ongoing
2	Continue to conduct IDDE review of outfalls along Alewife Brook. Conduct sampling and investigation of upstream pipe network to identify opportunities to remove sanitary flow from the stormwater system.	Ongoing

3. Reduce odors, overflows and illegal disposal.

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

4. Improve capacity in existing combined sewer system.

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

FY18 REVENUE PROJECTION:

SEWER ENTERPRISE FUND	FY18 PROJECTED
WATER USAGE CHARGES	19,788,224
BASE CHARGE	1,880,000
MISC RECEIPTS	500,000
RETAINED EARNINGS	-
TOTAL REVENUE	**22,168,224**

BUDGET:

SEWER ENTERPRISE FUND		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	77,861	139,005	86,204	455,514	
511004	SAL CONTIN	-	23,102	-	21,500	
511300	WAGES	188,365	252,857	195,781	254,780	
513000	OT	2,166	5,000	2,949	5,000	
513002	OT - LABOR	41,802	50,000	24,723	50,000	
514006	LONGEVITY	105	-	-	-	

SEWER ENTERPRISE FUND		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
514008	OOG LABOR	2,551	4,000	2,073	4,000	
514009	LONG LABOR	2,100	2,100	1,050	2,325	
514015	OTHR DIFF	6,602	9,499	9,508	9,642	
515006	HOL NON U	169	446	149	315	
515011	HOL SMEA	685	1,607	-	1,415	
515012	PERF ATTND	-	-	500	-	
519004	UNIF ALLOW	1,140	1,930	1,580	1,930	
519015	AUTO ALLOW	96	330	151	330	
SUBTOTAL PERSONAL SERVICES		**323,643**	**489,877**	**324,669**	**806,751**	**64.7%**
524003	R&M VEH	45,821	40,000	6,482	40,000	
524013	R&M TL&EQ	484	500	-	500	
527006	LEASE COPY	4,360	4,361	2,148	4,361	
529003	RUBSH RMVL	21,330	25,000	15,000	25,000	
529012	DSP C BASN	-	85,000	-	85,000	
530000	PROF&TECH	148,179	565,000	223,417	701,877	
530008	EE TRAIN	648	1,300	-	1,300	
530018	POL DETL	69,563	60,000	63,033	85,000	
530026	BANK CHGS	1,719	2,000	1,349	2,000	
542000	OFF SUPP	293	500	195	500	
542001	PRINT&STAT	-	1,000	30	1,000	
542005	OFF EQUIP	-	-	2,488	2,488	
543003	TOOLS	1,649	2,000	-	2,000	
543007	PAINT	629	750	-	750	
543011	HW SM TOOL	3,131	7,000	2,229	7,000	
548001	MOTOR G&O	24,512	37,950	-	37,950	
548006	MOTOR P&A	802	10,000	21,300	31,300	
553002	BITUM SUPP	19,301	25,000	6,164	30,688	
553003	READY MIX	2,167	10,000	-	15,000	
553005	PIPE SUPP	4,586	20,000	10,498	23,274	
553006	MASONRY	37,293	25,000	12,210	25,000	
553007	FOUNDRY	20,813	25,000	-	19,000	
578007	REIM LIC	-	330	255	600	
SUBTOTAL ORDINARY MAINTENANCE		**407,280**	**947,691**	**366,797**	**1,141,588**	**20.5%**
580010	CAP IMPVMT	-	200,000	-	200,000	
582003	BLDG IMP	-	10,000	-	-	
585000	EQUIPMT	-	15,000	-	-	
588002	STREET REP	-	75,000	-	-	
588007	SWR CL REP	1,596,433	200,000	464,871	1,750,000	

SEWER ENTERPRISE FUND	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
SUBTOTAL CAPITAL OUTLAY	**1,596,433**	**500,000**	**464,871**	**1,950,000**	**290.0%**
591000 PRINC LTD	738,897	630,342	307,051	305,052	
591500 INT ON LTD	59,291	50,037	50,036	44,577	
592500 INT ON N/B	-	7,000	-	100,000	
SUBTOTAL DEBT SERVICE	**798,187**	**687,379**	**357,087**	**449,629**	**-34.6%**
523003 MWRA	15,585,894	16,020,502	14,326,232	16,624,447	
596010 INDIRECTS	498,323	655,701	-	655,701	
596011 OPEB	-	500,000	-	-	
SUBTOTAL SPECIAL ITEMS	**16,084,217**	**17,176,203**	**14,326,232**	**17,280,148**	**0.6%**
SEWER TOTAL EXPENDITURES	**19,209,760**	**19,801,150**	**15,839,656**	**21,628,116**	**17.8%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
DIRECTOR OF ENGINEERING	RAICHE, RICHARD	2,115.38	110,422.84	33,253.77
ASST. DIRECTOR OF ENGINEERING	MANTER, BRYAN	1,800.69	93,996.02	28,306.85
GIS COORDINATOR	JOHNSON, KEITH	1,600.62	83,552.36	20,968.12
SR. CIVIL ENGINEER	VASSIL, THOMAS	1,365.61	71,284.84	23,131.70
JR. CIVIL ENGINEER	VIOLETTE, PETER	1,061.19	55,394.12	18,032.05
PROJECT MANAGER UTILITY IMPROVEMENTS	FOSSBROOK, JESSICA	1,634.62	85,000.24	42,828.84
PUBLIC WORKS FOREMAN	HUSSEY, THERESA	1,369.47	49,300.92	53,755.30
		1,373.32	22,247.78	22,247.78
SHMEO/CATCH BASIN CLEANER	THEUS, MIDOUIN	855.67	9,070.10	9,420.10
		872.83	36,309.73	37,985.56
SHMEO/CATCH BASIN CLEANER	DESIR, HENOCK	872.23	45,530.41	47,555.09
SHMEO/CATCH BASIN CLEANER	SA'AD, MAHMOOD	872.83	31,247.31	33,273.15
		890.29	14,600.76	14,600.76
SHMEO/CATCH BASIN CLEANER	DEVITA, ANTHONY	890.29	46,473.14	49,382.49

Water

MISSION STATEMENT:

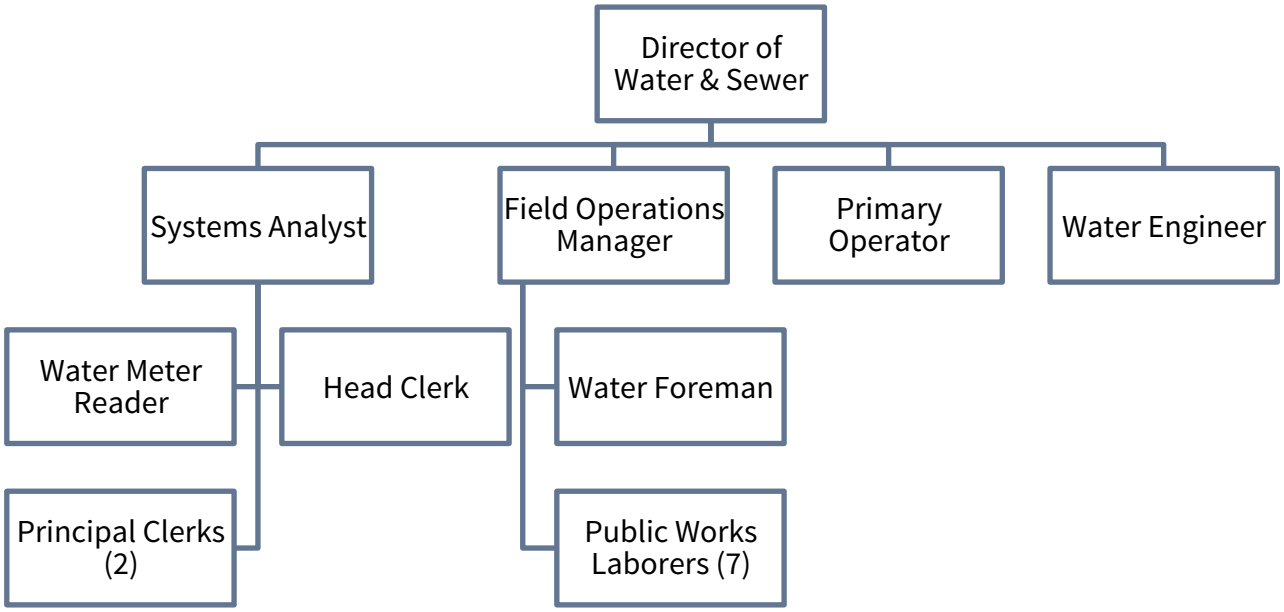
To maintain and improve the City's potable water distribution system in order to insure , high quality and dependable water supply in a fiscally responsible manner using state of the art technology. The department also insures adequate fire protection through the distribution system to ensure public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

ACCOUNT	FY2016 ACTUAL	FY2017 BUDGETED	FY2018 PROPOSED	% CHANGE
Personal Services	910,738	1,294,642	1,113,097	-14.0%
Ordinary Maintenance	301,569	688,585	586,585	-14.8%
Capital Outlay	1,861,885	500,000	2,750,000	450.0%
Debt Service	1,690,417	1,494,517	1,519,624	1.7%
Special Items	7,667,459	8,820,163	8,591,763	-2.6%
Total Expenditures	12,432,068	12,797,907	14,561,069	13.8%

CHANGES BETWEEN FY17 & FY18:

- Personal Services and shared contract allocations for the Water & Sewer Enterprise Funds have been re-allocated for FY18 proportionally based on the individual funds' MWRA assessments. This is intended to more equitably split costs between the two enterprise funds. For FY18, the Water proportion is 32%.
- The MWRA assessment for FY18 has increased by 3.53%
- Differences in salaries are due to negotiated collective bargaining agreements, the recommendations of the MCAB, and merit increases based on annual performance reviews as outlined by the Collins Center guidelines.

DEPARTMENT ORGANIZATION:



FY17 ACCOMPLISHMENTS:

- Repaired 10 water mains.
- Replaced 16 fire hydrants.
- Replaced 26 water service pipes.
- Approximately 150,000 feet of water flushed.

PERFORMANCE METRICS:

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

GOALS REVIEW:

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

1	Implement the investigation and design of the lead service line replacement program.	New for FY18
2	Use the water hydraulic model to locate deficiency's in the city's distribution system, assisting future designs.	Ongoing
3	Strengthen the cross connection control program which ensures legal and safe connections through special devices that eliminate the potential for contamination of our water distribution system from high rick facilities.	Ongoing
4	Develop a Lead Service Replacement Line program in concert with MWRA Local Water System Assistance Program (LWSAP).	Ongoing

2. Provide exceptional customer service.

1	Continue to train office staff on MUNIS before implementation.	Ongoing
2	Utilize CitizenServe application to bring all Water Department Service Application/Permits online which will allow for more efficient tracking of permit status and allow customers to pay online.	Ongoing
3	Increase use of Aquahawk features to reduce "critical consumption" courtesy calls and allow customers to be notified via Aquahawk's auto call, text messaging and email alerting service.	Ongoing

3. Support citywide environmental goals to reduce energy consumption.

1	Increase public awareness of the Aquahawk Program and how to use it for their conservation efforts and deliver water conservation tips to customers through educational pamphlets, billing inserts and social media platforms.	Ongoing
2	Expand the City's Water Monitoring to include our entire infrastructure to identify leaks and reduce lost water revenue.	Ongoing

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

1	Maintain a gate valve exercising program and expand the program by exercising valves across the city throughout the year as field crew capacity allows.	Ongoing
2	Maintain a water directional flushing program to ensure water quality.	Ongoing

FY18 REVENUE PROJECTION:

WATER ENTERPRISE FUND	FY18 PROJECTED
WATER USAGE CHARGES	12,476,535
BASE CHARGE	940,848
MISC RECEIPTS	544,547
RETAINED EARNINGS	599,139
TOTAL REVENUE	**14,561,069**

BUDGET:

WATER ENTERPRISE FUND		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000	SALARIES	519,311	689,772	481,368	507,079	
511004	SAL CONTIN	-	60,782	-	65,282	
511300	WAGES	258,635	383,819	240,531	385,679	
513000	OT	10,011	15,000	10,229	15,000	
513002	OT - LABOR	96,948	100,000	98,093	100,000	
514006	LONGEVITY	4,055	3,950	1,975	4,150	
514008	OOG LABOR	1,764	5,000	2,362	5,000	
514009	LONG LABOR	3,250	3,750	1,350	2,925	
514015	OTHR DIFF	10,327	20,316	12,361	17,718	
515006	HOL NON U	1,013	2,191	600	1,625	
515011	HOL SMEA	1,588	4,452	-	3,029	
515012	PERF ATTND	300	-	600	-	
519004	UNIF ALLOW	2,890	4,730	3,680	4,730	
519015	AUTO ALLOW	646	880	197	880	
SUBTOTAL PERSONAL SERVICES		**910,738**	**1,294,642**	**853,346**	**1,113,097**	**-14.0%**
524003	R&M VEH	461	5,000	333	5,000	
524013	R&M TL&EQ	2,250	2,500	-	10,000	
524017	R&M EQUIP	24,500	25,000	-	-	
524034	R&M SVC CN	160	1,000	24,559	26,000	
527018	POST MACH	-	800	-	800	
529003	RUBSH RMVL	4,725	35,000	17,770	35,000	
530000	PROF&TECH	95,983	250,000	45,888	185,000	
530008	EE TRAIN	445	5,000	-	5,000	
530011	ADVERTISNG	55	250	55	250	

WATER ENTERPRISE FUND		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
530018	POL DETL	89,587	150,000	28,291	100,000	
530026	BANK CHGS	847	1,200	664	1,200	
534003	POSTAGE	225	2,000	215	2,000	
534008	WEB SITE	10,500	10,500	10,500	10,500	
542000	OFF SUPP	456	3,055	1,751	3,055	
542001	PRINT&STAT	23,912	40,000	26,272	46,000	
542005	OFF EQUIP	1,721	-	2,488	-	
542006	OFF FURN	-	2,000	-	2,000	
543002	PLMB SUPP	-	400	-	400	
543003	TOOLS	2,231	6,000	-	-	
543007	PAINT	896	1,000	784	7,000	
543011	HW SM TOOL	1,375	7,500	7,778	7,500	
545000	MAINT SUPP	682	2,500	-	2,500	
546003	SAND GRAV	-	750	-	750	
548001	MOTOR G&O	9,262	37,950	-	37,950	
548004	TIRE&TUBES	-18	3,000	-	3,000	
548006	MOTOR P&A	13	2,500	9,986	2,500	
551004	BOOKS	-	1,000	-	500	
553001	SIGN&CONES	58	5,000	-	5,000	
553002	BITUM SUPP	10,515	25,000	7,792	25,000	
553003	READY MIX	854	12,500	-	12,500	
553004	LUMBR&WOOD	-	2,000	-	2,000	
553007	FOUNDRY	-	5,000	-	5,000	
558006	UNIFORMS	1,538	1,000	435	1,000	
569000	PMT TO MA	18,084	40,080	17,205	40,080	
571000	IN ST TRAV	-	100	-	100	
573000	DUES&MEMBR	-	1,000	-	1,000	
578007	REIM LIC	252	1,000	420	1,000	
588508	MTR INSTL	-	-	36,276	-	
SUBTOTAL ORDINARY MAINTENANCE		**301,569**	**688,585**	**239,462**	**586,585**	**-14.8%**
580010	CAP IMPVMT	111,281	200,000	-	-	
588002	STREET REP	-	-	20,324	-	
588501	WTR MTR	74,504	70,000	78,936	250,000	
588502	HYDRANTS	13,272	30,000	26,470	-	
588503	LEAK DET	16,779	20,000	-	-	
588504	PIPE FITTN	49,831	75,000	23,430	-	
588505	WTR SV REP	1,563,078	37,000	262,702	1,500,000	
588506	WTR RECON	-	38,000	-	1,000,000	

WATER ENTERPRISE FUND	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
588508 MTR INSTL	33,141	30,000	-	-	
SUBTOTAL CAPITAL OUTLAY	**1,861,885**	**500,000**	**411,862**	**2,750,000**	**450.0%**
591000 PRINC LTD	1,563,194	1,388,044	1,007,805	1,322,740	
591500 INT ON LTD	127,223	101,473	88,741	83,334	
592500 INT ON N/B	-	5,000	-	113,550	
SUBTOTAL DEBT SERVICE	**1,690,417**	**1,494,517**	**1,096,547**	**1,519,624**	**1.7%**
523003 MWRA	7,060,400	7,688,467	6,892,461	7,960,067	
596010 INDIRECTS	607,059	631,696	-	631,696	
596011 OPEB	-	500,000	-	-	
SUBTOTAL SPECIAL ITEMS	**7,667,459**	**8,820,163**	**6,892,461**	**8,591.763**	**-2.6%**
WATER TOTAL	**12,432,068**	**12,797,907**	**9,493,678**	**14,561,069**	**13.8%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
WATER DIRECTOR	DELUCA, JOHN	2,115.38	109,999.76	110,422.84
FIELD OPERATIONS MANAGER	LAWHORNE, MARK	1,569.23	81,599.96	81,913.81
PROJECT MANAGER UTILITY IMPROVEMENTS	FOSSBROOK, JESSICA	1,634.62	85,000.24	42,828.84
WATER/SEWER SYSTEMS ANALYST	ANGIULO, JEAN	1,351.91	70,299.32	70,569.70
WATER ENGINEER	INGRAM, SHAWN	1,500.58	78,030.16	78,330.28
PRIMARY OPERATOR	HALE, WILLIAM	1,310.03	68,121.56	70,986.82
HEAD CLERK	BROWN, KIM	980.69	50,995.88	52,392.02
PRINCIPAL CLERK 1	MELARAGNI, PAMELA	912.09	47,428.68	49,011.10
PRINCIPAL CLERK - PC II	PEFINE, DARLENE	896.80	46,633.60	48,562.96
WATER METER READER	CUSACK, BARBARA	834.89	43,414.28	46,767.27
DIRECTOR OF ENGINEERING	RAICHE, RICHARD	2,115.38	109,999.76	33,126.85
ASST. DIRECTOR OF ENGINEERING	MANTER, BRYAN	1,800.69	93,635.88	28,198.81
GIS COORDINATOR	JOHNSON, KEITH	1,600.62	83,232.24	20,888.09
SR. CIVIL ENGINEER	VASSIL, THOMAS	1,365.61	71,011.72	22,510.11
JR. CIVIL ENGINEER	VIOLETTE, PETER	1,061.19	55,181.88	17,585.81
WATER FOREMAN	NOLAN, MARK	1,356.52	33,370.39	36,416.26
		1,360.37	37,274.14	38,661.72
WFSHMEO/WSCFTSMN	QUINN, JOHN	958.04	49,818.08	52,857.52
SHMEO/WSMM/PWL	CAMPOS, LUCAS	877.77	33,179.71	35,815.02
		890.29	12,642.12	12,642.12
SHMEO/PWL	MORALES, JUAN	845.67	43,974.84	45,948.53

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
SHMEO/PWL	AVERY, ZACHARY	861.99	44,823.48	46,828.50
SHMEO/PWL	VACANT	845.67	43,974.84	45,948.53
HMEO/PWL	LOUIS, ESTEVE	840.25	43,693.00	45,656.28
HMEO/PWL	WATSON, CHRISTOPHER	796.80	14,023.68	14,373.68
		840.25	28,904.60	

Veteran's Memorial & Founder's Ice Rinks

BUDGET:

ICE RINK ENTERPRISE REVENUES	FY16 ACTUAL	FY17 BUDGET	FY18 PROPOSED	% CHANGE
432000 FEES	617,322	650,000	650,000	
432001 ADVERTISING FEES	19,100	20,000	20,000	
436000 RENTALS	2,400	-	-	
437015 CONCESSION STAND FEES	-	3,200	3,200	
484001 PY REIMBURSEMENT	-	-	-	
497001 TRANSFER FROM GF	157,292	199,000	199,000	
482000 INVESTMENT INCOME	94	-	-	
T/I RETAINED EARNINGS	-	-	10,693	
ICE RINK REVENUE TOTAL	**796,208**	**872,200**	**882,893**	**1.2%**

BUDGET:

ICE RINK ENTERPRISE EXPENDITURES	FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
511000 SALARIES	106,112	104,458	61,361	119,765	
512000 SALARIES & WAGES TEMPOR'Y	83,081	98,980	91,673	98,980	
SUBTOTAL PERSONAL SERVICES	**189,193**	**203,438**	**152,998**	**218,745**	**7.5%**
521001 ELECTRICITY	227,571	209,216	156,294	209,216	
521002 NATURAL GAS	37,866	50,000	25,978	50,000	
523000 NON-ENERGY UTILITIES	3,538	5,000	2,826	5,000	
524002 R&M - REC FACIL/PARKS/PLAYG	6,229	10,000	1,537	10,000	
524007 R&M - OFFICE EQUIPMENT	-	500	-	-	
524013 R&M - TOOLS & EQUIPMENT	5,657	1,750	-	1,750	
529003 RUBBISH REMOVAL	600	-	-	-	
530000 PROF & TECH SERVICES	30,463	24,250	25,894	52,257	
530002 OTH PROFESSIONAL SERVICE	-	15,000	15,000	15,000	
530011 ADVERTISING	-	1,500	-	-	
540000 SUPPLIES	9,380	7,500	4,428	12,500	
542012 OTH EQUIP NOT CAPITALIZE	-	-	-	-	
545000 CUSTODIAL & MAINT SUPPLIES	2,096	1,500	-	1,500	
558006 UNIFORMS	-	1,000	-	500	
SUBTOTAL ORDINARY MAINTENANCE	**323,400**	**327,216**	**231,957**	**357,723**	**9.3%**
591000 PRINCIPAL ON LNG TRM DEBT	180,000	185,000	185,000	185,000	
591500 INTEREST ON LTD	95,400	89,925	89,925	89,925	
574000 INSURANCE PREMIUMS	29,125	31,500	28,748	31,500	
SUBTOTAL DEBT SERVICE	**304,525**	**306,425**	**303,673**	**306,425**	**0.0%**
RINKS TOTAL EXPENDITURES	**817,118**	**837,079**	**688,628**	**882,893**	**5.5%**

PERSONNEL LIST:

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

Dilboy Field

BUDGET:

DILBOY FIELD REVENUE		FY16 ACTUAL	FY17 BUDGET	FY18 PROPOSED	% CHANGE
432000	FEES	220,984	200,000	200,000	
432001	ADVERTISING FEES	6,250	10,000	5,000	
482000	INVESTMENT INCOME	94	-	-	
DILBOY FIELD TOTAL REVENUE		**227,328**	**210,000**	**205,000**	**-2.4%**

DILBOY FIELD EXPENDITURES		FY16 ACTUAL	FY17 BUDGET	FY17 THRU 4/30	FY18 PROPOSED	% CHANGE
512000	SALARIES & WAGES TEMPOR'Y	77,234	105,000	47,891	105,000	
SUBTOTAL PERSONAL SERVICES		**77,234**	**105,000**	**47,891**	**105,000**	**0.0%**
521001	ELECTRICITY	42,285	90,000	34,338	85,000	
524013	R&M - TOOLS & EQUIPMENT	264	500		500	
527015	RENTALS - EQUIP	-	-	248	-	
530000	PROF & TECH SERVICES	14,420	8,500	1,600	8,500	
540000	SUPPLIES	1,997	2,000	580	2,000	
545000	CUSTODIAL & MAINT SUPPLIES	-	1,000	-	1,000	
546000	GROUNDSKEEPING SUPPLIES	-	2,000	-	2,000	
558006	UNIFORMS	-	1,000	-	1,000	
SUBTOTAL ORDINARY MAINTENANCE		**58,966**	**210,000**	**36,766**	**205,000**	**-2.4%**
DILBOY FIELD TOTAL EXPENDITURES		**136,200**	**315,000**	**84,657**	**210,000**	**-1.6%**

Revolving Funds

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

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

REVOLVING FUND EXPENDITURE CAPS		
	FY17	**FY18**
Planning & Zoning	$28,000	$35,000
Council on Aging	$130,000	$130,000
Dedication Sign Account	$2,000	$2,000
SomerTime Revolving	$50,000	$65,000
Mobile Farmer's Market	$20,000	$20,000
Special Events	$4,000	$20,000

Cable Television PEG Access Fund

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

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

RECEIPTS CREDITED: Cable Franchise Fees

AUTHORIZED OFFICER: Director of Communications

IMPORTANT ACCOUNTING CHANGE: MUNICIPAL MODERNIZATION ACT:

Please note that the Communications and Community Engagement Department's funding is split between three budgets: the Communications budget on page 45, the PEG Access (Telco) Fund presented here, and the Constituent Services budget on page 53.

The Massachusetts Municipal Modernization Act, which goes into effect in FY18, among other provisions, necessitates housekeeping changes: some budget line items formerly included in the Telco budget are now included in the main Communications budget. Because of this change in budget assignment, the percentage changes between fiscal years 17 and 18 that reflect the reassignment obscure the actual changes to the budget. To provide appropriate transparency, three account summaries are thus provided with the Communications budget narrative:

1. COMBINED Communications & Community Engagement and Telco Account Summary

2. INDIVIDUAL Communications & Community Engagement Account Summary

3. INDIVIDUAL Telco Revolving Fund Account Summary

The combined budget will give the clearest accounting of actual changes to spending levels year over year within the Communications and PEG Access arms of the department, while the individual summaries are skewed by the required reassignment of items between the two budgets.

PEG ACCESS CHANGES BETWEEN FY17 & FY18:

- The Cable TV portion of the overall Communications budget is a level service budget that remains mostly unchanged.
- Differences in personal services are due to MCAB Phase II salary adjustments and annual performance-based merit increases, as well $15,296 in overtime funding to cover two employees affected by changes in federal overtime laws instituted in December 2016.

BUDGET:

CABLE TELECOMMUNICATIONS		FY17 BUDGET	FY18 PROPOSED	% CHANGE
511000	SALARIES	465,135	209,072	
512000	SALARIES & WAGES TEMPORARY	15,467	-	
513000	OVERTIME	-	15,296	
515000	FRINGE BENEFITS	67,269	36,522	
515006	NON-UNION HOLIDAY	2,674	805	
519000	OTHER PERSONAL SERVICES	653	-	
SUBTOTAL PERSONAL SERVICES		**551,198**	**261,695**	**-52.5%**
524000	REPAIRS AND MAINTENANCE	25,450	24,950	
527015	RENTALS A/V	995	495	
527019	WATER	-	100	
530000	PROF & TECH SERVICES	121,196	51,371	
530008	EMPLOYEE TRAINING COURSES	3,500	2,560	
530010	LEGAL SERVICES	7,000	10,000	
530011	ADVERTISING	600	600	
530029	CUSTODIAL DETAIL	300	-	
534003	POSTAGE	6,000	-	
534006	EXPRESS/FREIGHT	300	300	
534011	LICENSING FEES	4,500	4,500	
542000	OFFICE SUPPLIES	1,400	1,400	
542001	PRINTING & STATIONERY	870	870	
551010	AUDIO VISUAL SUPPLIES	12,000	12,000	
571000	IN STATE TRAVEL	300	300	
573000	DUES AND MEMBERSHIPS	400	**400**	
SUBTOTAL ORDINARY MAINTENANCE		**201,906**	**109,846**	**-45.6%**
PEG/ACCESS TOTAL		**753,104**	**371,541**	**-50.6%**

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
CABLE MANAGER	DECARLO, STEVEN	1,471.15	76,499.80	76,794.03
SENIOR PROGRAM DIRECTOR	WOOD, GEORGE	1,248.96	64,945.92	65,195.71
PRODUCER	CONSTANTINE, JOSEPH	1,300.50	67,626.00	67,886.10

Special Revenue Fund: Community Preservation Act

The Community Preservation Act (CPA) Fund was established after the voters of Somerville overwhelmingly adopted the CPA (M.G.L. Ch. 44b) in November 2012. The CPA creates a dedicated funding source for the City to invest in historic preservation, affordable housing, and open space and recreation projects. Since 2015, over $12 million has been awarded to 40 projects. Key annual revenue sources for the Fund include a 1.5% surcharge on net property taxes, optional discretionary appropriations into the Fund by the City, and matching funds from the state. State matching funds are distributed in November of each year and match total local funding (surcharge revenue and City appropriation) for the previous fiscal year. Somerville will receive its fourth distribution in FY18, which will match FY17 local revenue. The estimated FY18 state match of $324,064 will bring the total state funds received to date to $2.1 million.

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

FY17 ACCOMPLISHMENTS:

- Repaved the Somerville Community Path from Grove to Cedar Streets. The Path west of Davis Square is scheduled to be repaved in FY18 following drainage improvements.
- Produced George Washington…on Prospect Hill?, a virtual tour video of Prospect Hill Tower, which was restored with CPA funding in 2015. The Prospect Hill Tower project has been featured in the Boston Globe, Boston Home magazine, National Public Radio, and as a Community Preservation Coalition Success Story.
- The restoration of 83 Belmont St., which received CPA funding to restore a stained glass window, received a Director's Historic Preservation Award in 2017 from the Somerville Historic Preservation Commission.
- Started construction on a new Hoyt-Sullivan Playground and the Mystic Water Works housing project, which will create 25 new units of affordable housing for seniors, and disabled and formerly homeless residents and rehabilitate a historic building.
- Improved Groundwork Somerville's South Street Farm so it is a more productive and a more pleasant place to visit, leading to a commitment from WGBH's Design Squad to produce a show where they install passive heating in the greenhouse.
- Leveraged FY2016 City appropriation into the CPA Fund to receive $420,681 in state matching funds.
- Appropriated $880,416 to the Affordable Housing Trust to devote to CPA-eligible projects and programs, leveraging the Trust's 25 years of experience supporting affordable housing. To date, CPA funds are supporting the creation of 53 new units of affordable housing.
- Awarded $585,467 to four historic resources projects and $777,239 million to eight open space/ recreation projects through a competitive application process and reserved an additional $673,805 for future projects. An additional $710,000 was earmarked for land acquisition in FY16 so that resources are readily available for future acquisitions.
- Created the first CPA monitoring and evaluation plan in the state.
- Engaged the community in awarding CPA funds by holding two public meetings and accepting written comments for eleven weeks, ultimately hearing from over 85 residents. Engaged over 180 Somerville residents during SomerStreets events.

Special Revenue Fund: Community Preservation Act

FY17 BUDGET:

COMMUNITY PRESERVATION ACT FUND	FY18 BUDGET		
Estimated new revenue			
Surcharge revenue	1,660,425		
State match of previous year's local revenue	324,064		
Total	**1,984,489**		
New appropriations and reserves			
Admin and Operating Expenses of Committee (5% of estimated revenue)	99,224	**FY17 ROLLOVER***	**TOTAL AVAILABLE FOR FY18 PROJECTS**
Open Space and Recreation Reserve (10% of estimated revenue)	198,449	710,000	908,449
Historic Resources Reserve (10% of estimated revenue)	198,449	0	198,449
Community Housing Reserve (10% of estimated revenue)	198,449	0	198,449
Budgeted Reserve (65% of estimated revenue)	1,289,918	673,805	1,963,723
FY17 City Appropriation		500,000	500,000
Total	**1,984,489**	**1,883,805**	**3,868,294**
*FY17 Rollover: $710,000 open space/recreation earmark for land acquisition; $673,805 earmarked for emergency reserve			

TOTAL CPA FUNDING:

CPA FUND	FY16 ACTUAL	FY17 THRU 6/1	FY18 (EST)
Total Funding Available	**4,868,257**	**2,772,128**	**3,368,294**
Current Fiscal Year Revenue	**2,889,136**	**2,583,300**	**1,984,489**
Surcharge Revenue	1,546,198	1,660,425	1,660,425
City Appropriation*	510,844	500,000	0
State Match of Previous Year's Local Revenue	829,456	420,681	324,064
Interest	2,638	2,194	0
Rollover from Previous Fiscal Year	**1,979,121**	**188,828**	**1,383,805**
Appropriations and Encumbrances	**3,941,950**	**2,338,783**	
Committee administrative expenses (up to 5% of annual revenue)	61,827	95,661	99,224
Open Space and Recreation Projects	1,445,160	777,239	
Historic Resources Projects	600,288	585,467	
Community Housing Projects	1,834,675	880,416	
*FY18 City Appropriation will be determined at end of FY18			

PERSONNEL LIST:

POSITION	NAME	CURRENT BASE	FISCAL YEAR BASE	TOTAL
COMMUNITY PRESERVATION ACT MANAGER	STELLJES, KRISTEN	1,600.62	83,232.24	66,905.92

TERMS COMMONLY USED IN MUNICIPAL FINANCE

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

Accrual Basis: In the context of accounting, practice in which expenses and income are accounted for as they are earned or incurred, whether or not they have been received or paid.
Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it may be expended. Only a vote of the Board of Aldermen can authorize money appropriated for one purpose to be used for another. Any amount which is appropriated may be encumbered. Any part of the general appropriation not spent or encumbered by June 30 automatically reverts to surplus. A specific or particular appropriation is carried forward from year to year until spent for the designated purpose or transferred by Aldermanic vote to another account.

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

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

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

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

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

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

Capital Improvement: A major, non-recurring expenditure involving one of the following:
a. Real Property - Includes the purchase or lease of land, existing buildings and structures, and fixtures attached to land and buildings.
b. Equipment - Includes the replacement or addition of major items of equipment with a life expectancy of

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

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

Classification: The division of property valuations by type of property. There are five classes: Residential, Open Space, Commercial, Industrial, and Personal. The Aldermen may set as many as three different tax rates (within limits set forth in state law): for residences, for business and personal, and for open space. Debt Service: Payment of interest and principal related to long-term debt.

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

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

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

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

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

Fiscal Year (FY): A 12-month period, commencing July 1 and ending June 30, to which the annual budget applies, and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; FY2016 is the fiscal year which begins July 1, 2015 and ends June 30, 2016.

Free Cash: Free cash refers to the amount of Fund Balance that is available for appropriation. It is certified each July 1 by the state. Because of the stringent way that the state makes these calculations, Free Cash more closely represents Cash (actual dollars held) than does Fund Balance, which includes a variety of receivables (i.e., cash due).

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

restrictions, or limitations.

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

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

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

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

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

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

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

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

Property Tax Levy: The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation. For example:
House Value: $500,000
Tax Rate: $12.71 (which means $9.83 per thousand dollars of valuation)
Levy Calculation: $12.71 multiplied by $500,000 divided by $1,000.
Result, Property Tax Levy: $6,355

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

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

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

Terms Associated with Proposition 2½

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

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

Primary Levy Limit, or Absolute Limit: 2.5 percent of certified full and fair cash value of taxable property. Secondary Levy Limit, or Annual Levy Limit: Prior levy limit plus 2.5 percent (base) plus growth revenue.