

City of Somerville, Massachusetts



Approved Fiscal Year 2006

Municipal Budget

Mayor Joseph A. Curtatone

CITY OF SOMERVILLE, MASSACHUSETTS

Fiscal Year 2006 City Budget

	<u>Pages</u>		
APPROPRIATIONS SUMMARY	1 - 3		
REVENUE SUMMARY	4 - 6		
EXPLANATION OF METHODOLOGY	7		
		GENERAL GOVERNMENT	
			<u>Pages</u>
BOARD OF ALDERMEN	8 - 9	FINANCE DEPARTMENT:	
CLERK OF COMMITTEES	10 - 11	TREASURER/ COLLECTOR DIVISION	120 - 125
EXEC - ADMINISTRATION	12 - 23	AUDITING DIVISION	126 - 135
EXEC - SOMERSTAT	24 - 31	PURCHASING DIVISION	136 - 142
EXEC - CAPITAL PROJECTS MGNT	32 - 37	BOARD OF ASSESSORS DIVISION	143 - 148
EXEC - COUNCIL ON AGING	38 - 47	GRANTS MANAGEMENT DIVISION	149 - 156
EXEC - ARTS COUNCIL	48 - 56	CITY CLERK	157 - 167
EXEC- CONSTITUENT SERVICES	57 - 59	LICENSING COMMISSION	162 - 163
EXEC-ENVIRONMENTAL PROTECTION	60 - 66	LAW DEPARTMENT	168 - 178
COMMUNICATIONS	67 - 76	STRATEGIC PLANNING & COMM DEVELOP	179 - 202
PERSONNEL	77 - 88	BOARD OF APPEALS	184 - 185
HUMAN RIGHTS COMMISSION	89 - 90	PLANNING BOARD	186 - 187
INFORMATION TECHNOLOGY	91 - 102	CONDO REVIEW BOARD	188 - 189
ELECTIONS	103 - 111	REDEVELOPMENT AUTHORITY	190 - 191
VETERAN'S SERVICES	112 - 119	HISTORIC PRESV COMM	192 - 193
		INSPECTIONAL SERVICES	194 - 195
		CONSERVATION COMMISSION	196 - 197
		PUBLIC SAFETY	
FIRE DEPARTMENT	203 - 219	POLICE DEPARTMENT	220 - 241
EMERGENCY MANAGEMENT	206	POLICE - E911	227 - 228
FIRE ALARM	211 - 212	POLICE- ANIMAL CONTROL	229 - 230
		TRAFFIC & PARKING	242 - 251
		BOARD OF HEALTH	252 - 269
		CULTURE AND RECREATION	
LIBRARIES	270 - 283	RECREATION & YOUTH	284 - 296
		PUBLIC WORKS	
DEPARTMENT OF PUBLIC WORKS	297 - 328	DPW - SANITATION	309, 323
DPW - ADMINISTRATION	300 - 301	DPW - BUILDINGS & GROUNDS	310 - 313, 324 - 325
DPW - ELECTRICAL	302 - 303, 317- 318	DPW - WEIGHTS AND MEASURES	314 - 315, 326
DPW - ENGINEERING	304 - 305, 319 - 320		
DPW - SNOW REMOVAL	306, 321 - 322		
DPW - HIGHWAY	307 - 308, 321 - 322		
		PENSION AND FRINGE	
HEALTH & LIFE INSURANCE	329	PENSION ACCUMULATION	333
WORKER'S COMPENSATION	330 - 331	UNEMPLOYMENT COMPENSATION	334
PENSIONS/NON CONTRIBUTORY	332	CONTINGENCY	335
		OTHER	
MUNICIPAL INDEBTEDNESS	336	DAMAGE TO PERSONS & PROPERTY	337
		PROPERTY INSURANCE	338

**CITY OF SOMERVILLE
FISCAL YEAR 2006
ANNUAL BUDGET**

	PERSONAL SERVICES	ORDINARY MAINTENANCE	CAPITAL OUTLAY	SPECIAL ITEMS	TOTAL BUDGET
GENERAL GOVERNMENT					
BOARD OF ALDERMEN	195,770	32,618			228,388
CLERK OF COMMITTEES	35,000	1,850			36,850
EXECUTIVE ADMINISTRATION	307,559	56,400			363,959
EXEC-SOMERSTAT	143,435	6,800			150,235
EXEC-CAPITAL PROJECT MGT.	103,877	5,000			108,877
EXEC-COUNCIL ON AGING	151,978	12,305		165,895	330,178
EXEC-ARTS COUNCIL	80,649	2,000			82,649
EXEC-CONSTITUENT SERVICES	55,222				55,222
EXEC-ENVIRONMENTAL PROTECTION	55,587				55,587
COMMUNICATIONS	164,089	3,920			168,009
PERSONNEL	231,753	52,460		46,000	330,213
HUMAN RIGHTS	30,000				30,000
INFORMATION TECHNOLOGY	481,238	625,210			1,106,448
ELECTIONS	352,189	78,956			431,145
VETERAN'S SERVICES	99,192	99,561			198,753
FINANCE DEPT-TREASURER/COLL	496,203	220,250			716,453
FINANCE DEPT-AUDITING DIV	555,476	80,777			636,253
FINANCE DEPT-PURCHASING DIV	146,658	25,220			171,878
FINANCE DEPT-ASSESSING DIV	455,866	79,500			535,366
FINANCE DEPT-GRANTS MGT	47,924	6,600			54,524
CITY CLERK	335,422	91,560			426,982
LICENSING COMMISSION	6,530				6,530
LAW	433,637	229,200			662,837
STRATEGIC PLANNING & COMM. DEVELOPMENT	300,105				300,105
BOARD OF APPEALS	57,995	1,500			59,495
PLANNING BOARD	160,806	6,250			167,056
CONDOMINIUM REVIEW BOARD	15,234	100			15,334
REDEVELOPMENT AUTHORITY	10,883				10,883
HISTORIC PRESERV COMMISSION	63,403	1,025			64,428
INSPECTIONAL SERVICES	862,419	22,652			885,071
CONSERVATION COMMISSION	26,074	2,158			28,232
TOTAL GENERAL GOVERNMENT	6,462,173	1,743,872	-	211,895	8,417,940

**CITY OF SOMERVILLE
FISCAL YEAR 2006
ANNUAL BUDGET**

	PERSONAL SERVICES	ORDINARY MAINTENANCE	CAPITAL OUTLAY	SPECIAL ITEMS	TOTAL BUDGET
PUBLIC SAFETY					
EMERGENCY MANAGEMENT		4,500			4,500
FIRE	10,222,962	191,977			10,414,939
FIRE ALARM	733,322				733,322
POLICE	10,187,679	310,274			10,497,953
E911	544,828				544,828
ANIMAL CONTROL	32,551	12,707			45,258
TRAFFIC AND PARKING	1,675,655	667,700			2,343,355
BOARD OF HEALTH	910,294	106,950			1,017,244
TOTAL PUBLIC SAFETY	24,307,291	1,294,108		-	25,601,399
CULTURE AND RECREATION					
LIBRARIES	1,456,306	259,054			1,715,360
RECREATION	489,392	25,450			514,842
TOTAL CULTURE&RECREATION	1,945,698	284,504		-	2,230,202
PUBLIC WORKS					
DPW - ADMINISTRATION	478,393	471,150			949,542
DPW - ELECTRICAL	269,967	98,700			368,667
DPW - ENGINEERING	70,663	1,075			71,738
DPW - HIGHWAY	1,422,700	325,500			1,748,200
DPW- SNOW REMOVAL		300,000			300,000
DPW - SANITATION		4,494,102			4,494,102
DPW - BUILDING & GROUNDS	3,509,221	5,831,310			9,340,531
WEIGHTS AND MEASURES	71,038	5,260			76,298
TOTAL PUBLIC WORKS	5,821,981	11,527,097		-	17,349,078
PENSION & FRINGE					
HEALTH INSURANCE	24,785,839	40,150			24,825,989
LIFE INSURANCE	115,000				115,000
WORKER'S COMPENSATION	347,394	385,600			732,994
PAYROLL TAXES	710,000				710,000
UNEMPLOYMENT COMPENSATION	300,000				300,000
PENSIONS/NON-CONTRIBUTORY	525,313	25,500			550,813
PENSION ACCUMULATION FUND	10,373,527				10,373,527
TOTAL PENSION & FRINGE	37,157,073	451,250		-	37,608,323

CITY OF SOMERVILLE
FISCAL YEAR 2006
ANNUAL BUDGET

	PERSONAL SERVICES	ORDINARY MAINTENANCE	CAPITAL OUTLAY	SPECIAL ITEMS	TOTAL BUDGET
<u>DEBT SERVICE</u>					
MUNICIPAL INDEBTEDNESS		6,837,438			6,837,438
TOTAL DEBT SERVICE	-	6,837,438	-	-	6,837,438
<u>OTHER</u>					
DAMAGE TO PERSONS & PROPERTY CONTINGENCY ACCOUNT	2,100,000	325,000			325,000
BUILDING INSURANCE		167,840			167,840
TOTAL OTHER	2,100,000	492,840	-	-	2,592,840
SCHOOL DEPARTMENT					45,000,000
TOTAL MUNICIPAL- GENERAL FUND APPROPRIATIONS	77,794,216	22,631,109	-	211,895	145,637,220
<u>MEMO ITEMS</u>					
STATE ASSESSMENTS				8,509,629	8,509,629
OVERLAY RESERVE				1,500,000	1,500,000
GRAND TOTAL	77,765,201	22,686,959	-	10,221,524	155,673,684

**City of Somerville
Revenue Summary and Revenue Estimates
Fiscal Year 2006**

	Budget FY2005	Budget FY2006	FY2006 Increase (Decrease)	Percent Increase (Decrease)
<u>Taxes:</u>				
Real Estate & Personal Property	\$ 74,736,578	\$ 77,992,488	\$ 3,255,910	
Motor Vehicle Excise	4,858,624	4,400,000	(458,624)	
Urban Excise Tax - 121A	373,973	373,973	-	
Local Option Room Excise	215,000	250,000	35,000	
In lieu of Tax Payments	288,000	283,000	(5,000)	
Tax Revenue Total >	\$ 80,472,175	\$ 83,299,461	\$ 2,827,286	3.51%
<u>Penalties & Interest on Taxes & Excises</u>				
Interest - Personal Property	\$ 20,000	\$ 15,000	(5,000)	
Interest - Real Estate	325,000	250,000	(75,000)	
Interest - Vehicle Excise	25,000	20,000	(5,000)	
Penalties - Taxes & Excise	50,000	50,000	-	
Interest Tax Liens	250,000	250,000	-	
Penalties - Tax Liens	5,000	5,000	-	
Penalties & Interest on Taxes & Excises Total>	\$ 675,000	\$ 590,000	\$ (85,000)	-12.59%
<u>State Aid:</u>				
Chapter 70	\$ 19,441,989	\$ 19,725,439	\$ 283,450	
SBAB	3,736,376	3,736,376	-	
Charter School Capital Facility Reimbursement	300,510	271,180	(29,330)	
Charter School Reimbursement	-	416,821	416,821	
Additional Assistance	16,219,924	16,219,924	-	
Lottery	10,692,616	11,873,047	1,180,431	
Police Career Incentive	601,367	559,527	(41,840)	
Veterans Benefits	38,367	120,456	82,089	
Elderly Abatement	72,790	81,826	9,036	
Surv SPS Abatement	225,029	224,310	(719)	
Reimbursement of COLA for Non-Contributory	25,000	25,000	-	
State Aid Total >	\$ 51,353,968	\$ 53,253,906	\$ 1,899,938	3.70%
<u>Fines & Forefits:</u>				
Towing Charges	\$ 65,000	\$ 30,000	\$ (35,000)	
Parking Fines	4,772,736	7,543,617	2,770,881	
Parking Fines Surcharge	175,000	100,500	(74,500)	
RMV Non-Renewal Surcharge	65,000	65,000	-	
Court Fines	57,000	17,000	(40,000)	
Moving Violations	210,000	210,000	-	
Restitution	2,000	2,000	-	
Tobacco Fines	2,000	600	(1,400)	
Library - Fines	17,000	17,000	-	
Ordinance Violations	3,000	40,000	37,000	
Landcourt/Recording Fines		2,000		
Fines & Forefits Total >	\$ 5,368,736	\$ 8,027,717	\$ 2,656,981	49.49%

**City of Somerville
Revenue Summary and Revenue Estimates
Fiscal Year 2006**

	Budget FY2005	Budget FY2006	FY2006 Increase (Decrease)	Percent Increase (Decrease)
<u>Licenses & Permits:</u>				
Billiard / Pool / Bowling License	\$ 5,500	\$ 5,500	\$ -	
Automatic Amusement Devise	11,000	11,000	-	
Taxi Cab Medallion	18,600	18,600	-	
Signs	1,000	1,000	-	
Lodging House License	10,500	10,500	-	
Outdoor Parking License	10,000	10,000	-	
Outdoor Seating	1,000	1,000	-	
Used Car Dealer License	12,000	12,000	-	
Taxi Stand License	1,200	1,200	-	
Junk Dealer License	1,000	1,000	-	
Raffle and Bazaar Permit	250	1,250	1,000	
Marriage Permit	13,750	12,500	(1,250)	
Hawker/Peddler License	200	200	-	
Dog Licenses	5,000	10,000	5,000	
Garage Permits	12,000	24,000	12,000	
Flammables Permit	28,350	28,350	-	
Sworn Weigher's License	400	400	-	
Constable's License	3,000	2,200	(800)	
Drain Layers License	2,500	2,500	-	
Physicians, Osteopaths, Podiatrists	-	5,000	5,000	
Package Good Store License	45,600	45,600	-	
Malt Beverage & Wine Store License	7,800	7,800	-	
Restaurant License - Liquor	125,000	125,000	-	
Malt Beverage & Wine License - Restaurant	32,000	32,000	-	
Club Restaurant License - 7 Day	12,600	12,600	-	
Malt & Wine Educational Institution License	2,400	2,400	-	
Special Alcohol License	1,000	300	(700)	
Common Victuallers License	13,000	13,000	-	
Innholder License	4,200	4,200	-	
Entertainment License	11,000	12,000	1,000	
Dance License	1,500	1,320	(180)	
Grant of Location	6,000	7,500	1,500	
Explosive Storage - Flammables	15,000	15,000	-	
Underground Tank Removal	4,000	1,675	(2,325)	
Police Revolver Permit	5,000	3,925	(1,075)	
Resident Parking Permits	250,000	360,410	110,410	
Milk License	8,000	6,650	(1,350)	
Pub Swimming Pool License	7,000	8,750	1,750	
Funeral Director's License	500	400	(100)	
Burial Permits	2,000	2,000	-	
Retail and Food Permit	85,000	119,000	34,000	
Dumpster Permit	15,000	18,750	3,750	
Sidewalk Opening Permit	50,000	60,000	10,000	
Builders License	750	1,250	500	
Building Permit	845,460	1,460,950	615,490	
Inspection	12,430	15,345	2,915	
Gas Permit	30,900	61,000	30,100	
Plumbing Permit	37,000	94,000	57,000	
Electrical Permit	100,000	165,098	65,098	
Occupancy Permit	25,000	31,575	6,575	
Licenses & Permits Total >	\$ 1,892,390	\$ 2,847,698	\$ 955,308	50.48%

**City of Somerville
Revenue Summary and Revenue Estimates
Fiscal Year 2006**

	Budget FY2005	Budget FY2006	FY2006 Increase (Decrease)	Percent Increase (Decrease)
<u>Fees</u>				
Certificate of Liens	\$ 85,000	\$ 80,000	\$ (5,000)	
Returned Check Fee	3,000	5,000	2,000	
Sanitation Fees	193,300	542,768	349,468	
Residential Trash Fee (7 units & above)	300,000	145,000	(155,000)	
Removal / Transporting of Garbage	4,192	-	(4,192)	
Curb Cut Fee	15,000	15,000	-	
Sealing Fees	16,000	16,000	-	
Miscellaneous - Fire	5,000	2,200	(2,800)	
Fire Alarm Hookup Fee	1,000	2,200	1,200	
Fire Alarm Reimbursement	36,000	36,000	-	
Smoke Detector Inspections	30,000	90,000	60,000	
Fire Detail Surcharge	8,000	12,000	4,000	
Police Detail Surcharge	125,000	100,000	(25,000)	
Witness Fees	500	150	(350)	
False Alarm Fees	5,000	-	(5,000)	
Condo Application Fee	175,000	275,000	100,000	
Board of Appeals Fees	20,200	18,000	(2,200)	
Copies of Records	80,000	80,000	-	
Business Certificates	15,000	25,000	10,000	
Clerk SPGA Certificate	500	500	-	
Notarization Fee	500	250	(250)	
Advertising Fees	450	450	-	
Newspaper Machine Fees	500	13,400	12,900	
Fee for Summons	500	500	-	
Commission on Vending Machines	1,000	1,000	-	
Fees Total >	\$ 1,120,642	\$ 1,458,918	\$ 338,276	30.19%
 <u>Miscellaneous Recurring</u>				
Medicaid Reimbursement	750,000	858,400	108,400	
DPW - Recycling	35,000	40,000	5,000	
Sale of Land	900,000	10,000	(890,000)	
Hazardous Materials Response	22,000	-	(22,000)	
Insurance Reimbursement	10,000	7,500	(2,500)	
Miscellaneous Recurring Total >	\$ 1,717,000	\$ 915,900	\$ (801,100)	-46.66%
 <u>Other Revenue Sources & Reserves:</u>				
Interest on Investments	\$ 450,000	\$ 500,000	\$ 50,000	
Rental - Municipal	139,977	261,084	121,107	
Transfers from Special Revenue	300,000	600,000	300,000	
Free Cash	3,740,636	3,000,000	(740,636)	
Overlay Surplus (Prior Years)	-	1,000,000	1,000,000	
Western Rent Stabilization	193,222	-	(193,222)	
Other Revenue Sources & Reserves Total >	\$ 4,823,835	\$ 5,361,084	\$ 537,249	11.14%
Grand Total >	\$ 147,423,746	\$ 155,754,684	\$ 8,330,938	5.65%

Somerville Program Budget Methodology

June 10, 2005

Overview of Process: The FY06 Program Budget was developed in two phases. In the fall, City departments created lists of all the broad functional programs of their departments and the service activities that fall within those programs. A group of students from the Kennedy School of Government, who were taking a class of Professor Linda Bilmes, helped create these documents.

In the spring, we worked to allocate both Personal Services and Ordinary Maintenance spending to the functional program areas. We worked with departments to establish program output numbers and outcome measures. The outputs are measures of each program's workload, while the outcomes are measures of the program's performance.

Methodology: We arrived at the program costs, outputs, and costs per output as follows:

1. The costs were allocated by departments based on the percent of time staff spend in each program area and the percent of Ordinary Maintenance resources used on those program areas. These were largely done by estimating the percent of time worked or the percent of OM money spent in the functional areas, rather than by tracking exact hours worked or money spent.
2. Program and activity outputs were generally estimated projections for FY05, since we do not yet have a complete year of data. All FY06 outputs are projections. In some cases, current data were excellent and in others we made estimates for the year based on the daily or weekly levels of activity.

Limitations of Model: The Program Budget we have submitted for FY06 does not yet present a fully-costed price for each service delivered by the City for the following reasons:

1. The budget does not allocate costs down to the activity level, but just to the higher-level program areas.
2. The program-level output, which is the divisor in the cost per output, is in some cases a combination of relatively dissimilar activity outputs. The best cost per output measure would be at the activity level.
3. The program budget does not include expenditures made with sources of funds other than City Appropriations. To get a total cost per City service, we would need to allocate to programs and activities spending from grants, revolving funds, and other special revenue sources.
4. Finally, this program budget has not allocated central administrative costs, such as the work of the City's Information Technology or Personnel Departments, to departments who use those central administrative services. To get a total cost per City service to the public, we would need to add those expenses to front-line service departments' costs, which we would then allocate to the cost of the final activity output. Additionally, the cost of some employee benefits are not allocated to the program level.

Next Steps: Through FY06, we plan to use this program budget as a strategic plan for departments and an analytical tool. We will work to put tracking systems in place to have better data available for next year's budget, so we have more certainty about both activity levels and where resources are used. We expect to improve on this model for next year by addressing one or more of the identified limitations.

ORG 1010 BOARD OF ALDERMEN

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51115 SALARIES - MONTHLY	192,327	195,770	81,570	195,770
TOTAL P-ACCT 51000	192,327	195,770	81,570	195,770
ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP	146	500	69	500
53060 ADVERTISING	788	2,000	309	2,000
53420 POSTAGE		150		150
53820 PHOTOGRAPHY		108		108
54200 OFFICE SUPPLIES	631	900		900
54201 OFFICE EQUIPMENT	504	3,000	288	3,000
54210 PRINTING & STATIONERY	675	700	52	700
54240 BOOKS & BOOKBINDING		400		400
54900 FOOD SUPPLIES & REFRESHMT		500		500
55810 FLOWERS & FLAGS	126	600	107	600
57801 DIRECT EXPENSE-BOA	23,760	23,760	9,900	23,760
TOTAL P-ACCT 52000	26,630	32,618	10,725	32,618
TOTAL ORG 1010 FUNDING REQUIRED	218,957	228,388	92,295	228,388

BOARD OF ALDERMEN

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
ALDERMAN AT LARGE	DESMOND, BRUCE	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN AT LARGE	PROVOST, DENISE	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN AT LARGE	WHITE, WILLIAM	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN AT LARGE	SULLIVAN, DENNIS	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN WARD I	ROCHE, WILLIAM	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN WARD II	HEUSTON, MARYANN	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN WARD III	TAYLOR, THOMAS	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN WARD IV	PERO, WALTER	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN WARD V	O'DONOVAN, SEAN	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN WARD VI	CONNOLLY, JOHN	N	1,395.83	16,750.00	16,750.00	16,750.00
ALDERMAN WARD VII	TRANE, ROBERT	N	1,395.83	16,750.00	16,750.00	16,750.00
PRESIDENT BOA	DESMOND, BRUCE	N	2,500.00	2,500.00	2,500.00	2,500.00
CLERK	LONG, JOHN	N	751.67	9,020.03	9,020.03	9,020.03
					195,770.03	195,770.03
SALARIES MONTHLY	195,770.03					
TOTAL	195,770.03					

ORG 1020 CLERK OF COMMITTEES

	FY04 ACTUAL	FY05 BUDGET	FY05 EXPEND	EXECUTIVE
	EXPENDITURES		THRU 12/31	PROPOSAL
PERSONAL SERVICES				
51115 SALARIES - MONTHLY	39,838	35,000	14,583	35,000
TOTAL P-ACCT 51000	39,838	35,000	14,583	35,000
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT				
52470 MAINT CONTRACT-OFFC EQUIP				
53420 POSTAGE				
54200 OFFICE SUPPLIES	15	100		100
54210 PRINTING & STATIONERY		250		250
54900 FOOD SUPPLIES & REFRESHMT	1,056	1,500		1,500
55820 BADGES, EMBLEMS, TROPHIES				
TOTAL P-ACCT 52000	1,071	1,850		1,850
TOTAL ORG 1020 FUNDING REQUIRED	40,909	36,850	14,583	36,850

CLERK OF COMMITTEES

Position	Name	C	S Existing Rate	Rate	Base	TOTAL
CLERK OF COMM	MCWATERS, ROBERT	N	1,500.00	18,000.00	18,000.00	18,000.00
ASST CLERK OF COMM	FORCELLESE, PETER	N	1,416.67	17,000.04	17,000.04	17,000.04
					35,000.04	35,000.04
SALARIES - MONTHLY	35,000.04					
TOTAL	35,000.04					

DEPARTMENT OVERVIEW

MISSION STATEMENT: It is the mission of the City of Somerville to provide a high level of service to the public as cost effectively as possible, to promote a thriving economy, healthy community, safe environment and quality lifestyle, and to promote maximum citizen participation in government.

DEPARTMENT ORGANIZATION: The Mayor's Office is currently staffed with the Mayor, two administrative assistants, and two administrative aides.

FY05 ACCOMPLISHMENTS:

1. Economic Development

- a. Inner Belt/Brick bottom: Royal White permitted, DIF study, access study, biotech study. Union Square Main Streets: group incorporated, Executive Director hired, received Arts Union grant.
- b. Assembly Square: Introduced innovative zoning for Assembly Square that was passed unanimously by the Board of Aldermen. Development is starting to happen. Groundbreaking for Assembly Square Mall was held 12/20.
- c. Design Competition: Scheduled as part of Economic Summit 3/29.
- d. Economic Summit: Scheduled for 3/29.

2. Cutting Waste/Streamlining

- a. Submitted an FY05 budget that shifted resources to City services and avoided layoffs.
- b. Began the implementation of performance-based budgeting.
- c. Reorganized the OHCD – now the Office of Strategic Planning and Community Development. Consolidated the Planning Dept., ISD, Health Inspectors, the Conservation Commission, and the Condominium Review Board under OSPCD.

3. Improving City Services

- a. Rolled out SomerStat to six City Departments representing 78 percent of entire municipal budget.
- b. SomerStat leading project to implement 311-call center by 6/30/05.

4. Focusing on City's Youth

- a. Hired Teen Empowerment, a national model for social and behavioral change for youth. Created over 100 summer jobs for youth. Sponsored a Youth Summit in January 05 to get feedback from youth, including recommendations and help with development of an action plan.
- b. Hired Doctor Robert Macy, an internationally renowned expert on teen suicide, who helped Somerville establish a community-based trauma response network. Received a grant to fight opiate abuse by increased education and outreach in the community.

5. Improve Public Safety

DEPARTMENT OVERVIEW

- a. Established the Police Department Advisory Group that will make recommendations on a reform plan in the next month.
- b. Drug Enforcement Plan initiated May '05.
- c. SomerStat rolled out to Police Department 9/04 and began to look at specific crime data.
- d. Received civil service list 2/05 and began interviewing 3/05. Recruits will go to next academy.

FY06 DEPARTMENT PRIORITIES:

1. Promote Economic Development

- a. Advance Key Development Projects: Move forward on goals for development in Assembly Square, Union Square, Innerbelt/ Brickbottom, and Davis Square.
- b. Develop Strategic Plan: Held Economic Symposium in early 2005. Create Citywide Strategic Plan for Economic Development, including plans to market Somerville to potential businesses or industries and plan for improvements in City's zoning process. Use industry-focused roundtables to help inform decisions.
- c. Use City Assets Wisely: Consolidate City offices and sell surplus buildings.

2. Maximize Return on Taxpayer Dollars

- a. Implement Cost Saving or Revenue Creation Suggestions: Implement suggestions that come from department heads or SomerStat meetings for short and long-term cost savings or revenue creation.
- b. Target Major Cost Categories: Look for opportunities to reduce major cost drivers for City (e.g. health insurance).

3. Improve City Performance by Using More Effective Management Tools and Demanding Accountability

- a. Expand SomerStat Program: Expand SomerStat to more departments in FY06. Integrate data from activity-based budget, 311, and work-order system into SomerStat analysis.
- b. Implement activity-based FY06 Budget: Begin implementing activity-based budget for FY06. Develop technology and organizational capabilities to support use of activity-based budget.
- c. Roll Out Work Order System and 311: Build work order system and roll out to DPW by June '05 and other departments throughout FY06. Establish 311-call line by July 15, 2005.
- d. Continue to Scrutinize Value of City Contracts: Evaluate decision-making process regarding contracting out work versus completing it in-house. Assess needs regarding Citywide purchasing of common commodities.

4. Revolutionize Customer Service

- a. Move Citizen Interactions to Website: Increasingly move citizen transactions (e.g. bills, inquiries) to website and use site to clearly communicate departmental policies to public.

DEPARTMENT OVERVIEW

- b. Provide Comprehensive 311 Customer Service: Where possible, shift departmental customer service functions so they are handled at a central 311 call center. Develop bank of departmental knowledge that 311 City representatives can communicate to public.
 - c. Improve Public Interaction with Departments: Ensure each department's contact with the public is positive.
 - d. Engage Citizens in City Planning and Improvement Efforts: Establish neighborhood advisory councils. Host Neighborhood-based Mayor's Office Hours.
5. Professionalize City Planning and Management
- a. Develop Policies and Procedures: Ensure that each department's regular practices and procedures are captured in accessible written documents.
 - b. Roll Out Intranet: Create staff intranet that supports inter-department communication and standards setting.
 - c. Improve City Technology: Plan for and move forward on technology projects that support other priorities.
 - d. Develop Job Descriptions: Work towards creating updated job descriptions for each Staff person.
 - e. Provide Appropriate Staff Training: Evaluate need for staff training throughout City and Provide opportunities for development.
 - f. Provide Staff Systemic Feedback: Institute a Citywide performance evaluations system.
 - g. Continue Capital Planning Process: Implement first phase of capital plan developed in FY05.
 - h. Complete Deferred Maintenance Projects: Improve roadways and streetscapes. Repair City buildings. Rehab water and sewer systems and pipelines.
 - i. Invest in Physical Infrastructure: Identify and assess costs of major long-term City infrastructure projects such as moving utilities underground.
6. Make Somerville an Exceptional Place to Live, Work, and Play
- a. Lobby for Transportation Solutions: Lobby for Green Line Extension, Orange Line stop, and the Urban Ring.
 - b. Plan for Open Space: Begin work on planned park projects (Trum and Dilboy). Support Community Bike Path. Redesign and construct new Playgrounds. Launch Somerville Boulevards initiative.
 - c. Plan for Housing: Launch Somerville HOMES initiative.
 - d. Continue to make Somerville Beautiful: Expand the Adopt-A-Spot program. Improve roadways and streetscapes. Invest in upgrading infrastructure.
 - e. Provide the Best Basic Services Possible: Ensure continued successful delivery of routine services. Use the 311 and Work Order system to measure and track services delivered. Continue to deploy the NIT Team.
 - f. Promote Health of Somerville's Environment: Develop public education program and activities related to Somerville's Urban Air Quality, Indoor Air Quality, Mystic River Water Quality program, Recycling, Household

DEPARTMENT OVERVIEW

Hazardous Waste and Home Composting Programs, climate change initiatives.

7. Promote Somerville Pride and Sense of Community

- a. Support Community Celebrations: Host and support civic events that build relationships among diverse people of Somerville.
- b. Make Somerville Home to Diverse Communities: Support initiatives of the Commission for Women, the Human Rights Commission, and the GLBT Liaison.
- c. Use Website as Public Forum: Find innovative ways to use website to promote Somerville community.
- d. Celebrate Somerville's Art Community: Support community and opportunity for Somerville artists.

8. Protect and Support Families and Individuals

- a. Evaluate and Expand Youth Programs: Further develop and measure success of current youth Programs, including Recreations, Youth Services, Teen Empowerment. Develop and implement long-range plan for youth outreach.
- b. Eliminate Drug and Gang Activity: Carry out and evaluate success of efforts to reduce drug and gang activity. Coordinate youth services across departments to provide safety net for vulnerable youths.
- c. Improve Public Safety: Through SomerStat meetings, implement recommendations of the Police Management Study. Appoint advisory committee to assist the Chief and Mayor in implementing police reforms.
- d. Support Seniors: Run senior shuttle and establish reverse 911-(RUOK) program.
- e. Promote Healthy Somerville Citizens: Continue the City's work and partnership with Shape Up Somerville.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): No significant changes.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): There is an increase in the photography and food supplies and refreshments line to pay for the City's 2006 Inauguration.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries. Additional Personal Services spending was divided evenly among the programs. Ordinary Maintenance expenditures were also allocated based on the percent of spending by each program.

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Multicultural Commission's mission is to allow different communities in the City to be heard and consulted, to compile and distribute information regarding interracial and intergroup relationships, and to be a voice for underrepresented people in city government. The Commission shall work in cooperation with the directors of all departments of the City to improve services. It will strive to eliminate whatever sources of interracial friction may exist and attempt to eliminate unequal treatment of minority groups on such important problems as housing, recreation, education, law enforcement, vocational guidance, and related matters. The Multicultural Commission will also work with the Human Rights Commission to ensure that all Somerville residents' rights and views are respected and adhered to.

DEPARTMENT ORGANIZATION: A director will staff the commission of 17 members consisting of the director, two appointed aldermen, and 14 community members. The only requirements to being on the Commission are that the person live in Somerville, they be 18 years of age, and that their appointment be approved by the Board of Aldermen. The Commission will meet regularly. The Commission and its executive director are part of the Mayor's Office.

FY05 ACCOMPLISHMENTS:

- The approval of the ordinance to form the Commission.
- The hiring of its director.
- Recruitment for members.
- Two small projects underway
 - The re-issue of "Somerville At a Glance" for the first time in four languages.
 - The redistribution of the list of all city Employees that can help interpret and possibly translate.
- The beginning of re-certification by the Anti-Defamation League's "No Place For Hate" program.
- Meetings with community leaders for input on recommendations to the Somerville Police Department Advisory Group.

FY06 DEPARTMENT PRIORITIES:

- In FY06, the Multicultural Advisory Commission will be filled.
 - It's agenda and subcommittees will be set.
 - It will be meeting regularly.
- "Somerville at A Glance" will be re-issued in 4 Languages.
- Certification in the Anti-Defamation League's "No Place For Hate" program.
 - Three activities that comply with the ADL.
 - A subcommittee will be formed out of the Commission to serve the "NO Place For Hate" program.
- A revamp of the protocol for dealing with residents that need City services but do not speak English.

DEPARTMENT OVERVIEW

- Try to work with the programs in the City that teach ESL to adults and minors, to make them cheaper and better publicized.
- Get included in Mayor's 311 project from the beginning.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS:

- Revolutionize customer service, by:
 - Making sure that anyone can access services.
 - Making Somerville an exceptional place to live, work, and play.
 - Supporting the immigrant and ethnic communities from the city, resulting in more City pride and involvement.
- Promote Somerville Pride and a sense of community, by:
 - Including as many communities and groups that will make a stronger community with and within the City.
- Protect and support families and individuals, by:
 - Through the Somerville Police Department Advisory Group, taking into consideration the views and concerns of different communities when planning and executing police programs and strategies.
 - Being able to offer more City services to non-English residents, which will help make sure their needs are being met.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): No significant changes.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): No significant changes.

COST ALLOCATION METHODOLOGY: Not applicable.

ORG 1031 EXECUTIVE ADMINISTRATION

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	330,383	328,152	159,650	307,559
51200 SALARIES & WAGES TEMPOR'Y				
51410 LONGEVITY				
TOTAL P-ACCT 51000	330,383	328,152	159,650	307,559
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT				
52470 MAINT CONTRACT-OFFC EQUIP	3,175	4,000	575	4,000
52760 RENTALS OFFICE EQUIPMENT			576	
53000 PROFESSIONL & TECHNCL SVC	3,410	3,000	5,919	3,000
53060 ADVERTISING				
53420 POSTAGE				
53820 PHOTOGRAPHY		1,000	100	2,500
54056 CITY WIDE ACTIVITY	7,864			
54200 OFFICE SUPPLIES	1,982	3,000	724	3,000
54202 OFFICE FURNITURE				
54210 PRINTING & STATIONERY	528	2,500	1,175	2,500
54220 COMPUTER SUPPLIES				
54230 PHOTOCOPYING		300		300
54860 REIMB OF LICENSES		100		100
54900 FOOD SUPPLIES & REFRESHMT	4,266	10,000	5,298	13,000
55810 FLOWERS & FLAGS	365	500	215	500
55820 BADGES, EMBLEMS, TROPHIES	1,514	1,500	1,278	1,500
55870 MAGAZINES, NEWS, SUBSCRIPTS	275	500	260	500
57110 IN STATE CONFERENCES	850	500	33	500
57200 OUT OF STATE TRAVEL				
57210 OUT OF STATE CONFERENCES				
57300 DUES AND MEMBERSHIPS	16,813	25,000	11,565	25,000
57863 NEIGHBORHOOD IMP. COUNCIL				
57867 SCHOOL USE PROGRAM				
TOTAL P-ACCT 52000	41,042	51,900	27,718	56,400
SPECIAL ITEMS				
61010 ED INCENTIVES SMEA A				
61020 EDUCATIONAL INCENTIVE - B				
61021 POLICE EVALUATION STUDY				
61022 YOUTH PROGRAM STUDY				
61023 EMERGENCY DISPATCH STUDY				
61024 FINANCIAL MANAGEMNT STUDY	6,000			
61025 MIS/COMMUNICATIONS STUDY				
61026 SUMMER CONCERT SERIES				
61030 SMEA EMPLOY FLUENCY BONUS			7,500	
61040 ELDERLY TAX CREDIT				
61050 GASB34 ASSET APPRAISAL				
TOTAL P-ACCT 60000	6,000		7,500	
TOTAL ORG 1031 FUNDING REQUIRED	377,425	380,052	194,868	363,959

EXECUTIVE ADMINISTRATION

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
MAYOR	CURTATONE, JOSEPH		1,640.59	85,310.68	85,638.80	85,638.80
ADMIN ASST	BUCKLEY, MICHAEL	N	1,082.51	56,290.52	56,507.02	56,507.02
ADMIN ASST	DELORY, JANICE	N	1,082.51	56,290.52	56,507.02	56,507.02
ADMIN AIDE	AYLWARD, NANCY	N	781.37	40,631.24	40,787.51	40,787.51
ADMIN AIDE	CUFF, KATHLEEN	N	781.37	40,631.24	40,787.51	40,787.51
MULTI CULTURAL DIRECTOR	MANRIQUE, ARU	N	408.65	21,249.80	21,331.53	21,331.53
GAY & LESBIAN LIAISON	VACANT	N		6,000.00	6,000.00	6,000.00

*Please note the Multi Cultural position is funded
50% by Udagr v grant - 408.66

307,559.40 307,559.40

SALARIES 307,559.40

TOTAL 307,559.40

ORG 1031: EXECUTIVE ADMINISTRATION

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
DIRECT CONSTITUENT RELATIONS			
PERSONAL SERVICES	\$ 90,944.93	\$ 44,032.51	\$ 90,944.93
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS TO PROGRAM	\$ 90,944.93	\$ 44,032.51	\$ 90,944.93
<i>FTE FROM APPROPRIATIONS</i>	<i>1.60</i>		<i>1.60</i>
INTERNAL/EXTERNAL LIAISON			
PERSONAL SERVICES	\$ 91,345.33	\$ 44,231.94	\$ 91,345.33
ORDINARY MAINTENANCE	\$ 25,500.00	\$ 11,598.00	\$ 25,500.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 116,845.33	\$ 55,829.94	\$ 116,845.33
<i>FTE FROM APPROPRIATIONS</i>	<i>1.45</i>		<i>1.45</i>
PUBLIC RELATIONS AND EVENTS			
PERSONAL SERVICES	\$ 47,684.88	\$ 22,485.36	\$ 47,684.88
ORDINARY MAINTENANCE	\$ 14,500.00	\$ 9,850.50	\$ 19,000.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 62,184.88	\$ 32,335.86	\$ 66,684.88
<i>FTE FROM APPROPRIATIONS</i>	<i>0.85</i>		<i>0.85</i>
GRANTS ADMINISTRATION (see note 1)			
PERSONAL SERVICES	\$ 47,923.78	\$ 23,870.08	\$ -
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS TO PROGRAM	\$ 47,923.78	\$ 23,870.08	\$ -
<i>FTE FROM APPROPRIATIONS</i>	<i>1.00</i>		<i>-</i>
MULTI-CULTURAL DIRECTOR (see note 2)			
PERSONAL SERVICES	\$ -	\$ -	\$ 21,331.53
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS TO PROGRAM	\$ -	\$ -	\$ 21,331.53
<i>FTE FROM APPROPRIATIONS</i>			<i>1.00</i>
GAY/LESBIAN ADVOCACY (see note 2)			
PERSONAL SERVICES	\$ -	\$ -	\$ 6,000.00
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS TO PROGRAM	\$ -	\$ -	\$ 6,000.00
<i>FTE FROM APPROPRIATIONS</i>			<i>1.00</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS			
	\$ 62,152.73	\$ 38,799.60	\$ 62,152.73
<i>FTE FROM APPROPRIATIONS</i>	<i>1.10</i>		<i>1.10</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 380,051.65	\$ 194,867.99	\$ 363,959.40
<i>TOTAL FTE FROM APPROPRIATIONS (see note 3)</i>	<i>6.00</i>		<i>7.00</i>

Note 1: Programs for Grants Administration are now under the Finance Department

Note 2: Multi-Cultural Relations and Gay/ Lesbian Advocacy will be new programs in FY06 and therefore, do not have activities yet.

Note 3: Constituent Relations, SomerStat, Capital Projects, Council on Aging, Environmental Protection, and the Arts Council are also part of Executive Administration, but have separate budgets.

ORG 1031: EXECUTIVE ADMINISTRATION

PROGRAM COST AND ACTIVITIES

PROGRAM: DIRECT CONSTITUENT RELATIONS

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of responses to constituents (Based on: Estimate based on phone calls, emails, in-person visits, and pieces of mail received)	47,788	50,000
<u>Cost:</u>	\$90,944.93	\$90,944.93
<u>Output Cost:</u>	\$1.90	\$1.81
<u>FTEs:</u>	1.60	1.60
<u>Outcome 1:</u> % of citizens who are satisfied with the responses they receive from the Mayor's Office		

Outcome 2:

PROGRAM FY06 GOALS

1. Institute and maintain a database to track inquiries.
2. Use the website and other resources to proactively communicate with the public regarding issues of concern.
3. Create a system of form-responses to help respond quicker to constituent concerns.
4. Include in citizen survey questions that evaluate citizens' satisfaction with the responsiveness of the Mayor's Office.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Respond to Constituents	FY05: 47,788	FY06: 50,000
<u>Description:</u> Respond to all calls, emails, visitors, and pieces of mail with sensitivity and ensure that the publics' voices are heard.	<u>Output:</u> # of calls handled + # of emails + # of visitors + # of pieces of mail responded to (Admin Aides: 26,000 calls, 4,680 in-person inquiries, 8,424 pieces of mail, and 6,084 emails (Admin Aides' estimates based on a two-day sampling) plus External Liaison: 2,600 calls per year.)	
Meet with Key Constituents	FY05: 468	FY06: 500
<u>Description:</u> Allow constituents - including all residents and groups - to interact with the Mayor.	<u>Output:</u> # of constituents meeting with the Mayor and/or his administrative assistant. (Estimate based on small sampling)	
Meet Others	FY05: 364	FY06: 400
<u>Description:</u> Allow non-constituent groups - ranging from developers to unions to special interest groups - to interact with the Mayor.	<u>Output:</u> # of non-constituent group meetings with the Mayor and/or his administrative assistant. (Estimate based on small sampling)	

ORG 1031: EXECUTIVE ADMINISTRATION

PROGRAM COST AND ACTIVITIES

PROGRAM: INTERNAL/ EXTERNAL LIAISON

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> <i>Number of internal/external meetings (Based on: Number of meetings with department heads + number of meetings and events attended on behalf of the Mayor)</i>	630	630
<u>Cost:</u>	\$116,845.33	\$116,845.33
<u>Output Cost:</u>	\$178.66	\$178.66
<u>FTEs:</u>	1.45	1.45
<u>Outcome 1:</u> <i>% of employees who understand the Mayor's priorities SomerStat Staff Survey 2005.</i>	55%	

Outcome 2: *% of department heads who are satisfied with their access to the Mayor.*

PROGRAM FY06 GOALS

1. Improve communication to department heads using the intranet.
2. Establish solid schedule of meetings with elected officials and their aides on bi-monthly basis.
3. Send weekly e-mail to municipal elected officials.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Interact with Municipal Elected Officials	FY05: 1,560	FY06: 1,560
<u>Description:</u> <i>Ensure good communications and results between the City of Somerville and municipal elected officials.</i>	<u>Output:</u> <i># of contacts with municipal elected officials (Estimated based on six contacts per business day.)</i>	
Act as Liaison to Internal Departments	FY05: 13,390	FY06: 13,400
<u>Description:</u> <i>Participate in regular meetings with City departments and gather information and updates from those departments. Communicate feedback on behalf of the Mayor.</i>	<u>Output:</u> <i># of meetings and contacts with department heads. (Estimate based on sample, with 390 meetings, 5,200 phone calls, and 7,800 e-mails)</i>	
Represent Mayor at Events or Meetings	FY05: 240	FY06: 240
<u>Description:</u> <i>Represent the City and act as a liaison to constituents and elected officials when the Mayor is unable to attend.</i>	<u>Output:</u> <i># of meetings and events attended (Based on 20 meetings per month)</i>	
Monitor Issues or Events with State Delegation	FY05: 128	FY06: 128
<u>Description:</u> <i>Ensure good communications and results between the City of Somerville and the state of Massachusetts.</i>	<u>Output:</u> <i># of issues monitored (Based on two meetings with state delegations per month, and two contacts per week.)</i>	

ORG 1031: EXECUTIVE ADMINISTRATION

PROGRAM COST AND ACTIVITIES

PROGRAM: PUBLIC RELATIONS AND EVENTS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of events organized (Based on: Events where 50% or more of the planning was the responsibility of the Mayor's Office)	16	20
<u>Cost:</u>	\$62,184.88	\$66,684.88
<u>Output Cost:</u>	\$3,886.55	\$3,334.24
<u>FTEs:</u>	0.85	0.85
<u>Outcome 1:</u> % increase in number of events organized		
<u>Outcome 2:</u> - % of crisis situations handled to the satisfaction of the public and the Mayor	-	-

PROGRAM FY06 GOALS

1. Beginning measuring and evaluating the success of public events.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Organize Events for the City	FY05: 16	FY06: 20
<u>Description:</u> Ensure positive events and a good public face for the City.	<u>Output:</u> # of events organized (FY05: 16 events through 6/7/05 - only includes events where 50% or more of the planning was the responsibility of the Mayor's Office.)	
Handle "Crisis Communications"	FY05: 18	FY06: 18
<u>Description:</u> Ensure a positive message from the City when unexpected circumstances call for a response.	<u>Output:</u> # of situations handled (Count.)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The SomerStat Program supports collaboration and use of analytical tools to help City departments solve problems quickly, improve service delivery over time, and implement innovation. Also, SomerStat manages or supports multi-department projects that increase the City's ability to deliver high quality services.

DEPARTMENT ORGANIZATION: SomerStat was staffed in September 2004 with two full-time people. In January, we hired an additional junior analyst to work full time and two contractors to work part-time on special projects.

FY05 ACCOMPLISHMENTS: In FY05, SomerStat rolled out its monthly and bi-weekly meetings program to six of the City's largest departments, which combined account for 78 percent of the City's spending on direct service. We first added Police, Fire, DPW, and Traffic and Parking. Noticing that many of the issues that arise for large departments are personnel or technology-related, we added Information Technology and the Personnel Department to the SomerStat program. In March, we added an Environmental Indicators meeting, which brings together staff from different departments to monitor environment-related indicators and investigate opportunities to improve the City's performance on those indicators.

At meetings, a panel of key City decision makers reviews financial data, service data, and major projects. The panel includes the City's Personnel Director, CIO, Attorney, Labor Attorney, Finance Director, Auditor, Mayor, and Mayor's aides. With the combined resources these staff members bring, the meetings focus on removing barriers to solving problems and on implementing plans as quickly as possible. We follow up with regular monitoring of and assistance with completion of tasks that arise from meetings.

Outside of meetings, SomerStat has managed or helped support several citywide projects that improve the City's ability to carry out service delivery rationally and to use data for decision-making. FY05 projects include: implementing a 311 and work-order system, building a city employee intranet, supporting the activity-based budget preparation, and conducting an employee survey.

FY06 DEPARTMENT PRIORITIES: In FY06, SomerStat plans to add at minimum the Health, Library, SPCD, and Recreation/Youth Departments to the meetings program.

For projects, we expect that all of FY05's projects will enter new phases in FY06:

- With an intranet available, we will focus on ensuring departments' policies and procedures are written and accessible to staff and citizens. Additionally, we will use the intranet to reach out to staff within departments outside of City hall, such as Police, Fire, and Libraries, who expressed in the staff survey a relative sense of isolation from the rest of City government.
- With the first program/activity budget in place, we will use departments' budgets as their strategic plans for the year, holding them accountable for their goals. With the Finance Department, we will explore several options for a second iteration of the program budget in FY07 and we will help departments put into place tracking systems that make their FY05 activity data more accurate.

DEPARTMENT OVERVIEW

- As we roll out 311 and the work order system, we will have a wealth of data for analysis for SomerStat meetings and other monitoring programs. Additionally, we will work with the new 311 director to move most customer service oriented City departments into the 311 program by the end of FY06.
- We will repeat the staff survey in March 2006, providing the Mayor and department heads feedback on whether or not their efforts to address concerns raised by this year's staff survey have had an impact. Additionally, we plan to administer a citizen survey.
- We will work with the Mayor's Office and Personnel to develop a management training and evaluation program for department heads, taking them through a program of skills development including: running internal meetings, understanding and using management rights afforded them, administering performance evaluations, and using data for decision-making and financial/management oversight.
- We will work with the Mayor's Office and Law Department to ensure that ongoing union negotiations are coordinated with management goals identified through SomerStat meetings.
- We will work with Personnel and Finance to provide a training program for clerks on analytical and data handling skills within departments.
- In response to requests, SomerStat will help departments find and use data models, best practices, surveys, and other tools to support their efforts to use data to improve service delivery. We will make known our availability to provide this assistance.
- Finally, we will advocate for City investment in IT projects and department-level personnel that increase the City's ability to rationalize its management and service delivery to the public. Particularly, we will work to support use of a new personnel data management system and we hope to clarify or add to the roles of A/F and management analyst positions within departments.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS:

SomerStat's priorities support the Mayor's priorities to:

- "Improve City Performance by Using More Effective Management Tools and Demanding Accountability";
- "Revolutionize Customer Service";
- "Professionalize City Planning and Management."

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS):

SomerStat will be at or slightly below budgeted spending. SomerStat was budgeted for a staffing level of three people, with one director, an analyst, and a part-time technical director. However, to allow for an additional more mature person, the Mayor's office submitted a Board order in September 2004 to create a higher-salaried position of senior analyst. Remaining PS funds were spent on a junior analyst, Tasha Bahal, hired in January to work full time. Two other interns worked part-time on special projects. These individuals were

DEPARTMENT OVERVIEW

paid from the OM Professional Services account, into which \$11,360 was transferred in PS funds as part of September's Board order.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): We have included a continuation of the full-time junior analyst position. This person will support both the meetings program and key capacity building projects.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries. For the OM budget, we split costs evenly, except in cases where purchases were directly tied to projects, such as the expenditure of Professional Services on interns for special projects.

ORG 1042 EXEC - SOMERSTAT

	FY04 ACTUAL	FY05 BUDGET	FY05 EXPEND	EXECUTIVE
	EXPENDITURES		THRU 12/31	PROPOSAL
PERSONAL SERVICES				
51110 SALARIES		114,434	34,336	143,435
TOTAL P-ACCT 51000		114,434	34,336	143,435
ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC		2,000		2,800
54200 OFFICE SUPPLIES		2,000		1,000
54201 OFFICE EQUIPMENT		3,000		1,000
54220 COMPUTER SUPPLIES		3,000		2,000
TOTAL P-ACCT 52000		10,000		6,800
TOTAL ORG 1042 FUNDING REQUIRED		124,434	34,336	150,235

SOMERSTAT

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
SOMERSTAT OPERATIONS DIRECTOR	Hirsch, Stephanie	N	1,211.54	63,000.08	63,242.39	63,242.39
SOMERSTAT SENIOR ANALYST	Lambert, Michael	N	961.54	50,000.08	50,192.39	50,192.39
SOMERSTAT JUNIOR ANALYST	Bahal, Tasha	N	576.92	30,000.00	30,000.00	30,000.00
					143,434.78	143,434.78

SALARIES 143,434.78

TOTAL 143,434.78

ORG 1042: SOMERSTAT PROGRAM

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
SOMERSTAT MEETINGS PROGRAM			
PERSONAL SERVICES	\$ 49,524.00	\$ 17,167.00	\$ 65,717.00
ORDINARY MAINTENANCE	\$ 4,000.00	\$ 3,178.00	\$ 2,000.00
PROGRAM TOTAL	\$ 53,524.00	\$ 20,345.00	\$ 67,717.00
<i>FTE</i>	<i>1.00</i>	<i>1.00</i>	<i>1.60</i>
PROJECT MANAGEMENT AND CITY CAPACITY BUILDING			
PERSONAL SERVICES	\$ 53,550.00	\$ 17,167.00	\$ 77,717.00
ORDINARY MAINTENANCE	\$ 17,360.00	\$ 3,178.00	\$ 4,800.00
PROGRAM TOTAL	\$ 70,910.00	\$ 20,345.00	\$ 82,517.00
<i>FTE</i>	<i>1.50</i>	<i>1.00</i>	<i>2.40</i>
TOTAL FUNDING ALLOCATED TO EXPENSES	\$ 124,434.00	\$ 40,690.00	\$ 150,234.00
<i>TOTAL FTE</i>	<i>2.50</i>	<i>2.00</i>	<i>3.00</i>

ORG 1042: SOMERSTAT PROGRAM

PROGRAM COST AND ACTIVITIES

PROGRAM: SOMERSTAT MEETINGS

Description: Support compliance, reform, and innovation in SomerStat departments through regular review of available data, support for capacity building projects, and frequent SomerStat and bi-weekly meetings.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # departments in program (Based on count as of 6/8/05.)	7	12
<u>Cost:</u>	\$53,524.00	\$67,717.00
<u>Output Cost:</u>	\$7,646.28	\$5,643.08
<u>FTEs:</u>		
<u>Outcome 1:</u> % departments in program (Based on count)	25%	45%
<u>Outcome 2:</u> # SomerStat departments with usable service data (Based on count.)	4	10

PROGRAM FY06 GOALS

1. Roll out regular SomerStat program to Health, Libraries, Recreation/Youth, and SPCD. If possible, expand to Elections and City Clerk.
2. Have at least periodic SomerStat or other planning meetings with any departments not included.
3. Begin using address-based GIS database accessible to Police, Fire, OSPCD, Finance, and the public.
4. Provide citizen reports on SomerStat meeting topics of interest.
5. Establish departmental point persons who can prepare some of the data for meetings.
6. Help all departments put into place and maintain data management systems that provide more accurate data for next year's budget and that support management.
7. Use FY06 budget to manage departments' progress on goals and identify inefficiencies.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Conduct Departmental SomerStat Meetings	FY05: 93	FY06: 180
<u>Description:</u> With Departments, plan, prepare for, and hold SomerStat meetings and bi-weekly meetings.	<u>Output:</u> # of meetings held (Count through 6/8/05.)	
Monitor Resource Use and Service Delivery	FY05: 7	FY06: 12
<u>Description:</u> Monitor all available service and financial data for SomerStat departments and flag issues of concern.	<u>Output:</u> # of departments monitored (Count through 6/8/05.)	
Maintain Citywide Task List	FY05: 629	FY06: 1,000
<u>Description:</u> Maintain and update daily database of open tasks across 16 departments and for 42 individuals.	<u>Output:</u> # of tasks entered. (Count as of 6/8/2005)	
Assist Departments with Capacity Building Projects	FY05: 10	FY06: 15
<u>Description:</u> Help Departments get started on projects that will help them function better.	<u>Output:</u> # of projects assisted with. (Estimate through 6/8/05.)	
Maintain and Develop Data Warehouse	FY05: 7	FY06: 9
<u>Description:</u> Capture data from administrative systems and maintain in formats, including GIS based, that can be easily accessible for use by SomerStat and departments.	<u>Output:</u> # of administrative data sources made available (Count through 6/8/05.)	
Research Special Topics	FY05: 12	FY06: 50
<u>Description:</u> Conduct data collection or analysis, interviews, or other research in response to requests from departments or the public	<u>Output:</u> # of requests received and completed (Estimate through 6/8/05.)	

ORG 1042: SOMERSTAT PROGRAM

PROGRAM COST AND ACTIVITIES

PROGRAM: PROJECT MANAGEMENT AND CITY CAPACITY BUILDING

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # projects managed (Based on count as of 6/8/05.)	4	11
<u>Cost:</u>	\$70,910.00	\$82,517.00
<u>Output Cost:</u>	\$17,727.50	\$7,501.54
<u>FTEs:</u>		
<u>Outcome 1:</u> % projects complete or on target (Based on Mayor's satisfaction)	100%	100%
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Assist Finance in developing FY07 budget, including possibly an all-funds budget, a full costing of City administration to Departments, and/or a costing of activities.
2. Support 311 director in roll out of 311. Support the use of 311 data throughout the City. Include the functions of at least two departments other than DPW in 311.
3. Advocate for increased analytical capacity within departments, including training for clerks and identification of other opportunities to add capacity (e.g. management analyst program).
4. Carry out citizen and staff survey in FY06.
5. Roll out intranet, create online repository of employee-related documents, and transfer responsibilities for management to Personnel.
6. Participate in Fire Suppression and Patrolmen's Unions' contract negotiations and support integration of negotiation with other management planning.
7. Help Personnel implement performance evaluations and department head evaluations.
8. Help Personnel complete, distribute, and provide training on employee handbook.
9. Facilitate program of department head management training. Support program of required within-department activities, including internal meetings and financial controls.
10. Initiate proposals for integration of City data analysis functionality with schools.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Train Staff	FY05: 2	FY06: 20
<u>Description:</u> Give department heads opportunities and skills to engage in data-driven decision making.	<u>Output:</u> # of training sessions facilitated. (Count through 6/8/05.)	
Attend Mayor's Staff meetings	FY05: 195	FY06: 220
<u>Description:</u> Discuss departmental priorities, request assistance with projects, and solicit feedback on projects..	<u>Output:</u> # of meetings attended (Estimate based on daily meeting.)	
Manage Multi-departmental Projects	FY05: 4	FY06: 11
<u>Description:</u> Coordinate and monitor progress on special projects that span departments, particularly those related to capacity building for data-driven decision-making. In FY05 the projects included: 311 implementation, Intranet development, a staff survey, and assistance with the FY06 program budget development.	<u>Output:</u> # of projects managed (Count through 6/8/05.)	

DEPARTMENT OVERVIEW

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

DEPARTMENT ORGANIZATION: The Capital Projects Management Department was staffed in July 2004 with three full time positions – a Director and two Project Managers.

FY05 ACCOMPLISHMENTS: In FY05, the Department worked with numerous City departments to develop a comprehensive five-year Capital Improvement Plan. This plan will be maintained and updated annually in response to changing capital needs and evolving capital funding levels.

The Capital Projects Management Department worked with the Law, Purchasing, and Strategic Planning and Community Development Departments to establish formal designer selection procedures and updated designer services and construction contract documents.

Following the authorization of the new designer selection procedures, the Department conducted a designer services Request for Proposals (RFP) for the Powder House School retrofit. A local architectural firm was hired and design for this project will be 25 percent complete for FY05.

In response to recent changes in the State's School Building Assistance program, the Department coordinated the resumption of design work for the Lincoln Park Community School. FY05 will see the completion of schematic design and design development for the demolition and reconstruction of the 110,000 square foot elementary school. Bid documents for the separate demolition contract will be available to prospective bidders. The scope of this work also includes preparations to the Edgerly and St. Anne's Schools for temporary housing of the Lincoln Park students during reconstruction.

The Department has provided management assistance to a number of other City projects including Palmacci Park renovations, West Branch Library improvements, Trum Field House renovations, and the Adopt-A-Spot program.

FY06 DEPARTMENT PRIORITIES: In FY06, the Capital Projects Management Department will be focused on continuing the development of the major capital projects that are currently in design phase.

In FY06, the demolition phase of the Lincoln Park School project will be complete. Bidding for general construction and the commencement of that phase will occur, with the expectation that work will be 25 percent complete by the end of the fiscal year.

DEPARTMENT OVERVIEW

Design for the Powder House School retrofit will be completed, resulting in a public bid and award. It is anticipated that 50 percent of the retrofit work will be completed before the end of FY06.

The Capital Projects Management Department will directly manage, monitor, or assist with the following additional projects: Phase I renovation of Trum Field House, Perkins Park restoration, relocation of Police Department functions to leased facility, reconstruction of Dilboy Stadium, and Somerville Avenue reconstruction.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS:

Capital Projects Management's priorities support the Mayor's priorities to:

- "Improve City Performance by Using More Effective Management Tools and Demanding Accountability" by assessing the City's capital needs.
- "Make Somerville an Exceptional Place to Live, Work and Play" by completing projects, renovating, and beautifying open spaces.
- "Professionalize City Planning and Management" by continuing capital planning processes.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): Capital Projects Management will be slightly below budgeted OM spending. Capital Projects Management was budgeted for a staffing level of three people, with 50 percent of salaries funded by capital projects' bonds.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): No significant changes.

COST ALLOCATION METHODOLOGY: To allocate appropriations to projects, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries and OM costs.

ORG 1043 EXEC - CAPITAL PROJ MGMT

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES		100,887	101,091	103,877
TOTAL P-ACCT 51000		100,887	101,091	103,877
ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC		2,000	52	2,000
54200 OFFICE SUPPLIES		1,500	485	1,500
54201 OFFICE EQUIPMENT		1,500	1,250	1,500
TOTAL P-ACCT 52000		5,000	1,787	5,000
TOTAL ORG 1043 FUNDING REQUIRED		105,887	102,878	108,877

Capital Projects Management

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
Director of Capital Projects	Boyle, Gerald	N	1,442.31	75,288.58	75,288.58	75,288.58
Project Assistant	Nuzzo, Edward	N	1,211.54	63,242.39	63,242.39	63,242.39
Project Assistant	O'Donovan, James	N	1,326.12	69,223.46	69,223.46	69,223.46

207,754.43 207,754.43

SALARIES	207,754.43
less 50% portion funded by grants & cap accounts	103,877.22
Net Total Amount	103,877.22

ORG 1043: CAPITAL PROJECTS MANAGEMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

PROJECT OVERSIGHT	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
PERSONAL SERVICES	\$ 86,734.85	\$ 94,584.26	\$ 89,725.06
ORDINARY MAINTENANCE	\$ 1,868.00	\$ 49.04	\$ 1,868.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 88,602.85	\$ 94,633.30	\$ 91,593.06
<i>FTE FROM APPROPRIATIONS</i>	<i>2.80</i>		<i>2.80</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 17,284.15	\$ 8,245.20	\$ 17,284.16
<hr/> TOTAL APPROPRIATIONS TO DEPARTMENT	<hr/> \$ 105,887.00	<hr/> \$ 102,878.50	<hr/> \$ 108,877.22
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>3.00</i>		<i>3.00</i>

ORG 1043: CAPITAL PROJECTS MANAGEMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: PROJECT OVERSIGHT

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> <i>Number of Projects Completed (Based on FY05 YTD completions with projections, FY06 estimate of planned project completions)</i>	4	11
<u>Cost:</u>	\$88,602.85	\$91,593.06
<u>Output Cost:</u>	\$22,150.71	\$8,326.64
<u>FTEs:</u>	2.80	2.80
<u>Outcome 1:</u> <i>% of plans completed on schedule</i>		
<u>Outcome 2:</u> <i>% of projects completed within budget</i>	-	-

PROGRAM FY06 GOALS

1. Maintain a continually updated list of the City's capital needs including: timetables, cost estimates, and potential alternative funding sources.
2. Improve, streamline, and standardize public bidding documents and the public bidding process.
3. Complete project design, building demolition, and 25% of reconstruction of the Lincoln Park School.
4. Complete design, bidding, and 50% retrofit of the Powder House School by July 1, 2006.
5. Complete Phase I renovation of the Trum Field House.
6. Provide liaison to the State Department for the Dilboy Memorial Stadium reconstruction completion.
7. Provide design assistance and site management to OSPCD to complete the renovation of Perkins, Stone Place, and Perry parks.
8. Provide site management to complete 25% of the Somerville Ave reconstruction project.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Assess and Preplan	FY05: 5	FY06: 5
<u>Description:</u> <i>Prepare recommendations concerning whether projects should or should not be initiated depending on the City's needs and means.</i>	<u>Output:</u> <i># of projects approved (FY05 actual YTD)</i>	
Plan	FY05: 12	FY06: 5
<u>Description:</u> <i>Develop plans, designs, and funding options for capital projects that meet the City's standards for efficiency and quality.</i>	<u>Output:</u> <i># of projects planned and designed (FY05 actual YTD)</i>	
Bid and Award Contracts	FY05: 5	FY06: 8
<u>Description:</u> <i>Award contracts with external service providers, minimize costs, and ensure a quality level of services provided.</i>	<u>Output:</u> <i># of contracts awarded (FY05 actual YTD)</i>	
Manage Contracts	FY05: 6	FY06: 12
<u>Description:</u> <i>Ensure the implementation and oversight of capital projects are in accordance with regulations and approved project plans.</i>	<u>Output:</u> <i># of contracts managed (FY05 actual YTD)</i>	
Complete Projects and Closeout	FY05: 4	FY06: 11
<u>Description:</u> <i>Complete scope of work per plans and specifications, initiate all warranties, submit all regulatory and financial documentation, and make final payments to all vendors.</i>	<u>Output:</u> <i># of projects completed (FY05 actual YTD)</i>	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Council on Aging provides comprehensive services that enhance the lives of elders and enrich the community at large. The Somerville Council on Aging (SCOA) is deeply committed to providing programming that reflects the diversity of our senior population. We promote and safeguard the health and independence of seniors by advocating for seniors in many areas, arranging for necessary services, and providing meaningful social and recreational options that enhance their lives.

DEPARTMENT ORGANIZATION: The SCOA is staffed with four full-time employees and four part-time employees. The full-time staff consists of a Director, Assistant Director, Social Worker, and Administrative Assistant. The part-time staff includes an Activities Director, Program Coordinator and two Senior Center Directors.

FY05 ACCOMPLISHMENTS: In FY05, The SCOA merged with the senior population of the Recreation Department. Although this was a challenge, the merge has been very successful. Trip attendance has increased by 25 percent and attendance at programs and social events has also increased. The SCOA has made a concerted effort to combine the programming efforts of the Recreation Department and the COA. We believe we have found a happy medium to satisfy both groups.

Another major success this year was the breakfast program. The staff noticed that seniors were having a difficult time waiting for lunch to be served. Many individuals were not able to eat breakfast at home (they face money problems or the inability to cook for themselves). The COA's breakfast program allows seniors to have breakfast and lunch at the centers. With the meals on wheels program for supper, Somerville elders can have their meals provided for them during the week. In the future, we would like to expand a supper program or a weekend meals program. However, this will only become possible in our new location at the Powderhouse School. Currently, the COA is piloting a night supper program. It has been extremely successful.

The SCOA has initiated an "Elder At Risk" outreach program. Staff members work closely with seniors to make sure that they are in a safe environment and will continue to be safe in the long term.

FY06 DEPARTMENT PRIORITIES: In FY06, the Council on Aging hopes to expand outreach programs to include more community and neighborhood groups and to include more diversity, primarily in the lunch program. Also, the COA aims to enact the RUOK program. To be successful, this program will be implemented in stages with adjustments made for various seniors needs. We would also like to increase the activities at each center by adding more programming, specifically more health and wellness groups to each of the three centers. In addition, the COA will increase the Veterans' Group by inviting a social worker from the VA to come once a month to provide education regarding awareness and availability of benefits as veterans turn 60 years of age and older. Finally, the Council on Aging will explore options for social events, such as line dancing, for when we are able to move into our new location.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Council on Aging supports the Mayor's priorities "Revolutionize Customer Service" and

DEPARTMENT OVERVIEW

“Protect and Support Families and Individuals”. The COA ensures our contact with seniors is positive by providing quality programming and supports seniors by providing opportunities for social integration and lessons to lead a healthy lifestyle.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): In this fiscal year on the City’s budget, the Council on Aging has been short staffed. However, we have had the opportunity to increase one of our state grants and therefore, have lessened the burden of the City’s budget.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): We do not see any significant changes over the next year.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, the percent of time that staff spends on each program was estimated. Salaries were allocated based on these percents. Additional personal services’ spending was divided evenly among the programs. Ordinary maintenance spending was also divided by percent to each program.

ORG 1034 EXEC-COUNCIL ON AGING

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	132,563	151,978	63,995	151,978
51200 SALARIES & WAGES TEMPOR'Y				
51520 AUTO ALLOWANCE				
TOTAL P-ACCT 51000	132,563	151,978	63,995	151,978
ORDINARY MAINTENANCE				
52068 INTERIOR BLDG MAINT				
52470 MAINT CONTRACT-OFFC EQUIP	635	500	43	500
52710 RENTALS-BUILDINGS	214,718			
52712 RENTAL - TABLES & CHAIRS	1,355	1,450	1,445	1,500
53000 PROFESSIONL & TECHNCL SVC		800		750
53060 ADVERTISING				
53190 STAFF DEVELOPMENT				
53420 POSTAGE				
53500 RECREATIONAL SERVICES		300		300
53510 RECREATION-TRANSPORTATN.				
53540 RECREATION-EXPENSES				
54200 OFFICE SUPPLIES	499	1,235	259	1,135
54201 OFFICE EQUIPMENT				
54210 PRINTING & STATIONERY		300		400
54221 COMPUTER EQUIPMENT				
54900 FOOD SUPPLIES & REFRESHMT	3,453	7,720	1,208	7,720
55870 MAGAZINES,NEWS,SUBSCRIPTS				
55874 MAGAZINES & PUBLICATIONS				
TOTAL P-ACCT 52000	220,660	12,305	2,955	12,305
SPECIAL ITEMS				
62710 RENTAL - BUILDINGS		314,644	2,566	165,895
TOTAL P-ACCT 60000		314,644	2,566	165,895
TOTAL ORG 1034 FUNDING REQUIRED	353,223	478,927	64,384	330,178

EXEC-COUNCIL ON AGING

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
EXEC DIRECTOR	HICKEY, CINDY	N	968.38	968.38	50,549.44	50,549.44
ASST DIRECTOR	NORTON, PATRICIA	N	772.78	772.78	40,339.12	40,339.12
GERIATRIC SOCIAL WKR	WILLCOTTS, HONORA	N	650.29	650.29	33,945.14	33,945.14
STAFF ASSISTANT	QUERUSIO, JENNIFER	N	520.00	520.00	27,144.00	27,144.00
TOTAL					151,977.69	151,977.69

SALARIES 151,977.69

TOTAL 151,977.69

ORG 1034: EXECUTIVE COUNCIL ON AGING

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
EVENTS FOR SENIORS			
PERSONAL SERVICES	\$ 47,704.84	\$ 19,860.54	\$ 47,704.84
ORDINARY MAINTENANCE	\$ 5,047.50	\$ 1,265.00	\$ 5,098.75
TOTAL APPROPRIATIONS TO PROGRAM	\$ 52,752.34	\$ 21,125.54	\$ 52,803.59
<i>FTE FROM APPROPRIATIONS</i>	<i>1.26</i>		<i>1.26</i>
HEALTH AND WELNESS PROGRAM			
PERSONAL SERVICES	\$ 47,976.28	\$ 19,995.74	\$ 47,976.28
ORDINARY MAINTENANCE	\$ 4,926.50	\$ 1,213.20	\$ 4,952.75
TOTAL APPROPRIATIONS TO PROGRAM	\$ 52,902.78	\$ 21,208.94	\$ 52,929.03
<i>FTE FROM APPROPRIATIONS</i>	<i>1.26</i>		<i>1.26</i>
INFORMATION/REFERRAL/CASE MANAGEMENT			
PERSONAL SERVICES	\$ 43,659.22	\$ 17,854.40	\$ 43,659.22
ORDINARY MAINTENANCE	\$ 1,096.00	\$ 217.80	\$ 1,118.50
TOTAL APPROPRIATIONS TO PROGRAM	\$ 44,755.22	\$ 18,072.20	\$ 44,777.72
<i>FTE FROM APPROPRIATIONS</i>	<i>1.23</i>		<i>1.23</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 328,516.36	\$ 3,977.34	\$ 179,667.36
<i>FTE FROM APPROPRIATIONS</i>	<i>0.25</i>		<i>0.25</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	478,926.70	\$ 64,384.02	\$ 330,177.70
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>4.00</i>	<i>-</i>	<i>4.00</i>

ORG 1034: EXECUTIVE COUNCIL ON AGING

PROGRAM COST AND ACTIVITIES

PROGRAM: EVENTS FOR SENIORS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of sessions organized (Based on total number of sessions held for each event)	691	700
<u>Cost:</u>	\$52,752.34	\$52,803.59
<u>Output Cost:</u>	\$76.34	\$75.43
<u>FTEs:</u>	1.26	1.26
<u>Outcome 1:</u> % of Somerville seniors who would like to receive information regarding local volunteer opportunities (Based on Senior Citizen survey)		

Outcome 2: % of Somerville seniors who have visited one of the local Senior Centers (Based on Senior Citizen survey)

PROGRAM FY06 GOALS

1. Increase the number of social events that the Council on Aging holds by 10 % in FY06.
2. Increase the total number of seniors that the Council on Aging reaches by at least 15%. Specifically out of that 15%, the goal is to reach 5% of seniors that are isolated and alone.
3. Conduct a massive outreach in the community and housing buildings. The outreach will include holding meetings in the community and calling on seniors to identify a friend who is isolated and needs help.
4. Hold a Bring A Friend Luncheon and work with case managers in other agencies to help identify these elders.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Organize Annual Picnic	FY05: 1,000	FY06: 1,000
<u>Description:</u> Bring elders out of nursing homes and assisted living and offer an opportunity to enjoy an old fashioned picnic outside at the Powderhouse Park.	<u>Output:</u> # of seniors who attend (The COA always seeks to bring in approximately 1000 participants)	
Organize Information Sessions	FY05: 1,120	FY06: 1,120
<u>Description:</u> Provide seniors with information about specific issues relevant to them and their families. Enable seniors to make more informed choices.	<u>Output:</u> # of information sessions organized * # of participants (45 information sessions * an average of 24 to 25 participants)	
Organize Super bingo for Seniors	FY05: 1,520	FY06: 1,520
<u>Description:</u> Organize a super-bingo event each season for the enjoyment of Somerville seniors.	<u>Output:</u> # of super bingos organized per year * # of participants (4 Super Bingos * 380 seniors)	
Organize Birthday Parties for Seniors	FY05: 180	FY06: 180
<u>Description:</u> Organize a birthday party each month to celebrate all individuals birthdays.	<u>Output:</u> # of birthday parties per year * # of participants per party (12 Birthday parties * 15 participants per party)	
Organize Dances	FY05: 825	FY06: 908
<u>Description:</u> Organize dances throughout the year in order to bring seniors into a social environment.	<u>Output:</u> # of dances organized per year * # of participants (FY05: 11 dances * an average of 75 participants per dance. FY06: expect a 10% increase of participants per dance.)	

ORG 1034: EXECUTIVE COUNCIL ON AGING

PROGRAM COST AND ACTIVITIES

Organize Parties

FY05: 630

FY06: 630

Description: Increase social interaction and reduce isolation among seniors.

Output: # of parties organized per year * # of participants (18 parties * 35 participants per event)

Organize Trips

FY05: 3,300

FY06: 3,300

Description: Organize trips to allow seniors to engage with each other and learn about surrounding areas.

Output: # of participants (28 trips per year)

Organize Bingo and Cribbage

FY05: 15,550

FY06: 15,550

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

Output: # of bingos and cribbage games * # of participants (Output based on 520 organized bingos per year with 14250 participants and 52 sessions of cribbage with 25 individuals at each session.)

ORG 1034: EXECUTIVE COUNCIL ON AGING

PROGRAM COST AND ACTIVITIES

PROGRAM: HEALTH AND WELLNESS PROGRAMS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of breakfasts and lunches served (Based on physical exercise, nutrition class, women's group, lunch, senior discussions, veteran's group, and men's and women's breakfast)	10,794	11,130
<u>Cost:</u>	\$52,902.78	\$52,929.03
<u>Output Cost:</u>	\$4.90	\$4.75
<u>FTEs:</u>	1.26	1.26
<u>Outcome 1:</u> .% of Somerville seniors who would like to be contacted regarding becoming part of the Somerville-Cambridge Advocacy Network to increase support for issues that are important to them (Based on Senior Citizen survey)		

Outcome 2:

PROGRAM FY06 GOALS

1. Bring new programming into the centers - a healthy cooking class and cooking for one class.
2. Increase the number of times that the seniors are walking and increase the number of walkers by 50% in FY06.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Host Nutrition Classes	FY05: 720	FY06: 720
<u>Description:</u> Provide Somerville seniors with cooking classes, recipes, shopping tips, healthy products. Classes taught by a licensed nutritionalist and homeopathic.	<u>Output:</u> # of sessions held * # of participants (48 sessions * 15 participants)	
Host a Veteran's Group	FY05: 100	FY06: 250
<u>Description:</u> Provide Somerville veteran's with the opportunity to meet one another and share their experiences.	<u>Output:</u> # of veteran's groups * # of participants (FY05: 48 groups * 2-3 participants. FY06: Goal is to increase number of participants per session.)	
Host Senior Discussions	FY05: 720	FY06: 720
<u>Description:</u> Provide elderly men and women the opportunity to participate in an open group discussion.	<u>Output:</u> # of sessions * # of participants (48 sessions * 15 participants per session)	
Organize Men's and Women's Breakfast	FY05: 1,344	FY06: 1,680
<u>Description:</u> Promote social integration, improved diets among seniors, and offer information on various issues to seniors.	<u>Output:</u> # of breakfasts served (# of breakfasts served expected to increase 25% in FY06)	
Organize a Women's Group	FY05: 816	FY06: 816
<u>Description:</u> Provide group counseling for older women aimed at improving their mental health.	<u>Output:</u> # of women's groups meetings held per year * # of participants per group (48 meetings * an average of 17 participants per meeting)	
Organize Physical Exercise Sessions	FY05: 94	FY06: 94
<u>Description:</u> Provide exercise services and help seniors maintain and improve their physical health.	<u>Output:</u> # of exercise sessions held (Actual number of exercise sessions held)	

ORG 1034: EXECUTIVE COUNCIL ON AGING

PROGRAM COST AND ACTIVITIES

Provide Lunch on Weekdays

FY05: 9,450

FY06: 9,450

Description: *Serve nutritious meals to the elderly.*

Output: *# of lunches served (Actual number of lunches served)*

ORG 1034: EXECUTIVE COUNCIL ON AGING

PROGRAM COST AND ACTIVITIES

PROGRAM: INFORMATION/ REFERRAL/ CASE MANAGEMENT

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of seniors who received in-person assistance (Based on actual number of seniors who received assistance with housing and tax forms)	245	275
<u>Cost:</u>	\$44,755.22	\$44,777.72
<u>Output Cost:</u>	\$182.67	\$162.82
<u>FTEs:</u>	1.23	1.23
<u>Outcome 1:</u> % of seniors who would like to be on the Council on Aging mailing list and receive the COA newsletter and other materials (Based on Senior Citizen survey)		

Outcome 2:

PROGRAM FY06 GOALS

1. Create one database of all referral places and telephone numbers. Categorize files by issues such as housing and prescription information.
2. Create a program that can help us to capture incoming calls. Track the top issues that come in by phone to the Council on Aging.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Complete Tax Forms	FY05: 120	FY06: 150
<u>Description:</u> Assist seniors in completing their tax forms.	<u>Output:</u> # of seniors assisted (FY05: Actual number of seniors who received assistance. FY06: Expected to increase.)	
Offer Advice and Information Referrals	FY05: 25	FY06: 25
<u>Description:</u> Offer guidance and advice to seniors on issues of relevance.	<u>Output:</u> # of calls per day (Estimate of the average number of calls per day)	
Provide Housing Assistance and Advice	FY05: 125	FY06: 125
<u>Description:</u> Assist seniors who require adjustments with their housing situation.	<u>Output:</u> # of people assisted (Actual number of individuals who were assisted in person)	
Produce Monthly Cable TV Show	FY05: 12	FY06: 12
<u>Description:</u> Inform seniors about upcoming events, services, and other relevant issues.	<u>Output:</u> # of shows aired per year (Actual number of shows aired - 1 per month)	
Produce Monthly Newsletter	FY05: 6,000	FY06: 6,000
<u>Description:</u> Inform seniors about events, services and issues of interest.	<u>Output:</u> # of newsletters written and distributed per year (Actual number of newsletters written and distributed)	
Advertise Events and Services	FY05: 88	FY06: 88
<u>Description:</u> Inform seniors about events and services of interest.	<u>Output:</u> # of advertisements posted (mainly in newsletter, newspaper, and talk show) (Actual number of advertisements)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Executive Office of the Arts Council is responsible for making the arts an integral part of life in Somerville. The Arts Council strives to sponsor quality programming that is accessible to all community members in order to celebrate and build community. In addition, the Arts Council is active in supporting local artists and cultural organizations and contributing to economic development and city planning efforts. The Arts Council also serves as a resource and advocate for the arts.

DEPARTMENT ORGANIZATION: The Arts Council is staffed with 2.5 FTE's, of which 1.5 FTE's are funded through City appropriations. We also hire numerous contract employees and work with approximately 250 volunteers per year.

FY05 ACCOMPLISHMENTS: In FY05, the Council initiated the Union Square series, and secured \$50K to conduct an ArtsUnion project benefiting the arts and economic development in Union Square. While the majority of this work will take place in FY06, the majority of grantwriting and planning took place in FY05. We project an estimated \$140,000 has been raised in outside funding sources to support all of our programs. We distributed \$21,000 through our local cultural council to 36 schools, organizations, and individuals to conduct arts and cultural programming in the City. We assembled 30 panelists who reviewed 98 applications. Despite a tight economy, we continue to fundraise within the business community to support ArtBeat.

FY06 DEPARTMENT PRIORITIES: In FY06, the Council will continue work on the ArtsUnion initiative, completing six crafts markets, eight performance series, a series of cultural tours, street furniture, and a zoning analysis. In addition, we plan to develop a citywide arts mentoring project to match 20 youth with 20 adults, if outside funding support is approved. In addition to the two new initiatives, we will continue to fundraise to support our core programming.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: Arts Council priorities support the Mayor's priorities to:

- "Promote Somerville Community" through the delivery of quality public art programming.
- "Promote Economic Development" by working with SPCD and other City partners to fulfill our ArtsUnion initiative, including, conducting a zoning and ordinance review that will enable the arts and artists community to contribute toward the economic development of Union Square.
- "Protect and Support Families and Individuals" by developing an arts mentoring project, working with teens who have an interest in the arts through adult mentors.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): No significant changes.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): No significant changes.

DEPARTMENT OVERVIEW

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries. Ordinary Maintenance expenditures were also allocated based on the percent of spending by each program.

ORG 1046 EXEC-ARTS COUNCIL

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	58,060	68,165	38,100	80,649
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME				
TOTAL P-ACCT 51000	58,060	68,165	38,100	80,649
ORDINARY MAINTENANCE				
53420 POSTAGE				
54200 OFFICE SUPPLIES		3,000	648	1,000
54201 OFFICE EQUIPMENT				1,000
57863 NEIGHBORHOOD IMP. COUNCIL				
TOTAL P-ACCT 52000		3,000	648	2,000
TOTAL ORG 1046 FUNDING REQUIRED	58,060	71,165	38,748	82,649

ARTS COUNCIL

Position	Name	C	S Existing Rate	Rate	Base	TOTAL
DIRECTOR	JENKINS, GREGORY	N	851.73	44,289.96	44,460.31	44,460.31
PROGRAM COORDINATOR	STRUTT, RACHEL	N	693.27	36,050.04	36,188.69	36,188.69
					80,649.00	80,649.00
SALARIES	80,649.00					
TOTAL	80,649.00					

ORG 1046: EXECUTIVE OFFICE OF THE ARTS COUNCIL

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
CONSTITUENCY DEVELOPMENT			
PERSONAL SERVICES	\$ 13,633.04	\$ 7,500.00	\$ 16,129.80
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS TO PROGRAM	\$ 13,633.04	\$ 7,500.00	\$ 16,129.80
<i>FTE FROM APPROPRIATIONS</i>	<i>0.30</i>		<i>0.30</i>
 GRANTS ADMINISTRATION			
PERSONAL SERVICES	\$ 9,316.52	\$ 5,350.01	\$ 11,683.77
ORDINARY MAINTENANCE	\$ 750.00	\$ 162.07	\$ 500.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 10,066.52	\$ 5,512.08	\$ 12,183.77
<i>FTE FROM APPROPRIATIONS</i>	<i>0.20</i>		<i>0.20</i>
 PROGRAM DEVELOPMENT AND MANAGEMENT			
PERSONAL SERVICES	\$ 40,899.13	\$ 23,100.00	\$ 48,389.40
ORDINARY MAINTENANCE	\$ 750.00	\$ 162.07	\$ 500.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 41,649.13	\$ 23,262.07	\$ 48,889.40
<i>FTE FROM APPROPRIATIONS</i>	<i>0.90</i>		<i>0.90</i>
 ADMINISTRATION EXPENSE - ALL PROGRAMS			
<i>FTE FROM APPROPRIATIONS</i>	<i>0.10</i>	<i>0.10</i>	<i>0.10</i>
 TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 71,165.21	\$ 38,748.28	\$ 82,649.00
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>1.50</i>		<i>1.50</i>

PROGRAM COST AND ACTIVITIES

PROGRAM: CONSTITUENCY DEVELOPMENT

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Total number of interactions (Based on sum of estimated contacts + meetings)	22,980	25,865
<u>Cost:</u>	\$13,633.04	\$16,129.80
<u>Output Cost:</u>	\$0.59	\$0.62
<u>FTEs:</u>	0.30	0.30
<u>Outcome 1:</u> % of community members satisfied with the services/resources they receive from the Arts Council		
<u>Outcome 2:</u> -	-	-

PROGRAM FY06 GOALS

1. Increase the number of artists who are active in the cultural economic development in Union Square.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Broker Relationships	FY05: 22,130	FY06: 24,865
<u>Description:</u> Connect artists, funders and other interested constituents with each other. Promote the arts and improve artist relations with City residents and funders.	<u>Output:</u> # of emails, meetings, and phone calls handled (Estimate based on an average of 30 emails a day for two employees, 2 meetings each, and 25 calls per day. Totals do not include correspondence related to funding solicitations for program development.)	
Hold Informational Meetings	FY05: 850	FY06: 1,000
<u>Description:</u> Conduct meetings to answer any questions that artists or members of the community have with regards to programs and events, LCC Grants, and general needs assessments.	<u>Output:</u> # of informational meetings held (Estimate based on an average of 10 per week for Department Head and 7 per week for other full time employee)	

ORG 1046: EXECUTIVE OFFICE OF THE ARTS COUNCIL

PROGRAM COST AND ACTIVITIES

PROGRAM: GRANTS ADMINISTRATION

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of grant applications reviewed (Based on estimate of grant applications received)	100	100
<u>Cost:</u>	\$10,066.52	\$12,183.77
<u>Output Cost:</u>	\$100.66	\$121.83
<u>FTEs:</u>	0.20	0.20
<u>Outcome 1:</u> % increase in grant applications received		
<u>Outcome 2:</u> % increase of individuals receiving grant information via the mailing list		

PROGRAM FY06 GOALS

1. Increase the number of grant applications received through public awareness efforts.
2. Increase the number of individuals who sign up for the Arts Council listserv and mailing list.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Publicize Grants	FY05: 2,100	FY06: 2,500
<u>Description:</u> Inform artist of the availability of available grant money.	<u>Output:</u> # of people who receive grant information via the mailing list (Number of people on the mailing list and listserv. Numbers adjusted to eliminate duplicates.)	
Review Grant Applications	FY05: 100	FY06: 100
<u>Description:</u> Read through each application for the Arts Council grants. Ensure the appropriate applicants receive funding.	<u>Output:</u> # of grant applications reviewed (Estimate of the number of grant applications received)	
Report Requirements	FY05: 40	FY06: 40
<u>Description:</u> Ensure the legality and review process of each funding recipient in order to track their progress and offer grant related assistance.	<u>Output:</u> # of grant reports reviewed (Actual number of people receiving grants)	

ORG 1046: EXECUTIVE OFFICE OF THE ARTS COUNCIL

PROGRAM COST AND ACTIVITIES

PROGRAM: PROGRAM DEVELOPMENT AND MANAGEMENT

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of volunteers, artists, and program staff recruited (Based on estimate)	490	550
<u>Cost:</u>	\$41,649.13	\$48,889.40
<u>Output Cost:</u>	\$84.99	\$88.88
<u>FTEs:</u>	0.90	0.90
<u>Outcome 1:</u> % increase in attendance at major Arts Council events/programs		
<u>Outcome 2:</u> % of community members satisfied with events hosted by the Arts Council	-	-

PROGRAM FY06 GOALS

1. Increase the diversity of income sources funding the Arts Council. Specifically, increase the contributions of foundations by 10% and individuals by 2%.
2. Develop two new programs in FY06 - Arts Union and the Mentoring Project.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Communicate Arts Events	FY05: 50	FY06: 75
<u>Description:</u> Inform community members of Arts Council or other local arts events by creating and disseminating desired collateral materials (posters, brochures, etc..) for all events.	<u>Output:</u> Total pieces of collateral sent out (Estimate based on list serve, post-cards, posters, program guides, press releases, and banners)	
Coordinate Volunteers	FY05: 250	FY06: 250
<u>Description:</u> Recruit, manage, and communicate with volunteers while preparing for events, LCC Grant panels, and internal programs.	<u>Output:</u> # of volunteers recruited (Estimate based on the total volunteers for major events such as Art Beat, Illumination Tour, and LCC Grant panels)	
Fundraise	FY05: 120	FY06: 135
<u>Description:</u> Research, solicit, track, and follow-up with funding sources from corporations, foundations, local businesses, individuals, and the Mayor to increase funding for the arts to maintain healthy percentages of income source categories (ie - foundations, individuals, City, State, and earned income).	<u>Output:</u> # of funding solicitations and follow-ups (Estimate based on 50 corporations for Art Beat, 10 for Illuminations, 6 for Books of Hope and 5 foundations for Art in the Garden, 1 for the Mentoring Program and 3 for MCC Grants. In addition, 30-40 individuals. Expected 10% increase in FY06.)	
Recruit Artists and Program Staff	FY05: 240	FY06: 300
<u>Description:</u> Attract a diverse and talented group of artists for each festival, youth art program, exhibition, concert, and tour as needed on a contractual basis.	<u>Output:</u> # of artists and program staff recruited (Estimate based on: Books of Hope - 10, Art Beat - 225 (100 for Crafts, 30 for Community Outreach, 35 for Bands, 30 for Dances, 20 for Street Performers, 10 for food), Art in the Garden - 2. FY06: additional 50+ for Arts Union)	

PROGRAM COST AND ACTIVITIES

Manage Events and Activities

FY05: 10

FY06: 12

Description: *Successfully manage all of the operational activities for the duration of each event.*

Output: *# of major programs/events managed (4 Exhibits, Art Beat, Art in the Garden, Mural, Windows Art, LLC program, and Illuminations Tour. FY06: Arts Union and Mentoring Program.)*

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Office of Constituent Services will initially be charged with implementing and operating a 311 call center. The call center will offer both a high level of customer service and the means to track requests for city services. The total proposed budget is \$57,422. This amount will cover a full-time Director starting in July. Call taker positions will be funded via internal transfers.

DEPARTMENT ORGANIZATION: One Director and three Customer Service Representatives will staff the call center. Part-time call-takers, or overtime spending, may also be needed during periods of heavy call volume such as snow emergencies.

FY06 DEPARTMENT PRIORITIES: (1) Identify and hire high-quality, experienced staff to operate call center; (2) Prepare Call Center to accept DPW, T&P, and ISD service requests by end of 2005; (3) Conduct assessment of DPW and T&P customer service systems; (4) Build information database to include all City departments and events; (5) Expand operations to include all City information and service requests.

Objectives & Purpose of Unit:

- Direct and coordinate the operations and activities of a centralized customer service facility that receives and processes public calls for information and requests for government services;
- Monitor and evaluate the Call Center's telephonic and computer equipment. Provide Information Technology Department with recommendations or reviews as needed;
- Establish tools to measure and evaluate the City's customer service capacity in order to assure quality of service and consistency of professionalism;
- Identify and recommend changes within all City departments to improve customer service and responses to requests for service or information;
- Prepare statistical and narrative reports analyzing the quantity, speed, level, and quality of service provided by call-takers and/or other City employees;
- Formulate long-range plans and policies for the Call Center and/or all City Departments based on customer service processing needs, statistical analysis, and operational trends;
- Represent the customer service priorities at meetings with the Mayor, department heads, and community groups.

ORG 1049 EXECUTIVE - CONSITUENT SERVICES

	FY04 ACTUAL	FY05 BUDGET	FY05 EXPEND	EXECUTIVE
	EXPENDITURES		THRU 12/31	PROPOSAL
PERSONAL SERVICES				
51110 SALARIES				55,222
TOTAL P-ACCT 51000				55,222
TOTAL ORG 1049 FUNDING REQUIRED				55,222

Constituent Services

Position	Name	C S	Rate	Base	TOTAL
DIRECTOR - 311	VACANT	N	1,100.00	57,420.00	55,220.00
CONSTITUENT SERVICES REP.	VACANT	Y		1.00	1.00
CONSTITUENT SERVICES REP.	VACANT	Y		1.00	1.00
Total				57,422.00	55,222.00

P-ACCT 5100 PERSONAL SERVICES

SALARIES					
SALARIES	55,222.00				
Total	55,222.00				

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Environmental Protection/Affairs division of the Executive Administration office is charged with the following mission:

1. Plan and manage environmental services such as recycling, household hazardous waste drop-off, and emergency responses (environmental).
2. Address residential, business, and departmental needs related to environmental issues such as oil/hazardous material spills, indoor air quality, watershed quality, and greenhouse gas emission reductions.
3. Provide public education about City services (environmental) and targeted issues of concerns such as solid waste reduction, hazardous waste management, stormwater pollution reduction, and energy management (in terms of greenhouse gas emission reduction).

DEPARTMENT ORGANIZATION: The Environmental Department is staffed with one full-time Environmental Coordinator with assistance from either DPW personnel or interns.

For City services such as recycling and hazardous waste management, DPW Highway Department provides personnel. DPW customer service works in coordination with this office for residential complaints, responses as well as for distribution of public education material, stickers, etc. For community environmental issues, depending on jurisdiction, this office seeks assistance from Inspectional Service Division and/or Board of Health inspectors. For specific issues related to water or stormwater, this office coordinates with Engineering and Water & Sewer Departments.

For specific externally funded projects, this Office hires graduate-level interns. In the last five years, this Office worked with interns from Tufts University's Civil and Environmental Engineering Department, Fletcher School of Law and Diplomacy, Department of Urban Environment and Policy (UEP), University College of Citizens Partnership and Services (UCCPS), and with students from Boston University School of Public Health (MPH student).

FY05 ACCOMPLISHMENTS: In FY05, we achieved the following:

1. Achieved 5 percent increase in recycling
2. Received state/DEP equipment grant: 300 Recycling Bins, Recycling carts and public place recycling containers
3. Completed EPA funded Stormwater Asset Management Project. Presented the work in Environmental EXPO at Boston and was published in *New England's Environment Magazine*.
4. Worked in collaboration with Massachusetts Executive Office of Environmental Affairs (EOEA) to develop an Environmental Justice (EJ) pattern for the Greater Boston Region. Advised group of four graduate student interns from Tufts UEP to collect and analyze the environmental information that affects the Somerville and Greater Boston community. This information will be published in abstract form in *New England's Environment* magazine for July-August issue.
5. Recently awarded the grant (\$10K) by Massachusetts Environmental Trust (MET) to work with after school students and program, develop curriculum to educate them and

DEPARTMENT OVERVIEW

their families about responsible use of Mystic River watershed for boating, swimming, fishing and also educate to reduce the non-point source pollution.

6. Worked with Neighborhood Impact Team and addressed several environmental issues related to improper use/handling within the community.

FY06 DEPARTMENT PRIORITIES: Our priorities for FY06 are:

1. Increase recycling tonnage by 5 percent in FY06, as compared to FY05.
2. Increase recycling participation for businesses and apartments by 25 percent.
3. Conduct preliminary survey for air quality data for particulate matter and analyzed the same – No Somerville specific data is available as of now.
4. Bring awareness of Mystic River and Alewife Brook recreations and limitations (fishing, swimming) in the community especially in immigrant community.
5. Encourage residents to do more backyard composting and sell 40 Earth Machines.
6. Develop GIS layers for Recycling, Solid waste operations, Air Quality Data.
7. Continue Developing Asset Management System for Stormwater Utilities (initiated under EPA project).
8. Target appropriate State and Federal grants/Funds.
9. Explore the possibility of Environmental Strike Force – To reduce environmental crimes in coordination with ISD, BoH and SPD.
10. Coordinate among other relevant staff and citizen groups the development of a strategic plan for Citywide environmental policy. Present plan to Mayor and oversee implementation. Regularly advise the Mayor on environmental impact of policy decisions throughout the City.
11. Facilitate the SomerStat Environmental Indicators meeting by pulling together people and resources from SPCD, from divisions of DPW, and from other departments.
12. Work with other departments to launch at least one public awareness citizen and City employee education campaign on one or more environment-related issue that is affected by both Citizen and City Government practices.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR’S STRATEGIC GOALS:

1. Improve Public Interactions with Departments
2. Engage Citizens in City Planning and Improvement Efforts
3. Develop Policies and Procedures
4. Provide the Best Basic Services Possible
5. Promote Health of Somerville's Environment

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS):

For FY05 Environmental Protection Office was part of DPW budget. The salary portion of Environmental Coordinator came from DPW Admin. Environmental Coordinator managed following two line items within DPW budget:

DEPARTMENT OVERVIEW

1. Recycling: \$25,000.00. This line item covered managing the cost of recycling processing at KTI recycling facility, purchasing recycling bins, purchasing composting bins.
2. Hazardous Waste: \$66,000.00. This line item covered the cost associated with Household Hazardous Waste Contractor, TV/Monitors disposal, Tire disposal and any incidental hazardous waste management.

This Department will be made part of Mayor's office from FY 06.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): N/A

COST ALLOCATION METHODOLOGY: N/A

ORG 1050 EXEC - ENVIRONMENTAL PROTECTION

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES				55,587
TOTAL P-ACCT 51000				55,587
TOTAL ORG 1050 FUNDING REQUIRED				55,587

ENVIRONMENTAL PROTECTION

Position	Name	C	S Existing Rate	Rate	Base	TOTAL
ENVIRONMENTAL COORDINATOR	DESHPANDE, VITHAL	N	1,064.88	1,064.88	55,586.74	55,586.74
					55,586.74	55,586.74

SALARIES 55,586.74

TOTAL 55,586.74

ORG 1050: ENVIRONMENTAL PROTECTION

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
OPERATIONS			
PERSONAL SERVICES	\$55,587.00	\$27,793.50	\$55,587.00
ORDINARY MAINTENANCE	\$0.00	\$0.00	\$0.00
TOTAL APPROPRIATIONS TO PROGRAM	\$55,587.00	\$27,793.50	\$55,587.00
<i>FTE FROM APPROPRIATIONS</i>	<i>1.00</i>		<i>1.00</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$55,587.00	\$27,793.50	\$55,587.00
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>1.00</i>		<i>1.00</i>

ORG 1050: ENVIRONMENTAL PROTECTION

PROGRAM COST AND ACTIVITIES

PROGRAM: ENVIRONMENTAL AFFAIRS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of households and commercial units served (Latest SPCD data.)	33,081	33,081
<u>Cost:</u>	\$55,587.00	\$55,587.00
<u>Output Cost:</u>	\$1.68	\$1.68
<u>FTEs:</u>	1.00	1.00
<u>Outcome 1:</u> % of residents responding that Somerville is a clean city		
<u>Outcome 2:</u> % increase in recycling tonnage		

PROGRAM FY06 GOALS

1. Increase recycling tonnage by 5% compared to FY 2005.
2. Encourage residents to do more back yard composting and sell 40 Earth Machines.
3. Increase recycling participation for businesses and apartments by 25%.
4. Conduct preliminary survey for air quality data for particulate matter as no Somerville specific data are available currently.
5. Develop GIS layers for Recycling, Solid waste operations, Air Quality Data

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Drop-Off for Household Hazardous Wastes	FY05: 1,000	FY06: 1,000
<u>Description:</u> Reduce and/or eliminate hazardous waste going to natural streams or mixing with domestic waste.	<u>Output:</u> # of HHW items collected (Estimate)	
Respond to Emergencies	FY05: 20	FY06: 20
<u>Description:</u> Respond to public roadways, City buildings, and residential hazardous waste emergencies within 24 hours of notification.	<u>Output:</u> # of emergencies responded to (Estimate)	
Provide Yard Waste Services	FY05: 1,000	FY06: 1,000
<u>Description:</u> Provide yard waste stickers for resident barrels to identify yard waste for pick up. Provide drop-off and pick-up opportunities and distribute calendar.	<u>Output:</u> # of stickers provided (Estimate)	
Provide Education Regarding Recycling Procedures	FY05: 37,000	FY06: 37,000
<u>Description:</u> Inform and educate the public as to what, how, why and when to recycle. Distribute information and recycling bins.	<u>Output:</u> # of brochures issued (Actual)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Executive Office of Communications and City Cable is responsible for all the internal and external communications in Somerville City Government, including telephone service, city cable functions, public information, and media relations. Responsibilities also include the procurement, administration, and maintenance of landline telephones, cell phones, and pagers issued to City personnel. The Department is responsible for communicating all public information and for helping to boost the marketing of the City.

DEPARTMENT ORGANIZATION: The Communications Office has 10 staff members, including the director. One staff member serves as public information officer and also staffs a number of public events and initiatives. A senior program director, a program director, and a production coordinator support the cable television stations. A pool of production freelancers is also utilized for this purpose. Two operators report to a systems coordinator, who supervises the division and serves as liaison to communications and telephone repair companies that service the network. Another employee manages the City's website and its wireless communications. Finally, one staff member serves as administrative clerk.

FY05 ACCOMPLISHMENTS: The Communications department achieved all of its FY05 goals. First and foremost, we succeeded in projecting a positive image of Somerville and of communicating important government and civic information and events. We maintained a steady flow of press releases and community notes while also reinstating the Mayor's Report and the Aldermen's Hour on City Cable. The Communications department increased the number of hours dedicated to taping meetings and hearings. The Assembly Square debate and the Green Line meetings alone accounted for a sizeable number of viewing hours. We also overhauled the website to make it more user friendly and to allow for a more effective distribution of city information.

The Department also helped manage the City's transition to VOIP phones – at a considerable savings to the City – and hired an outside auditor to assure its current providers properly bill the City. The audit yielded a small savings but mostly confirmed the city had negotiated sound deals with providers. The Department also assisted in the planning for 311.

Finally, the Department has continued to maintain low mobile phone costs, despite regular pressure to increase the number of phones in circulation. The Department took advantage of a better deal from its provider to lower some costs and has steadfastly refused to issue unnecessary phones.

FY06 DEPARTMENT PRIORITIES: The Department's objectives for FY06 are similar to FY05's goals. First and foremost will be the continued distribution of news and information and the management of its dissemination in the difficult environment often posed by elections years. Second, the Department will expand cable programming to highlight events happening in the City. Third, the department will do a second-generation update of the website, improving some of its look and feel, while also helping City departments to use the website more effectively. Finally, the Department plans to work closely with the 311 operation to ensure that phone calls to City Hall are handled effectively and in a consumer-friendly manner.

DEPARTMENT OVERVIEW

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Communications Department is in the unique position of supporting all the Mayor's strategic goals, since it is the principle vehicle for communicating those goals and accomplishments to the public. Its efforts to improve the website, work with the Mayor's Office to implement the 311 system, and expand cable programming all help to support the "revolutionize customer service" goals. Finally, its effort to support the transition to VOIP supports the Mayor's efforts to improve City performance and professionalize management.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): The Communications budget, both the cable revolving fund and the Communications City-side budget, will remain well within its adopted budget. The cable revolving fund may even yield extra revenue for the City's treasury. Both budgets have been run at minimum levels for the past two years and the Department has avoided any unnecessary spending. The Department expects to maintain the current staffing levels.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): No significant changes.

COST ALLOCATION METHODOLOGY: We estimated the percent of time spent on each activity and allocated salaries and other OM costs. OM costs were split between the cable and public information activities, which are paid out of the revolving fund, and the communications activities, which are paid out of the City budget.

ORG 1701 COMMUNICATIONS

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES		146,398	70,952	146,398
51200 SALARIES & WAGES TEMPOR'Y		12,000	2,572	9,688
51300 OVERTIME		1,820	1,717	4,000
51410 LONGEVITY		2,425	1,150	2,550
51530 HOLIDAYS		393		
51532 HOLIDAYS - S.M.E.A.		806	402	403
51540 PERFECT ATTENDANCE			100	
51691 OTHER LUMP SUM PAYMENTS				
51920 SICK LEAVE BUYBACK				
51930 UNIFORM ALLOWANCE		1,050	1,050	1,050
51999 E-911 SALARIES				
TOTAL P-ACCT 51000		164,892	77,943	164,089
ORDINARY MAINTENANCE				
52470 MAINT CONTRACT-OFFC EQUIP		400	173	400
52495 REPAIRS-COMMUN. EQUIP.		300	230	600
53000 PROFESSIONL & TECHNCL SVC				
53060 ADVERTISING				
53065 SOMERVILLE ECO DEV PROG				
53210 EMPLOYEE TRAINING COURSES				
53405 PSTN-USAGE		157,695	155,766	
53409 INTERNET MAINTENANCE				
53415 PHONE MAINTENANCE		65,860	39,924	
53420 POSTAGE				
53440 EXPRESS/FREIGHT		200	39	300
53820 PHOTOGRAPHY				
53900 SOFTWARE		250		
54200 OFFICE SUPPLIES		200		200
54202 OFFICE FURNITURE				
54210 PRINTING & STATIONERY				
54220 COMPUTER SUPPLIES				
54221 COMPUTER EQUIPMENT				
54230 PHOTOCOPYING				
54900 FOOD SUPPLIES & REFRESHMT				
55870 MAGAZINES,NEWS,SUBSCRIPTS				
57300 DUES AND MEMBERSHIPS		1,420		1,420
57311 BAPERN LINE RENTAL		1,000	956	1,000
57314 LISTING AND TRANSLATION				
TOTAL P-ACCT 52000		227,325	114,444	3,920
TOTAL ORG 1701 FUNDING REQUIRED		392,217	36,501	168,009

COMMUNICATIONS

Position	Name	CS	Existing Rate	Rate	Base	TOTAL
SYSTEM COORDINATOR	COSTA, EILEEN	N	790.41	790.41	41,259.40	41,259.40
PV PRINCIPAL CLK I	CICCARIELLO, ANNA	Y	705.49	705.49	36,826.58	38,167.68
PV TEL OPERATOR	ALLEN, CAROL	Y	654.33	654.33	34,156.03	35,486.89
PV TEL OPERATOR	DOUGLAS, NORMA	Y	654.33	654.33	34,156.03	35,486.89

150,400.86

Salaries (51110)	146,398.03
Salaries Temporary (51200)	9,688.00
Overtime (51300)	4,000.00
Longevity (51410)	2,550.00
Holiday (51530)	-
SMEA Holiday (51532)	402.83
Uniform (51930)	1,050.00
Total	164,088.86

ORG: 1701 COMMUNICATIONS DEPARTMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
	_____	_____	_____
CITY CABLE			
PERSONAL SERVICES			
ORDINARY MAINTENANCE			
TOTAL APPROPRIATIONS TO PROGRAM	\$ -	\$ -	\$ -
<i>FTE FROM APPROPRIATIONS</i>			
 COMMUNICATIONS			
PERSONAL SERVICES	\$ 123,615.90	\$ 60,632.53	\$ 129,738.09
ORDINARY MAINTENANCE	\$ 225,975.00	\$ (114,886.00)	\$ 2,420.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 349,590.90	\$ (54,253.47)	\$ 132,158.09
<i>FTE FROM APPROPRIATIONS</i>	3.10		3.10
 MEDIA/PRESS/PUBLIC RELATIONS			
PERSONAL SERVICES			
ORDINARY MAINTENANCE			
TOTAL APPROPRIATIONS TO PROGRAM	\$ -	\$ -	\$ -
<i>FTE FROM APPROPRIATIONS</i>			
 ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 42,625.39	\$ 17,752.47	\$ 35,850.91
<i>FTE FROM APPROPRIATIONS</i>	0.90		0.90
<hr/> TOTAL APPROPRIATIONS TO DEPARTMENT	<hr/> \$ 392,216.29	<hr/> \$ (36,501.00)	<hr/> \$ 168,009.00
<i>TOTAL FTE FROM APPROPRIATIONS</i>	4.00		4.00

ORG 1701: COMMUNICATIONS DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: CITY CABLE

Description: Provide programming and oversee production of the two municipal cable television stations in order to facilitate communication with the residents of Somerville.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of shows and highlight shows produced per year (Based on estimate)	108	118
<u>Cost:</u>		
<u>Output Cost:</u>		
<u>FTEs:</u>	0.00	0.00
<u>Outcome 1:</u> % of cable shows airing smoothly		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Develop more targeted programming, especially short segments on progress being made by the City, focusing particularly on economic development, parks and playground restoration, and improved services.
2. Enhance the Mayor's report by adding more "inserts" and using more guests.
3. Finish the rebuilding of the city's video production facilities.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Televise Committee Meetings	FY05: 50	FY06: 50
<u>Description:</u> Inform constituents about current issues being considered by the City.	<u>Output:</u> # of meetings held per year (Estimate)	
Intake Complaints	FY05: 100	FY06: 100
<u>Description:</u> Intake and help resolve cable complaints and outgoing signal quality complaints.	<u>Output:</u> # of complaints per year (Estimate)	
Update City Bulletin Board	FY05: 2	FY06: 2
<u>Description:</u> Post information to inform the public of current local news and activities.	<u>Output:</u> # of bulletin boards per year (Actual number of bulletin boards)	
Broadcast Studio Shows	FY05: 70	FY06: 80
<u>Description:</u> Produce local news and educational programming.	<u>Output:</u> # of shows produced per year (Estimate)	
Dub or Record Programs and Events	FY05: 300	FY06: 350
<u>Description:</u> Provide residents with copies of desired cable programs or recorded events.	<u>Output:</u> # of dubs per year (Estimate)	
Televise High School Games and Highlight Shows	FY05: 38	FY06: 38
<u>Description:</u> Provide the public with local sports entertainment and support local talent.	<u>Output:</u> # of highlight shows produced per year (Estimate)	
Broadcast Field Tapings	FY05: 100	FY06: 100
<u>Description:</u> Broadcast local events throughout the community.	<u>Output:</u> # of tapings per year (Estimate)	
Offer a Co-Teaching High School TV Media and Production Class	FY05: 34	FY06: 34
<u>Description:</u> Provide interested high school students with an opportunity to learn about TV media and production.	<u>Output:</u> # of weeks of co-teaching per year (Actual number of weeks)	

ORG 1701: COMMUNICATIONS DEPARTMENT

PROGRAM COST AND ACTIVITIES

Create a Programming Schedule

FY05: 2

FY06: 2

Description: Produce a schedule of cable programming and distribute it to the public.

Output: # of schedules per year (Actual number of schedules)

ORG 1701: COMMUNICATIONS DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: COMMUNICATIONS

Description: Provide all the internal and external telecommunications in Somerville City Hall, and all other municipal governmental offices, in order to promote the efficient flow of information.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of telephones setup and repaired + # of cell phones (Based on estimate)	726	760
<u>Cost:</u>	\$349,590.90	\$132,158.09
<u>Output Cost:</u>	\$549.67	\$173.89
<u>FTEs:</u>	3.10	3.10
<u>Outcome 1:</u> % of employees who are satisfied with their telephones		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Provide continued management of the operator system.
2. Develop and manage the Reverse 911 system.
3. Provide as needed support for the 311 call center.
4. Manage telephone billing and continued assessments of costs with an eye toward lowering phone bills when possible.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Setup Telephones	FY05: 90	FY06: 100
<u>Description:</u> Provide new employees and transfers with telephone access.	<u>Output:</u> # of telephones setup (Estimate)	
Upkeep Cell Phones and Pagers	FY05: 156	FY06: 160
<u>Description:</u> Maintain mobile communications among City employees.	<u>Output:</u> # of cell phones and pagers in service (Actual number for FY05)	
Repair Telephones	FY05: 480	FY06: 500
<u>Description:</u> Quickly fix any problems with the City's telephone system.	<u>Output:</u> # of telephone repairs made (Estimate)	
Answer Citizen Inquiries at a Call Center	FY05: 4,160	FY06: 4,160
<u>Description:</u> Provide an initial point of contact for constituent questions and comments.	<u>Output:</u> # of hours in operation (Estimate)	

ORG 1701: COMMUNICATIONS DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: MEDIA, PRESS, PUBLIC RELATIONS

Description: Communicate the City government and Mayor's views and actions to the public through events covered by the media.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of written documents, speeches, and press releases (Based on actual for FY05)	419	500
<u>Cost:</u>		
<u>Output Cost:</u>		
<u>FTEs:</u>	0.00	0.00
<u>Outcome 1:</u> % increase in number of press releases generated, photos appearing in the paper, and press phone calls		
<u>Outcome 2:</u>	-	-

PROGRAM FY06 GOALS

1. Continue the aggressive distribution of city news through press initiatives with an eye toward maximizing positive information and minimizing the negative.
2. Continue to work with other City departments and with outside groups to “develop” issues in the service of larger City goals, e.g., work with SPCD to advance the Green Line extension in support of larger economic development goals.
3. Develop new forums and new issues for Mayor to pursue in order to position Somerville as statewide leader in the “marketplace” of public ideas.
4. Consider a broader campaign to promote Somerville as a hip, interesting place to live and work.
5. Develop and execute second-generation changes to the website based on learnings gained from working with the revamped site. Also, oversee substantial upgrades of the department pages, beginning with DPW, SPCD, and Health.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Create a Photo Portfolio	FY05: 260	FY06: 280
<u>Description:</u> Provide photos to outside parties and document important events.	<u>Output:</u> # of photos taken (Estimate)	
Issue Press Releases	FY05: 208	FY06: 250
<u>Description:</u> Provide the public with accurate and timely information about the City government and the Mayor's activities and positions.	<u>Output:</u> # of press releases issued (Actual number for FY05)	
Answer Press Calls	FY05: 1,664	FY06: 1,800
<u>Description:</u> Facilitate communication between the Mayor and outside parties by fielding press calls and providing information.	<u>Output:</u> # of press calls answered (Estimate)	
Organize Press Events	FY05: 40	FY06: 50
<u>Description:</u> Provide a public venue for disseminating positions, actions, or activities.	<u>Output:</u> # of press events conducted (Estimate)	
Update the Website	FY05: 3,380	FY06: 3,500
<u>Description:</u> Provide an up-to-date online forum for City information to inform the public of pertinent information.	<u>Output:</u> # of website updates (Estimate)	

ORG 1701: COMMUNICATIONS DEPARTMENT

PROGRAM COST AND ACTIVITIES

Write Documents and Speeches

FY05: 211

FY06: 250

Description: *Provide others with information in writing (letters of recommendation, Mayor's report, etc.) and provide the mayor with the necessary talking points and/or actual speech for his public appearances.*

Output: *# of letters, reports, and speeches written (Actual number for FY05)*

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Personnel Department reflects a commitment to effective employee labor relations, fair administration of employee benefits, customer service, development of a constant employee-training schedule, and open communications with all employees. The Personnel Department also provides for and oversees retention of the City's employees, negotiates labor agreements, and assists in the monitoring of employment policies by each department. The Department is responsible for updating job descriptions, recruiting qualified applicants, administering the State Civil Service systems (Labor and Official Service), administering wage and benefit packages (including School Department health benefits, workers' compensation, and retiree health benefits), developing employment policies and standards within the various operational departments, conducting labor relations and contract negotiations with eight unions, and monitoring compliance with State and Federal employment laws.

DEPARTMENT ORGANIZATION: The Department consists of the Director, Assistant Director, and two Administrative Assistants. Due to a departmental transfer the Junior Clerk position is vacant and will be filled this spring. The Workers' Compensation Administrator position was filled in November 2004, bringing facilitation of all aspects of workers' compensation to the Personnel Department. This increased activity warrants the addition of another Junior Clerk to the Department.

FY05 ACCOMPLISHMENTS: In Fiscal Year 2005, the Personnel Department began Awareness training for department heads. We are continuing this effort to provide support to department heads through timely, accurate, and reliable information and assistance.

Also, in 2005, labor negotiations began simultaneously on all eight union contracts. We also had the task of projecting costs of collective bargaining settlements.

In addition, the employee handbook was a priority in FY05. The review and update of the non-union employee handbook will be an ongoing task. (The handbook will be continually updated as needed.)

The Department is working with the Employee Assistance Provider (EAP) to mount a campaign of training and awareness. This campaign will be ongoing. The EAP will be present at the Employee Health Fair in September. We will also take advantage of the supervisor training the EAP offers to enhance supervisor awareness of employees in crisis.

FY06 DEPARTMENT PRIORITIES: In FY06, the Personnel Department plans to train and assist departments with the following: developing policies and procedure manuals that are consistent throughout departments (this will also be advantageous in developing the content of the employee Intranet); developing job descriptions that are consistent throughout departments and will be filed in the Personnel Department; and creating a unified procedure to monitor and provide recommendations in order to reduce absenteeism.

The Personnel Department will again assist the Mayor's Office in facilitating the Summer Youth Program.

DEPARTMENT OVERVIEW

Employee training will continue to be a priority and the Department will continue to develop and implement programs for supervisors and employees to enhance awareness of their responsibilities. There will be an evaluation of all employees to assess their skills and their needs in order for them to perform at maximum capacity.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS:

The Personnel department's priorities support the Mayor's priorities to:

- "Improve City Performance by Using More Effective Management Tools and Demanding Accountability" by continuing to participate in the SomerStat meetings program and other related planning sessions.
- "Revolutionize Customer Service" by increasingly moving Department information to the City's website/intranet in order to communicate City and Department policies and procedures and to improve our interactions with the public.
- "Professionalize City Planning and Management" by developing policies and procedures to ensure that each department has easy access to this information. The Personnel Department will assist in providing guidelines for the staff intranet and will continue to update job descriptions for each staff person. Finally, the Personnel Department will help "Professionalize City Planning and Management" by implementing employee assessments.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED

ACTUALS): Professional & Technical services, Legal services, and Arbitration services were all higher than projected. This continued an upward trend of the past four years.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): Outside legal services will be absorbed by the Law Department. Arbitration services will be level funded, and an increase is proposed for Professional & Technical services.

COST ALLOCATION METHODOLOGY): To allocate appropriations to programs, the percent of time that staff spends on each program was estimated. Salaries were allocated based on these percents. Additional personal services' spending was divided evenly among the programs. Ordinary maintenance spending was also divided by percent to each program.

ORG	1901	PERSONNEL	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES						
51110	SALARIES		221,085	227,809	109,727	225,632
51115	SALARIES - MONTHLY		2,176	2,177	906	2,177
51200	SALARIES & WAGES TEMPOR'Y					
51300	OVERTIME					
51410	LONGEVITY		2,450	2,450	1,225	2,450
51460	OUT OF GRADE					
51520	AUTO ALLOWANCE					
51532	HOLIDAYS - S.M.E.A.			893	446	444
51540	PERFECT ATTENDANCE		500		500	
51691	OTHER LUMP SUM PAYMENTS			1,050	1,050	1,050
51692	5/2 BUYBACK					
51930	UNIFORM ALLOWANCE		1,050			
TOTAL P-ACCT 51000			227,261	234,379	113,854	231,753
ORDINARY MAINTENANCE						
52470	MAINT CONTRACT-OFFC EQUIP		526	420	208	420
52760	RENTALS OFFICE EQUIPMENT					
53000	PROFESSIONL & TECHNCL SVC		26,513	17,648	9,483	24,630
53040	LEGAL SERVICES		124,355	42,000	36,431	
53045	ARBITRATION SERVICES		15,625	9,000	6,535	9,000
53060	ADVERTISING		3,813	10,000	4,140	10,000
53200	TUITION					
53210	EMPLOYEE TRAINING COURSES			5,000		7,500
53420	POSTAGE		10		33	
54200	OFFICE SUPPLIES		1,189	500	170	500
54201	OFFICE EQUIPMENT					
54210	PRINTING & STATIONERY		925	250		250
54220	COMPUTER SUPPLIES					
54221	COMPUTER EQUIPMENT					
55874	MAGAZINES & PUBLICATIONS		636			
57100	IN STATE TRAVEL					
57110	IN STATE CONFERENCES					
57200	OUT OF STATE TRAVEL					
57210	OUT OF STATE CONFERENCES					
57300	DUES AND MEMBERSHIPS		160	160	120	160
TOTAL P-ACCT 52000			173,752	84,978	57,120	52,460
SPECIAL ITEMS						
61010	ED INCENTIVES SMEA A		1,034	7,500		7,500
61020	EDUCATIONAL INCENTIVE - B		15,790	15,000	149	20,000
61028	ED INCENTIVE - FIRE ALARM					5,000
61029	ED INCENTIVE - E911					3,500
61030	SMEA EMPLOY FLUENCY BONUS		6,000	10,000		10,000
TOTAL P-ACCT 60000			22,824	32,500	149	46,000
TOTAL ORG 1901 FUNDING REQUIRED			423,837	351,857	171,123	330,213

PERSONNEL

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
PERSONNEL DIRECTOR	MURPHY, LAWRENCE	N	1,242.37	64,603.24	64,851.71	64,851.71
ASSISTANT DIRECTOR	DICIACCIO, KATHLEEN	N	848.74	44,134.48	44,304.23	44,304.23
PV ADMINISTRATIVE ASSISTANT	JOY, DONNA	Y	828.73	43,093.96	43,259.71	44,625.46
PV BENEFITS COORDINATOR	LALLY, MARY ALICE	Y	828.73	43,093.96	43,259.71	45,375.46
JUNIOR CLERK		Y	564.37	29,347.24	29,956.87	30,419.74
AFFIRMATIVE ACTION OFFICER	DICIACCIO, KATHLEEN	N	181.38	2,176.56	2,176.56	2,176.56
					227,808.79	231,753.16

SALARIES	225,632.23
SALARIES - MONTHLY	2,176.56
LONGEVITY	2,450.00
SMEA HOLIDAY	444.37
OTHER LUMP SUM	1,050.00
TOTAL	231,753.16

ORG 1901: PERSONNEL DEPARTMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
COMPLIANCE			
PERSONAL SERVICES	\$ 26,262.38	\$ 12,273.74	\$ 25,882.77
ORDINARY MAINTENANCE	\$ 125.00	\$ 42.50	\$ 125.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 26,387.38	\$ 12,316.24	\$ 26,007.77
<i>FTE FROM APPROPRIATIONS</i>	<i>0.50</i>		<i>0.50</i>
EMPLOYEE BENEFITS			
PERSONAL SERVICES	\$ 58,346.29	\$ 28,926.29	\$ 57,635.19
ORDINARY MAINTENANCE	\$ 125.00	\$ 42.50	\$ 125.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 58,471.29	\$ 28,968.79	\$ 57,760.19
<i>FTE FROM APPROPRIATIONS</i>	<i>1.25</i>		<i>1.25</i>
EMPLOYEE RELATIONS/COLLECTIVE BARGAINING			
PERSONAL SERVICES	\$ 34,669.13	\$ 16,446.15	\$ 34,306.08
ORDINARY MAINTENANCE	\$ 69,361.00	\$ 50,120.75	\$ 35,097.50
TOTAL APPROPRIATIONS TO PROGRAM	\$ 104,030.13	\$ 66,566.90	\$ 69,403.58
<i>FTE FROM APPROPRIATIONS</i>	<i>0.60</i>		<i>0.60</i>
HIRING			
PERSONAL SERVICES	\$ 27,180.93	\$ 12,729.60	\$ 26,801.31
ORDINARY MAINTENANCE	\$ 14,537.00	\$ 6,553.25	\$ 16,282.50
TOTAL APPROPRIATIONS TO PROGRAM	\$ 41,717.93	\$ 19,282.85	\$ 43,083.81
<i>FTE FROM APPROPRIATIONS</i>	<i>0.50</i>		<i>0.50</i>
WORKERS COMPENSATION			
PERSONAL SERVICES	\$ 29,634.47	\$ 14,276.37	\$ 29,092.28
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -
Total APPROPRIATIONS TO PROGRAM (Personnel Budget)	\$ 29,634.47	\$ 14,276.37	\$ 29,092.28
<i>FTE FROM APPROPRIATIONS</i>	<i>0.90</i>		<i>0.90</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 91,615.39	\$ 29,711.85	\$ 104,865.38
<i>FTE FROM ADMINISTRATION</i>	<i>1.25</i>		<i>1.25</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 351,856.59	\$ 171,123.00	\$ 330,213.01
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>5.00</i>		<i>5.00</i>
WORKERS COMPENSATION			
PERSONAL SERVICES	\$ 347,394.00	\$ 246,840.00	\$ 347,394.00
ORDINARY MAINTENANCE	\$ 240,450.00	\$ 97,671.00	\$ 385,600.00
Total APPROPRIATIONS TO PROGRAM (Worker's Compensation Budget)	\$ 587,844.00	\$ 344,511.00	\$ 732,994.00
<i>FTE FROM APPROPRIATIONS</i>	<i>1.00</i>		<i>1.00</i>

ORG 1901: PERSONNEL DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: COMPLIANCE

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of equal employment opportunity reports generated (Based on records of EE4 reports.)	73	75
<u>Cost:</u>	\$26,387.38	\$26,007.77
<u>Output Cost:</u>	\$361.47	\$346.77
<u>FTEs:</u>	0.50	0.50
<u>Outcome 1:</u> % employees rating that they are satisfied or very satisfied with Personnel's role in ensuring performance evaluations take place between employees and their supervisors (Based on SomerStat 2005 Staff Survey)	26%	

Outcome 2: % of EEO4 reports submitted on time

PROGRAM FY06 GOALS

1. Finalize negotiations for all union contracts.
2. Facilitate contract interpretations in order to assist employee and department head understanding of contracts.
3. Establish unified attendance tracking procedure to help reduce absenteeism. Look into use of time cards and time clocks as ways to track attendance.
4. Structure employee evaluation plan.
5. Train supervisors to perform evaluations.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Prepare EEO4 Federal and State Reporting **FY05:** 73 **FY06:** 75

Description: Provide the required EEO4 information on a yearly basis on behalf of the City. Output: # of reports generated (2 State Reports/ Internal reporting as required)

ORG 1901: PERSONNEL DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: EMPLOYEE BENEFITS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of requests by employees responded to (Based on an average of 75 requests per day for 250 days per year.)	18,750	18,750
<u>Cost:</u>	\$58,471.29	\$57,760.19
<u>Output Cost:</u>	\$3.11	\$3.08
<u>FTEs:</u>	1.25	1.25
<u>Outcome 1:</u> % of employees who are satisfied with Personnel's role in letting them know their benefits and responsibilities (Based on SomerStat 2005 Staff Survey)	58%	
<u>Outcome 2:</u> % of employees satisfied with the length of time it takes Personnel staff to respond to requests for assistance (Based on SomerStat 2005 Staff Survey)	43%	

PROGRAM FY06 GOALS

1. Increase employee knowledge and participation in available programs, i.e. EAP, by continued outreach.
2. Respond in a timely manner to all inquiries.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Register New City Employees for Benefits	FY05: 85	FY06: 50
<u>Description:</u> Give employees access to benefits and confirm that they are informed about their benefit plans.	<u>Output:</u> # enrollments completed (YTD through 3/31/05)	
Offer Trainings for City of Somerville Employees	FY05: 132	FY06: 120
<u>Description:</u> Give City of Somerville employees the opportunity to attend various trainings throughout the year to help them gain the skills to perform their jobs better.	<u>Output:</u> # of trainings held * # of people attending (FY05: 6 trainings for 17 department heads + one training for 30 people. FY06: 12 Trainings * 10 People Trained)	
Communicate Programs to Employees	FY05: 6	FY06: 12
<u>Description:</u> Maximize employee knowledge and participation in available programs.	<u>Output:</u> # of communications sent (Actual YTD through 3/31)	
Collect Sick Days for Sick Bank (SMEA)	FY05: 2	FY06: 2
<u>Description:</u> Provide a pool of sick days for emergency use by union employees.	<u>Output:</u> # of sick day requests collected (When necessary per Sick Bank Committee)	
Respond to Daily Requests from Employees	FY05: 75	FY06: 75
<u>Description:</u> Answer employee concerns and provide a high level of customer service.	<u>Output:</u> # of queries answered per day (Estimated average of 75 requests per day)	
Evaluate Applications for Sick Bank Sick Days (SMEA)	FY05: 4	FY06: 3
<u>Description:</u> Confirm that sick bank requests are valid and deserving of assistance. Minimize abuse of the system.	<u>Output:</u> # of applications reviewed (Sick Bank Committee)	

ORG 1901: PERSONNEL DEPARTMENT

PROGRAM COST AND ACTIVITIES

Negotiate for EAP contracts

FY05: 1

FY06: 1

Description: Reach optimal agreement with EAP providers.
Maximize benefits to employees and meet cost requirements.

Output: # contracts negotiated (1 - recently renewed)

Screen for Foreign Languages (SMEA)

FY05: 10

FY06: 40

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

Output: # of screenings held * number of employees who attend (FY05: 1 screening * 10 employees. FY06: 4 Screenings * 10 employees)

ORG 1901: PERSONNEL DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: EMPLOYEE RELATIONS/ COLLECTIVE BARGAINING

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of employees counseled (Based on estimate)	250	500
<u>Cost:</u>	\$104,030.13	\$69,403.58
<u>Output Cost:</u>	\$416.12	\$138.80
<u>FTEs:</u>	0.60	0.60
<u>Outcome 1:</u> % of successful arbitrations		
<u>Outcome 2:</u> % of employees satisfied with the counseling they received from the Personnel department.		

PROGRAM FY06 GOALS

1. Minimize the number of grievances and arbitrations.
2. Accurate interpretation of contracts.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Counsel Employees	FY05: 250	FY06: 500
<u>Description:</u> Counsel employees regarding conditions and practices.	<u>Output:</u> # of employees counseled (Estimate)	
Prepare for and Conduct Grievance or Arbitration	FY05: 40	FY06: 25
<u>Description:</u> Represent the City and come to quick and equitable agreements in each grievance or arbitration situation. Minimize the loss of productivity and maximize City success.	<u>Output:</u> # of arbitrations or grievances heard (Grievance and Arbitration Logs)	
Conduct Negotiations	FY05: 8	FY06: 9
<u>Description:</u> Conduct negotiations to reach optimal agreements with all bargaining units for local unions and the City.	<u>Output:</u> # of union contracts in negotiation (Actual)	

ORG 1901: PERSONNEL DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: HIRING

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of job postings (Based on actual number of job postings YTD through 3/31/05.)	135	85
<u>Cost:</u>	\$41,717.93	\$43,083.81
<u>Output Cost:</u>	\$309.02	\$506.86
<u>FTEs:</u>	0.50	0.50
<u>Outcome 1:</u> % of employees rating assistance with identifying qualified applicants for open positions as satisfied or very satisfied (Based on SomerStat 2005 Staff Survey)	25%	
<u>Outcome 2:</u> % of employees satisfied with Personnel's role in ensuring they have useful training opportunities (Based on SomerStat 2005 Staff Survey)	31%	

PROGRAM FY06 GOALS

1. Maximize outreach when advertising job positions.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Recruit Qualified Applicants	FY05: 135	FY06: 85
<u>Description:</u> Give a selection of qualified individuals to consider for filling the role.	<u>Output:</u> # jobs posted (Employment Websites - Bostonworks, Somerville Journal Publications relevant to positions.)	
Summer Youth Program	FY05: 125	FY06: 250
<u>Description:</u> Facilitate Summer Youth Program to place youth in Recreation and Grounds or Administrative offices.	<u>Output:</u> # of youth who participate in the Summer Youth Program (Action Sheets Processed)	
Educate New Hires	FY05: 85	FY06: 85
<u>Description:</u> Ensure that new hires understand their entitlements and benefits.	<u>Output:</u> # of new hires on board (YTD through 3/31/05)	

ORG 1901: PERSONNEL DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: WORKERS COMPENSATION

Description: Maintain low levels of workplace accidents with high levels of return rates and ensure the accurate handling of compensation claims.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of employees who used Workers Compensation benefits in FY05 (Based on actual number YTD from 7/01/04 to 12/31/04 was 76.)	152	152
<u>Cost:</u>	\$617,478.42	\$762,086.28
<u>Output Cost:</u>	\$4,062.35	\$5,013.72
<u>FTEs:</u>	1.90	1.90
<u>Outcome 1:</u> % of Department heads who stated the Worker's Compensation orientation definitely addressed the questions they had (Based on Department Head survey regarding orientation held on March 22nd)	71.43%	

Outcome 2:

PROGRAM FY06 GOALS

1. Initiate the use of a claims management database with MA WC Fee Schedule reduction capabilities.
2. Conduct Accident Reporting Procedure Training for management personnel from the School Department (including school nurses) and the Food Service Department.
3. Initiate a safety-training program for those employees who hold labor-intensive positions as well as for clerical staff.
4. Continue to closely monitor the WC program to reduce the number of claims and keep costs to a measurable level.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

File Reports with DIA

FY05: 33 **FY06:** 125

Description: Begin the workers compensation process. Comply with regulations requiring that the forms be filed with the Department of Industrial Accidents.

Output: # of reports filed (For FY05, average of 11 forms per month based on the actual number of 44 since 12/04. For FY06, number based on 8-10 per quarter of lost time cases resulting in 5 or more days missed from work with 3 forms per injured worker needing to be completed.)

Review Workers' Compensation Bills

FY05: 840 **FY06:** 600

Description: Ensure bill accuracy and confirm that requests are reasonable.

Output: # bills reviewed (Approximation - Average of 60 Bills per month based on actual number of 233 since 12/04. For FY06, estimating 50 per month.)

Return to Work Efforts

FY05: 150 **FY06:** 150

Description: Heighten the return rate of employees and lower the workers' compensation roles for the City.

Output: # of accident reports received and reviewed (includes Lost Time and no Lost time) (For FY05 through 3/24/05, 106 accident reports were received and reviewed. The number for FY06 is an average of the # of reports received in FY03 and FY04.)

ORG 1901: PERSONNEL DEPARTMENT

PROGRAM COST AND ACTIVITIES

Conduct Safety Training

FY05: 45

FY06: 125

Description: Reduce the number of workplace injuries. Conduct accident reporting procedures and various safety trainings (topics to be determined).

Output: # people trained (Estimate - The number for FY06 will likely increase as the same person may participate in more than one training session depending on the topic.)

ORG 1048 EXECUTIVE - HUMAN RIGHTS

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	34,132			30,000
TOTAL P-ACCT 51000	34,132			30,000
ORDINARY MAINTENANCE				
53056 HANDICAPPED COMMISSION		750		
53057 HUMAN RIGHTS COMMISSION	2,339	1,000		
54200 OFFICE SUPPLIES	31			
54210 PRINTING & STATIONERY		250		
57300 DUES AND MEMBERSHIPS				
TOTAL P-ACCT 52000	2,370	2,000		
TOTAL ORG 1048 FUNDING REQUIRED	36,502	2,000		30,000

HUMAN RIGHTS

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
HUMAN RIGHTS COMMISSIONER	VACANT		576.92	576.92	30,000.00	30,000.00
Total						30,000.00
SALARIES					30,000.00	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The IT Department provides the City with a high-speed fiber network for data recording, email, redundant high-speed Internet access, citizen Website, accessible electronic documents, financial applications, storage considerations, consolidations, and enhanced databases. The Department provides improved efficiency, accountability, and accessibility to all information relating to City government, both for City employees as well as to its residents.

A chief task of the Department is to manage IT investments in the City's communications and computing infrastructure (network hardware, PC's, and operating systems). In addition, IT manages the City's data applications and security, software applications and implementation, and computer-related training.

DEPARTMENT ORGANIZATION: The IT Department is organized in such a manner to maximize the talents that are reflected in the organization. The Chief Information Officer is James Halloran, who handles all Administrative tasks associated with the Department. The Supervisor Systems Programmer is Joe Santos, who handles all the programming tasks associated with the applications that the City runs. Network Engineer Patrick Nixon is responsible for the internal network, both on the City side and the School side. Senior Operations Technician Ed DaSilva handles the internal domains, the backups, and is the senior person for IT problems. Information Technology Coordinator Kevin O'Donovan is responsible for the internal communications including the website, phone system, and 311. Teresa Vincente is the IT Procurement and Database Administrator, who keeps the budget in check. Brian Spingel is responsible for the Help Desk, and is the front line defense for all problem solving. Operations Technician John Cappiello is the technician responsible for all installation software on PC's as well as troubleshooting problems. Marylin Fitzgerald is the Administrator and is responsible for all record keeping within the organization.

FY05 ACCOMPLISHMENTS: The Information Technology Department accomplished their stated FY05 goals. Citizens are now able to pay their Somerville Parking Tickets, Real Estate Tax Bills, and Excise Tax Bills online. The network was upgraded to allow the use of specific fiber connections for each department. The IT Department evaluated how e-rate money is spent with regards to schools. Reimbursements were collected for telephone and ISP services. The technical implementation of the Computer Aided Dispatch (CAD) system for Fire Alarm was completed on schedule by May 1st.

In addition, there are many ongoing projects within the IT department. The work order system is a multi-phased project. This comprehensive electronic system, which follows tasks from start to finish, should be available for DPW by the end of the fiscal year with other departments being phased in after the initial set-up. There is an ongoing project to analyze what is spent on printing within each department and to use a uniform plan for maintenance of all printers citywide. In the capital plan, the IT department has requested all printers perform the in-house printing for the City. Further, the IT Department now has a uniform plan for maintenance. The School Department and City departments have inventoried all their printers and are now on the same plan. (The Police Department still needs to inventory their printers). Also, the IT Department is conducting a long-term project to have one network for both data and phone use. The Meridian phone system will be replaced with Cisco IP network

DEPARTMENT OVERVIEW

phone system, significantly reducing costs. This is a two- to three-year project that should coincide with departments moving to the Powderhouse location in the near future.

FY06 DEPARTMENT PRIORITIES: In FY06, the IT Department hopes to accomplish the following projects:

- Conversion and upgrade of all financial, and In-house applications to a web-based system.
- Upgrade servers and consolidate computer room
- Disaster recovery
 1. Financial Systems
 2. Phone System
- Phone upgrade
- Standardize all in-house PC's and application databases
- Upgrade of the Marriage Database
- Consolidate the License Database (City Clerks), the Board of Health, Inspectional Services, and Fire Prevention to one database, on a Networked Server.
- Allow citizens to pay their water bills online
- Upgrade the Netware Network Server to consolidate the City's domains to one a logical tree.
- Resolve the School Systems PO and the City side's financial system to use an interface that goes into the Rec System for Validation. Make sure that the school is using the Contract Database.
- Coordinate a public safety IT person.
- Develop and rollout iDC module.
- For 311, Upload address database to iDC CRM system.
- Develop an inventory plan for iDC's work order and fixed asset systems as a DPW school inventory system.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The IT Department's priorities support the Mayor's priorities to "Professionalize City Planning and Management" by improving all departments in a coordinated approach. This will be accomplished by using one database to keep all information in a single location. The IT Department will also support this goal by standardizing the tools in which departments use citywide. The IT Department also supports the Mayor's goal to "Revolutionalize Customer Service" by setting up constituent interfaces into the City.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): No significant changes

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): The IT department is requesting a higher budget for FY06. The costs of maintenance and software products have increased. In addition, the IT Department is

DEPARTMENT OVERVIEW

requesting additional funds to cover hardware costs. Due to an increase in IT related projects, this hardware is necessary to accomplish these tasks.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, the percent of time that staff spends on each program was estimated. Salaries were allocated based on these percents. Additional personal services' spending was divided evenly among the programs. Ordinary maintenance spending was also divided by percent to each program.

ORG 2110 INFORMATION TECHNOLOGY

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	427,630	464,514	227,482	470,891
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME				
51410 LONGEVITY	4,125	4,550	2,250	4,500
51460 OUT OF GRADE	5,351	3,374		
51520 AUTO ALLOWANCE	3,199	3,500	1,749	3,500
51532 HOLIDAYS - S.M.E.A.		2,551	1,283	1,297
51540 PERFECT ATTENDANCE	1,300		1,200	
51691 OTHER LUMP SUM PAYMENTS		1,050	1,050	1,050
51930 UNIFORM ALLOWANCE	1,050			
TOTAL P-ACCT 51000	442,655	479,539	235,014	481,238
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES	29	100		50
52460 REPAIRS OFFICE EQUIPMENT	292	1,000	139	300
52475 MAINT SOFTWARE	69,816	150,000	58,178	210,000
52480 REPAIRS COMPUTER EQUIPMT	17,597	32,475	16,842	35,000
53000 PROFESSIONL & TECHNCL SVC	4,400	4,400		4,400
53080 DATA PROCESSING SERVICES				
53200 TUITION				
53210 EMPLOYEE TRAINING COURSES		20,000		15,000
53405 PSTN-USAGE	71,703		24,996	148,000
53408 WEB SITE COSTS	31,649	37,200	24,000	10,000
53409 INTERNET MAINTENANCE	14,988	30,000	22,784	20,000
53415 PHONE MAINTENANCE	78,829		4,720	65,860
53420 POSTAGE				
53900 SOFTWARE		10,000	2,363	20,000
54200 OFFICE SUPPLIES	204	1,500	148	1,500
54201 OFFICE EQUIPMENT	6,187			
54202 OFFICE FURNITURE				
54210 PRINTING & STATIONERY				
54220 COMPUTER SUPPLIES	36,279	26,100	31,271	95,000
54221 COMPUTER EQUIPMENT				
55870 MAGAZINES, NEWS, SUBSCRIPTS				
57110 IN STATE CONFERENCES				
57210 OUT OF STATE CONFERENCES				
57300 DUES AND MEMBERSHIPS	75	100		100
TOTAL P-ACCT 52000	332,048	312,875	185,441	625,210
CAPITAL OUTLAY				
58515 EQUIPMENT-COMMUNICATIONS	17,265			
58560 COMPUTER EQUIPMENT				
58570 SOFTWARE				
TOTAL P-ACCT 58000	17,265			
TOTAL ORG 2110 FUNDING REQUIRED	791,968	792,414	420,455	1,106,448

INFORMATION TECHNOLOGY

Position	Name	C Existing	S Rate	Rate	Base	TOTAL
DIRECTOR	HALLORAN, JAMES	N	1,538.94	80,332.67	80,332.67	80,332.67
INTERNET COORDINATOR	O'DONOVAN, KEVIN	N	1,004.25	52,421.85	52,421.85	52,421.85
PV SUPV COMPUTER SYS	SANTOS, JOSEPH	Y	1,248.19	65,170.15	65,170.15	66,870.56
	UNIT A IN-GRADE EFF 6/5/06		1,252.04			
PVCOMP TECH/ SYS ADMN	DASILVA, EDWARD	Y	1,036.83	54,295.78	54,295.78	55,953.91
	UNIT A IN-GRADE EFF 8/20/06		1,040.68			
PV ADMIN PROG/TECH*	VICENTE, TERESA	Y	1,009.60	52,787.36	52,787.36	54,190.05
	UNIT A IN-GRADE EFF 1/26/06		1,013.45			
PV JR PROG/COMP OPER TECH	NIXON, PATRICK	Y	971.76	50,782.85	50,782.85	52,177.97
	UNIT A IN-GRADE EFF 3/19/06		975.61			
PV HELP DESK ADMN	FITZGERALD, MARILYN	Y	623.75	32,559.75	32,559.75	33,634.50
PV JR OPER ASST	CAPPIELLO, JOHN	Y	758.55	39,596.31	39,596.31	41,148.02
PV JR OPER ASST	SPINGEL, BRIAN	Y	822.69	42,944.42	42,944.42	44,508.96

470,891.13 481,238.49

SALARIES	470,891.13
LONGEVITY	4,500.00
AUTO ALLOWANCE	3,500.00
SMEA HOLIDAY	1,297.35
CLOTHING	1,050.00
TOTAL	481,238.49

ORG 2110: INFORMATION TECHNOLOGY DEPARTMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
INTERNET ACCESS AND NETWORK MAINTENANCE			
PERSONAL SERVICES	\$ 74,308.23	\$ 35,792.88	\$ 74,719.93
ORDINARY MAINTENANCE	\$ 102,690.00	\$ 65,520.14	\$ 117,615.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 176,998.23	\$ 101,313.02	\$ 192,334.93
<i>FTE FROM APPROPRIATIONS</i>	1.35		1.35
PHONE AND COMPUTER SUPPORT			
PERSONAL SERVICES	\$ 150,429.55	\$ 74,151.92	\$ 150,838.76
ORDINARY MAINTENANCE	\$ 144,165.00	\$ 83,204.74	\$ 340,525.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 294,594.55	\$ 157,356.66	\$ 491,363.76
<i>FTE FROM APPROPRIATIONS</i>	2.95		2.95
PROCUREMENTS			
PERSONAL SERVICES	\$ 74,797.00	\$ 35,881.99	\$ 75,169.24
ORDINARY MAINTENANCE	\$ 650.00	\$ 6,320.75	\$ 37,475.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 75,447.00	\$ 42,202.74	\$ 112,644.24
<i>FTE FROM APPROPRIATIONS</i>	1.25		1.25
SPECIAL PROJECTS			
PERSONAL SERVICES	\$ 159,748.95	\$ 78,730.47	\$ 160,335.87
ORDINARY MAINTENANCE	\$ 65,370.00	\$ 30,395.37	\$ 129,595.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 225,118.95	\$ 109,125.84	\$ 289,930.87
<i>FTE FROM APPROPRIATIONS</i>	2.85		2.85
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 20,255.55	\$ 10,456.73	\$ 20,180.70
<i>FTE FROM APPROPRIATIONS</i>	0.60		0.60
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 792,414.28	\$ 420,454.99	\$ 1,106,454.50
<i>TOTAL FTE FROM APPROPRIATIONS</i>	9.00		9.00

ORG 2110: INFORMATION TECHNOLOGY

PROGRAM COST AND ACTIVITIES

PROGRAM: INTERNET ACCESS AND NETWORK MAINTENANCE

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of users on the network (Based on computers on the network, excluding the School Department)	246	250
<u>Cost:</u>	\$176,998.23	\$192,334.93
<u>Output Cost:</u>	\$719.50	\$769.33
<u>FTEs:</u>	1.35	1.35
<u>Outcome 1:</u> % of users rating the length of time it takes IT to respond to requests for assistance as satisfactory or very satisfactory (Based on SomerStat 2005 Staff Survey)	69.11%	
<u>Outcome 2:</u> % of time the network is up and running (Based on Estimation from IT Department)	95%	99%

PROGRAM FY06 GOALS

1. Upgrade the Netware Network Server.
2. Consolidate the City's domains to one a logical tree.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Install Internet Cables	FY05: 40	FY06: 50
<u>Description:</u> Make sure the required infrastructure is in place to provide Internet access to all employees of the City.	<u>Output:</u> # of installations provided in-house (FY05 Estimate based on YTD through April 15th)	
Support Internet Access and Utilization	FY05: 246	FY06: 250
<u>Description:</u> Ensure all City employees have proper access to the Internet and are able too exchange information through proper account or channels.	<u>Output:</u> # of users granted Internet access (Actual number of computers on the network, excluding the School Department)	
Outsource Internet Cable Installation	FY05: 25	FY06: 28
<u>Description:</u> Provide Internet cable installation services to departments that need access provided.	<u>Output:</u> # of installations provided by contractors (FY05 estimate for YTD through April 15th)	
Maintain Firewall and Security	FY05: 95	FY06: 99
<u>Description:</u> Ensure the City's network remains secure and protected from penetrators and prevent individuals without access from entering the system.	<u>Output:</u> % of time the network is up and running (Based on estimated time network is available to users)	

ORG 2110: INFORMATION TECHNOLOGY

PROGRAM COST AND ACTIVITIES

PROGRAM: PHONE AND COMPUTER SUPPORT

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> <i>Number of Helpdesk requests resolved (Based on FY05 YTD through 4-20 minus 239 that were counted as major projects (Track-it data))</i>	2,612	2,700
<u>Cost:</u>	\$294,594.55	\$491,363.76
<u>Output Cost:</u>	\$112.78	\$181.98
<u>FTEs:</u>	2.95	2.95
<u>Outcome 1:</u> <i>% of users rating IT's response to requests for basic software or hardware setup or fixes as satisfactory or very satisfactory (Based on SomerStat 2005 Staff Survey)</i>	72.78%	

Outcome 2:

PROGRAM FY06 GOALS

1. Upgrade servers and consolidate computer room to limit power and computer outages. Expected Completed in August 2005.
2. Upgrade phones to create two backup systems. Check Cable as an option for a backup system. Expected Completion end of FY06.
3. Standardize all in-house PC's and application Databases. Eliminate old programs, especially at DPW, and issue standard procedures.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Back-up Systems	FY05: 8	FY06: 8
<u>Description:</u> <i>Back up servers to protect all databases and other information contained in the City's network.</i>	<u>Output:</u> # of full back-ups completed (Number of backups complete per day)	
Maintain Applications	FY05: 52	FY06: 52
<u>Description:</u> <i>Keep all software application up-to-date (patches, upgrades, etc.).</i>	<u>Output:</u> # of software patches implemented (Software patches sent out weekly)	
Provide Computer Training	FY05: 3	FY06: 1
<u>Description:</u> <i>Provide training on how to use software applications to all City employees.</i>	<u>Output:</u> # of training sessions conducted (Number of training sessions for FY06 expected to decrease - more trainings held within departments)	
Respond to Help-Desk Requests	FY05: 2,612	FY06: 2,700
<u>Description:</u> <i>Respond to hardware problems (including printers) and software issues that cause interruptions to the work of City employees.</i>	<u>Output:</u> # of helpdesk requests resolved (FY05 actual through 4-20 minus major projects (Track-it data))	
Install New Telephones and Maintain Phone Systems	FY05: 108	FY06: 75
<u>Description:</u> <i>Ensure all employees of the City have the necessary telephonic equipment to perform their tasks.</i>	<u>Output:</u> # of new telephones ordered (48 new orders since July with 60 phones pending.)	

ORG 2110: INFORMATION TECHNOLOGY

PROGRAM COST AND ACTIVITIES

Set-up New Network Users and Move Existing Users

FY05: 120

FY06: 120

Description: Set up PC's, software, and network connections for new employees and provide them with basic training.

Output: # of new users + # of existing users who moved (FY05 based on an average of 10 per month)

ORG 2110: INFORMATION TECHNOLOGY

PROGRAM COST AND ACTIVITIES

PROGRAM: PROCUREMENTS

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of software, hardware, and licenses obtained (Based on # of licenses obtained + # of orders processed)	377	380
<u>Cost:</u>	\$75,447.00	\$112,638.24
<u>Output Cost:</u>	\$200.12	\$296.41
<u>FTEs:</u>	1.25	1.25
<u>Outcome 1:</u> % of users satisfied or very satisfied with assistance with decision-making regarding major software or hardware system purchases or development (Based on SomerStat 2005 Staff Survey)	60.71%	
<u>Outcome 2:</u> % of users satisfied or very satisfied with assistance with purchasing basic software or hardware (Based on Employee Survey)	68.38%	

PROGRAM FY06 GOALS

1. Develop an inventory plan to use IDC's work order and fixed asset systems as a DPW school inventory system.
2. Increase program outcome measures above 70% for employees who receive such services.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Maintain Hardware Inventory	FY05: 1,328	FY06: 1,328
<u>Description:</u> Ensure the Department and the City keep an accurate account of all hardware (including faxes and printers), both in use and in storage.	<u>Output:</u> # of items recorded in inventory (Computers, Printers, and Faxes for City and School Department)	
Purchase Software and Licenses	FY05: 340	FY06: 340
<u>Description:</u> Ensure all software needed by City's employees and departments are provided for and fully authorized by vendors and patent holders.	<u>Output:</u> # of licenses obtained (Actual Number of User Licenses)	
Sign Contracts and Track Vendors	FY05: 5	FY06: 5
<u>Description:</u> Obtain competitive contracts with outside vendors for products and/or services at a cost that is comparable to the state contract rate.	<u>Output:</u> # of contracts signed (Contracts signed for major projects)	
Procure Hardware and Software	FY05: 37	FY06: 40
<u>Description:</u> Assist City employees and departments in planning and making purchases.	<u>Output:</u> # of orders processed (FY05 based on actual YTD through 4-20)	
Purchase Hardware and Supplies and Manage Vendors	FY05: 25	FY06: 20
<u>Description:</u> Obtain the necessary hardware and supplies to facilitate the work of City's employees.	<u>Output:</u> # of vendors whom IT has contracts with (FY05 actual number - expected to decrease in FY06)	

PROGRAM COST AND ACTIVITIES

Obtain E-rate Status for Schools

FY05: 632,508

FY06: 63,000

Description: Obtain e-rate status for schools that qualify.

Output: Dollars received back from e-rate (for phone, internet, etc.) (Dollars received from E-rate expected to decrease in FY06 because most of the infrastructure is complete. It is difficult to get erate funding and the rules are currently changing.)

ORG 2110: INFORMATION TECHNOLOGY

PROGRAM COST AND ACTIVITIES

PROGRAM: SPECIAL PROJECTS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> <i>Number of Projects Completed within FY05 (Based on actual Number of projects completed in FY05)</i>	239	300
<u>Cost:</u>	\$225,118.95	\$289,930.87
<u>Output Cost:</u>	\$941.92	\$966.43
<u>FTEs:</u>	2.85	2.85
<u>Outcome 1:</u> <i>% of projects completed on time</i>		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Convert and upgrade all financial and in-house applications to a web-based system. Expected completion mid February 2006.
2. Create two financial systems to ensure disaster recover. When available, locate one of the systems at the Powderhouse building.
3. Rebuild a marriage database by October 2005.
4. Consolidate the License, Board of Health, Inspectional Services, and Fire Prevention to one database by April 2006.
5. Resolve the School systems PO and the City sides' financial system to use an interface that goes into the Rec System for validation by mid March 2006.
6. Assess the City's GIS needs and develop a plan to further GIS capabilities, specifically for Police, Fire, DPW, Traffic and Parking, and SomerStat.
7. Provide the Police and Fire departments with an IT support person.
8. Develop and roll out Personnel payroll iDC module.
9. 311 Technology - Upload address database to iDC CRM system.
10. Assess the progress made from FY05 goals and develop a plan to complete these goals.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Plan and Review Projects	FY05: 300	FY06: 350
<u>Description:</u> <i>Assist with planning activities, define the goals and outcomes of a project, and review existing plans to ensure projects are successfully implemented.</i>	<u>Output:</u> # of projects planned ()	
Implement Projects	FY05: 239	FY06: 300
<u>Description:</u> <i>Complete specific projects or deliverables within long-term projects that will improve the operations and performance of City departments.</i>	<u>Output:</u> # of projects completed ()	

DEPARTMENT OVERVIEW

MISSION STATEMENT: 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 strives to conduct fair and orderly elections by distributing and administering nomination papers and petitions, certifying signatures, preparing ballots, staffing polling locations, maintaining voting machines, training wardens and clerks, tabulating votes, publishing official results of all elections, and ensuring candidates' compliance with Campaign Finance laws and the Somerville Ethics Ordinance. The Department also administers the annual City census.

DEPARTMENT ORGANIZATION: The Elections Department has four full-time staff, the Chairman, two Unit A employees, and a senior clerk. In addition, the Elections Department has one part-time clerical employee who works three mornings a week at the rate of \$10.00 per hour.

FY05 ACCOMPLISHMENTS: We have succeeded in accomplishing our three stated goals for FY05.

1. We had in-depth training sessions for Wardens and Clerks to help them implement the changes in election procedures outlined in the Help America Vote Act. They performed very well in the unusually high-volume Presidential Election.
2. We succeeded in speeding up the reporting of results on election nights.
3. We set up a network of drop boxes across the city for citizens to drop off their census forms. The feedback has been very positive.

In addition to accomplishing our stated goals, we refurbished our old wooden ballot boxes, which we hope to put on display this coming year. We also successfully conducted two state elections, one of which had a serious write-in candidate, posing a set of unique challenges. The Elections Department set up voting booths at City Hall for absentee voting. Further, the Elections Department monitored numerous elections held in various Somerville Housing Authority buildings. These activities have been successful. Every deadline, mandated by the City Charter, Federal and State Laws pertaining to Census, and Nominations and Elections, was met. The Elections Department also successfully weathered an avalanche of voter registrations for the Presidential Election.

FY06 DEPARTMENT PRIORITIES: In FY06 the Elections Department intends to survey other communities to gain a better understanding of how they conduct their census. Also, the Elections Department will make effective use of publicity to improve census response and increase voter awareness of registration deadlines and election dates. Part of this publicity campaign will include having election staff learn how to manipulate our web page, making sure all information is current and useful to citizens.

The Help America Vote Act has placed additional technical duties and procedures upon poll workers such as identification requirements and provisional balloting – with different forms for different situations. Therefore, we will intensify recruiting efforts and training for poll workers to improve performance on election days. In addition, the Help America Vote Act mandates a handicapped-accessible voting machine in each precinct by the 2006 state elections. IN FY06, we will prepare to meet that deadline.

DEPARTMENT OVERVIEW

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: Using the website to educate citizens regarding election dates and registration deadlines will help move citizen interactions to the website, thereby helping to "Revolutionize Customer Service". The Elections Department will also help "Professionalize City Planning and Management" by holding more departmental trainings, allowing staff to be more equipped in their daily functions.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): This year, for the first time, the Elections Department sent their printing jobs to Somerville High School. This reduced the estimated printing costs and will allow us to return the extra funds to the City.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): The Help America Vote Act will allow us to send out some of our mailings at the non-profit rate in FY06. This will help us lower our postage costs. However, in FY06, our printing costs will be increased. In this local election year, the City is responsible for paying for the ballots.

COST ALLOCATION METHODOLOGY: Salaries were allocated by estimating the amount of time employees spend on each program. Additional Personal Services spending was allocated equally between the four programs. Each line item in ordinary maintenance was allocated by percent spent in each program. In addition, administration costs were folded into the programs.

ORG 3501 ELECTIONS

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	186,385	191,490	93,236	192,719
51115 SALARIES - MONTHLY	6,166	6,530	1,813	6,530
51200 SALARIES & WAGES TEMPOR'Y	60,615	55,000	46,105	85,300
51300 OVERTIME	35,168	18,000	20,018	64,592
51410 LONGEVITY	1,650	1,700	850	2,175
51532 HOLIDAYS - S.M.E.A.		1,030	520	523
51540 PERFECT ATTENDANCE	350		800	
51691 OTHER LUMP SUM PAYMENTS		350	350	350
51920 SICK LEAVE BUYBACK	5,402			
51930 UNIFORM ALLOWANCE	350			
TOTAL P-ACCT 51000	296,086	274,100	163,692	352,189
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT				
52620 REPAIRS-TOOLS & EQUIPMENT	443	500	73	500
52710 RENTALS-BUILDINGS	126	319	420	750
52730 RENTAL VEHICLES				
52760 RENTALS OFFICE EQUIPMENT				
53000 PROFESSIONL & TECHNCL SVC	16,421	11,500	5,063	18,000
53060 ADVERTISING	3,035	4,000	2,340	8,000
53135 COURT FEES	275			
53140 POLICE DETAIL				
53200 TUITION				
53420 POSTAGE	22,614	21,675	102	21,675
54200 OFFICE SUPPLIES	2,769	3,500	1,271	3,500
54201 OFFICE EQUIPMENT			1,864	
54210 PRINTING & STATIONERY	14,192	8,000	5,009	17,000
54221 COMPUTER EQUIPMENT				
54230 PHOTOCOPYING				
54240 BOOKS & BOOKBINDING	369	3,000	1,482	2,000
54900 FOOD SUPPLIES & REFRESHMT	574	450	1,891	800
57100 IN STATE TRAVEL	685	600	107	600
57300 DUES AND MEMBERSHIPS	30	125	30	130
57400 INSURANCE PREMIUMS				
57870 CENSUS	4,458	6,000		6,001
57873 SPECIAL ELECTION				
TOTAL P-ACCT 52000	65,991	59,669	19,652	78,956
TOTAL ORG 3501 FUNDING REQUIRED	362,077	333,769	183,344	431,145

ELECTIONS

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
CHAIRMAN	Nicholas P Salerno	N	1,076.74	55,990.48	56,205.83	56,205.83
DEP ELEC COMM	Louise A McCarthy	R	1,045.77	54,380.04	54,589.19	55,773.35
ASST ELEC COMM	Edna J Murray	N	945.68	49,175.36	49,364.50	50,153.64
Senior Clerk	Jean K Rogers		623.75	32,435.00	32,559.75	33,634.50
		N				
ELECTION COMM	VACANT		181.38	2,176.56	2,176.56	2,176.56
ELECTION COMM	BEDDINGFIELD, LAURINDA		181.38	2,176.56	2,176.56	2,176.56
ELECTION COMM	ALIBRANDI, ANTHONY J		181.38	2,176.56	2,176.56	2,176.56
					199,248.95	202,296.99
SALARIES	192,719.27					
SALARIES - MONTHLY	6,529.68					
SALARY & WAGES TEMPORARY	85,300.00					
SMEA HOLIDAY	523.04					
OVERTIME	64,592.00					
LONGEVITY	2,175.00					
OTHER LUMP SUM	350.00					
TOTAL	352,188.99					

ORG 3501: ELECTION COMMISSION

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
ANNUAL CENSUS			
PERSONAL SERVICES	\$ 67,094.12	\$ 42,078.89	\$ 90,864.50
ORDINARY MAINTENANCE	\$ 31,316.25	\$ 2,819.14	\$ 32,416.25
TOTAL APPROPRIATIONS TO PROGRAM	\$ 98,410.37	\$ 44,898.03	\$ 123,280.75
<i>FTE FROM APPROPRIATIONS</i>	<i>1.05</i>		<i>1.05</i>
VOTOR REGISTRATION/ ABSENTEE BALLOTS			
PERSONAL SERVICES	\$ 59,814.75	\$ 37,767.85	\$ 83,551.13
ORDINARY MAINTENANCE	\$ 680.00	\$ 627.98	1,520
TOTAL APPROPRIATIONS TO PROGRAM	\$ 60,494.75	\$ 38,395.83	\$ 85,071.13
<i>FTE FROM APPROPRIATIONS</i>	<i>0.95</i>		<i>0.95</i>
ELECTION MANAGEMENT			
PERSONAL SERVICES	\$ 110,781.42	\$ 64,548.05	\$ 134,606.87
ORDINARY MAINTENANCE	\$ 27,062.75	\$ 15,590.20	\$ 49,978.75
TOTAL APPROPRIATIONS TO PROGRAM	\$ 137,844.17	\$ 80,138.25	\$ 184,585.62
<i>FTE FROM APPROPRIATIONS</i>	<i>1.65</i>		<i>1.65</i>
PUBLIC RECORDS			
PERSONAL SERVICES	\$ 36,409.37	\$ 19,297.22	\$ 59,867.48
ORDINARY MAINTENANCE	\$ 610.00	\$ 614.68	\$ 890.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 37,019.37	\$ 19,911.90	\$ 60,757.48
<i>FTE FROM APPROPRIATIONS</i>	<i>0.35</i>		<i>0.35</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS			
<i>FTE FROM APPROPRIATIONS</i>			
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 333,768.66	\$ 183,344.01	\$ 453,694.98
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>4.00</i>		<i>4.00</i>

ORG 3501: ELECTION COMMISSION

PROGRAM COST AND ACTIVITIES

PROGRAM: ANNUAL CENSUS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Total Responses to Annual Census (Based on estimate)	28,000	32,000
<u>Cost:</u>	\$98,410.37	\$123,280.75
<u>Output Cost:</u>	\$3.51	\$3.85
<u>FTEs:</u>	1.05	1.05
<u>Outcome 1:</u> % of Somerville residents who responded to Census mailers		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Increase census response above 50%
2. Ensure an accurate voting list on Election day by lowering the number of inactive voters.
3. Survey 5 cities/towns to gain a better understanding of how they conduct their annual census. For example, find out about postage, pre-paid envelopes, follow-up mailings, design, etc.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Identify Multi Units and Process Multi-Unit Census Forms	FY05: 2,500	FY06: 2,500
<u>Description:</u> Identify multi-unit housing in the City of Somerville, prepare lists, and send packets. Process census forms from multi-unit landlords. Monitor compliance.	<u>Output:</u> # of forms processed (Estimate)	
Process Census Forms	FY05: 18,500	FY06: 20,000
<u>Description:</u> Process all census forms that are received, compile an accurate population count of Somerville residents, and maintain an accurate voting list.	<u>Output:</u> # of census forms received (Estimate)	
Design and Mail Census Forms	FY05: 37,000	FY06: 37,000
<u>Description:</u> Select a vendor to design annual census forms. Mail out new census forms to all Somerville residents.	<u>Output:</u> # of census forms mailed (Actual)	
Design and Mail Follow-up Postcards	FY05: 17,500	FY06: 17,500
<u>Description:</u> Select a vendor to design and mail follow-up postcards.	<u>Output:</u> # of postcards mailed (Estimate)	
Process Follow-up Mailing	FY05: 9,500	FY06: 9,500
<u>Description:</u> Process all follow-up census/voter postcards that are received. Increase the accuracy of the voting list.	<u>Output:</u> # of postcards received (Estimate)	

ORG 3501: ELECTION COMMISSION

PROGRAM COST AND ACTIVITIES

PROGRAM: VOTER REGISTRATION/ ABSENTEE BALLOTS

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of absentee ballots processed (Based on paper tally)	2,430	2,400
<u>Cost:</u>	\$60,494.75	\$85,071.13
<u>Output Cost:</u>	\$24.89	\$35.44
<u>FTEs:</u>	0.95	0.95
<u>Outcome 1:</u> % of voters who request an absentee ballot and receive the application and ballot on time		
<u>Outcome 2:</u> -	-	-

PROGRAM FY06 GOALS

1. Begin a new campaign to publicize voter registration deadlines through flyers, banners, church group announcements, etc.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Maintain Voter Database	FY05: 56,319	FY06: 30,000
<u>Description:</u> Process new voter registrations, register changes of address and party affiliation, and delete ineligible voters from the database.	<u>Output:</u> # of new voter registrations received, changes, and deletions from database (Software)	
Mail Absentee Ballot Applications and Process Completed Applications	FY05: 2,500	FY06: 2,500
<u>Description:</u> Mail applications to all Somerville residents requesting an absentee ballot and make the application accessible on-line. Process completed absentee ballot applications.	<u>Output:</u> # of Absentee Ballot applications and ballots received (Paper Tally)	
Mail and Process Absentee Ballots	FY05: 2,430	FY06: 2,400
<u>Description:</u> Mail Absentee Ballots in a timely manner to all eligible Somerville residents unable to vote within the City limits on Election Day.	<u>Output:</u> # of Absentee Ballots received and in-person early votes. (Paper Tally)	

ORG 3501: ELECTION COMMISSION

PROGRAM COST AND ACTIVITIES

PROGRAM: ELECTION MANAGEMENT

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of Precincts * Number of Elections (Based on 21 Precincts * 3 Elections for FY05; 21 Precincts * 4 Elections for FY06)	63	84
<u>Cost:</u>	\$137,844.17	\$184,585.62
<u>Output Cost:</u>	\$2,188.00	\$2,197.44
<u>FTEs:</u>	1.65	1.65
<u>Outcome 1:</u> % of precincts opening on time on Election day		
<u>Outcome 2:</u> % of precincts appropriately staffed with workers and supplies	-	-

PROGRAM FY06 GOALS

1. Ensure all resources are in place prior to election day.
2. Increase poll worker training.
3. Decrease number of voter complaints in comparison to FY05.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Prepare and Process Nomination and Petition Papers and Provide Candidate Education and Services	FY05: 1,000	FY06: 2,000
<u>Description:</u> Prepare, process, and review nomination and petition papers. Provide candidates with rules and regulations governing elections.	<u>Output:</u> # of nomination and petition forms prepared and processed (Estimate)	
Coordinate Poll Workers	FY05: 300	FY06: 400
<u>Description:</u> Recruit, train, and place election workers on Election Day. Facilitate a fair voting process.	<u>Output:</u> # of election workers recruited and trained (FY05: 150 poll workers * 2 elections)	
Provide Supplies for Precinct Wardens	FY05: 21	FY06: 21
<u>Description:</u> Assemble and deliver necessary supplies to each of the precinct wardens for use on Election day.	<u>Output:</u> # of supply kits provided (Estimate)	
Operate Election Call Center and Monitor Voting Areas	FY05: 1,500	FY06: 1,500
<u>Description:</u> Respond to technical assistance needs of poll workers and to all election-related inquiries. Ensure all registered voters can vote in a timely manner, without interference.	<u>Output:</u> # of calls responded to (Estimate)	
Review Precinct Returns	FY05: 150	FY06: 300
<u>Description:</u> Verify that all important documents have been returned, audit results in the 21 precincts, and tally the 21 precincts for citywide results.	<u>Output:</u> # of documents verified (Actual)	
Process Provisional Ballots and Transmit Official Results	FY05: 30,430	FY06: 25,000
<u>Description:</u> Audit final vote counts for accuracy and transmit official results to Secretary of State (Federal and State Elections) or City Clerk (City Elections)	<u>Output:</u> # of votes cast (Estimate)	

ORG 3501: ELECTION COMMISSION

PROGRAM COST AND ACTIVITIES

PROGRAM: PUBLIC RECORDS

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Types of records kept (Based on 3 types of files kept electronically; 9 types of records kept on hardcopy)	12	12
<u>Cost:</u>	\$37,019.37	\$60,757.48
<u>Output Cost:</u>	\$3,084.94	\$5,063.12
<u>FTEs:</u>	0.35	0.35
<u>Outcome 1:</u> % of Somerville residents satisfied with their access to public information		
<u>Outcome 2:</u> -		

PROGRAM FY06 GOALS

1. Organize last three years of Ethic Commission records into one location.
2. Answer requests for public records in ten days.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Maintain Election Results Records	FY05: 42	FY06: 84
<u>Description:</u> Maintain election day records for at least two years following an election.	<u>Output:</u> # of election records maintained - Tally books (21 tally books for each election: FY05 - 2 Elections; FY06 - 4 Elections)	
Answer Requests for Public Information	FY05: 500	FY06: 500
<u>Description:</u> Make information in the public record available to Somerville residents in a helpful and timely manner.	<u>Output:</u> # of information requests filled (Estimate)	
Monitor Campaign Finance Reporting and Maintain Records	FY05: 50	FY06: 150
<u>Description:</u> Enforce compliance of campaign finance disclosure laws by collecting and reviewing candidate campaign finance reports. (Set filing schedule, review files, set up schedule, receive forms, and monitor for accuracy and compliance).	<u>Output:</u> # of requests to candidates to submit reports (Estimate)	
Maintain Ethics Commission Records	FY05: 50	FY06: 50
<u>Description:</u> Collect, review, and maintain records requested by the Ethics Committee.	<u>Output:</u> # of records collected (Estimate)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: Mandated by Massachusetts General Law (MGL), Chapter 115, the Department of Veteran's Services advocates on behalf of Somerville's wartime veterans, provides them with quality support services, and directs an emergency financial assistance program for those veterans and their dependents that are in need. The primary function of the Department is to administer a benefits program which provides monetary aid to qualified veterans and/or their dependents for food, clothing, shelter, utilities, house supplies, personal needs, insurance, fuel, telephone, and transportation, as well as medical, dental, hospital, nursing home care and burial allowances. The cost of the benefits program is reimbursed by the State at the rate of \$0.75 for every City dollar expended. In addition, the Department of Veteran's Services assists veterans in processing applications for Federal benefits. The Veterans Department, in conjunction with the Mayor's Office and the Somerville Allied Veterans Council, also coordinates public events on Veterans' Day and Memorial Day, and coordinates other ceremonies and dedications that take place throughout the year.

DEPARTMENT ORGANIZATION: The Veteran's Department has two employees: Frank P. Senesi, Director and Kathleen M. Carey, Principal Clerk.

FY05 ACCOMPLISHMENTS: In FY05, the Veteran's Services Department worked to provide prompt and caring service to our needy veterans and their dependents. Our success is seen in the number of veterans whom we serve. In this past fiscal year, the Veterans Department enrolled more than 100 veterans in the VA Health Care System by assisting them with their application and follow-up with the VA, assisted over 100 veterans in filing claims for compensation and/or pension with Veterans Affairs, and assisted families of veterans who have died with funeral arrangements and possible financial assistance when needed.

In addition to our daily efforts to support veterans, we successfully completed the Sgt. Henry O. Hansen Park in June 2004, with the dedication held on June 13, 2004. This project was significant to the family of Sgt. Hansen and the City. The Veteran's Services Department completed restoration work, including restoration of all the glass panels and repairs to the walls and stairs, on the World War II Honor Roll at Central Hill. We had a new plaque installed at the George Dilboy bust in front of City Hall, which gave this veteran the recognition he deserves as a Medal of Honor recipient of World War I. This was done in conjunction with Greek Independence Day on March 19, 2005. The Memorial Day Parade was improved and enlarged by doubling the size of the units and bands in conjunction with The Mayor's Office and The Allied Veteran's Council. More citizens came to watch the parade than in years past. In an effort to continue improving the annual Memorial Day Parade, we opened up a revolving fund to raise money to help defray the cost of both the annual Memorial Day Parade and restoration of monuments and memorials throughout the City.

FY06 DEPARTMENT PRIORITIES: In FY06, we aim to continue our efforts of FY05 by continuing to provide prompt and caring service to our needy veterans and their dependents under MGL Chapter 115. We will continue to enroll as many veterans as possible in the VA Health Care System and continue to assist veterans in filing claims for compensation or pension with Veterans Affairs. Also, we will continue to assist veteran's families with financial assistance when a veteran passes away. In addition, in FY06 the Veteran's Services

DEPARTMENT OVERVIEW

Department will expand the revolving fund that was started in 2005 in order to help defray the costs of the Memorial Day Parade and monument and memorial restoration.

For special projects in FY06, we are going to have the Vietnam Memorial, which is located in Union Square, moved up to the Central Hill. This will allow all the City's memorials to be together so that individuals can remember past wars and conflicts at one unified location. In addition, we will bring the Vietnam Moving Wall to Somerville. On December 9, 2005, the Veteran's Services Department will host a special a concert with the U.S. Air Force Orchestra at the Somerville High School Auditorium.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Department of Veteran's Services supports the Mayor's strategic goal to "Promote Somerville Pride and Sense of Community." The nine monuments and memorials in Somerville, along with the Memorial Day Parade, bring Somerville residents together to celebrate past and present heroes. These types of civic events build relationships and foster a sense of community. Not only does the work of the Veterans' Services Department promote Somerville pride, but also they make Somerville an exceptional place to live. The Veteran's office supports both the Mayor's Office and the citizens' wishes in a positive manner.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): There are no significant changes.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): There are no significant changes

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, the percent of time that staff spends on each program was estimated. Salaries were allocated based on these percents. Additional Personal Services' spending was divided evenly among the programs. Ordinary Maintenance spending was also divided by percent to each program.

ORG 4801 VETERAN'S BENEFITS

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	99,638	95,453	45,764	96,219
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME	941	1,000	127	1,000
51410 LONGEVITY	1,125	500	250	650
51460 OUT OF GRADE	3,388			
51520 AUTO ALLOWANCE	400	600	300	600
51532 HOLIDAYS - S.M.E.A.		721	360	373
51540 PERFECT ATTENDANCE	200		500	
51691 OTHER LUMP SUM PAYMENTS		350	350	350
51920 SICK LEAVE BUYBACK	11,295			
51930 UNIFORM ALLOWANCE	350			
TOTAL P-ACCT 51000	117,337	98,624	47,651	99,192
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT		100		100
52470 MAINT CONTRACT-OFFC EQUIP	182	200	86	200
52640 REPAIRS PARKS & PLAYGRNDS				
53000 PROFESSIONL & TECHNCL SVC	9,000		1,500	
53060 ADVERTISING	827			
53420 POSTAGE	148	600	74	600
53880 GROUNDS MAINTENANCE	2,450	3,985		3,985
54200 OFFICE SUPPLIES	529	500	401	500
54201 OFFICE EQUIPMENT				
54202 OFFICE FURNITURE				
54210 PRINTING & STATIONERY	192	380		380
54221 COMPUTER EQUIPMENT		200		200
55810 FLOWERS & FLAGS	1,622	1,800	833	1,800
55870 MAGAZINES,NEWS,SUBSCRIPTS	34	34		34
57110 IN STATE CONFERENCES	64	150		150
57300 DUES AND MEMBERSHIPS	125	135	45	135
57700 VETERANS BENEFITS	72,719	91,477	52,458	91,477
TOTAL P-ACCT 52000	87,892	99,561	55,397	99,561
TOTAL ORG 4801 FUNDING REQUIRED	205,229	198,185	103,048	198,753

VETERAN'S SERVICES

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
VETERANS DIRECTOR/AGENT	SENESI, FRANK	Y	1,136.17	31,585.53	60,121.57	60,955.47
	step 3 effective 1/12/06		1,169.51	28,536.04		
PRINCIPAL CLERK II	CAREY, KATHLEEN	Y	680.06	5,576.49	36,097.53	37,236.26
	step 3 effective 8/27/05		693.66	30,521.04		
Totals					96,219.10	98,191.74
SALARIES	96,219.10					
OVERTIME	1,000.00					
LONGEVITY	650.00					
SMEA Holiday	372.63					
AUTO ALLOWANCE	600.00					
OTHER LUMP SUM	350.00					
TOTAL	99,191.74					

ORG 4801: VETERAN SERVICES

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
Ceremonies			
PERSONAL SERVICES	\$ 10,601.98	\$ 4,489.28	\$ 10,816.75
ORDINARY MAINTENANCE	\$ 3,262.50	\$ 535.25	\$ 3,262.50
TOTAL APPROPRIATIONS TO PROGRAM	\$ 13,864.48	\$ 5,024.53	\$ 14,079.25
<i>FTE FROM APPROPRIATIONS</i>	<i>0.20</i>		<i>0.20</i>
Monument Restoration			
PERSONAL SERVICES	\$ 10,601.98	\$ 4,489.28	\$ 10,816.75
ORDINARY MAINTENANCE	\$ 3,262.50	\$ 535.25	\$ 3,262.50
TOTAL APPROPRIATIONS TO PROGRAM	\$ 13,864.48	\$ 5,024.53	\$ 14,079.25
<i>FTE FROM APPROPRIATIONS</i>	<i>0.20</i>		<i>0.20</i>
Veteran's Benefits			
PERSONAL SERVICES	\$ 45,198.03	\$ 22,118.00	\$ 45,345.15
ORDINARY MAINTENANCE	\$ 69,045.25	\$ 39,484.75	\$ 69,045.25
TOTAL APPROPRIATIONS TO PROGRAM	\$ 114,243.28	\$ 61,602.75	\$ 114,390.40
<i>FTE FROM APPROPRIATIONS</i>	<i>0.90</i>		<i>0.90</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 56,212.06	\$ 31,396.19	\$ 56,204.11
<i>FTE FROM APPROPRIATIONS</i>	<i>0.70</i>		<i>0.70</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 198,184.30	\$ 103,048.00	\$ 198,753.01
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>2.00</i>		<i>2.00</i>

ORG 4801: VETERAN SERVICES

PROGRAM COST AND ACTIVITIES

PROGRAM: CEREMONIES

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of ceremonies organized (Based on actual with projection for end of FY05.)	10	12
<u>Cost:</u>	\$13,864.48	\$14,079.25
<u>Output Cost:</u>	\$1,386.44	\$1,173.27
<u>FTEs:</u>	0.20	0.20
<u>Outcome 1:</u> % increase in number of ceremonies organized		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Improve and enlarge the Memorial Day Parade.
2. Host the U.S. Air Force Orchestra at Somerville High School on December 9th, 2005.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Coordinate Logistics

FY05: 10 **FY06:** 12

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

Output: # of events organized (Actual with Projected Events for the rest of the FY)

Market Events

FY05: 250 **FY06:** 260

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

Output: # of special invitations sent (Estimate)

Organize Participants for Ceremonies

FY05: 3,050 **FY06:** 3,200

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

Output: # of parade participants mobilized (Estimate)

ORG 4801: VETERAN SERVICES

PROGRAM COST AND ACTIVITIES

PROGRAM: MONUMENT RESTORATION

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of Veterans' related monuments and memorials residing in Somerville (Based on 8 Memorials/ 1 Cemetery)	9	9
<u>Cost:</u>	\$13,864.48	\$14,079.25
<u>Output Cost:</u>	\$1,540.49	\$1,564.36
<u>FTEs:</u>	0.20	0.20
<u>Outcome 1:</u> % of monuments in good or excellent condition		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Start a revolving fund in 2005 that will help defray the costs of the Memorial Day parade and monument and memorial restoration.
2. Move the Vietnam Memorial from Union Square to Central Hill.
3. Bring the Vietnam moving wall to Somerville.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Solicit in-kind donations	FY05: 2	FY06: 2
<u>Description:</u> Solicit in-kind donations from companies willing to donate their services or supplies to the maintenance of Somerville monuments.	<u>Output:</u> # of monuments being restored that have had resources/time donated (Actual)	
Monitor Monuments	FY05: 9	FY06: 9
<u>Description:</u> Monitor the upkeep of monuments, properly and respectfully honor veterans, and maintain the cleanliness and attractiveness of Somerville public property.	<u>Output:</u> # of monuments monitored (Number of monuments in the City of Somerville)	
Acquire Restoration Contracts	FY05: 9	FY06: 9
<u>Description:</u> Arrange contracts with companies as needed which specialize in restoring monuments.	<u>Output:</u> # of memorials and cemeteries in the City of Somerville that need or may need restoration (8 Memorials/ 1 Cemetery - Contracts as Needed)	

ORG 4801: VETERAN SERVICES

PROGRAM COST AND ACTIVITIES

PROGRAM: VETERAN'S BENEFITS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Total number of Veterans receiving aid. (Based on actual number of Veterans who received aid through FY05.)	88	100
<u>Cost:</u>	\$114,243.28	\$114,390.40
<u>Output Cost:</u>	\$1,298.21	\$1,143.90
<u>FTEs:</u>	0.90	0.90
<u>Outcome 1:</u> % of veteran's who receive their monthly aide on time		
<u>Outcome 2:</u> Total value of benefits and services received on behalf of Somerville veterans		

PROGRAM FY06 GOALS

1. Provide prompt and caring service to needy veterans and their dependents.
2. Enroll veterans in the VA Health Care System.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Deliver Checks	FY05: 21	FY06: 25
<u>Description:</u> Deliver checks to veterans and/or dependents.	<u>Output:</u> # of checks delivered per month (Actual)	
Process Paperwork to Establish Benefits	FY05: 25	FY06: 25
<u>Description:</u> Aid veterans in completing paperwork necessary to establish and maintain benefits.	<u>Output:</u> # of benefits petitions mailed per case (Average)	
Report Benefits and Activities	FY05: 16	FY06: 16
<u>Description:</u> Provide a report specifying all benefits and related activities conducted by the Veteran's services department.	<u>Output:</u> # of reports provided to State and City (Actual)	
Refer Clients to Appropriate Agencies or Organizations	FY05: 6	FY06: 6
<u>Description:</u> Refer veterans to organizations or agencies that best suit their individual needs.	<u>Output:</u> # of referrals made per case (Estimate)	
Investigate Eligibility of Veterans	FY05: 21	FY06: 25
<u>Description:</u> Investigate veterans and their activities to ensure that they are eligible for benefits.	<u>Output:</u> # of veterans investigated (Actual)	
Provide Counseling	FY05: 15	FY06: 15
<u>Description:</u> Counsel veterans and/or their dependents to accurately assess their benefit and service needs.	<u>Output:</u> # of veterans counseled (Average of 15 veteran's counseled per week)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The mission of the Treasurer/ Collector's division is to manage the City assets, including cash and receivables. Treasury ensures that all assets are accounted for and all receipts due the City are collected. In compliance with State requirements, the Treasury division reconciles cash and receivables with the City Auditor as well as reconciles City funds with our financial institutions. In addition, the Treasury division tries to maximize the return on City investments, while minimizing interest paid on City debt. Treasury also disburses all City funds in accordance with Auditing approved Warrants.

DEPARTMENT ORGANIZATION: The Treasurer / Collector's division is organized into two sections: Treasury and Collections. Within the Treasury section there are three smaller units – Payroll, Accounts Payable, and Cash Management. Within the Collector's section there are two smaller units – Billing/ Collection and Abatement/ Refunds.

FY05 ACCOMPLISHMENTS:

- 1. Online Payment of Taxes:** The Treasury division has completed the process to allow the payment of Real Estate and Personal Property taxes online. At this point, the primary users are escrow services and banks, which must use our online system to generate their payment. Some individual taxpayers are also using the online feature, with individual taxpayer usage slowly increasing. Late this fiscal year, online payment of Motor Vehicle Excise Tax was also made available to taxpayers.
- 2. Enhanced City Tax and Water Billing and Collection Software:** Working with the City's Information Technology Department, the Treasury division has made many improvements to the City's Water and Tax Receivable software. These improvements have allowed the Department to track delinquent accounts faster and easier, allowing for higher collections.
- 3. Institution of the Canadian Drug Program:** This program was initiated to try to combat the increasing percentage that health insurance costs take out of the City's operating budget. As of now, the City is on target with a breakeven point sometime late this summer, with .net savings after that point.

FY06 DEPARTMENT PRIORITIES:

- 1. Online Payment of Water and Sewer Bills:** In FY06, the Treasury division plans to have the ability to allow Water and Sewer bills to be paid online.
- 2. Increase Participation Rates in the Canadian Drug Program:** In FY06 the City hopes to increase the savings from this program by actively soliciting more City employees to sign-up and use the program. In addition, generic prescriptions coming on line this year should also increase the City's savings.

DEPARTMENT OVERVIEW

- 3. Further Enhancements to Billing and Collection Policies:** Through further changes in our software, the Treasury division will be able to expedite collection of late tax and water/sewer bills, improving the City's overall financial position. These methods consist of reinstating Water/ Sewer liens, improved Municipal Lien Certificate issuance, and faster execution of tax liens. While trying to improve the City's collection of late payments, the City will continue to offer payment agreements and Tax Deferral agreements where legal and appropriate.
- 4. Explore Additional Methods of Reducing the City Health Insurance Burden:** The City is exploring options to reduce our health insurance costs. Possibilities of incentives to move from more expensive plans to less costly plans, coupled with working with our existing carriers and employees to modify plans and contribution levels, are being reviewed.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS:

- 1. Maximize Return on Taxpayer Dollars.** By expediting collection of past due taxes and water/sewer bills, maximizing the return on City investments, and reducing the City's borrowing costs, the Treasury/ Collector's division will maximize return on taxpayers' dollars.
- 2. Improve City Performance by Using More Effective Management Tools and Demanding Accountability.** Increased improvements in internal policies and more effective software will allow for better and more cost effective decision-making. This will allow the City to react to changing financials faster and more effectively.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): There is some small savings in Personal Services due to vacancies during the Fiscal Year. Also, there are currently three outstanding postage bills due to the Deputy Collector. When these are paid, the Postage line will be in line with the Original Budget.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): Increases in Advertising costs of \$1,000 are projected, however we are looking for less expensive alternatives.

With more Tax Bills projected to go out (approximately 1,800 additional Real Estate Tax Bills), plus increased collection efforts and mailings, a \$5,000 increase for postage has been requested.

The coming year may present increases in capital projects, which will necessitate an extra \$2,000 for Certification of Notes and Bonds (issuance costs).

Increasing the number of bills issued will also increase our Printing costs by approximately \$1,000.

DEPARTMENT OVERVIEW

A \$5,000 increase in payroll processing costs is also budgeted; we are currently out to bid for payroll services.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries. For the OM budget, we split costs evenly, except in cases where purchases were directly tied to projects.

ORG 2201 TREASURER/COLLECTOR

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	427,848	481,980	227,316	478,922
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME	6,935	10,700	2,110	10,700
51410 LONGEVITY	3,650	3,900	1,950	3,900
51460 OUT OF GRADE				
51520 AUTO ALLOWANCE				
51532 HOLIDAYS - S.M.E.A.		1,856	927	931
51540 PERFECT ATTENDANCE	1,000		1,000	
51691 OTHER LUMP SUM PAYMENTS				
51920 SICK LEAVE BUYBACK	1,283			
51930 UNIFORM ALLOWANCE	1,750	1,750	1,750	1,750
TOTAL P-ACCT 51000	442,466	500,186	235,053	496,203
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	623	500	126	500
53000 PROFESSIONL & TECHNCL SVC	80	5,000	300	4,500
53020 ACCOUNTING AND AUDITING				
53060 ADVERTISING	19,136	19,000	6,171	20,000
53090 DATA PROCESSING/PAYROLL	59,097	70,000	23,280	75,000
53120 DATA PROCESSING/EXCISE				
53200 TUITION				
53201 TUITION REIMBURSEMENT DMA				
53210 EMPLOYEE TRAINING COURSES				
53420 POSTAGE	33,332	60,000	10,703	65,000
53900 SOFTWARE				
54200 OFFICE SUPPLIES	2,256	3,000	1,291	3,000
54201 OFFICE EQUIPMENT	5,604			
54210 PRINTING & STATIONERY	17,345	15,000	8,024	16,000
55870 MAGAZINES,NEWS,SUBSCRIPTS	41	200		200
57100 IN STATE TRAVEL			300	
57110 IN STATE CONFERENCES				
57300 DUES AND MEMBERSHIPS	310	450	240	450
57400 INSURANCE PREMIUMS	2,600	2,600		2,600
57401 BUILDING INSURANCE				
57820 CERT OF NOTES & BONDS	29,539	20,000	13,623	20,000
57830 LAND COURT PROCEEDINGS	11,332	11,000	4,946	13,000
TOTAL P-ACCT 52000	181,295	206,750	69,004	220,250
TOTAL ORG 2201 FUNDING REQUIRED	623,761	706,936	304,057	716,453

FINANCE DEPARTMENT- TREASURY COLLECTOR DIVISION

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
Treasurer	FOWLER, WILLIAM	N	1,360.69	1,360.69	71,028.02	71,028.02
ADMIN ASSISTANT	TOBIN, FRED	N	1,103.88	1,103.88	49,674.60	58,471.80
	Unit A In-grade Effec 5/12/06		1,107.73	1,107.73	7,975.66	
ASSISTANT COLLECTOR	DUBUQUE, LINDA	N	1,085.00	1,085.00	56,637.00	56,637.00
DEPUTY TAX COLL/ ANALYST	STIVES,KIM	N	865.38	865.38	45,172.84	45,172.84
PT TAX TITLE ATTY 25HRS	WESSLING, CAROL	N	30.97	774.25	40,415.85	40,415.85
PT Paralegal	FISH, KATHERINE	N	22.00	440.00	22,968.00	22,968.00
HEAD CLERK	SHUTE, JOAN	N	758.55	758.55	39,596.31	40,948.02
HEAD CASHIER	DEVITA, ROSETTA	N	705.49	705.49	36,826.58	37,817.68
PRINCIPAL CLERK II	MURPHY, MARY	N	693.66	693.66	36,209.05	37,547.78
PRINCIPAL CLERK II	STILLINGS, DEBORAH	N	693.66	693.66	36,209.05	37,197.78
PRINCIPAL CLERK II	RADOCHIA, CAROL	N	693.66	693.66	36,209.05	37,297.78
TOTALS					478,922.00	485,502.55

SALARIES	478,922.00
OVERTIME	10,700.00
SMEA HOLIDAY	930.55
LONGEVITY	3,900.00
UNIFORM ALLOWANCE	1,750.00
TOTAL	496,202.55

ORG 2201: TREASURY/ COLLECTOR'S DIVISION

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
Payroll Processing			
Personal Services	\$48,389.79	\$25,706.30	\$54,266.63
Ordinary Maintenance	\$65,241.51	\$24,832.04	\$79,260.00
TOTAL APPROPRIATIONS TO PROGRAM	\$113,631.30	\$50,538.34	\$133,526.63
<i>FTE From APPROPRIATIONS</i>	1.25		1.25
Accounts Payable			
Personal Services	\$27,475.05	\$14,595.68	\$30,811.83
Ordinary Maintenance	\$5,255.70	\$2,000.41	\$6,385.00
TOTAL APPROPRIATIONS TO PROGRAM	\$32,730.75	\$16,596.09	\$37,196.83
<i>FTE From APPROPRIATIONS</i>	0.74		0.74
Cash Management			
Personal Services	\$160,265.83	\$85,138.66	\$179,729.77
Ordinary Maintenance	\$19,788.11	\$7,531.70	\$24,040.00
TOTAL APPROPRIATIONS TO PROGRAM	\$180,053.94	\$92,670.36	\$203,769.77
<i>FTE From APPROPRIATIONS</i>	3.92		3.92
Billing / Collections			
Personal Services	\$163,224.12	\$86,710.21	\$183,047.34
Ordinary Maintenance	\$87,663.64	\$33,366.29	\$106,500.00
TOTAL APPROPRIATIONS TO PROGRAM	\$250,887.76	\$120,076.50	\$289,547.34
<i>FTE From APPROPRIATIONS</i>	4.20		4.20
Abatement / Refunds			
Personal Services	\$43,111.22	\$22,902.15	\$48,346.99
Ordinary Maintenance	\$3,346.03	\$1,273.56	\$4,065.00
TOTAL APPROPRIATIONS TO PROGRAM	\$46,457.26	\$24,175.71	\$52,411.99
<i>FTE From APPROPRIATIONS</i>	0.90		0.90
TOTAL APPROPRIATIONS TO DEPARTMENT	\$623,761.00	\$304,057.00	\$716,452.55
<i>TOTAL FTE FROM APPROPRIATIONS</i>	11.01	-	11.00

DEPARTMENT OVERVIEW

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

DEPARTMENT ORGANIZATION: The Auditing Department is organized into four working units: Accounting, Accounts Payable, Payroll, and Budgeting. In addition, the City Auditor serves as the Finance Director and performs the Budgeting function. Each of these units is designated as a Program. Staff allocation is as follows: Accounting - (3) Two Senior Accountants and one Grant Accountant; Payroll- (2) Payroll Supervisor and one Clerk; Accounts Payable – (5) Accounts Payable Supervisor and four clerks. The City Auditor oversees the Accounting and Budgeting functions.

FY05 ACCOMPLISHMENTS:

1. New Budget Format: The Finance Department and SomerStat engaged in a yearlong process with Harvard's Kennedy School of Government and the Rappaport Institute to convert the City's line item city budget to a program-based format. Over 60 Kennedy School students worked with Department heads to break out each department's operations into distinct activities organized into programs. Workload indicators were developed for each activity and effectiveness measures for each program. The FY06 Budget presentation allocates costs by departmental programs as well as in the traditional line-item format. This new format presents a wealth of information on the nature of the services provided, the amount of activity of each service, and the estimated cost of program provision. City officials can better see what their tax dollars buy and can make more informed budgetary decisions.

2. Grant Accounting: Auditing reclassified the duties of the Accounts Payable Accountant to establish the position of Grants Accountant. The Grant Accountant's focus on recovering all applicable benefit costs from City and school grants has saved the City over \$500,000 in health insurance, worker's compensation, and unemployment insurance costs. The Grant Accountant will review all grant applications to ensure that all City costs related to the administration of the grant are covered.

3. Implementation of BEST: Auditing and the School Department rolled out the BEST System enhancement which allows the School Department to process and distribute its own purchase orders for General Fund purchases. This system enhancement saves valuable time in the procurement and accounts payable process.

4. Payroll Enhancements: The Payroll Supervisor developed an electronic template for capturing payroll changes made by departmental clerks. Prior to this development, payroll changes were manually notated by departments and inputted into the system by the Auditing Payroll staff. Payroll trained each department on the new form. Each

DEPARTMENT OVERVIEW

department electronically submits their changes, saving valuable time, minimizing mistakes, and cutting down on data entry.

FY06 DEPARTMENT PRIORITIES:

1. Activity – Based Costing. In FY06, the City will build upon the development of the City-Wide Program Budget and begin costing out select activities in departmental budgets.

2. Human Resources/ Payroll System. An in-house Human Resources/Payroll module that links to the IDC accounting system has been budgeted for FY06 in the IT budget. If approved, Auditing will dedicate significant time to planning its implementation.

3. Indirect Cost Rate for Grants Auditing will develop an analysis to support an indirect cost rate proposal to the Federal Government for federal grants approved for Somerville. An indirect cost rate will build in all administrative and benefit costs the General Fund would normally pay for grant employees and grant administration.

4. Expand BEST to School Grants After linking the requisition system to the BEST module, BEST will be able to process School Grant payables, further creating efficiencies in the school procurement/school payable process.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR’S STRATEGIC GOALS:

- *“Maximize Return on Taxpayer Dollars”:* All of the functions in Auditing are geared to maximize return on taxpayers’ dollars. Our day-to-day scrutiny of purchase orders and questioning of transactions saves the City thousands of dollars each year. Our year-end closing procedures are vigorously enforced and generate additional free cash. We monitor departmental spending practices closely and do not approve purchases that exceed a departmental appropriation.
- *“Improve City Performance by Using More Effective Management Tools and Demanding Accountability”:* All of the procedural and system enhancements proposed in FY 06 further this goal.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): Additional Employee Training money was spent to send the Accounts Payable Supervisor to Procurement Law training offered by the Inspector General and the new accountant to UMass system training.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): Auditing has eliminated the Deputy Auditor position and replaced it with another Accountant at a lower rate of pay. The Finance Director’s differential salary was moved from the Treasurer’s Office to Auditing. All other increases in Personal Services are contractual. The Ordinary Maintenance accounting and auditing line is up due to a contractual increase in the contract with our outside Auditors, Powers &

DEPARTMENT OVERVIEW

Sullivan. This contract rate has remained level funded over the past four years. Additional money is needed in Printing & Stationary and Office Supplies for the supplies and printing of the City Budget.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries. For the OM budget, we split costs evenly, except in cases where purchases were directly tied to projects.

ORG 2101 AUDITING

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	492,979	522,626	241,194	533,539
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME	11,031	10,000	8,853	10,000
51410 LONGEVITY	7,425	7,925	3,650	8,625
51460 OUT OF GRADE				
51520 AUTO ALLOWANCE				
51532 HOLIDAYS - S.M.E.A.		3,513	1,635	1,562
51540 PERFECT ATTENDANCE	1,050		100	
51691 OTHER LUMP SUM PAYMENTS		1,750	1,750	1,750
51721 RETIREMENT INCENTIVE				
51920 SICK LEAVE BUYBACK	11,660			
TOTAL P-ACCT 51000	524,145	545,814	257,182	555,476
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT		200	30	200
52470 MAINT CONTRACT-OFFC EQUIP	525	725	145	725
52711 RENTAL - STORAGE SPACE				
52760 RENTALS OFFICE EQUIPMENT	24	400		400
53020 ACCOUNTING AND AUDITING	35,787	67,400	15,900	72,500
53060 ADVERTISING				
53180 APPRAISALS				
53210 EMPLOYEE TRAINING COURSES	439	245	1,550	550
53420 POSTAGE				
53830 MICROFILMING		300		300
53900 SOFTWARE				
54200 OFFICE SUPPLIES	7,204	2,750	386	3,000
54201 OFFICE EQUIPMENT				500
54210 PRINTING & STATIONERY	135	750		1,600
54221 COMPUTER EQUIPMENT				
54240 BOOKS & BOOKBINDING				
55830 DEPARTMENTAL REPORTS				
55870 MAGAZINES,NEWS,SUBSCRIPTS	619	302		302
57100 IN STATE TRAVEL	67			
57110 IN STATE CONFERENCES				
57300 DUES AND MEMBERSHIPS	410	700	850	700
TOTAL P-ACCT 52000	45,210	73,772	18,861	80,777
TOTAL ORG 2101 FUNDING REQUIRED	569,355	619,586	276,043	636,253

FINANCE DEPARTMENT -

AUDITING DIVISION

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
CITY AUDITOR	EDWARD BEAN	N	1,543.76	80,275.52	80,584.27	80,584.27
PV SYSTEM ACCOUNTANT	BRIAN KEVENY	Y	1,122.47	58,368.44	58,592.93	59,317.43
PV PAYROLL SUPERVISOR	KATHY HENKLE	Y	951.45	49,475.40	49,665.69	50,905.98
PV ADMN ASST	LUCILLE SIMONE	Y	828.73	43,093.96	43,259.71	45,250.45
PV ADMN ASST	JOANN DOLAN	Y	812.71	42,260.92	5,688.97	45,263.31
	Step 3 Effective 08/19/05		828.73	43,093.96	37,458.60	
GRANT ACCOUNTANT	WILLIAM O'CONNELL	Y	880.00	45,760.00	30,976.00	47,403.09
	Step 2 Effective 3/7/06		892.77	46,424.04	15,177.09	
PRINCIPAL CLERK I	JOANN LIBERATORE	Y	705.49	36,685.48	36,826.58	38,167.68
PRINCIPAL CLERK I	ANGELA KOERBER	Y	705.49	36,685.48	36,826.58	38,167.68
PV ACCTS PAYABLE SUPV	ANITA LIPMAN	N	1,036.11	53,877.72	54,084.94	54,292.16
SENIOR CLERK	JANE ANTONELLI	Y	611.52	31,799.04	17,244.86	33,739.61
	Step 3 Effective 1/15/06		623.75	32,435.00	14,970.00	
PV SYSTEM ACCOUNTANT	JOSEPH DIFRANCO	Y	994.23	51,699.96	32,411.90	52,384.36
	Step 2 Effective 02/14/06		1,008.71	52,452.92	19,770.72	
					533,538.83	545,476.02
SALARIES - 51110	533,538.83					
OVERTIME - 51300	10,000.00					
LONGEVITY - 51410	8,625.00					
OUT OF GRADE - 51460						
AUTO ALLOWANCE - 51520						
HOLIDAYS - S.M.E.A - 51532	1,562.19					
CLOTHING ALLOWANCE - 51691	1,750.00					
TOTAL	555,476.02					

ORG 2101: AUDITING DIVISION

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
ACCOUNTING			
PERSONAL SERVICES	\$ 178,703.00	\$ 88,388.00	\$ 174,771.00
ORDINARY MAINTENANCE	\$ 68,358.00	\$ 16,753.00	\$ 74,183.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 247,061.00	\$ 105,141.00	\$ 248,954.00
<i>FTE FROM APPROPRIATIONS</i>	<i>2.85</i>		<i>3.25</i>
ACCOUNTS PAYABLE			
PERSONAL SERVICES	\$ 242,244.00	\$ 107,033.00	\$ 230,157.00
ORDINARY MAINTENANCE	\$ 2,710.00	\$ 1,630.00	3,631
TOTAL APPROPRIATIONS TO PROGRAM	\$ 244,954.00	\$ 108,663.00	\$ 233,788.00
<i>FTE FROM APPROPRIATIONS</i>	<i>5.85</i>		<i>5.15</i>
PAYROLL			
PERSONAL SERVICES	\$ 103,559.00	\$ 51,221.00	\$ 102,198.00
ORDINARY MAINTENANCE	\$ 2,704.00	\$ 479.00	\$ 1,132.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 106,263.00	\$ 51,700.00	\$ 103,330.00
<i>FTE FROM APPROPRIATIONS</i>	<i>2.00</i>		<i>2.00</i>
BUDGET			
PERSONAL SERVICES	\$ 21,308.00	\$ 10,539.00	\$ 48,350.00
ORDINARY MAINTENANCE	\$ -	\$ -	\$ 1,831.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 21,308.00	\$ 10,539.00	\$ 50,181.00
<i>FTE FROM APPROPRIATIONS</i>	<i>0.30</i>		<i>0.60</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 619,586.00	\$ 276,043.00	\$ 636,253.00
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>11.00</i>	<i>-</i>	<i>11.00</i>

ORG 2101: AUDITING DIVISION

PROGRAM COST AND ACTIVITIES

PROGRAM: ACCOUNTING

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of ledger entries-accounting adjustments Estimate	4,200	4,200
<u>Cost:</u>	\$247,061.00	\$248,954.00
<u>Output Cost:</u>	\$58.82	\$59.27
<u>FTEs:</u>	2.85	3.25
<u>Outcome 1:</u> Clean Opinion from Outside Auditors		
<u>Outcome 2:</u> Production of Annual Capital Improvement Plan		

PROGRAM FY06 GOALS

1. Standardize accounting procedures for grants. Monitor departmental reimbursement requests to grantor.
2. Maintain fixed asset module on a weekly basis.
3. Redesign cash and receivable reconciliation process with Treasury.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Produce External Financial Reports	FY05: 4	FY06: 4
<u>Description:</u> Produce financial reports for the Massachusetts Department of Revenue and outside Auditors to comply with Massachusetts state law. (Schedule A, "free cash", Recap Sheet, Audit)	<u>Output:</u> # of reports issued (Estimate)	
Reconcile Cash and Receivables	FY05: 78	FY06: 78
<u>Description:</u> Reconcile cash and receivables between the treasurer and the auditing records to ensure timely and accurate external and internal reporting.	<u>Output:</u> # of reconciliations completed (Estimate)	
Maintain General and Subsidiary Ledgers	FY05: 1,358	FY06: 1,398
<u>Description:</u> Ensure financial transactions are properly classified within the general and various sub ledgers in order to ensure timely and accurate external and internal reporting.	<u>Output:</u> # of entries posted (Estimate)	
Produce Internal Financial Reports	FY05: 26	FY06: 38
<u>Description:</u> Provide revenue and expenditure information to department heads in order to maintain accurate, up to date records of the departments' finances and ensure a smooth month and year end close	<u>Output:</u> # monthly reports issued (Estimate)	

ORG 2101: AUDITING DIVISION

PROGRAM COST AND ACTIVITIES

PROGRAM: ACCOUNTS PAYABLE

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of Accounts Payable Transactions Estimate	19,702	19,702
<u>Cost:</u>	\$244,954.00	\$233,788.00
<u>Output Cost:</u>	\$12.43	\$11.86
<u>FTEs:</u>	5.85	5.15
<u>Outcome 1:</u> % of vouchers processed within 10 business days Estimate	80%	85%
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Plan and implement the incorporation of school grants into the BEST System.
2. Re-engineer contract approval process between Auditing, Purchasing, and Legal to cut down time lag.
3. Develop on-line forms repository for easy access by Departments.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Review and Approve Contracts	FY05: 336	FY06: 340
<u>Description:</u> Ensure sufficient funds are available prior to Auditor's certification of the contract.	<u>Output:</u> # of contracts approved (Estimate)	
Process Vendor Warrant	FY05: 11,807	FY06: 11,807
<u>Description:</u> Produce the weekly warrant after determining that all vendor invoices submitted by departments meet the requirements of the Mass. General Laws and generally acceptable auditing standards.	<u>Output:</u> # of invoices processed (Estimate)	
Maintain Vendor File	FY05: 325	FY06: 325
<u>Description:</u> Maintain all files in order that information regarding payments to vendors for goods/services is current and accurate	<u>Output:</u> # of file maintenance postings (Estimate)	
Review Purchase Requisitions	FY05: 3,500	FY06: 3,500
<u>Description:</u> Analyze purchase requisitions to determine that the purchase is legally allowable, charged to the correct ledger account, and that the funds are available...	<u>Output:</u> # of purchase orders approved (Estimate)	

ORG 2101: AUDITING DIVISION**PROGRAM COST AND ACTIVITIES****PROGRAM: PAYROLL**

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of Payroll Transactions Estimate	7,600	7,800
<u>Cost:</u>	\$106,263.00	\$103,330.00
<u>Output Cost:</u>	\$13.98	\$13.24
<u>FTEs:</u>	2.00	2.00
<u>Outcome 1:</u> % of payrolls reviewed and authorized within 2 days Estimate	97%	99%
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Develop a payroll training module for departmental clerks.
2. Issue regular sick and vacation usage reports to Personnel Department.
3. Plan implementation of the IDC payroll/HR system.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Customer Service	FY05: 175	FY06: 175
<u>Description:</u> Respond to routine employee inquiries about pay, benefits, etc. so that customers are knowledgeable and satisfied.	<u>Output:</u> # of employee inquiries responded to (Estimate)	
Maintain payroll system and ledger	FY05: 825	FY06: 825
<u>Description:</u> Update payroll system with data for all new payroll events and record changes to the general ledger	<u>Output:</u> # of journal entries (Estimate)	
Process Weekly and Monthly Payroll	FY05: 2,250	FY06: 2,280
<u>Description:</u> Ensure employees are paid timely and accurately	<u>Output:</u> # of payroll reports issued (Estimate)	
Reconcile Year End Activities	FY05: 30	FY06: 30
<u>Description:</u> Conduct adjustments and analysis so that all payroll records are reconciled at the end of the year.	<u>Output:</u> # of reconciliations completed. (Estimate)	

ORG 2101: AUDITING DIVISION

PROGRAM COST AND ACTIVITIES

PROGRAM: BUDGET

Description: Develop annual operating and capital budgets. Monitor revenues and expenditures in accordance with Chapters 40 and 44 of the M.G.L.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of Process Budgetary Transfers Estimate	1,982	1,982
<u>Cost:</u>	\$21,308.00	\$50,181.00
<u>Output Cost:</u>	\$10.75	\$25.31
<u>FTEs:</u>	0.30	0.60
<u>Outcome 1:</u> Production of Annual City Budget		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Develop framework for activity based costing and target departments for implementation.
2. Re-evaluate five year CIP and move to implement priority elements.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Develop Annual Operating Budget	FY05: 0	FY06: 0
<u>Description:</u> Work with City Departments to develop an annual operating budget based upon realistic projections of revenue, expenditures, and long-term liabilities	<u>Output:</u> (Estimate)	
<hr/>		
Develop Annual Capital Improvement Plan	FY05: 0	FY06: 0
<u>Description:</u> Work with City departments to update the Capital Improvement Plan based on changing needs and realistic projections of sustainable debt service..	<u>Output:</u> (Estimate)	
<hr/>		
Process Budgetary Transfers	FY05: 1,982	FY06: 1,982
<u>Description:</u> Review and process line-item transfers in order that funds can be transferred between departmental line items in a timely fashion.	<u>Output:</u> # of transfers approved (Estimate)	
<hr/>		
Monitor Annual and Capital Budget	FY05: 0	FY06: 0
<u>Description:</u> Ensure departmental operating and capital spending remain within appropriated levels.	<u>Output:</u> (Estimate)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Purchasing Department's goal is to obtain the best price in procuring supplies, services, and facilities for City Departments. The Purchasing Department is also responsible for obtaining the most revenue for the disposition of the City's surplus supplies and the lease of City-owned real property. The Purchasing Department's functions can be described as both a service function and as a control function. The service function involves assisting other departments in obtaining the highest quality of services and supplies for the best price. The control function ensures that the City is complying with all state statutes and local ordinances as well as flagging areas for potential abuse. In addition, the Purchasing Department is responsible for ensuring that the City's specifications and contract terms and conditions are written to provide effective contract administration for Department heads and to keep records of vendor performance.

DEPARTMENT ORGANIZATION: The Purchasing Department consists of three full time employees: a director, an assistant director, and a principle clerk. Purchasing Department Services have been divided into five functional areas. Responsibilities for each program are divided among Purchasing Department staff.

FY05 ACCOMPLISHMENTS:

1. Organization of Electronic Files: All of the Department's electronic solicitation and contract records have been successfully organized into both Microsoft Windows folders and a Microsoft Access database. These records are in a common folder shared by all Purchasing Department staff and all records are easily searchable.

In addition a forms database has been established for all boilerplate contracts, IFBs and RFPs. This allows staff to create new solicitations from established forms and standardizes the procurement process.

2. Examine current practices and restructure the department to maximize efficiency: Certain antiquated practices have been eliminated or re-organized. For example, the Department eliminated a dated form that was required for vendors to be placed on the Department's vendor list. Vendors may now simply fax, mail, or e-mail company contact information to be placed on the Department's vendor list.

The Department was also successful in eliminating an ordinance that required the solicitation of three price quotes for surplus valued at less than \$500. The elimination of this ordinance allows us to post low dollar value surplus on the Web.

3. Implement a procurement planning process: Each department's recurring purchases are identified as such in a Microsoft Access database. Procurement documents for both planned and unplanned purchases are hyper-linked in a Microsoft Access database to help expedite the process of putting procurement solicitations together.

DEPARTMENT OVERVIEW

4. Improve specifications in IFBs, RFPs, and request for price quote documents to improve the delivery of supplies and services to the City: Specifications previously used by the City have been edited and revised. Performance measures have been incorporated into some contracts and have improved performance. One example is the stationary printing contract procured in July 2004. The previous stationary printing vendor took several weeks to provide stationary after an order. Performance measures were added to the specifications and the contract was put out to bid. Now, the current stationary printing vendor delivers business cards in a matter of days and is performing better than the terms required in the contract. The new towing and trash contracts also include performance measures and both include payment penalties for not meeting performance measures.

FY06 DEPARTMENT PRIORITIES:

1. Maximize Return on Taxpayer Dollars. In FY06, the Purchasing Department will continue to maximize competition for City contracts. The ability to now post IFBs and RFPs on the City's web site should help with reaching interested vendors nationwide. In addition, the ability to now download solicitations from the City's web site will save on printing and mailing costs.

2. Improve City Performance by Using More Effective Management Tools and Demanding Accountability. In FY06, the Purchasing Department would like to establish a vendor performance evaluation system. Ideally, it would be an electronic MS Access database form for department managers to fill out when a contract is completed. This will give us a tool to reject vendors who perform poorly on City contracts, yet continue to submit bids for City contracts.

3. Professionalize City Planning and Management. In FY06, the Purchasing Department would like to develop a standardized specification development tool for department heads. This may be combined with training on drafting specifications.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Purchasing Department's goals support the Mayor's Priorities to:

- "Promote Economic Development";
- "Improve City Performance by Using more Effective Management Tools and Demanding Accountability";
- "Professionalize City Planning and Management".

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): No significant changes.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): The significant changes include a step increase for the Principal Clerk, an increase of \$1,500 to the cost of spring water delivery for City Departments, a reduction in advertising of \$4,000, an increase in tuition of \$100, an increase in office equipment of \$1,500, and an increase to subscriptions of \$225. All of these

DEPARTMENT OVERVIEW

adjustments are to better reflect actual costs with the exception of the last two items. The increase in office equipment is to purchase a new fax machine for the Department. The Department's current fax machine frequently breaks down resulting in having missed facsimiles and having to call people to re-fax items not received. The increase in subscriptions is to include a subscription to the *Central Register*, which is the legally required state publication for the advertisement of public construction projects.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries. For the OM budget, we split costs evenly, except in cases where purchases were directly tied to projects.

ORG 2001 PURCHASING

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	85,974	140,129	65,792	145,922
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME	499			
51410 LONGEVITY	425			250
51460 OUT OF GRADE				
51520 AUTO ALLOWANCE				
51532 HOLIDAYS - S.M.E.A.		272	128	136
51540 PERFECT ATTENDANCE			300	
51691 OTHER LUMP SUM PAYMENTS		350	350	350
51920 SICK LEAVE BUYBACK	5,964			
TOTAL P-ACCT 51000	92,862	140,751	66,570	146,658
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	194	250		250
52470 MAINT CONTRACT-OFFC EQUIP	657	600	312	600
52760 RENTALS OFFICE EQUIPMENT	5,736	5,500	1,213	7,000
53000 PROFESSIONL & TECHNCL SVC				
53060 ADVERTISING	6,844	12,000	5,339	8,000
53200 TUITION		350	300	400
53420 POSTAGE				
54200 OFFICE SUPPLIES	5,100	6,500	3,047	6,500
54201 OFFICE EQUIPMENT		300		1,700
54210 PRINTING & STATIONERY	4,337	200	70	145
54220 COMPUTER SUPPLIES	5			
54240 BOOKS & BOOKBINDING		150		150
55870 MAGAZINES,NEWS,SUBSCRIPTS	73	100		325
57100 IN STATE TRAVEL				
57300 DUES AND MEMBERSHIPS	150	150	150	150
TOTAL P-ACCT 52000	23,096	26,100	10,431	25,220
TOTAL ORG 2001 FUNDING REQUIRED	115,958	166,851	77,001	171,878

FINANCE DEPARTMENT - PURCHASING DIVISION

Position	Name	C Existing	S Rate	Rate	Base	TOTAL
DIRECTOR	HAYWARD, ELIZABETH	N	1,153.85	60,000.20	60,230.97	60,230.97
ASST. DIRECTOR	KAREN MANCINI	N	961.53	49,999.56	50,191.87	50,191.87
PV PRINCIPAL CLK II	ANGIULO, JEAN	Y	680.06	35,363.12	35,499.13	35,635.14
					145,921.97	146,057.98

SALARIES	145,921.97
SALARIES & WAGES TEMP	
LONGEVITY	250.00
CLOTHING ALLOWANCE	350.00
SMEA HOLIDAY	136.01
TOTAL	146,657.98

ORG 2001: PURCHASING DIVISION

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
Prepare Formal Solicitations for Large Procurements			
PERSONAL SERVICES	\$ 140,760.00	\$ 66,570.00	\$ 146,658.00
ORDINARY MAINTENANCE	\$ 26,100.00	\$ 10,434.00	\$ 25,220.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 166,851.00	\$ 77,001.00	\$ 171,878.00
<i>FTE FROM APPROPRIATIONS</i>	3.45	3.45	3.45
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 166,851.00	\$ 77,001.00	\$ 171,878.00
<i>TOTAL FTE FROM APPROPRIATIONS</i>	3.45	3.45	3.45

ORG 2001: PURCHASING DIVISION

PROGRAM COST AND ACTIVITIES

PROGRAM: CONTRACT PROCUREMENT

Description: Assist end-user City departments with procuring supplies, services, and facilities at the best price, while ensuring compliance with state and local law.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of contracts (FY05 YTD completions, FY06 estimate) Estimate	336	340
<u>Cost:</u>	\$166,851.00	\$171,878.50
<u>Output Cost:</u>	\$496.58	\$505.52
<u>FTEs:</u>	3.45	3.45
<u>Outcome 1:</u> # of competitively procured contracts	68	130
<u>Outcome 2:</u> # of records prepared	1144	1280

PROGRAM FY06 GOALS

- Establish a vendor performance evaluation system.
- Establish a standardized form for specification development for departments.
- Set up and e-mail notification list for City surplus.
- Expand vendor outreach by posting IFBs and RFPs on the City's Web site.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Process Purchase Orders	FY05: 3,500	FY06: 3,500
<u>Description:</u> Review and approve requisitions and purchase orders	<u>Output:</u> # requisitions and purchase orders approved (Estimate)	
Training	FY05: 80	FY06: 40
<u>Description:</u> Train employees on the City's purchasing policies and state law	<u>Output:</u> # of employees trained (Estimate)	
Record Keeping	FY05: 1,144	FY06: 1,280
<u>Description:</u> Maintain paper and electronic files, as well as Access database for data analysis	<u>Output:</u> # of records made (Estimate)	
Prepare Informal Solicitations for Smaller Procurements, renewal contracts, and prepare emergency contracts and contract amendments	FY05: 145	FY06: 150
<u>Description:</u> Draft and Issue sole source, renewal, quoted contracts, and contract amendments; Draft rationale for emergency under M.G.L.c. 30B, Request emergency waiver from DCAM for construction contracts	<u>Output:</u> # small procurement contracts, renewal contracts, contract amendment and emergency contracts prepared (Estimate)	
Prepare Formal Solicitations for Large Procurements	FY05: 46	FY06: 80
<u>Description:</u> Draft and Issue IFBs, RFPs, write and revise specifications	<u>Output:</u> # of IFBs and RFPs issued (Estimate)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Board of Assessors provides taxpayers and the general public with the best professional service and information available. Efficient and effective assistance allows taxpayers, the public, other City departments, and state agencies to maintain the highest level of confidence in the Assessors and their data.

DEPARTMENT ORGANIZATION: The Chief Assessor serves as department head and chairman of the Board of Assessors. Two part-time Assessors complete the Board of Assessors. General staffing consists of five revaluation employees including a Revaluation Director, Commercial Appraiser, Sales Analyst, Personal Property Administrator, and Property Lister. Clerical staff includes an Executive Secretary and two Principal Clerks.

FY05 ACCOMPLISHMENTS: In FY05, the Assessor's Office successfully completed its first State required interim year property assessment adjustments. In addition, the Board filled its vacant Sales Analyst position and initiated reappointment of one Board member and replacement of another with a licensed appraiser.

Technical accomplishments included the establishment of a residential exemption recertification program and the continuation of our on-going remeasure and reinspection effort. The latter was completed in-house as opposed to using an outside vendor, as was done in the past.

FY06 DEPARTMENT PRIORITIES: The next State mandated reevaluation will be in FY07 but the work must be planned for and substantially paid for in FY06.

Other projects include the continuation of the Assessor's Office remeasure and reinspection program, which will have added significance in preparation for the revaluation in FY07. Our recertification of residential exemption eligibility will continue as well.

FY06 will require another interim year adjustment, and, as part of that effort, the Assessor's Office expects to establish a new condominium methodology. This will be accomplished by utilizing our Vision Appraisal software. This change will standardize condominium valuation and allow for a more efficient and less time consuming approach. (Note that work on this project is likely to begin before the end of FY05).

Finally, Geographic Information System (GIS) Assessor's maps will be updated for the first time since fiscal year 2002.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: the Assessor's Office's priorities support the Mayor's priorities to:

- "Maximize return on taxpayer dollars" by completing remeasure and reinspection in-house and reducing the time spent on condominium valuation;

DEPARTMENT OVERVIEW

- “Improve City performance by using more effective management tools and demanding accountability” by completing the remeasure and reinspection program in-house. This allows the Assessor’s Office to be more responsive and accountable to taxpayers;
- “Professionalize city planning and management” by completing the update of the Assessor’s Office’s maps and modernizing condominium valuations.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED

ACTUALS): There are two items that were planned in FY05 but have not occurred. First, the Assessor’s Office had planned to reorganize the composition of the Board by replacing the two part-time Assessors with two full time existing staff members. The reorganization would have saved the City almost \$9,500. However, due to State legislative difficulties, this goal could not be achieved. It should be noted that no additional monies were or will be expended since the Assessors anticipated the potential problem and allocated enough funding to cover part-time Board members salaries as for the previous year. The Assessor’s Office will be unable to realize the savings.

Second, the FY05 budget included funds for Assessors map updates. Due to shifting priorities and the delay in filling the “Sales Analyst” position, the update could not occur in FY05. It is planned for FY06. It should be noted, however, that the FY05 funds in this line item would be used to cover the modeling change needed for condominium valuation. That project will begin before the end of FY05.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): The biggest change will be the additional funding needed to complete the FY07 State required reevaluation. It is anticipated that the \$15,000 remaining in the FY05 property data services line item will be carried over into the FY06 budget. It should be noted that the last reevaluation in FY04 required an appropriation of \$38,000. It is expected that the Assessor’s Office will require the assistance of Vision Appraisal Technology to complete the required task. In anticipation of a cost increase and to allow for unforeseen overage, the Assessor’s Office is requesting \$35,000 to cover the cost of reevaluation. With the \$15,000 carry-over plus the \$35,000 request, a total of \$50,000 will be available.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries. For the OM budget, we split costs evenly, except in cases where purchases were directly tied to projects.

ORG 2301 BOARD OF ASSESSORS

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	399,043	431,251	207,336	435,435
51115 SALARIES - MONTHLY	16,497	16,498	5,499	16,498
51200 SALARIES & WAGES TEMPOR'Y	493		24	
51300 OVERTIME	1,113	500	131	800
51410 LONGEVITY	1,850	1,850	925	1,950
51460 OUT OF GRADE				
51520 AUTO ALLOWANCE				
51532 HOLIDAYS - S.M.E.A.		960	479	483
51540 PERFECT ATTENDANCE			1,300	
51691 OTHER LUMP SUM PAYMENTS		700	700	700
51920 SICK LEAVE BUYBACK				
51930 UNIFORM ALLOWANCE	700			
TOTAL P-ACCT 51000	419,696	451,759	216,394	455,866
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	511	700	243	700
52480 REPAIRS COMPUTER EQUIPMT	13,892	8,800		9,100
52760 RENTALS OFFICE EQUIPMENT	3			
53000 PROFESSIONL & TECHNCL SVC		3,000	6,850	18,300
53025 PROPERTY DATA SERVICES	24,813	25,000	5,000	35,000
53040 LEGAL SERVICES		15,000		
53060 ADVERTISING	822	800	184	800
53200 TUITION	285	2,000	120	1,500
53401 DATA LINE SYSTEM	10			
53420 POSTAGE				
53820 PHOTOGRAPHY				
54200 OFFICE SUPPLIES	3,197	3,800	1,348	5,000
54201 OFFICE EQUIPMENT				
54210 PRINTING & STATIONERY	2,056	2,000	168	2,000
54220 COMPUTER SUPPLIES				
54221 COMPUTER EQUIPMENT			489	500
54240 BOOKS & BOOKBINDING	616	1,000	64	1,200
55820 BADGES, EMBLEMS, TROPHIES				
55870 MAGAZINES,NEWS,SUBSCRIPTS	739	700	180	700
57100 IN STATE TRAVEL		100		4,100
57300 DUES AND MEMBERSHIPS	345	600		600
57810 RECORDINGS	1,099	2,000		
TOTAL P-ACCT 52000	48,388	65,500	14,646	79,500
TOTAL ORG 2301 FUNDING REQUIRED	468,084	517,259	231,040	535,366

FINANCE DEPARTMENT- ASSESSING DIVISION

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
CHIEF ASSESSOR	RICHARD BRESCIA	N	1,360.69	70,755.88	71,028.02	71,028.02
P/T ASSESSOR	THOMAS J MULHERN	N	687.40	8,248.80	8,248.80	8,248.80
P/T ASSESSOR	HUMPHREY MONIHAN	N	687.40	8,248.80	8,248.80	8,248.80
REVAL DIRECTOR	MARC LEVYE	N	1,159.67	60,302.84	60,534.77	60,534.77
PERSONAL PROPERTY APP.	SID DEPAULO	N	896.04	46,594.08	46,773.29	46,773.29
COMMERCIAL APP	L. SWARTZ	N	999.70	51,984.40	52,184.34	52,184.34
SALES ANALYST	PAUL D'OLIMPIO	N	799.89	41,594.28	41,754.26	41,754.26
PRIN. PROPERTY LISTER	PERRY MALLIAS	N	712.43	37,046.36	37,188.85	37,188.85
PV EXECUTIVE SECRETARY	DIANE L. D'ANGELI	Y	1,009.60	52,499.20	52,935.38	53,988.07
	Unit A In-grade Effec 5/4/06		1,013.45	52,699.40		
PV PRINCIPAL CLK I	CAROL HALEY	Y	705.49	36,685.48	36,826.58	37,867.68
PV PRINCIPAL CLK II	TERESA NUNZIATO	Y	693.66	36,070.32	36,209.05	37,247.78
					451,932.13	455,064.65

SALARIES - 51110	435,434.53
SALARIES - MONTHLY - 51115	16,497.60
OVERTIME - 51300	800.00
LONGEVITY - 51410	1,950.00
HOLIDAYS - SMEA - 51532	482.52
OTHER LUMP SUM 51691	700.00
TOTAL	455,864.65

ORG 2301: BOARD OF ASSESSORS

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
ASSESSMENTS			
PERSONAL SERVICES	\$ 251,319.00	\$ 116,209.00	\$ 249,658.00
ORDINARY MAINTENANCE	\$ 19,225.00	\$ 9,613.00	\$ 61,200.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 270,544.00	\$ 125,822.00	\$ 310,858.00
<i>FTE FROM APPROPRIATIONS</i>	<i>5.45</i>	<i>3.15</i>	<i>5.50</i>
ADMINISTRATIVE EXPENSE - ALL PROGRAMS			
	\$ 246,715.00	\$ 105,218.00	\$ 224,508.00
<i>FTE FROM APPROPRIATIONS</i>	<i>5.55</i>	<i>2.35</i>	<i>5.50</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 517,259.00	\$ 231,040.00	\$ 535,366.00

ORG 2301: BOARD OF ASSESSORS

PROGRAM COST AND ACTIVITIES

PROGRAM: ASSESSMENTS

Description: Evaluate, recertify, and assess residential and commercial properties.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # parcels measured and adjusted Estimate	16,428	18,385
<u>Cost:</u>	\$270,544.00	\$310,858.00
<u>Output Cost:</u>	\$16.46	\$16.90
<u>FTEs:</u>	11.00	11.00
<u>Outcome 1:</u> % increase of homes reinspected and reevaluated		
<u>Outcome 2:</u> % of income and expense forms verified		

PROGRAM FY06 GOALS

1. Complete calendar 04 and 05 sales verification.
2. Complete building permit inspections.
3. Mail out, review, and enter form of list information.
4. Create new accounts due to condominium conversion.
5. Complete approximately 2,000 property inspections
6. Enter inspection information into Vision database
7. Complete approximately 1,250 recertifications
8. Process approximately 650 first time applicants
9. Mail out 1600 I & E forms
10. Process and enter returns (on average about 25-30% are returned)

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Verification of Income & Expense Forms	FY05: 2,041	FY06: 2,080
<i>Description:</i> Determine the income and expenses of income producing commercial, industrial, mixed-use, and apartment (4 or more apartments) properties.	<i>Output:</i> # Processed Income & Expense (Mailed & Processed): (Estimate)	
Verification of Residential Exemption eligibility	FY05: 2,018	FY06: 1,900
<i>Description:</i> Recertify the eligibility of homeowners who have been receiving the residential exemption since before 1998. Send out, review, and process applications for those qualifying for the first time in FY06.	<i>Output:</i> # Applications processed (Estimate)	
Remeasure & Relist	FY05: 500	FY06: 2,000
<i>Description:</i> Remeasure the exterior and reinspect the interior of residential homes, (one, two, and three family properties) last visited before 2000 in order to comply with minimum DOR standards.	<i>Output:</i> # parcels Remeasured (Estimate)	
FY07 Revaluation and FY06 Interim year adjustment	FY05: 15,928	FY06: 16,385
<i>Description:</i> Determine real and personal property values for FY06 or complete what the DOR describes as an interim year adjustment. Begin and complete a substantial part of the FY07 state mandated revaluation.	<i>Output:</i> # Parcels in interim year adjustment (Estimate)	

DEPARTMENT OVERVIEW

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

DIVISION ORGANIZATION: In FY05, Grants Management was part of the Mayor's Office budget. In FY06, it will be moved under the Finance Department. There is one employee for Grants Management, the Grants Administrator.

ACCOMPLISHMENTS: In FY05 over \$1,500,000 in competitive grant money was awarded to the City. The Grants Administrator was successful in identifying these funding opportunities, establishing relationships with the funders, eliciting political/community support for the projects, and editing and/or writing a significant number of the proposals.

Departmental Grants of interest:

- \$80,000 grant to Department of Health to target Heroin and Other Opioids among youth in the City;
- \$45,000 grant to Historic Preservation Commission toward Preservation of Milk Row Cemetery;
- \$50,000 grant to Arts Council to increase commerce in Union Square based on expanded arts and cultural programming;
- \$50,000 grant to Department of Health to reinforce healthy eating habits in ethnic communities around Union Square;
- \$207,000 to Office of Strategic Planning and Development to renovate Perkins Park;
- \$20,000 to Office of Strategic Planning and Development for development of Urban Forestry Program;
- \$9,600 to Office of Strategic Planning and Development for developing Air Rights Study for City;
- \$10,000 to Environmental Department for environmental curriculum development to be implemented in After School Programming of Community Schools Program.

The Grants Administrator is co-chair of the 55-member Somerville Grantwriters Group. In this role, the Grants Administrator is the creator of a grants research list-serve that reaches out to our membership and to grantwriters nationwide through the Grantwriters Group's website. The Grants Administrator coordinates collaborative funding efforts between private non-profits and the City. Funding opportunities identified through research of the Grants Administrator presented on the list-serve resulted in millions of dollars in funding for various organizations representing the needs of diverse residents of Somerville.

FY06 DEPARTMENT PRIORITIES: In FY06, Grants Management will work in conjunction with respective departments in order to:

- Seek funding to fight drug and alcohol abuse among youth

DEPARTMENT OVERVIEW

- Seek funding to upgrade our open spaces
- Seek funding for historic preservation initiatives
- Seek funding for economic development initiatives
- Seek funding for environmental initiatives

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Grants Management division supports the Mayor's priorities to "Promote Economic Development" by helping to secure funding for advancing key development projects and "Maximize Return on Taxpayer Dollars" by looking for grant opportunities to help reduce the burden of major costs to the City. Also, Grants Administration will progress the goals of "Making Somerville an Exceptional Place to Live, Work, and Play" and "Promoting Somerville Pride and Sense of Community" by acquiring grants that will help beautify and celebrate the City and will promote awareness.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): Not applicable.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): The Grants Administration until will be moved into the Finance Department for FY06.

COST ALLOCATION METHODOLOGY: The salary of the Grants Administrator was divided by percent of time spent on each program within Grants Administration. In addition, Ordinary Maintenance expenditures were added for Grants Administration in the FY06 budget.

ORG 2105 GRANTS MANAGEMENT

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES				47,924
TOTAL P-ACCT 51000				47,924
ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC				4,800
54200 OFFICE SUPPLIES				800
54210 PRINTING & STATIONERY				500
54220 COMPUTER SUPPLIES				200
55870 MAGAZINES,NEWS,SUBSCRIPTS				300
TOTAL P-ACCT 52000				6,600
TOTAL ORG 2105 FUNDING REQUIRED				54,524

GRANTS MANAGEMENT

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
GRANT ADMINISTRATOR	ASHTON, KATE	N	918.08	42,436.16	47,923.78	47,923.78
SALARIES	47,923.78				47,923.78	47,923.78
TOTAL	47,923.78					

ORG 2105: GRANTS MANAGEMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
Coordinator/ Liaison			
PERSONAL SERVICES	\$ 11,980.95	\$ 5,967.52	\$ 11,980.95
ORDINARY MAINTENANCE	\$ -	\$ -	\$ 2,228.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 11,980.95	\$ 5,967.52	\$ 14,208.95
<i>FTE FROM APPROPRIATIONS</i>	<i>0.25</i>		<i>0.25</i>
Grant Application			
PERSONAL SERVICES	\$ 26,358.08	\$ 13,128.54	\$ 26,358.08
ORDINARY MAINTENANCE	\$ -	\$ -	\$ 2,189.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 26,358.08	\$ 13,128.54	\$ 28,547.08
<i>FTE FROM APPROPRIATIONS</i>	<i>0.55</i>		<i>0.55</i>
Grants Research			
PERSONAL SERVICES	\$ 4,792.38	\$ 2,387.01	\$ 4,792.38
ORDINARY MAINTENANCE	\$ -	\$ -	\$ 2,183.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 4,792.38	\$ 2,387.01	\$ 6,975.38
<i>FTE FROM APPROPRIATIONS</i>	<i>0.10</i>		<i>0.10</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 4,792.38	\$ 2,387.01	\$ 4,792.38
<i>FTE FROM APPROPRIATIONS</i>	<i>0.10</i>		<i>0.10</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 47,923.79	\$ 23,870.08	\$ 54,523.79
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>1.00</i>		<i>1.00</i>

ORG 2105: GRANTS MANAGEMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: COORDINATOR/ LIAISON

Description: Communicate among the various departments within the city, as well as external community groups, legislators, and funders, in order to share grant information and facilitate the grant application process

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of communications between City departments, legislators, community non-profits, and funders to discuss grant issues. (Based on emails, phone calls, and list serves.)	300	300
<u>Cost:</u>	\$11,980.95	\$14,208.95
<u>Output Cost:</u>	\$39.93	\$47.36
<u>FTEs:</u>	0.25	0.25
<u>Outcome 1:</u> % increase of departments who receive grant assistance		
<u>Outcome 2:</u>	-	-

PROGRAM FY06 GOALS

1. Work with 12 City departments to provide Grant information, coordination, and assistance with grant related issues.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Discuss Grant Related Issues with Departments	FY05: 150	FY06: 150
<u>Description:</u> Distribute fund research to grant applicants. Clarify grant requirements/ implementation issues with departments.	<u>Output:</u> # of communications related to grant requirements (Based on estimate of average week)	
Participate in Grant Information Sessions	FY05: 5	FY06: 5
<u>Description:</u> Participate in Grant Information sessions hosted by funders.	<u>Output:</u> # of information sessions attended - 5 (Based on estimate of average week)	
Build Coalitions and Act as a Liaison	FY05: 300	FY06: 300
<u>Description:</u> Bring together groups requiring or benefiting from similar fund resources. Discuss grant issues with City Departments, legislators, community nonprofits, and funders to discuss activities and potential funding needs.	<u>Output:</u> # of communications (emails, phone calls, list serves, etc.) - 300 (Based on estimate of average week)	

ORG 2105: GRANTS MANAGEMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: GRANT APPLICATION

Description: Write and edit grant applications and facilitate the grant application and reporting process for city departments and community nonprofit groups.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of grants applications edited, written, and reviewed (Based on FY05 actual number from files.)	28	28
<u>Cost:</u>	\$26,358.08	\$28,547.08
<u>Output Cost:</u>	\$941.36	\$1,019.53
<u>FTEs:</u>	0.55	0.55
<u>Outcome 1:</u> % grant applications and grant reporting materials completed accurately and on time		
<u>Outcome 2:</u> -	-	-

PROGRAM FY06 GOALS

1. Submit 28+ grant applications.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Conduct a Cost Benefit Analysis	FY05: 100	FY06: 100
<u>Description:</u> Review funding sources to ensure that the time and cost of administering and implementing a grant is worth the benefits of the grant funds.	<u>Output:</u> # of grant opportunities reviewed - 100 (Based on estimate of average week)	
Write and Edit Grant Applications	FY05: 28	FY06: 28
<u>Description:</u> Write, edit, and review various sections of grant applications.	<u>Output:</u> # of grant applications edited/ written/ reviewed - 28 (Actual number based on files)	
Obtain Support Materials	FY05: 300	FY06: 300
<u>Description:</u> Solicit required support materials from a variety of sources.	<u>Output:</u> # of support materials obtained - 300 (Based on estimate of average week)	
Review Budget Proposal	FY05: 25	FY06: 25
<u>Description:</u> Ensure that the program initiatives are properly budgeted and adequately funded.	<u>Output:</u> # of budgets drafted/ reviewed (Actual number based on files)	
Review Grant Submissions	FY05: 15	FY06: 15
<u>Description:</u> Ensure that the grant application is complete, all legal and compliance materials are included, and the necessary departments have contributed what is required.	<u>Output:</u> Percent of time spent reviewing applications (Based on estimate of average week)	

ORG 2105: GRANTS MANAGEMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: GRANTS RESEARCH

Description: Locate funding sources for city departments.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of grant sources reviewed (Based on estimate of average week.)	300	300
<u>Cost:</u>	\$4,792.38	\$6,975.38
<u>Output Cost:</u>	\$15.97	\$23.25
<u>FTEs:</u>	0.10	0.10
<u>Outcome 1:</u> % recipients rating research services as good to excellent		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Maintain grant resource information files on both hardcopies and electronic links.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Research Funding Sources	FY05: 300	FY06: 300
<u>Description:</u> Locate funding sources in response to inquiries, proactively research funding sources that may be applicable to constituents, and provide detailed research on specific funders.	<u>Output:</u> # of grant sources reviewed (Based on estimate of average week)	
Create Grant Resource Files	FY05: 100	FY06: 100
<u>Description:</u> Create and maintain information files of funding sources for current and future grant proposals.	<u>Output:</u> # funder information files created/updated (Based on estimate of average week)	

DEPARTMENT OVERVIEW

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

DEPARTMENT ORGANIZATION: The City Clerk's Office is staffed with the following full-time employees: a City Clerk, an Administrative Assistant, an Executive Secretary, two Head Clerks, and two Principal Clerks. We also employ two part-time Records Retention Clerks who catalog and organize municipal records stored in the Annex Basement and other facilities, in preparation for the disposition of the buildings.

FY05 ACCOMPLISHMENTS: The City Clerk's Office accomplished much in fiscal year 2005. Most significantly, we undertook the creation of a citywide municipal archive. We formed an ad-hoc Municipal Archives Advisory Committee, which succeeded in obtaining \$15,000 in federal funding, and hired the Inlook Group, a consulting firm, to develop a detailed strategic plan for the city to gain intellectual and physical control over its records. The result, called the "Archives and Records Management Report," was presented to the public in a well-attended forum last September. This report laid out a detailed roadmap for success and is now being implemented step by step. So far, with broad departmental cooperation, we have created a citywide inventory of record series currently stored, and we are working on the creation of a municipal records retention schedule. Once that is complete, we can begin sorting, boxing, and seeking permission to discard records as appropriate, in preparation for the possible creation of a new, centralized archive facility. Following the report's recommendations, we abandoned our original plan to seek significant additional federal funding in FY05.

In another very important development, the City Clerk's Office integrated the Licensing Commission into our day-to-day operations. In the Fall of 2004, the Licensing Commission Office physically relocated to the City Clerk's Office, along with several file cabinets of applications, permanent records, and operating files. The relocation went smoothly, and the Commission's Executive Secretary and City Clerk's staff work cooperatively. The Licensing Commission also undertook other initiatives in FY05. The Commission adopted sanctioning guidelines to strengthen enforcement and is currently considering extending closing times to 2 AM. The Commission will reprint the Rules and Regulations once this pending issue is addressed. The Commission also began the significant task of providing the public with more information on the city's website, including updated forms, instructional information, and detailed procedures. This effort will continue in FY06.

Also in FY05, the City Clerk's Office launched a review of the entire Code of Municipal Ordinances with the goal of recommending changes and simplifications to enhance clarity, enforcement, and organizational efficiency. The draft document proposes some 40 changes, most of which are technical in nature but approximately 10 of which would simplify compliance. The Law Office will review this document before it is submitted to the Board of Aldermen at a later date.

DEPARTMENT OVERVIEW

The City Clerk's Office also completed a review and streamlining of business licensing procedures and fees, in order to simplify the application process. All of the most commonly used business and resident applications and forms have been updated and posted on the City's website in PDF format with complete instructions included.

FY06 DEPARTMENT PRIORITIES: In FY06, the City Clerk's Office plans improvements for each of the three constituencies we serve:

For residents, we plan to update the marriage database to make accessible the generation of certified copies of marriages since May 2004, marking the time when the license format changed to accommodate same-sex marriages. This improvement will be undertaken in cooperation with the IT department.

We also plan to create a database to record the various liens and declarations that are filed in the City Clerk's Office periodically. This improvement will also be undertaken in cooperation with the IT department.

For businesses, we plan to create a business-licensing database for all business licenses that are processed by the City Clerk's Office. Once completed, the database will allow the Neighborhood Inspection Team and others to have near real-time information on licenses issued by the Board of Aldermen. In effect, this will enhance the City's licensing enforcement efforts. This improvement will also be undertaken in cooperation with the IT department.

Also for businesses, we plan to continue the Licensing Commission's efforts to reprint the Rules and Regulations, update forms and develop user-friendly instructions for all license applications, and place all of this information on the City's website.

For city government, we plan to advance the Somerville Historical Archives Restoration Project. This project is of critical importance to ensure this municipality gains physical and intellectual control over our records. It is also necessary that we continue to progress on this project before the city can dispose of the properties at which unidentified records are stored.

Finally, for city officials, businesses, and the public alike, we plan to launch an exciting initiative to preserve the Board of Aldermen's minutes dating back to 1872. These minutes are an irreplaceable resource, documenting the history of the City's finances, properties, legislative initiatives, and business licenses. They are deteriorating, and we want to preserve them with both microfilming and scanning technologies. This will save them for future generations and simultaneously convert much of the contents to an electronically searchable format.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The goals of the City Clerk's Office reflect the Mayor's priorities to:

- Promote economic development
- Maximize return on taxpayer dollars
- Revolutionize customer service

DEPARTMENT OVERVIEW

- Professionalize city planning and management
- Make Somerville an exceptional place to live, work, and play

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): No significant changes.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): This budget reflects the ongoing activities of the City Clerk's Office, with the addition of three specific projects in FY06:

The Licensing Commission's Executive Secretary and various related OM expenses are included for the first time in the City Clerk's Office budget.

The Somerville Historical Archives Restoration Project, including the necessary cost of two part-time Records Preservation Clerks and their miscellaneous supplies, is included in this year's budget.

The preservation of the Board of Aldermen's minutes dating back to 1872, a contracted service, is included in this year's budget.

COST ALLOCATION METHODOLOGY: The time spent on the various tasks of the City Clerk's Office were analyzed, and overall expenditures of Personal Services costs were based on these estimates. For Ordinary Maintenance expenses, if a particular item fell within one of the City Clerk's Office programs, then the cost was fully allocated to that program. Otherwise, the OM costs were shared based on spending estimates.

ORG 2401 CITY CLERK

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	226,115	245,734	110,320	324,613
51200 SALARIES & WAGES TEMPOR'Y		1,600		100
51300 OVERTIME	749	250		1,947
51410 LONGEVITY	3,275	3,425	1,612	5,750
51460 OUT OF GRADE	1,100	783	540	
51532 HOLIDAYS - S.M.E.A.		1,441	581	912
51540 PERFECT ATTENDANCE	500		1,100	
51691 OTHER LUMP SUM PAYMENTS		1,575	1,575	2,100
51692 5/2 BUYBACK				
51920 SICK LEAVE BUYBACK				
51930 UNIFORM ALLOWANCE	1,575			
TOTAL P-ACCT 51000	233,314	254,808	115,728	335,422
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	687	1,300	450	1,300
52711 RENTAL - STORAGE SPACE		920		
53000 PROFESSIONL & TECHNCL SVC		2,625	128	1,800
53060 ADVERTISING				300
53420 POSTAGE	32,404	35,700	18,650	43,300
53430 POSTAGE MACHINE RENTAL	4,792	7,400	4,766	10,000
54200 OFFICE SUPPLIES	3,507	4,000	1,601	4,000
54201 OFFICE EQUIPMENT		3,350	68	4,350
54210 PRINTING & STATIONERY	579	4,000	195	4,000
54220 COMPUTER SUPPLIES				
54240 BOOKS & BOOKBINDING	3,675	5,260	2,959	21,560
57110 IN STATE CONFERENCES	156	150		300
57300 DUES AND MEMBERSHIPS		350		350
57400 INSURANCE PREMIUMS	208	250		300
57810 RECORDINGS				
TOTAL P-ACCT 52000	46,008	65,305	28,817	91,560
TOTAL ORG 2401 FUNDING REQUIRED	279,322	320,113	144,545	426,982

CITY CLERK

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
CITY CLERK	LONG, JOHN J	N	1,122.03	58,569.97	58,569.97	58,569.97
PV ADMN ASST	DEPRIZIO, JO-ANN	Y	828.73	43,259.71	43,259.71	44,625.45
EXECUTIVE SECRETARY	BURKE, JOANNE	Y	828.73	43,259.71	43,259.71	45,375.45
HEAD CLERK	ROCHE, MARILYN	Y	758.55	39,596.31	39,596.31	40,698.02
HEAD CLERK	JAMES, MAUREEN	N	758.55	39,596.31	39,596.31	41,348.02
PRINCIPAL CLERK II	PAGLIARO, JENNEEN	N	693.76	36,214.27	36,214.27	37,553.02
PRINCIPAL CLERK I	CASSIDY, NANCY	Y	691.89	36,116.66	36,116.66	37,205.04
P/T RECORDS RETENTION CLERK	OLSON, MICHAEL	N	280.00	14,000.00	14,000.00	14,000.00
P/T RECORDS RETENTION CLERK	SAGER, DEBORAH	N	280.00	14,000.00	14,000.00	14,000.00
					324,612.93	333,374.97

SALARIES	324,612.93
SALARIES & WAGES TEMPOR'Y	100.00
OVERTIME	1,947.00
LONGEVITY	5,750.00
OUT OF GRADE	
HOLIDAYS - SMEA	912.04
OTHER LUMP SUM PAYMENTS	2,100.00
TOTAL	335,421.97

ORG 2601 LICENSING COMMISSION

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	43,425	43,260	21,049	
51115 SALARIES - MONTHLY	6,348	6,530	2,720	6,530
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME	1,025	1,500	776	
51410 LONGEVITY	1,500	1,600	800	
51520 AUTO ALLOWANCE				
51532 HOLIDAYS - S.M.E.A.		332	165	
51540 PERFECT ATTENDANCE	500			
51691 OTHER LUMP SUM PAYMENTS		350	350	
51930 UNIFORM ALLOWANCE	350			
TOTAL P-ACCT 51000	53,148	53,572	25,860	6,530
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	146	147	34	
52760 RENTALS OFFICE EQUIPMENT				
53000 PROFESSIONL & TECHNCL SVC		150	166	
53060 ADVERTISING	279	100	31	
53420 POSTAGE				
54200 OFFICE SUPPLIES	237	333	65	
54210 PRINTING & STATIONERY		100	75	
55870 MAGAZINES,NEWS,SUBSCRIPTS				
TOTAL P-ACCT 52000	662	830	371	
TOTAL ORG 2601 FUNDING REQUIRED	53,810	54,402	26,231	6,530

LICENSING COMMISSION

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
CHAIRMAN	TRANT, RAYMOND	N	181.38	2,176.56	2,176.56	2,176.56
COMMISSIONER	VACCARO, VITO	N	181.38	2,176.56	2,176.56	2,176.56
COMMISSIONER	NORTON, DONALD	N	181.38	2,176.56	2,176.56	2,176.56
					6,529.68	6,529.68
SALARIES - MONTHLY			6,529.68			
TOTAL			6,529.68			

ORG 2401: CITY CLERK'S OFFICE

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
RESIDENT SERVICES			
PERSONAL SERVICES	\$ 114,052.08	\$ 49,960.07	\$ 128,212.72
ORDINARY MAINTENANCE	\$ 6,030.00	\$ 1,042.05	\$ 6,570.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 120,082.08	\$ 51,002.12	\$ 134,782.72
<i>FTE FROM APPROPRIATIONS</i>	2.93		3.15
BUSINESS SERVICES			
PERSONAL SERVICES	\$ 40,980.56	\$ 17,552.96	\$ 54,519.45
ORDINARY MAINTENANCE	\$ 2,724.25	\$ 415.54	\$ 3,088.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 43,704.81	\$ 17,968.50	\$ 57,607.45
<i>FTE FROM APPROPRIATIONS</i>	0.94		1.22
CITY GOVERNMENT SERVICES			
PERSONAL SERVICES	\$ 82,743.62	\$ 39,646.95	\$ 134,887.40
ORDINARY MAINTENANCE	\$ 55,746.75	\$ 27,223.74	\$ 81,026.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 138,490.37	\$ 66,870.69	\$ 215,913.40
<i>FTE FROM APPROPRIATIONS</i>	2.73		3.23
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 17,835.12	\$ 8,707.96	\$ 18,678.41
<i>FTE FROM APPROPRIATIONS</i>	0.40		0.40
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 320,112.38	\$ 144,549.27	\$ 426,981.98
<i>TOTAL FTE FROM APPROPRIATIONS</i>	7.00		8.00

ORG 2401: CITY CLERK'S OFFICE

PROGRAM COST AND ACTIVITIES

PROGRAM: RESIDENT SERVICES

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of records/ licenses issued (Based on actual number of vital records, dog licenses, and sporting licenses issued.)	10,150	10,350
<u>Cost:</u>	\$120,082.08	\$134,782.72
<u>Output Cost:</u>	\$11.83	\$13.02
<u>FTEs:</u>	2.93	3.15
<u>Outcome 1:</u> % of accurate licenses issued in a timely manner		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Work with IT to update the marriage database. Enable the generation of certified copies of marriages performed since May 17, 2004.
2. Work with IT to create a database to record tax liens, child support liens, assignments for the benefit of creditors, declarations of trust, and writs of attachment filed in the City Clerk's Office.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Manage Resident Vital records	FY05: 9,500	FY06: 9,600
<u>Description:</u> Develop, maintain and disseminate vital records of marriages, births, and deaths. Advise the public with respect to each of these vital records.	<u>Output:</u> # of vital records processed (Actual number based on records)	
Issue Dog Licenses	FY05: 500	FY06: 600
<u>Description:</u> Develop, maintain and disseminate new and renewing dog licenses. Advise the public with respect to dog licensure.	<u>Output:</u> # of dog licenses issued (Actual number based on records)	
Issue Sporting Licenses	FY05: 150	FY06: 150
<u>Description:</u> Issue fishing, hunting, and sporting licenses to the public.	<u>Output:</u> # of licenses issued (Actual number based on records)	
Process Zoning Board, Planning Board, and Historic Preservation Commission Decisions for Residents	FY05: 120	FY06: 120
<u>Description:</u> Maintain decisions and issue clerk certificates for residents.	<u>Output:</u> # of clerk certificates issued and decisions recorded (Estimated)	
Respond to Resident Inquiries	FY05: 27,100	FY06: 27,100
<u>Description:</u> Efficiently and courteously provide information to residents.	<u>Output:</u> # of inquiries answered (One week's survey)	
Notarize Documents for the Public	FY05: 500	FY06: 250
<u>Description:</u> Notarize documents for the public.	<u>Output:</u> # of documents notarized (Actual number based on records)	

ORG 2401: CITY CLERK'S OFFICE

PROGRAM COST AND ACTIVITIES

PROGRAM: BUSINESS SERVICES

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

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> # of licenses, certificates, and grants issued (Based on actual number of licenses, certificates, and grants)	1,530	1,540
<u>Cost:</u>	\$43,704.81	\$57,607.45
<u>Output Cost:</u>	\$28.56	\$37.40
<u>FTEs:</u>	0.94	1.22
<u>Outcome 1:</u> % of accurate licenses issued in a timely manner		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Work with IT to create a business licensing database for all business licenses.
2. Update the Licensing Commission's forms and develop user-friendly instructions, and place all materials on the City's website.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Issue Licenses and Permits	<i>FY05:</i> 1,000	<i>FY06:</i> 1,000
<u>Description:</u> Process business licenses, including new applications and renewal notices.	<u>Output:</u> # of licenses or permits processed (Actual number based on records)	
Manage Business Certificates	<i>FY05:</i> 500	<i>FY06:</i> 500
<u>Description:</u> Accept, maintain and distribute business certificates, business certificate amendments, and business certificate withdrawals.	<u>Output:</u> # of business certificates accepted, maintained, and distributed (Actual number based on records)	
Coordinate Grants of Location	<i>FY05:</i> 30	<i>FY06:</i> 40
<u>Description:</u> Coordinate the processing of grants of location with the DPW, BOA, and utility and telecommunications companies.	<u>Output:</u> # of grants processed (Actual Number based on records)	

ORG 2401: CITY CLERK'S OFFICE

PROGRAM COST AND ACTIVITIES

PROGRAM: CITY GOVERNMENT SERVICES

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of decisions processed for the Board of Alderman and the Licensing Commission (Based on estimated number.)	2,750	2,750
<u>Cost:</u>	\$138,490.37	\$215,913.40
<u>Output Cost:</u>	\$50.36	\$78.51
<u>FTEs:</u>	2.73	3.23
<u>Outcome 1:</u> % of support services provided in a timely and accurate manner		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Preserve the Board of Alderman's meeting minutes dating back to 1872 by microfilming and scanning them. Use optical character recognition software to make them available on the City's website in a searchable format.
2. Lead the Somerville Historical Archives Restoration Project. Gain intellectual and physical control over the City's records.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Support the City's Boards and Commissions	FY05: 33	FY06: 34
<u>Description:</u> Provide support for the city's Boards and Commissions including meeting notices and member rosters.	<u>Output:</u> # of Boards and Commissions supported (Actual number of Boards and Commissions supported)	
Process Mail for City Hall	FY05: 248,250	FY06: 248,250
<u>Description:</u> Ensure that incoming and outgoing correspondence is forwarded in a timely and accurate manner.	<u>Output:</u> # of pieces of mail processed (Estimated number based on week survey)	
Preserve and Archive Municipal Records	FY05: 0	FY06: 300
<u>Description:</u> Act as the City's custodian of records and seek to preserve their security and condition.	<u>Output:</u> # of records archived (Estimated number based on Departments needs)	
Collect Noncriminal Revenues	FY05: 360	FY06: 360
<u>Description:</u> Receive and process noncriminal ticket revenues for noise, snow, and other violations	<u>Output:</u> # of noncriminal tickets processed (Estimated Number)	
Support the Board of Aldermen and Licensing Commission	FY05: 37	FY06: 37
<u>Description:</u> Prepare agenda and minutes for Board of Aldermen and Licensing Commission meetings.	<u>Output:</u> # of meetings supported (Actual number of meetings per Fiscal Year)	
Process Decisions of the Board of Aldermen and Licensing Commission	FY05: 2,750	FY06: 2,750
<u>Description:</u> Prepare, forward and maintain a record of all decisions, ordinances, licenses, and permits acted on by the Board of Aldermen and Licensing Commission at regular and special meetings.	<u>Output:</u> # of items prepared, forwarded, and maintained (Estimated number)	
Respond to Interdepartmental Needs	FY05: 250	FY06: 250
<u>Description:</u> Research and respond to other departments' requests for information or	<u>Output:</u> # of requests responded to (Estimated number based on one week's survey)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Law Office works to provide the City with high quality, informed legal services and personal attention. The Office of the City Solicitor represents the City of Somerville as a municipal corporation. In particular, the Office represents the Mayor, the Board of Aldermen, all City departments, and most of the Boards and Commissions of the City. The Solicitor's representation includes active litigation, as well as the drafting of legal opinions, and the day-to-day advising of Department heads, Aldermen, and the Mayor.

Specifically, the Solicitor's office examines all titles to property purchased by the City, and drafts all bonds, deeds, contracts, and other legal instruments that are required by ordinance, the Board of Aldermen, the Mayor, City departments, or by the Boards and Commissions. The Office also prosecutes and defends all actions on behalf of the City and its officials in Federal, State, and District court and in all state and federal administrative agencies. In addition, the Office appears as legal counsel before committees of the state legislature when the City's interests may be impacted. Furthermore, the Office provides the Mayor, Board of Aldermen, City departments, and Boards and Commissions with legal opinions on a broad range of legal issues that concern the City.

DEPARTMENT ORGANIZATION: The Solicitor's office consists of four full-time attorneys, one attorney from the Office of Strategic Planning and Community Development, one-fourth of whose salary is paid by the Law Department, and one half-time attorney dedicated solely to labor issues. The support staff in the Office consists of a full-time administrative assistant and a part-time paralegal, who administers claims against the City. Additionally, the paralegal administers claims the City has against other parties. This staffing level is a change from that which existed in FY03, when the office staff support consisted of five full-time attorneys, one part-time attorney, the full-time administrative assistant, the part-time paralegal, and a full-time police investigator.

FY05 ACCOMPLISHMENTS: During FY05, the Law Department launched cost-saving initiatives. Most notably, we brought a labor attorney in-house to handle legal matters that had previously been contracted out to more expensive outside law firms. During FY05, the City began the negotiation of all eight City employment union contracts, a rare and potentially costly endeavor. The hiring of the in-house attorney, whose salary was transferred from the FY04 Personnel Department's legal services line-item, yielded the City a savings of over \$100,000 during the fiscal year that would have been spent on contracted labor law firms. In addition, the non-fiscal impact of having the in-house labor counsel included timely availability of labor representation, which facilitates consistency in the City's labor-management climate.

Other cost-savings initiatives undertaken in FY05 include the solicitation of bids for contracted legal services to ensure the cost effectiveness of outside counsel and the voluntary provision of legal services by the Office to encourage, facilitate, and develop non-profit charitable corporations that could be utilized to raise funds to supplement City departments and initiatives.

Moreover, the Department served as a proactive resource to all City employees, with the desired goal of avoiding costly litigation.

Further accomplishments include the following:

DEPARTMENT OVERVIEW

- The City's Gang Ordinance special legislation was passed by the State.
- The City was granted summary judgment in a case where a student was injured during a soccer game and claimed negligent supervision. The City prevailed under the immunities in c. 258, § 10(j), as it was not the original cause of the accident.
- The City prevailed in the Appeals Court in a case where the appellant failed to follow the proper filing procedures under applicable zoning law.
- We continue to represent the City in the Appeals Court in the Central Steel case. Briefs have been filed and we await the oral arguments to be scheduled.
- We argued the City's position before the Appeals Court in the disposition of the Broadway Theater.
- We are assisting the School Department in drafting a lease with the Archdiocese of Boston for the use of St. Ann's Parish.
- The City's zoning decision was upheld in the Appeals Court regarding its townhouse provision in the Zoning Ordinance.
- We continue to work with attorneys representing Federal Realty Investment Trust to assure the timely and safe development at Assembly Square. Summary judgment motions were argued at the Land Court.
- We continue to strive to assure neighborhood integrity through enforcing the building, zoning, health and other safety codes in the court system.

FY06 DEPARTMENT PRIORITIES: In FY06, the Law Department will continue to provide the City with high quality, informed legal services and personal attention in a timely manner. Specific litigation goals include the resolution of the Assembly Square litigation matters, assisting the City in economic development initiatives, resolving the Green Line extension dispute, and resolving the City's same-sex marriage litigation. The Department will continue its goal of handling as many matters in-house as possible, and, related to that initiative, transfer from the Personnel Department budget funding to allow an additional ten hours of service for the part-time labor counsel.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Law Office supports the Mayor's strategic goal to *Improve City Performance by Using More Effective Management Tools and Demanding Accountability* by providing legal services and supporting decision-making processes. To achieve this goal, the Law Office will continue to scrutinize the value of City contracts and assess the legal needs of the City.

DEPARTMENT OVERVIEW

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): In FY05, the Department strived to operate within the parameters of the adopted budget, and there were no significant variations from the adopted budget to the estimated actual budget.

FY05 also saw increased activity in the Judgments and Settlements of Claims account. The need for a transfer of funds into this account reflected the settlement of the Scrima matter. The account for FY06 will also likely see a need for an increase, due to anticipated court judgments and possible settlements.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): For FY06, the Department intends to request similar amounts in the Personal Services and the Ordinary Maintenance accounts. The only variation concerns the Department's request for an increased amount in the Personal Services account that would allow the part-time labor counsel to work an additional ten hours per week. In keeping with the goal for the Department's initiative of handling all labor law functions in-house, the Department in FY05 did not refer a single labor matter to costlier outside legal counsel, and the only matters presently handled by outside labor counsel are those that were referred prior to FY05. The Personnel Department's Legal Services account funds the outside counsel for labor matters. The proposed increase in hours by the labor counsel in the Law Department would be accomplished by a proportionate reduction in the Legal Services account in the Personnel Department's budget. The remaining funds in the Personnel Department's account will still allow for payment for legal services for older matters presently handled by outside counsel.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, the percent of time that staff spends on each program was estimated. Salaries were allocated based on these percents. Additional personal services' spending was divided evenly among the programs. Ordinary maintenance spending was also divided by percent to each program.

ORG 2501 LAW

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	363,176	408,792	187,649	432,576
51410 LONGEVITY	600	725	300	850
51520 AUTO ALLOWANCE				
51532 HOLIDAYS - S.M.E.A.		409	208	211
51540 PERFECT ATTENDANCE	300			
51920 SICK LEAVE BUYBACK				
TOTAL P-ACCT 51000	364,076	409,926	188,157	433,637
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	292	300	139	300
53000 PROFESSIONL & TECHNCL SVC	5,517	7,000	1,000	7,000
53040 LEGAL SERVICES	247,398	200,000	106,004	200,000
53060 ADVERTISING				
53180 APPRAISALS				
53200 TUITION	253	600		600
53420 POSTAGE		150	15	150
53820 PHOTOGRAPHY		200		200
53900 SOFTWARE				
54200 OFFICE SUPPLIES	1,246	1,600	380	1,600
54201 OFFICE EQUIPMENT				
54210 PRINTING & STATIONERY	235			300
54220 COMPUTER SUPPLIES		250		250
54230 PHOTOCOPYING	146	250	120	250
54240 BOOKS & BOOKBINDING	14,360	15,000	4,595	15,000
55870 MAGAZINES,NEWS,SUBSCRIPTS	323	750	24	750
57100 IN STATE TRAVEL	306	400	173	400
57300 DUES AND MEMBERSHIPS	935	1,900	715	1,900
57810 RECORDINGS	575	500	275	500
TOTAL P-ACCT 52000	271,586	228,900	113,440	229,200
TOTAL ORG 2501 FUNDING REQUIRED	635,662	638,826	301,597	662,837

LAW DEPARTMENT

Position	Name	C	WEEKLY S Rate	YEAR RATE	BASE	TOTAL
SOLICITOR	GANNON, JOHN	N	1,655.60	86,091.20	86,422.32	86,422.32
FT ASST CITY SOL	WRIGHT, FRANCIS X JR	N	1,238.85	64,420.20	64,667.97	64,667.97
FT ASST CITY SOL	BUCKLEY, MATTHEW	N	1,238.85	64,420.20	64,667.97	64,667.97
FT ASST CITY SOL	SHAPIRO, DAVID	N	1,238.85	64,420.20	64,667.97	64,667.97
PT LABOR RELATIONS COUNSEL	COLLINS, ROBERT	N	991.08	51,536.16	51,734.38	51,734.38
LEGAL COUNSEL*	THOMAS, ANNE	N	323.74	16,834.48	16,899.23	16,899.23
PV LEGAL ASST	GARTLAND, PAULA	Y	1,053.97	54,806.44	54,806.44	54,806.44
PT SECRETARY	TKACZUK, SUSAN	N	550.00	28,600.00	28,710.00	28,710.00
					432,576.27	432,576.27

SALARIES	432,576.27
LONGEVITY	850.00
SMEA HOLIDAY	210.79
SUB-TOTAL	433,637.06
TOTAL	433,637.06

* This position is funded 25% by the Municipal Budget and 75% by the CDBG

ORG 2501: LAW DEPARTMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
COLLECTIVE BARGAINING/EMPLOYEE RELATIONS			
PERSONAL SERVICES	\$ 49,073.29	\$ 8,775.09	\$ 63,515.55
ORDINARY MAINTENANCE	\$ 3,530.50	\$ 1,034.85	\$ 3,575.50
TOTAL APPROPRIATIONS TO PROGRAM	\$ 52,603.79	\$ 9,809.94	\$ 67,091.05
<i>FTE FROM APPROPRIATIONS</i>	<i>1.08</i>		<i>1.08</i>
DRAFT DOCUMENTS AND ISSUE OPINIONS			
PERSONAL SERVICES	\$ 149,221.65	\$ 86,449.67	\$ 153,963.85
ORDINARY MAINTENANCE	\$ 7,134.00	\$ 2,188.54	\$ 7,218.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 156,355.65	\$ 88,638.21	\$ 161,181.85
<i>FTE FROM APPROPRIATIONS</i>	<i>3.00</i>		<i>3.00</i>
SELF INSURANCE			
PERSONAL SERVICES	\$ 23,759.86	\$ 6,571.74	\$ 24,622.03
ORDINARY MAINTENANCE	\$ 3,533.50	\$ 988.66	\$ 3,575.50
TOTAL APPROPRIATIONS TO PROGRAM	\$ 27,293.36	\$ 7,560.40	\$ 28,197.53
<i>FTE FROM APPROPRIATIONS</i>	<i>0.55</i>		<i>0.55</i>
LEGISLATIVE ADVOCACY			
PERSONAL SERVICES	\$ 19,660.31	\$ 5,728.83	\$ 20,522.49
ORDINARY MAINTENANCE	\$ 3,414.00	\$ 993.47	\$ 3,459.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 23,074.31	\$ 6,722.30	\$ 23,981.49
<i>FTE FROM APPROPRIATIONS</i>	<i>0.35</i>		<i>0.35</i>
LITIGATION			
PERSONAL SERVICES	\$ 100,877.38	\$ 45,888.55	\$ 103,679.57
ORDINARY MAINTENANCE	\$ 210,550.00	\$ 108,038.02	\$ 210,592.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 311,427.38	\$ 153,926.57	\$ 314,271.57
<i>FTE FROM APPROPRIATIONS</i>	<i>1.65</i>		<i>1.65</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 68,071.52	\$ 34,939.58	\$ 68,113.52
<i>FTE FROM ADMINISTRATION</i>	<i>1.37</i>		<i>1.37</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 638,826.01	\$ 301,597.00	\$ 662,837.01
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>8.00</i>		<i>8.00</i>

ORG 2501: LAW DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: COLLECTIVE BARGAINING/ EMPLOYEE RELATIONS

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of signed union contracts (Based on actual number of union contracts.)	0	8
<u>Cost:</u>	\$52,603.79	\$67,091.05
<u>Output Cost:</u>		\$8,386.38
<u>FTEs:</u>	1.08	1.08
<u>Outcome 1:</u> % of grievances settled successfully		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Bargain and sign all eight union contracts.
2. Use in-house labor attorney for all collective bargaining/ employee relations matters.
3. Allow labor attorney to work 10 more hours per week.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Moderate Employee Grievances and Disciplinary Actions	FY05: 40	FY06: 25
<u>Description:</u> Moderate and resolve disputes between City departments and their employees in order to facilitate fair management and fair working conditions.	<u>Output:</u> # of grievances/disciplinary actions addressed (Estimate from Personnel Department.)	
Negotiate Contracts	FY05: 8	FY06: 8
<u>Description:</u> Conduct negotiations with various unions . Establish affordable and reasonable contracts.	<u>Output:</u> # of contracts in negotiation (Actual number of union contracts)	

ORG 2501: LAW DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: DRAFT DOCUMENTS AND ISSUE OPINIONS

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

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of documents drafted and opinions issued (Based on sum of estimated contracts, written + verbal opinions, + MOU's+ agreements)	23,342	23,342
<u>Cost:</u>	\$156,355.65	\$161,181.85
<u>Output Cost:</u>	\$6.69	\$6.90
<u>FTEs:</u>	3.00	3.00
<u>Outcome 1:</u> % of opinions answered by client-set deadline		
<u>Outcome 2:</u> .% of employees who are satisfied with the legal opinions they receive from the law office	-	-

PROGRAM FY06 GOALS

1. Host a training seminar for employees regarding legal services.
2. Work closely with department heads to discuss their legal needs.
3. Be a proactive resource for all City departments.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Draft Standard Contracts	FY05: 300	FY06: 300
<u>Description:</u> Draft proposals and standard contracts for City officials by request.	<u>Output:</u> # of contracts signed (Actual Number as of 5/05/05.)	
Provide Counsel	FY05: 23,000	FY06: 23,000
<u>Description:</u> Provide formal and informal counsel to clarify legal issues facing the City.	<u>Output:</u> # of written and verbal opinions provided (Estimate based on 7,500 written opinions (30 opinions per day) and 15,500 verbal opinions (62 opinions per day))	
Issue Memorandums of Understanding	FY05: 37	FY06: 37
<u>Description:</u> Deal with legal issues that require clarification of rights and responsibilities of City officials and authorities vis-à-vis third parties or inter-agency parties. Achieve consensus among the parties which may serve as a base for future negotiations or actions.	<u>Output:</u> # of MOUs written (Actual number as of 05/05/05.)	
Develop Land Disposition Agreements	FY05: 5	FY06: 5
<u>Description:</u> Develop agreements on behalf of City officials with land developers.	<u>Output:</u> # of agreements entered into (Actual Number as of 5/05/05)	

ORG 2501: LAW DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: SELF INSURANCE

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

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of investigated and resolved claims (Based on actual number of claims closed due to settlement or expiration of statute of limitations as of 5/05/05.)	100	100
<u>Cost:</u>	\$27,293.36	\$28,197.53
<u>Output Cost:</u>	\$272.93	\$281.97
<u>FTEs:</u>	0.55	0.55
<u>Outcome 1:</u> % of claims settled to the satisfaction of the city		
<u>Outcome 2:</u> .	-	-

PROGRAM FY06 GOALS

1. Minimize the financial burden of the City.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Investigate	FY05: 100	FY06: 100
<u>Description:</u> Gather information for the legal staff, determine the validity of claims, and provide guidance for the proper course of action.	<u>Output:</u> # of claims closed due to settlement or expiration of statute of limitations (Actual number of claims closed as of 5/05/05)	
Resolve Claims	FY05: 271	FY06: 271
<u>Description:</u> Deny claims when no merit exists and settle when claims have merit. Fairly and efficiently protect the City from costly and unfair legal dispositions.	<u>Output:</u> # of claims pending (Actual number of claims pending as of 5/05/05)	

ORG 2501: LAW DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: LEGISLATIVE ADVOCACY

Description: Provide competent and efficient legal representation and advocacy regarding issues affecting the City that come before the State Legislature and the Board of Alderman.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of Home-Rule Petitions and ordinances (Based on total number of Home Rule Petitions + ordinances as of 5/05/05.)	42	46
<u>Cost:</u>	\$23,074.31	\$23,981.49
<u>Output Cost:</u>	\$549.38	\$521.33
<u>FTEs:</u>	0.35	0.35
<u>Outcome 1:</u> % of city officials satisfied with service provided		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Increase legislative advocacy role to include networking with State legislators and Alderman to educate them regarding the City's legal needs.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Pass Home-Rule Petitions	FY05: 16	FY06: 20
<u>Description:</u> Enable beneficial City proposals to pass legislation by winning the approval of legislators and the votes of legislative bodies.	<u>Output:</u> # of HRP drafted (Actual number as of 5/05/05)	
Draft Ordinances	FY05: 26	FY06: 26
<u>Description:</u> Assist City officials in establishing ordinances to protect the best interests of the City and its citizens.	<u>Output:</u> # of ordinances drafted (Actual number as of 5/05/05)	

ORG 2501: LAW DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: LITIGATION

Description: Provide the city with competent and effective legal representation in court.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of appeals and # of cases (total litigation) (Based on total number of appeals + cases handled as of 5/05/05.)	100	100
<u>Cost:</u>	\$311,427.38	\$314,271.57
<u>Output Cost:</u>	\$3,114.27	\$3,142.71
<u>FTEs:</u>	1.65	1.65
<u>Outcome 1:</u> % of clients satisfied with service received		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Look into options, including costs, for case management software.
2. Obtain case management software to better track current and past cases.
3. Reduce the number of cases that go to litigation.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Attend Administrative Law Hearings	FY05: 83	FY06: 83
<u>Description:</u> Provide effective and competent legal representation for the City in cases concerning administrative procedures before federal and state administrative agencies (e.g.. Appeals to Civil Service Commission or State Labor Relations Commission, and Appellate Tax Board).	<u>Output:</u> # of appeals handled (Actual number as of 5/05/05)	
Provide Legal Representation	FY05: 17	FY06: 17
<u>Description:</u> Provide the City with competent and effective legal representation in cases that arise within City departments in federal, state and district courts (e.g., contracts, employment, land use appeals, enforcement of codes, civil rights, torts, property damage, personal injury, election law, bankruptcy of City taxes).	<u>Output:</u> # of cases handled (Actual number as of 5/05/05)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Mayor's Office of Strategic Planning and Community Development (SPCD) is committed to improving the quality of life for Somerville's residents. In this endeavor, SPCD is especially dedicated to enhancing low-income areas, improving transportation access across the City, and attracting economic development to increase job opportunities and commercial tax revenue. In all its activities, SPCD is committed to strategically planning for current development opportunities and creating future opportunities for development. The Department seeks to emphasize the importance of: public participation, sound urban design, environmental preservation/enhancement, transportation access and housing choice.

DEPARTMENT ORGANIZATION: The Mayor's Office of Strategic Planning and Community Development is divided into four divisions – Planning & Development, Housing, Inspectional Services, and Finance. SPCD has 60 full-time employees on staff – 26 in Planning & Development, 11 in Housing, 17 in Inspectional Services, and six in Finance.

This structure encompasses functions previously housed in other departments. By bringing these divisions, personnel, and responsibilities into a single department, the City is better able to review and encourage development in a comprehensive and unified way. Specifically, the Inspectional Services Division, the Planning and Zoning Departments, and the administrative offices of the Conservation Commission and Greenspace Coordinator are managed under the umbrella of Strategic Planning and Community Development. Planning and Community Development activities associated with housing, public services, transportation, historic preservation, and commercial, and economic development — previously housed in OHCD — remain under the new Office as well. At the same time, responsibility for construction management for large infrastructure projects works is the province of a separate Capital Projects Department, including projects that may have originated in the Office of Strategic Planning & Community Development.

FY05 ACCOMPLISHMENTS:

- In support of economic development, SPCD passed new zoning for Assembly Square, leading to the \$64 million sale of the project in March 2005.
- SPCD launched the Union Square Initiative including the creation of *Union Square Main Streets*.
- Three new in-house planners, one in-house architect, and an assistant finance director were hired in February 2005.
- SPCD held an Economic Development Symposium – *Advancing Somerville* - in March 2005 – that was attended by over 100 developers, architects and industry executive.
- SPCD commenced the Municipal Property Development Study in February 2005 for pivotal properties in Union Square that will be the basis for issuance of development RFP's.
- SPCD completed designs for four parks.
- The Durell School was sold for redevelopment as eight new units (one affordable), bringing in over \$1.25M

DEPARTMENT OVERVIEW

- SPCD was instrumental in getting to State's Executive Office of Transportation to recommend construction of a branched Green Line extension to Union Square and Medford Hillside.
- In April/May 2005, Brownfields grants totaling more than \$300,000 were granted to assess contamination of key sites in Union Square.

FY06 DEPARTMENT PRIORITIES: and HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS:

1. "Promote Economic Development"

- In FY2006, SPCD will manage and facilitate development in Assembly Square.
- SPCD will implement the first phase of development strategy for Union Square, Innerbelt/Brickbottom and Davis Square by rezoning these areas and preparing development RFP's for municipal property.
- SPCD will create a Citywide Strategic Plan for Economic Development, including plans to market Somerville to potential businesses/industries and plan for improvements in the City's zoning process, using industry-focused roundtables to help inform decisions.

2. "Use City Assets Wisely"

- Plans in FY2006 and beyond are underway to consolidate City offices and sell surplus buildings.
- Plans are moving forward to lease the Homans Building.

3. "Maximize Return on Taxpayer Dollars"

- In FY06, SPCD will study and recommend revenue generation opportunities through sale of surplus properties and joint development projects.
- SPCD will implement fee increases where appropriate (e.g., ISD and Health).
- SPCD will eliminate unnecessary departmental expenditures and explore cost-savings and cost-sharing where possible and work in bulk purchasing when possible.

4. "Make Somerville an Exceptional Place to Live, Work and Play"

- SPCD is leading the planning coordination for the Green Line Extension, Orange Line stop and the Urban Ring.
- In FY06, work will move forward on construction of planned park projects at Trum, Perkins, Perry, Stone & Kemp Nut site.
- SPCD is managing the implementation of the Community Bike Path and the construction of new playgrounds and pocket parks.
- SPCD will launch the Somerville HOMES initiative.
- In FY06, SPCD will collaborate with DPW, Traffic & Parking and will begin the construction of streetscape projects, Somerville Avenue, Beacon Street and Washington Street.

5. "Promote Somerville Pride and Sense of Community"

- SPCD is supporting a farmer's market in Union Square, beginning in summer 2006.

DEPARTMENT OVERVIEW

- SPCD, in collaboration with the Somerville Arts Council, is managing the ArtsUnion initiative in Union Square, to promote the existing artist community.
- SPCD will continue to work with MIS and Communications on the SPCD web pages.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): There were no significant changes from FY05 adopted to FY05 estimated actuals.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): A CDBG grant is absorbing an additional 3 percent of SPCD costs to maintain FY05 appropriation level support. A new allocation for postage has been added in the ISD Operating Maintenance category.

COST ALLOCATION METHODOLOGY: Allocations have been made to the City budget based on a review of time sheets submitted by OHCD personnel for the period of 4/1/05 to 3/31/06 and projected estimates of projects planned for the upcoming year (our grant year for CDBG, HOME and ESG grants). Retirement and health insurance costs are fully supported by CDBG funds.

ORG 2910 OFFICE OF STRATEGIC PLANNING

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES		289,275	111,039	300,105
51520 AUTO ALLOWANCE			46	
TOTAL P-ACCT 51000		289,275	111,085	300,105
TOTAL ORG 2910 FUNDING REQUIRED		289,275	111,085	300,105

MAYOR'S OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT

Position	Name	C S	Existing Rate	Rate	Base	Portion Funded by Block Grant	City Budget TOTAL
Executive Director OHCD	Kostaras, James	N	2,115.38	110,422.84	110,422.84	33,126.85	77,295.99
Director CED	Glenn, Ezra	N	1,250.00	65,250.00	65,250.00	45,675.00	19,575.00
Director OSP	Geldersma, Sherri	N	1,156.00	60,343.20	60,343.20	45,257.40	15,085.80
Transportation Planner	Lisa Lepore	N	1,096.00	57,211.20	57,211.20	31,466.16	25,745.04
Director of Finance & Admin	Vacant	N	1,250.00	65,250.00	65,250.00	50,242.50	15,007.50
Project Manager - CED	Daveta, Chris	N	798.52	41,682.74	41,682.74	31,262.06	10,420.69
Project Manager - CED	Winslow, Stephen	N	999.00	52,147.80	52,147.80	26,073.90	26,073.90
Sr. Project Manager - CED	O'Brien, Stuart	N	961.54	50,192.39	50,192.39	30,115.43	20,076.96
Sr. Project Manager - CED	Wjinja, Elaine	N	951.92	49,690.22	49,690.22	37,267.67	12,422.56
Sr. Planner - TRLP	Merkel, Joseph	N	942.38	49,192.24	49,192.24	27,055.73	22,136.51
Planner - TLRP	Martin, Alice	N	865.46	45,177.01	45,177.01	24,847.36	20,329.66
Designer	Bokov, Anya	N	576.92	30,115.22	30,115.22	16,563.37	13,551.85
Office Assistant	Lynch, Nancy	N	673.08	35,134.62	35,134.62	33,921.81	1,212.81
Spec. Asst. to ED	Mitrano, Debra	N	579.38	30,243.64	30,243.64	9,073.09	21,170.55

742,053.12 441,948.33 300,104.79

SALARIES	742,053.12
less portion funded by federal block grant	441,948.33
Net Total Amount	300,104.79

ORG 2801 BOARD OF APPEALS

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	34,596	35,135	17,093	35,135
51115 SALARIES - MONTHLY	19,018	22,860	9,522	22,860
TOTAL P-ACCT 51000	53,614	57,995	26,615	57,995
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT		100		100
53000 PROFESSIONL & TECHNCL SVC				
53060 ADVERTISING				
53420 POSTAGE				
54200 OFFICE SUPPLIES		500		500
54201 OFFICE EQUIPMENT				
54210 PRINTING & STATIONERY	145	800	300	800
55870 MAGAZINES,NEWS,SUBSCRIPTS				
57100 IN STATE TRAVEL				
57110 IN STATE CONFERENCES				100
57300 DUES AND MEMBERSHIPS				
TOTAL P-ACCT 52000	145	1,400	300	1,500
TOTAL ORG 2801 FUNDING REQUIRED	53,759	59,395	26,915	59,495

BOARD OF APPEALS

Position	Name	C	S Existing Rate	Rate	Base	TOTAL
BOARD MEMBER	DALEY JR., RICHARD	N	317.51	3,810.12	3,810.12	3,810.12
BOARD MEMBER	FOSTER, HERBERT F. JR	N	317.51	3,810.12	3,810.12	3,810.12
BOARD MEMBER	FONTANO,ORSOLA SUSAN	N	317.51	3,810.12	3,810.12	3,810.12
BOARD MEMBER	QUERUSIO, SALVATORE	N	317.51	3,810.12	3,810.12	3,810.12
BOARD MEMBER	ROSSETTI, RICHARD	N	317.51	3,810.12	3,810.12	3,810.12
BOARD MEMBER	SMITHERS, MARLENE	N	158.72	1,904.64	1,904.64	1,904.64
BOARD MEMBER	DARLING, T.F.SCOTT, III	N	158.72	1,904.64	1,904.64	1,904.64
LEGAL TECHNICIAN	LIBERTORE, MAUREEN	N	673.08	35,134.78	35,134.78	35,134.78
					57,994.66	57,994.66

SALARIES	35,134.78
SALARIES - MONTHLY	22,859.88
TOTAL	57,994.66

ORG 2901 PLANNING BOARD

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	142,554	185,258	70,133	138,616
51115 SALARIES - MONTHLY	19,045	19,045	7,935	19,045
51410 LONGEVITY	1,950	1,950	975	1,950
51520 AUTO ALLOWANCE	504	550	91	550
51532 HOLIDAYS - S.M.E.A.		295	147	295
51540 PERFECT ATTENDANCE				
51691 OTHER LUMP SUM PAYMENTS		350	350	350
51930 UNIFORM ALLOWANCE	350			
TOTAL P-ACCT 51000	164,403	207,448	79,631	160,806
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT				
52480 REPAIRS COMPUTER EQUIPMT				
53000 PROFESSIONL & TECHNCL SVC	500	500		500
53060 ADVERTISING	3,401	3,000	441	3,000
53420 POSTAGE				
53820 PHOTOGRAPHY				
53900 SOFTWARE				
54200 OFFICE SUPPLIES		250		250
54210 PRINTING & STATIONERY	40	500		500
54220 COMPUTER SUPPLIES				2,000
54221 COMPUTER EQUIPMENT				
54230 PHOTOCOPYING				
54240 BOOKS & BOOKBINDING		2,000		
55850 PHOTOGRAPHIC SUPPLIES				
55870 MAGAZINES,NEWS,SUBSCRIPTS			28	
55874 MAGAZINES & PUBLICATIONS				
57100 IN STATE TRAVEL				
57110 IN STATE CONFERENCES				
57300 DUES AND MEMBERSHIPS				
TOTAL P-ACCT 52000	3,941	6,250	469	6,250
TOTAL ORG 2901 FUNDING REQUIRED	168,344	213,698	80,100	167,056

PLANNING BOARD

Position	Name	C	S	Rate	Year Rate	Base	TOTAL
EXEC. DIRECTOR	McGILLIGAN, EAMON	N		1,158.68	60,483.10	60,483.10	60,483.10
SR DRAFTSMAN	LUND, FREDERICK	Y		738.27	38,537.69	38,537.69	41,683.00
ZONING ADMINISTRATOR	VACANT	N		788.74	41,172.23	39,595.00	39,595.00
					140,193.02	138,615.79	
BOARD MEMBER	BOHAN, LINDA	N		317.42	3,809.04	3,809.04	3,809.04
BOARD MEMBER	KIRYLO, JAMES	N		317.42	3,809.04	3,809.04	3,809.04
BOARD MEMBER	PRIOR, KEVIN	N		317.42	3,809.04	3,809.04	3,809.04
BOARD MEMBER	MORONEY, ELIZABETH	N		317.42	3,809.04	3,809.04	3,809.04
BOARD MEMBER	FAVALORO, JOSEPH	N		317.42	3,809.04	3,809.04	3,809.04
						19,045.20	19,045.20
						19,045.20	160,806.30
SALARIES				138,615.79			
SALARIES - MONTHLY				19,045.20			
LONGEVITY				1,950.00			
SMEA HOLIDAY				295.31			
AUTO ALLOWANCE				550.00			
OTHER LUMP SUM				350.00			
TOTAL							160,806.30

ORG 3101 CONDOMINIUM REVIEW BOARD

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51115 SALARIES - MONTHLY	12,441	15,234	6,601	15,234
TOTAL P-ACCT 51000	12,441	15,234	6,601	15,234
ORDINARY MAINTENANCE				
53060 ADVERTISING				
53420 POSTAGE				
54200 OFFICE SUPPLIES	38	100		100
54210 PRINTING & STATIONERY	33			
TOTAL P-ACCT 52000	71	100		100
TOTAL ORG 3101 FUNDING REQUIRED	12,512	15,334	6,601	15,334

CONDO REVIEW BOARD

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
BOARD MEMBER	MEDEIROS, WILLIAM	N	253.90	3,046.80	3,046.80	3,046.80
BOARD MEMBER	CANGIAMILA, JOHN	N	253.90	3,046.80	3,046.80	3,046.80
BOARD MEMBER	MEDEIROS, ELIZABETH	N	253.90	3,046.80	3,046.80	3,046.80
BOARD MEMBER	JOYCE, KENNETH	N	253.90	3,046.80	3,046.80	3,046.80
BOARD MEMBER	RACICOT, ROBERT	N	253.90	3,046.80	3,046.80	3,046.80
					15,234.00	15,234.00

SALARIES - MONTHLY 15,234.00

TOTAL 15,234.00

ORG 3201 REDEVELOPMENT AUTHORITY

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51115 SALARIES - MONTHLY	10,157	10,883	4,534	10,883
TOTAL P-ACCT 51000	10,157	10,883	4,534	10,883
TOTAL ORG 3201 FUNDING REQUIRED	10,157	10,883	4,534	10,883

REDEVELOPMENT AUTHORITY

Position	Name	C S	Existing Rate	New Rate	Rate	Base	TOTAL
BOARD MEMBER	THOMPSON, JOSEPH	N	241.84	181.38	2,176.58	2,176.58	2,176.58
BOARD MEMBER	IWONNA, BONNEY	N	241.84	181.38	2,176.58	2,176.58	2,176.58
BOARD MEMBER	VACANT	N	241.84	181.38	2,176.58	2,176.58	2,176.58
BOARD MEMBER	MCCARTHY, JAMES	N	241.84	181.38	2,176.58	2,176.58	2,176.58
BOARD MEMBER	BUSNACH, ANN NANCY	N	241.84	181.38	2,176.58	2,176.58	2,176.58
						10,882.91	10,882.91
SALARIES - MONTHLY			10,882.91				
TOTAL			10,882.91				

ORG 1044 HISTORIC PRESV COMM

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	11,669	63,572	30,554	63,403
TOTAL P-ACCT 51000	11,669	63,572	30,554	63,403
ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC	825	725		725
53420 POSTAGE				
53820 PHOTOGRAPHY				
54056 CITY WIDE ACTIVITY				
54210 PRINTING & STATIONERY	159	100		100
55810 FLOWERS & FLAGS				
55820 BADGES, EMBLEMS, TROPHIES				
57300 DUES AND MEMBERSHIPS	75	200		200
TOTAL P-ACCT 52000	1,059	1,025		1,025
TOTAL ORG 1044 FUNDING REQUIRED	12,728	64,597	30,554	64,428

OSPCD - Historic Preservation

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
EXECUTIVE DIRECTOR	WILSON, BRADON	N	843.81	43,878.12	44,046.88	44,046.88
PT- PLANNER	CHASE, KRISTENNA	N	370.80	19,281.60	19,355.76	19,355.76
					63,402.64	63,402.64
SALARIES	63,402.64					
TOTAL	63,402.64					

ORG 8010 INSPECTIONAL SERVICES

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	346,067	765,741	328,833	796,348
51300 OVERTIME	7,839	13,000	9,906	13,000
51410 LONGEVITY	4,925	9,925	4,525	10,775
51460 OUT OF GRADE	378	500	3,473	6,001
51520 AUTO ALLOWANCE	3,928	8,350	3,253	7,800
51532 HOLIDAYS - S.M.E.A.		5,376	2,446	2,738
51540 PERFECT ATTENDANCE	500		1,750	
51690 OTHER DIFFERENTIALS	9,681	22,319	8,066	20,757
51691 OTHER LUMP SUM PAYMENTS				
51920 SICK LEAVE BUYBACK				
51930 UNIFORM ALLOWANCE	1,850	4,600	3,750	5,000
TOTAL P-ACCT 51000	375,168	829,811	366,002	862,419
ORDINARY MAINTENANCE				
52920 EXTERMINATION			1,870	5,001
53000 PROFESSIONL & TECHNCL SVC				250
53140 POLICE DETAIL			154	
53190 STAFF DEVELOPMENT	720	1,000	665	1,750
53210 EMPLOYEE TRAINING COURSES				
53820 PHOTOGRAPHY				
53850 DEMOLITION SERVICES				
54200 OFFICE SUPPLIES				4,000
54201 OFFICE EQUIPMENT		500		700
54210 PRINTING & STATIONERY			3,320	7,100
54240 BOOKS & BOOKBINDING	1,844	2,500	848	3,851
57866 HOUSING ASSISTANCE				
TOTAL P-ACCT 52000	2,564	4,000	6,857	22,652
TOTAL ORG 8010 FUNDING REQUIRED	377,732	833,811	372,859	885,071

INSPECTIONAL SERVICES

Position	Name	Rate	Base	Total
Director	George Landers	1,144.81	59,759.08	59,759.08
Sr. Bld Insp	Paul Nonni	1,166.54	60,893.31	63,560.99
Plumb/gas Insp	Anthony Sillari	924.37	48,251.87	50,168.31
Bldg Insp	Leo Karapetien	919.56	48,000.91	49,667.34
Code Enforcement Insp	Vacant	669.43	32,266.75	33,296.47
Bldg Insp	James Aurilio	880.94	45,985.19	47,698.37
Code Enforcement Insp	Vacant	669.43	32,266.75	33,296.47
Bldg Insp	Albert Bargoot	861.87	44,989.37	46,655.81
Bldg Insp	Gene Covington	820.54	42,832.11	43,895.29
Bldg Insp	John Driscoll	756.60	39,494.52	40,541.67
Principal Clerk	Kelly Como	705.49	36,826.58	37,817.68
Sr. Clerk	Patricia Belyea	611.52	31,921.34	33,143.64
Sr. Sanitary Insp.	Harold Vaughn	1,026.15	53,565.23	56,124.66
Chief Code Enforcement	Frank Keohane	824.29	43,027.86	44,713.53
Sr. Code Enforcement	Michelle Bowler	814.25	42,503.85	44,051.13
Sanitary Insp.	John Mainey	742.93	38,780.95	40,675.37
Sanitary Insp.	Guy Selfridge	990.85	51,722.17	53,619.45
Admin Assistant	Pickett Donna	828.73	43,259.71	44,625.46
			796,347.55	823,310.73
SALARIES	796,348			
DIFFERENTIAL	20,757			
LONGEVITY	10,775			
SMEA HOLIDAY	2,738			
AUTO ALLOWANCE	7,800			
UNIFORM	5,000			
OVERTIME	13,000			
OUT OF GRADE	6,001			
TOTAL	862,419			

ORG 1033 CONSERVATION COMM

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	31,392			26,074
TOTAL P-ACCT 51000	31,392			26,074
ORDINARY MAINTENANCE				
52712 RENTAL - TABLES & CHAIRS	30			
53000 PROFESSIONL & TECHNCL SVC	270	200		1,218
53420 POSTAGE		100		100
54200 OFFICE SUPPLIES	469	500		100
54210 PRINTING & STATIONERY				
54230 PHOTOCOPYING		748		130
54600 GROUNDSKEEPING SUPPLIES	700			
55100 EDUCATIONAL SUPPLIES				
55860 UNIFORMS				
55870 MAGAZINES,NEWS,SUBSCRIPTS	40			
57110 IN STATE CONFERENCES	300	325		295
57300 DUES AND MEMBERSHIPS	315	285		315
TOTAL P-ACCT 52000	2,124	2,158		2,158
TOTAL ORG 1033 FUNDING REQUIRED	33,516	2,158		28,232

CONSERVATION COMM

Position	Name	Existing Rate	Rate	Base	Portion Funded by Grant	City Budget TOTAL
PROJECT MANGER	WINSLOW STEPHEN	999.00	52,147.80	52,147.80	26,073.90	26,073.90
				52,147.80	26,073.90	26,073.90

ORG 2910: MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT

<u>PROGRAM EXPENSE SUMMARY</u>	BUDGET PROPOSAL		
	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
HOUSING			
PERSONAL SERVICES	\$ -	\$ -	\$ -
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS TO PROGRAM	\$ -	\$ -	\$ -
<i>FTE FROM APPROPRIATIONS</i>			
PLANNING & DEVELOPMENT			
PERSONAL SERVICES	\$ 219,756.06	\$ 111,039.00	\$ 300,105.00
ORDINARY MAINTENANCE	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS TO PROGRAM	\$ 219,756.06	\$ 111,039.00	\$ 300,105.00
<i>FTE FROM APPROPRIATIONS</i>			
INSPECTIONS			
PERSONAL SERVICES	\$ 822,810.86	\$ 328,833.00	\$ 828,665.72
ORDINARY MAINTENANCE	\$ 4,000.00	\$ 1,870.00	\$ 22,652.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 826,810.86	\$ 330,703.00	\$ 851,317.72
<i>FTE FROM APPROPRIATIONS</i>			
BOARDS & COMMISSIONS			
PERSONAL SERVICES	\$ 358,895.83	\$ 146,372.00	\$ 335,972.00
ORDINARY MAINTENANCE	\$ 10,933.00	\$ 769.00	\$ 11,033.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 369,828.83	\$ 147,141.00	\$ 347,005.00
<i>FTE FROM APPROPRIATIONS</i>			
ADMINISTRATION			
TOTAL APPROPRIATIONS TO PROGRAM	\$ 75,205.50	\$ 37,604.00	\$ 54,245.00
<i>FTE FROM APPROPRIATIONS</i>			
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 1,491,601.25	\$ 626,487.00	\$ 1,552,672.72
<i>TOTAL FTE FROM APPROPRIATIONS</i>	47.00		46.00

ORG 2910: MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: HOUSING

Description: Provide safe, attractive and affordable housing in Somerville through Housing Programs and Services.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of properties rehabilitated, affordable units created, subsidized units monitored, and tenant rental assistance cases. (Based on estimate by OSPCD.)	336	330
<u>Cost:</u>	\$0.00	\$0.00
<u>Output Cost:</u>	\$0.00	\$0.00
<u>FTEs:</u>	0.00	0.00
<u>Outcome 1:</u> % of Affordable Housing Annual Outcomes achieved (Based on count)	50%	

Outcome 2:

PROGRAM FY06 GOALS

1. Create affordable housing units at 100% of FY05 output.
2. Submit application to HUD for HUD Healthy Homes Program for \$2 million in funds.
3. Rehabilitate 80 existing housing units.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Interact with Public	FY05: 18	FY06: 12
<u>Description:</u> Educate first-time homebuyers on home-buying process, and create an eligible pool of participants for the Down payment Assistance Program.	<u>Output:</u> # of training sessions held/meetings attended. (Staff estimates.)	
Support Boards	FY05: 57	FY06: 88
<u>Description:</u> Support Condo Review, Affordable Housing Trust Fund, Fair Housing Commission, and Homeless Providers.	<u>Output:</u> # of meetings. (Staff estimates.)	
Create and Retain Affordable Housing	FY05: 58	FY06: 176
<u>Description:</u> Support CHDO, Affordable Housing Trust, HOME, Section 8 expiration, linkage, and inclusionary housing.	<u>Output:</u> # of affordable units created and retained. (Staff estimates.)	
Rehabilitate Properties	FY05: 135	FY06: 80
<u>Description:</u> Provide assistance to homeowners to rehabilitate their homes, particularly as related to lead and heating.	<u>Output:</u> # of properties rehabilitated/improved. (Staff estimates.)	
Monitor Subsidized Inventory List	FY05: 78	FY06: 52
<u>Description:</u> Monitor and track the 40b subsidized Inventory List.	<u>Output:</u> Number of subsidized units. (Staff estimates.)	
Manage Tenant-Based Rental Program	FY05: 65	FY06: 22
<u>Description:</u> Review and approve requests for tenant-rental assistance.	<u>Output:</u> # of tenant rental assistance cases (Staff estimates.)	
Participate in Continuing Education	FY05: 780	FY06: 520
<u>Description:</u> Develop professional skills among Staff through conferences, workshops, and planning initiatives.	<u>Output:</u> # of staff hours spent in continuing education. (Staff estimates.)	

ORG 2910: MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: PLANNING AND DEVELOPMENT

Description: Improve economic conditions and quality of life within the City of Somerville.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # projects started plus sites redeveloped. (Based on count by OSPCD.)	14	22
<u>Cost:</u>	\$219,756.00	\$300,105.00
<u>Output Cost:</u>	\$15,696.85	\$13,641.13
<u>FTEs:</u>		
<u>Outcome 1:</u> Number of projects completed.		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Produce document that outlines key target areas, infrastructure improvements, and regulatory changes.
2. Produce RPSs for sites in Union Square to create opportunities for new development.
3. Develop new fee schedule for licensing and permits associated with SPCD.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Interact with Public	FY05: 30	FY06: 40
<u>Description:</u> Build support for projects, be in touch with needs and concerns of public, and meet statutory requirements for public interaction.	<u>Output:</u> # of public meetings held or attended. (Staff estimates.)	
Support City Departments	FY05: 150	FY06: 150
<u>Description:</u> Provide planning expertise to City departments and BOA as requested in order to achieve the City's goals.	<u>Output:</u> # of meetings attended (Staff estimates.)	
Support Boards	FY05: 42	FY06: 85
<u>Description:</u> Support Planning, Zoning, Concomm, Historic, SRA, Bike Committee, and Design Review Boards and Commissions.	<u>Output:</u> # of meetings (Staff estimates.)	
Plan for Economic Development	FY05: 10	FY06: 15
<u>Description:</u> Study opportunities to create jobs, revitalize commercial areas, and improve transportation and transit access and service.	<u>Output:</u> # new projects started. (Staff estimates.)	
Redevelop Properties	FY05: 4	FY06: 7
<u>Description:</u> Redevelop vacant or underutilized properties (public and private), including parks, historic properties, historic structures, streetscapes, infrastructure, and brownfields to return them to productive use.	<u>Output:</u> # of sites redeveloped/improved (Staff estimates.)	
Support Partner Agencies	FY05: 19,815	FY06: 25,000
<u>Description:</u> Provide support (technical, financial) to an independent nonprofit organization to revitalize City's downtown districts.	<u>Output:</u> # of people served (Estimate from Action Plan.)	

ORG 2910: MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: INSPECTIONS

Description: Address safety issues, and enforce building safety and zoning ordinances.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of snow tickets issued, complaints responded to, permits reviewed, and inspections. (Based on estimate by ISD).	7,690	8,395
<u>Cost:</u>	\$826,810.00	\$851,317.72
<u>Output Cost:</u>	\$107.51	\$101.40
<u>FTEs:</u>	17.00	17.00
<u>Outcome 1:</u> % of businesses and residents code compliant. (Based on count)	92.5%	94%
<u>Outcome 2:</u> Number of new projects. (Based on count)		

PROGRAM FY06 GOALS

1. Increase the number of review/approvals of plans, permits, and licenses by 5%.
2. Increase inspections by 25%.
3. Increase response to complaints by 100%.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Respond to Complaints <i>Description:</i>	FY05: 1,500	FY06: 1,700
	<u>Output:</u> # of complaints responded to. (Staff estimates.)	
Review and Approve Plans, Permits, and Licenses <i>Description:</i> Review builders' permits, plumbing permits, gas permits, and dumpster permits.	FY05: 4,592	FY06: 4,830
	<u>Output:</u> # of applications reviewed. (Staff estimates.)	
Conduct Inspections <i>Description:</i> Respond to citizen emergency calls, participate in Neighborhood Impact Team, inspect businesses for health code compliance, and issue certificates of occupancy.	FY05: 1,048	FY06: 1,365
	<u>Output:</u> # if inspections conducted. (Staff estimates.)	
Issue Snow Tickets <i>Description:</i>	FY05: 550	FY06: 500
	<u>Output:</u> # of snow tickets issued. (Staff estimates.)	
Participate in Continuing Education and Accreditation <i>Description:</i> Maintain highest levels of training and accreditation by attending necessary training events.	FY05: 240	FY06: 300
	<u>Output:</u> # of staff hours. (Staff estimates.)	

ORG 2910: MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: BOARDS AND COMMISSIONS

Description: Staff and support the City of Somerville's zoning, planning, condominium development, historical preservation, redevelopment, and conservation boards and commissions.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of permit applications/cases annually (Based on estimate of about 90 for each board.)	360	360
<u>Cost:</u>	\$369,828.83	\$347,005.00
<u>Output Cost:</u>	\$1,027.30	\$963.90
<u>FTEs:</u>	0.00	0.00
<u>Outcome 1:</u> % of permit decisions rendered within 90 to 100 days. (Based on estimate by OSPCD)	95%	
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Conduct biweekly and monthly board and commission meetings.
2. Support the organization and running of the regular board and commission meetings.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Administrative Support	FY05: 100	FY06: 100
<u>Description:</u> Assure the quality of support for the City's boards and commissions.	<u>Output:</u> # of board and commissions meetings attended by staff and members. (Estimate.)	
Public Information	FY05: 10,000	FY06: 10,000
<u>Description:</u> Manage information flows by responding to resident inquiries, walk-in appointments, telephone and web based correspondence.	<u>Output:</u> # of requests for information responded to by City staff. (Estimate.)	
Process Permit Applications	FY05: 360	FY06: 360
<u>Description:</u> Ensure that permit applications follow the state-mandated response time of 65 days to open a case and 90-100 days to render a decision on the permit application.	<u>Output:</u> % of submitted permit application cases opened within the state mandated 65 day period after receipt of application. (Estimate of annual.)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Somerville Fire Department's primary mission is the protection of all citizens from the ravages of fire. However, the responsibilities of the Department have expanded into many other areas including: emergency medical response, hazardous materials mitigation, water rescue, confined space rescue, trench rescue, health issues such as carbon monoxide detector investigations, investigation of a variety of building systems issues, response to biohazard incidents, and response to acts of domestic terrorism.

The traditional goals of the Fire Department are:

1. To prevent fires from starting.
2. To prevent loss of life and property when fires start.
3. To confine fire to the place where it started.
4. To extinguish fires.
5. To provide pre-hospital care to sick and injured patients

DEPARTMENT ORGANIZATION: The Fire Department consists of 152 personnel in three major areas. The Fire Suppression Division, the Emergency Communication Division (Fire Alarm), and the Non-Suppression Division. The Fire Suppression Division provides emergency response on a 24-hour / 7 days a week basis. This division is further organized into four groups. Each group works for 24 hours and is then off-duty for 72 hours. There are 128 personnel assigned to this division.

The Emergency Communications Division is organized into five groups that provide coverage 24-hours a day. This division is staffed by 10 certified Fire Alarm Operators.

The Non-Suppression Division is subdivided into several different areas: fire administration, fire prevention, fire investigations, fire training and maintenance.

The Fire Department is responsible for emergency management and therefore oversees the funding of both the auxiliary fire and police units. The Police Department has the management responsibility for the auxiliary police and the Fire Department the auxiliary fire unit.

FY05 ACCOMPLISHMENTS: In FY05, the Fire Department managed to maintain the same staffing levels throughout the year. One firefighter was hired to replace one that retired. In the fire alarm division, we were able to quickly replace an operator that left, thus reducing overtime cost. The Mass Decon Unit (MDU) is functional and operating. The Department responded to over 10,000 requests for assistance and successfully controlled several fires that involved multiple building before the arrival of the apparatus.

Fire Prevention has worked diligently to accomplish its mission and achieved the goal of bringing on line 25 additional properties that had previously ignored the smoke detector regulations. Active participation in the Neighborhood Impact Team (NIT) has eliminated many fire hazards throughout the community.

DEPARTMENT OVERVIEW

The Computer Aided Dispatch (CAD) system in fire alarm is in place and should be fully operational going into FY06. This is a major accomplishment since this project has been discussed and worked on at various levels for almost 10 years.

The Fire Department is the point of contact for the Boston Urban Area Security Initiative (UASI) and as such has coordinated the cities' effort to obtain funding for the 10 identified disciplines in the community (police, fire, DPW, health, etc.). This funding will supply equipment and training through the department of homeland security. Reimbursement for cost related to the Democratic National Convention (DNC) was also coordinated through the Fire Department as were reimbursements for one major snowstorm that crippled the City.

FY06 DEPARTMENT PRIORITIES: In FY06 we will increase the amount of information available to the fire companies through the CAD system. This will include such response information as the nearest hydrant, location of Fire Department sprinkler connections, and additional hazards, as well as a database of community residents in need of assistance in the event of an emergency involving at their home. This will be coordinated with other City agencies.

Once again in FY06, fire prevention will be identifying and compelling additional properties to become compliant with the smoke detector requirements. The goal will be an additional twenty-five building in compliance. The goal is to achieve 100 percent compliance in the community.

Another goal is to continue to participate in the UASI group to bring additional equipment funding and training to the Fire Department and other disciplines.

Administrative priorities in the upcoming year will focus on methods to secure additional funding and also on ways to reduce costs such as effective scheduling to reduce overtime, searching for fiscal inefficiencies and finding methods to correct them, and trying to decrease injuries through training. Administratively, we hope to be able to provide timely information to all interested parties through better use of the City web site.

We strive to interact professionally within the community to build trust in the Department as a source of help in all situations. Public confidence in the Fire Department is critical to helping citizens feel "safe" in their homes from natural and man-made (terrorist) events.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS:

The fire department supports the Mayor's priorities to:

- "Improve Public Interactions with Departments"
- "Improve City Technology"
- "Provide the Best Basic Services Possible"
- "Improve Public Safety"

DEPARTMENT OVERVIEW

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED

ACTUALS): The most significant change will be in the spending of overtime in the fire alarm division. The budget was grossly under-funded due to the transfer of the fire alarm division from the DPW to the fire department.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): The budget for overtime in the Fire Alarm Division will be significantly increased to reflect the realistic cost of this item. There will be an increase in several items to reflect changes in responsibilities for these items. For example, the cost of office furniture and appliances such as air conditioners and dishwashers formerly were funded by DPW. There is added funding for computer equipment to support the reorganization that took place last year. Additionally, a Public Safety technology person has been added to the budget, with funding split between Police and Fire, to address critical projects.

COST ALLOCATION METHODOLOGY:

Allocations have been made to the City budget based on a review of time sheets submitted by the Fire Department. Additional personal services' spending was determined as the difference between total budgeted personal service costs and salaries for both FY05 and FY06.

ORG 4101 EMERGENCY MANAGEMENT

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES				
TOTAL P-ACCT 51000				
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES				
52460 REPAIRS OFFICE EQUIPMENT				
52620 REPAIRS-TOOLS & EQUIPMENT	191			
53000 PROFESSIONL & TECHNCL SVC				
53060 ADVERTISING				
53210 EMPLOYEE TRAINING COURSES				
54200 OFFICE SUPPLIES				
54201 OFFICE EQUIPMENT				
54210 PRINTING & STATIONERY				
54900 FOOD SUPPLIES & REFRESHMT	114	327		
55000 MEDICAL/DENTAL SUPPLIES				
55820 BADGES, EMBLEMS, TROPHIES		100		
55860 UNIFORMS	1,935	2,000	1,000	2,000
55880 PUBLIC SAFETY SUPPLIES	3,114	2,000	918	1,900
57300 DUES AND MEMBERSHIPS				
57400 INSURANCE PREMIUMS	750	900	412	600
TOTAL P-ACCT 52000	6,104	5,327	2,330	4,500
TOTAL ORG 4101 FUNDING REQUIRED	6,104	5,327	2,330	4,500

	FY04 ACTUAL	FY05 BUDGET	FY05 EXPEND	EXECUTIVE	
	EXPENDITURES		THRU 12/31	PROPOSAL	
PERSONAL SERVICES					
51110 SALARIES	8,166,803	8,243,060	3,960,183	8,343,771	
51300 OVERTIME	417,363	516,000	374,012	516,000	
51410 LONGEVITY	143,975	148,800	145,850	160,250	
51460 OUT OF GRADE	48,075	51,500	22,361	51,500	
51530 HOLIDAYS	543,559	548,817	234,128	551,209	
51532 HOLIDAYS - S.M.E.A.		512	256	532	
51540 PERFECT ATTENDANCE	42,458		750		
51691 OTHER LUMP SUM PAYMENTS	38,475	37,600	36,700	37,600	
51721 RETIREMENT INCENTIVE					
51920 SICK LEAVE BUYBACK					
51930 UNIFORM ALLOWANCE	162,400	154,000	152,900	155,100	
51940 IN SERVICE TRAINING	4,197	3,500	1,017	3,500	
51950 EDUCATIONAL INCENTIVE	87,072	100,000	92,899	100,000	
51955 E.M.T.'S	71,250	80,000		80,000	
51956 DEFIBRILLATOR STIPEND	50,662	48,650	48,300	49,000	
51957 HAZARDOUS DUTY STIPEND	72,750	69,500	69,000	70,000	
51960 REIMBURSEMENT FOR INJURY	160,440	90,000	3,841	90,000	
51970 PHYSICAL EXAMINATION	9,000	14,500	7,335	14,500	
TOTAL P-ACCT 51000	10,018,479	10,106,439	5,149,532	10,222,962	
ORDINARY MAINTENANCE					
52450 REPAIRS-VEHICLES					
52460 REPAIRS OFFICE EQUIPMENT	370	500		250	
52470 MAINT CONTRACT-OFFC EQUIP	6,780	6,500	417	6,500	
52610 REPAIRS-RADIO ALARM	9,067	8,500	2,885	8,500	
52620 REPAIRS-TOOLS & EQUIPMENT	111,306	101,000	39,617	104,450	
52760 RENTALS OFFICE EQUIPMENT	3				
52970 IN SERVICE TRAINING OM	1,082	1,500		600	
53000 PROFESSIONL & TECHNCL SVC					
53040 LEGAL SERVICES					
53145 TOWING	220	350		350	
53150 MUTUAL AID - FIRE		100		100	
53400 COMMUNICATIONS	1,298	1,800	500	1,800	
53420 POSTAGE	592	600		600	
53440 EXPRESS/FREIGHT	164	300	13	300	
53820 PHOTOGRAPHY	398	600	441	600	
53840 LAUNDRY SERVICES	791	1,800	178	1,000	
54200 OFFICE SUPPLIES	3,347	3,500	775	3,627	
54201 OFFICE EQUIPMENT	486	1,200	321	3,000	
54210 PRINTING & STATIONERY	310	400	704	1,250	
54220 COMPUTER SUPPLIES	625	1,500	224	3,000	
54221 COMPUTER EQUIPMENT	2,452	4,500	715	8,500	
54230 PHOTOCOPYING					
54240 BOOKS & BOOKBINDING		400		400	
54310 HARDWARE & SMALL TOOLS		1,000	67	1,000	
54500 CUSTODIAL & HOUSEKPG SUPP	716	1,000		1,000	
54810 MOTOR GAS AND OIL	724	1,500	408	1,500	
54820 TIRES AND TUBES	3,909	7,000	132	5,000	
54830 BATTERIES	977	1,500	488	1,200	
54840 ANTI-FREEZE		500		500	
54900 FOOD SUPPLIES & REFRESHMT		100		300	
55000 MEDICAL/DENTAL SUPPLIES	11,718	11,000	1,229	11,000	
55810 FLOWERS & FLAGS	529	100		100	
55870 MAGAZINES,NEWS,SUBSCRIPTS		200		200	
55880 PUBLIC SAFETY SUPPLIES	9,079	5,400	1,489	5,400	
55890 SUPPLIES FOR MEN/WOMEN	6,974	9,000	1,185	11,000	
55900 FIRE HOSES-REPAIRS/PARTS	1,968	2,000	1,968	2,000	
55910 COLORGUARD	3,250	3,250		3,250	
57100 IN STATE TRAVEL	49	100		100	
57200 OUT OF STATE TRAVEL			706		
57300 DUES AND MEMBERSHIPS	3,285	3,600	2,500	3,600	
TOTAL P-ACCT 52000	182,469	182,300	56,962	191,977	
TOTAL ORG 4201 FUNDING REQUIRED	10,200,948	10,288,739	5,206,494	10,414,939	

FIRE DEPARTMENT

Position	Name	C	Existing S Rate	Rate	Base	TOTAL
CHIEF ENGN'R	KELLEHER, KEVIN	Y	1,992.78	103,909.24	103,909.24	115,833.97
DEPUTY CHIEF	GRANEY, THOMAS	Y	1,696.49	88,459.84	88,459.84	99,347.55
DEPUTY CHIEF	SALVI, DAVID	Y	1,696.49	88,459.84	88,459.84	99,347.55
DEPUTY CHIEF	KEENAN, STEPHEN	Y	1,696.49	88,459.84	88,459.84	99,347.55
DEPUTY CHIEF	MEMORY, JOHN	Y	1,696.49	88,459.84	88,459.84	99,347.55
DEPUTY CHIEF	LUCIA, JAMES	Y	1,696.49	88,459.84	88,459.84	99,347.55
DEPUTY CHIEF	HODNETT, JAMES	Y	1,696.49	88,459.84	88,459.84	99,347.55
DEPUTY CHIEF	LYONS, ROBERT JR	Y	1,696.49	88,459.84	88,459.84	99,347.55
DIST CHIEF	HURLEY, WILLIAM	Y	1,501.34	78,284.16	78,284.16	88,488.85
DIST CHIEF	SORDILLO, JOHN	Y	1,501.34	78,284.16	78,284.16	88,488.85
DIST CHIEF	ST CLAIR, PETER	Y	1,501.34	78,284.16	78,284.16	88,488.85
DIST CHIEF	KING, JAMES	Y	1,501.34	78,284.16	78,284.16	88,488.85
CAPTAIN	DOHERTY, JOHN	Y	1,328.59	69,276.48	69,276.48	78,876.54
CAPTAIN	LEE, WILLIAM	Y	1,328.59	69,276.48	69,276.48	78,876.54
CAPTAIN	MURPHY, DENNIS	Y	1,328.59	69,276.48	69,276.48	78,876.54
CAPTAIN	SULLIVAN, PATRICK 3D	Y	1,328.59	69,276.48	69,276.48	77,001.54
CAPTAIN	HALLINAN, WILLIAM	Y	1,328.59	69,276.48	69,276.48	77,001.54
CAPTAIN	BREEN, CHARLES JR	Y	1,328.59	69,276.48	69,276.48	77,326.54
WFAPPARRPMN	CROWLEY, JOSEPH E	Y	1,328.59	69,276.48	69,276.48	75,826.54
CAPTAIN	HECK, MICHAEL	Y	1,328.59	69,276.48	69,276.48	78,876.54
CAPTAIN	DOHENEY, JAMES	Y	1,328.59	69,276.48	69,276.48	77,001.54
CAPTAIN	KEANE, JOHN JR	Y	1,328.59	69,276.48	69,276.48	76,676.54
CAPTAIN	LEE, FRANK J	Y	1,328.59	69,276.48	69,276.48	77,001.54
LIEUTENANT	MCKENZIE, JOHN	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	GALVIN, JOSEPH	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	WALL, MARK JR	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	DOBSON, RICHARD	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	DOUBLEDAY, BRUCE	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	HOUGH, KEVIN	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	WILKER, ROBERT	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	KNEELAND, THOMAS	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	LONGO, STEPHEN	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	MCLAUGHLIN, VINCENT	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	MCLEAN, WALLACE	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	SALEMME, JOSEPH M	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	NOLAN, JAMES	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	MACK, DENNIS	Y	1,175.74	61,306.44	61,306.44	70,046.53
LIEUTENANT	BYRNE, JOHN JR	Y	1,175.74	61,306.44	61,306.44	68,496.53
LIEUTENANT	RENTEL, LESLIE	Y	1,175.74	61,306.44	61,306.44	68,821.53
LIEUTENANT	HOUGHTON, CHARLES	Y	1,175.74	61,306.44	61,306.44	68,821.53
LIEUTENANT	AVERY, MICHAEL	Y	1,175.74	61,306.44	61,306.44	68,171.53
LIEUTENANT	FORREST, WALLACE	Y	1,175.74	61,306.44	61,306.44	68,171.53
LIEUTENANT	GOVER, GIRARD	Y	1,175.74	61,306.44	61,306.44	68,821.53
LIEUTENANT	SICILIANO, CHARLES	Y	1,175.74	61,306.44	61,306.44	68,821.53
LIEUTENANT	FITZPATRICK, WILLIAM	Y	1,175.74	61,306.44	61,306.44	68,171.53
LIEUTENANT	GALLAGHER, JAMES	Y	1,175.74	61,306.44	61,306.44	68,496.53
LIEUTENANT	TRAHAN, ROBERT	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	NORTON, JOHN JR	Y	1,175.74	61,306.44	61,306.44	68,821.53
LIEUTENANT	ODONOVAN, BRIAN	Y	1,175.74	61,306.44	61,306.44	68,171.53
LIEUTENANT	SALEMME, THOMAS M	Y	1,175.74	61,306.44	61,306.44	70,371.53
LIEUTENANT	MAJOR, CHRISTOPHER	Y	1,175.74	61,306.44	61,306.44	67,671.53
LIEUTENANT	KEENAN, JAMES	Y	1,175.74	61,306.44	61,306.44	68,821.53
LIEUTENANT	DIPALMA, DANIEL R	Y	1,175.74	61,306.44	61,306.44	68,171.53

LIEUTENANT	MCCARTHY, ROBERT	Y	1,175.74	61,306.44	61,306.44	67,621.53
LIEUTENANT	TEIXEIRA, GARY	Y	1,175.74	61,306.44	61,306.44	67,621.53
FIREFIGHTER	POWERS, WILLIAM	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	CARROLL, THOMAS	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	BURNS, JAMES	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	BAZYLINSKI, CHARLES	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	DOHERTY, ROBERT	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	BECKWITH, JOHN	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	FOWLER, WILLIAM	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	POWERS, JAMES	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	SELIG, RONALD	Y	996.39	51,954.62	51,954.62	60,391.99
FIREFIGHTER	SULLIVAN, LAWRENCE	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	BARRY, JOSEPH	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	BROWN, THOMAS	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	CASEY, RICHARD	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	FEHLAN, WILLIAM	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	LAYTON, STEPHEN	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	LEVESQUE, JOHN	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	NICHOLSON, MARK	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	POPKEN, KARL	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	QUINN, ROBERT	Y	996.39	51,954.62	51,954.62	58,516.99
FIREFIGHTER	CAHILL, WILLIAM	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	DORANT, PATRICK	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	ELLIS, WILLIAM	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	GIBSON, THOMAS	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	LOPEZ, THOMAS	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	MATTERA, VINCENT	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	MACLAUGHLAN, ROBERT	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	MITCHELL, JOHN	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	ORTOLANI, STEPHEN	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	SCULLARI, JOSEPH	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	BENNETT, MICHAEL	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	POPKEN, FREDERICK	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	SHARPE, FRANCIS	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	CONNELLY, ROBERT	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	KERNER, ELLIOT	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	TRAHAN, MARTIN	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	GUELPA, CHRISTINE	Y	996.39	51,954.62	51,954.62	58,841.99
FIREFIGHTER	BARCLAY, RICHARD	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	COLBERT, JOHN	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	GILLIS, PAUL	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	LAYTON, KENNETH	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	ROSS, THOMAS	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	SANCHEZ, GERMAN	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	ALFANO, DAVID W	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	MOORE, SYLVESTER	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	SULLIVAN, PAUL M JR	Y	996.39	51,954.62	51,954.62	58,191.99
FIREFIGHTER	ANZALONE, MICHAEL	Y	996.39	51,954.62	51,954.62	57,691.99
FIREFIGHTER	KELLEY, THOMAS F	Y	996.39	51,954.62	51,954.62	57,691.99
FIREFIGHTER	MACKINNON, PAUL	Y	996.39	51,954.62	51,954.62	57,691.99
FIREFIGHTER	DONOVAN, JOHN PAUL	Y	996.39	51,954.62	51,954.62	57,691.99
FIREFIGHTER	PIWINSKI, JAMES M	Y	996.39	51,954.62	51,954.62	57,691.99
FIREFIGHTER	REVILLA, RODOLFO	Y	996.39	51,954.62	51,954.62	57,691.99
FIREFIGHTER	KEANE, SEAN	Y	996.39	51,954.62	51,954.62	57,641.99
FIREFIGHTER	HOWARD, CHRISTIAN W	Y	996.39	51,954.62	51,954.62	57,641.99
FIREFIGHTER	JOHNSON, EARL	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	TIERNEY, SEAN	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	TIERNEY, THOMAS	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	SNOW-MCKENZIE, CYNTHIA	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	WALL, MARK	Y	996.39	51,954.62	51,954.62	57,591.99

FIREFIGHTER	ALCARAZ, BLANCA	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	MAURAS, STEVEN	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	DE COURCEY, JOHN	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	COSTA, WILLIAM	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	PEREZ, ROGER	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	CHEIMETS, STEVEN	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	EPPS, RYAN	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	FLYNN, TIMOTHY	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	LAMPLEY, VINCENT	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	CLARK, JAMES	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	POWERS, MICHAEL	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	WALL, MATTHEW	Y	996.39	51,954.62	51,954.62	57,591.99
FIREFIGHTER	STEPHEN BELSKI	Y	996.39	51,954.62	51,954.62	57,491.99
FIREFIGHTER	MELVIN DOMINIQUE	Y	996.39	51,954.62	51,954.62	57,491.99
FIREFIGHTER	GREGORY FRENCH	Y	996.39	51,954.62	51,954.62	57,491.99
FIREFIGHTER	MARK MATTHEWS	Y	996.39	51,954.62	51,954.62	57,491.99
FIREFIGHTER	JOSEPH ROSSI	Y	996.39	51,954.62	51,954.62	57,491.99
FIREFIGHTER	DAVID STILTNER	Y	996.39	51,954.62	51,954.62	57,491.99
FIREFIGHTER	JULIAN DAVIS	Y	996.39	51,954.62	51,954.62	57,391.99
FIREFIGHTER	PATRICK BARRY	Y	996.39	51,954.62	51,954.62	57,391.99
FIREFIGHTER	JOHN C. FITZGERALD	Y	996.39	51,954.62	51,954.62	57,391.99
FIREFIGHTER	TIMOTHY BAKEY	Y	996.39	51,954.62	51,954.62	57,391.99
FIREFIGHTER	CHARLES D. RICHARDSON	Y	996.39	51,954.62	51,954.62	57,391.99
FIREFIGHTER	ROBERT F. HODNETT	Y	996.39	51,954.62	51,954.62	57,391.99
FIREFIGHTER	PATRICK KEANE	Y	996.39	51,954.62	51,954.62	57,391.99
FIREFIGHTER	JOEY L. MARANO	Y	996.39	51,954.62	51,954.62	57,391.99
FIREFIGHTER	MELISSA PAINTER	Y	830.06	16,126.88	44,180.36	49,104.25
			857.53	28,053.48		
FIREFIGHTER (2)	VACANT	Y	830.06	43,281.70	83,479.00	88,334.21
PRINCIPAL CLERK	CICCARIELLO, JANET	Y	705.49	36,786.26	36,786.26	38,268.46
SENIOR CLERK	SANBORN, FRANCES	Y	623.75	32,524.11	32,524.11	33,723.61
IT SPECIALIST	VACANT			22,500.00	22,500.00	22,500.00
					8,343,770.09	9,367,462.63

ORG 4211 FIRE ALARM

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES		538,391	262,406	547,490
51300 OVERTIME		35,000	65,823	110,000
51410 LONGEVITY		9,200	9,300	9,400
51460 OUT OF GRADE		3,500	1,018	3,500
51530 HOLIDAYS		39,932	14,041	39,932
51540 PERFECT ATTENDANCE				
51691 OTHER LUMP SUM PAYMENTS		12,000	12,000	12,000
51930 UNIFORM ALLOWANCE		11,000	11,000	11,000
TOTAL P-ACCT 51000		649,023	375,588	733,322
TOTAL ORG 4211 FUNDING REQUIRED		649,023	375,588	733,322

FIRE ALARM

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
CHIEF FIREALARMOPER	DOHERTY, DAVID	Y	1,244.15	1,244.15	64,944.63	74,572.40
SR FIRE ALARM OPER	SWANTON, JAMES	Y	1,110.85	1,110.85	57,986.37	67,107.60
SR FIRE ALARM OPER	KENNEDY, WAYNE	Y	1,110.85	1,110.85	57,986.37	67,107.60
SR FIRE ALARM OPER	SLOANE, WILLIAM	Y	1,110.85	1,110.85	57,986.37	67,107.60
SR FIRE ALARM OPER	ATHERTON, CAROL	Y	1,110.85	1,110.85	57,986.37	65,307.60
FIRE ALARM OPER	BREEN, TODD	Y	991.83	991.83	51,773.53	57,642.48
FIRE ALARM OPER	HERMAN, BRIAN	Y	991.83	991.83	51,773.53	57,442.48
FIRE ALARM OPER	KYLE, BRIEN	Y	991.83	991.83	51,773.53	57,042.48
FIRE ALARM OPER	SLOANE, STEPHEN	Y	991.83	991.83	51,773.53	57,442.48
FIRE ALARM OPER	WALSH, DAVID	Y	826.21	826.21	31,726.46	37,269.99
	STEP 2 - EFF. 3/28/06		853.56	853.56	11,779.13	
					547,489.81	608,042.71

SALARIES	547,489.81
OVERTIME	110,000.00
LONGEVITY	9,400.00
OUT OF GRADE	3,500.00
HOLIDAYS	39,932.03
OTHER LUMP SUM	12,000.00
UNIFORM ALLOWANCE	11,000.00
TOTAL	733,321.84

ORG 4201: FIRE DEPARTMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
PREVENTION			
PERSONAL SERVICES	\$ 407,611.32	\$ 262,741.14	\$ 407,937.31
ORDINARY MAINTENANCE	\$ 2,325.00	\$ 2,325.00	\$ 2,437.70
TOTAL APPROPRIATIONS TO PROGRAM	\$ 409,936.32	\$ 265,066.14	\$ 410,375.01
<i>FTE FROM APPROPRIATIONS</i>	<i>5.00</i>		<i>5.00</i>
INVESTIGATION			
PERSONAL SERVICES	\$ 69,916.80	\$ 46,690.75	\$ 69,964.81
ORDINARY MAINTENANCE	\$ 1,970.00	\$ 1,970.00	\$ 2,076.35
TOTAL APPROPRIATIONS TO PROGRAM	\$ 71,886.80	\$ 48,660.75	\$ 72,041.16
<i>FTE FROM APPROPRIATIONS</i>	<i>0.95</i>		<i>0.95</i>
MAINTENANCE			
PERSONAL SERVICES	\$ 157,999.34	\$ 88,582.21	\$ 158,249.34
ORDINARY MAINTENANCE	\$ 102,905.00	\$ 102,905.00	\$ 106,361.35
TOTAL APPROPRIATIONS TO PROGRAM	\$ 260,904.34	\$ 191,487.21	\$ 264,610.69
<i>FTE FROM APPROPRIATIONS</i>	<i>2.00</i>		<i>2.00</i>
FIRE ALARM			
PERSONAL SERVICES	\$ 649,033.07	\$ 432,840.46	\$ 696,061.85
ORDINARY MAINTENANCE	\$ 5,552.00	\$ 5,552.00	\$ 4,731.35
TOTAL APPROPRIATIONS TO PROGRAM	\$ 654,585.07	\$ 438,392.46	\$ 700,793.20
<i>FTE FROM APPROPRIATIONS</i>	<i>10.00</i>		<i>10.00</i>
EMERGENCY OPERATIONS			
PERSONAL SERVICES	\$ 8,995,853.23	\$ 5,603,779.04	\$ 8,948,753.05
ORDINARY MAINTENANCE	\$ 35,695.00	\$ 35,695.00	\$ 36,695.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 9,031,548.23	\$ 5,639,474.04	\$ 8,985,448.05
<i>FTE FROM APPROPRIATIONS</i>	<i>129.15</i>		<i>129.15</i>
TRAINING			
PERSONAL SERVICES	\$ 100,104.52	\$ 57,455.43	\$ 100,104.52
ORDINARY MAINTENANCE	\$ 1,845.00	\$ 1,845.00	\$ 951.35
TOTAL APPROPRIATIONS TO PROGRAM	\$ 101,949.52	\$ 59,300.43	\$ 101,055.87
<i>FTE FROM APPROPRIATIONS</i>	<i>0.95</i>		<i>0.95</i>
ADMINISTRATION EXPENSE - ALL			
<i>FTE FROM APPROPRIATIONS</i>	<i>3.95</i>		<i>3.95</i>
TOTAL FROM APPROPRIATIONS	\$ 10,943,570.32	\$ 6,836,507.63	\$ 10,955,375.67
<i>FTE FROM APPROPRIATIONS</i>	<i>152.00</i>		<i>152.00</i>

ORG 4201: FIRE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: PREVENTION

Description: Prevent fires by carrying out regular fire alarm and suppression inspections in order to decrease the number of fire fatalities and loss in property value.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # all investigations, permits, plan reviews, and inspections. (Based on estimate)	16,120	16,120
<u>Cost:</u>	\$409,936.00	\$410,375.00
<u>Output Cost:</u>	\$25.43	\$25.45
<u>FTEs:</u>	5.00	5.00
<u>Outcome 1:</u> % change in # building fires, calendar year 2004 vs. 2003. (Based on Professional Files software.)	-24%	
<u>Outcome 2:</u> .	-	

PROGRAM FY06 GOALS

1. Conduct 130 permit investigations triggered by company red cards.
2. Put into place a simple data management system to track activity levels, including documentation of follow-up.
3. Adjust 10 "high-maintenance" fire alarm systems to be more discerning.
4. Bring on line 25 additional properties not in compliance with the fire alarm certification.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Plan and Review Buildings	FY05: 1,300	FY06: 1,300
<u>Description:</u> Review building plans and ensure that all buildings have the required fire prevention measures in place.	<u>Output:</u> # of plans reviewed per year, based on 25/week.. (Estimate by Dep. Chief Hodnett)	
Inspect Fire Alarms and Suppression	FY05: 4,160	FY06: 4,160
<u>Description:</u> Make sure that fire alarm systems are working properly and building/homes comply with fire codes.	<u>Output:</u> # of preventive inspections per year, based on 80/week. (Estimate by Dep. Chief Hodnett)	
Issue Certificates and Permits	FY05: 4,160	FY06: 4,160
<u>Description:</u> Document and assure that the necessary fire codes are in place, minimizing fire hazards.	<u>Output:</u> # of permits issued per year, based on 80/week. (Estimate by Dep. Chief Hodnett)	
Permit Investigations	FY05: 6,500	FY06: 6,500
<u>Description:</u> Ensure public accountability for fire safety.	<u>Output:</u> # of code enforcement investigations per year, based on 125/week. (Estimate by Dep. Chief Hodnett)	

ORG 4201: FIRE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: INVESTIGATION

Description: Investigate the origin of fires and conduct appropriate criminal investigations when necessary.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of investigations. (Based on estimate.)	240	240
<u>Cost:</u>	\$71,886.80	\$72,041.00
<u>Output Cost:</u>	\$299.52	\$300.17
<u>FTEs:</u>	0.95	0.95
<u>Outcome 1:</u> % of fires whose cases are closed.	75%	
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Increase by 3% the total fires whose origins are successfully identified.
2. Put into place a simple data management system to track activity levels.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Prepare for Court Proceedings

FY05: 15 **FY06:** 15

Description: Complete the necessary paperwork to ensure the person or persons responsible for a fire are held responsible.

Output: # of court proceedings per year. (Estimate.)

Investigate Fires

FY05: 20 **FY06:** 20

Description: Identify the origin of the fire.

Output: # of fires investigated per year. (Count.)

ORG 4201: FIRE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: MAINTENANCE

Description: Keep frontline apparatus and equipment available for safe and dependable use in order to protect firefighters and serve the community.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of units of equipment under department oversight. (Based on estimate by KSG students.)	2,710	2,710
<u>Cost:</u>	\$260,904.34	\$264,610.00
<u>Output Cost:</u>	\$96.27	\$97.64
<u>FTEs:</u>	2.00	2.00
<u>Outcome 1:</u> % of time apparatus is out of service for maintenance (Based on estimate.)		
<u>Outcome 2:</u> .	-	

PROGRAM FY06 GOALS

1. Put in place a data management system.
2. Reduce the time that front line apparatus is out of service.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Road Service	FY05: 520	FY06: 520
<u>Description:</u> Provide 24 hours service for vehicle break downs of fleet.	<u>Output:</u> # of road service calls responded to per year, at 10/week. (Estimate.)	
Inspect Equipment	FY05: 75	FY06: 75
<u>Description:</u> Test and maintain the readiness of fire apparatus and equipment.	<u>Output:</u> # of pieces of equipment under department oversight. (Estimate.)	
Maintain Vehicles	FY05: 3,640	FY06: 3,640
<u>Description:</u> Provide vehicles maintenance for all Department vehicles, including fire engines, cars, and small equipment.	<u>Output:</u> # of repairs completed per year, at 70/week. (Estimate.)	
Maintain Power Equipment	FY05: 1,300	FY06: 1,300
<u>Description:</u> Make the appropriate repairs to power tools.	<u>Output:</u> # of equipment repairs completed per year, at 25/week. (Estimate.)	
Maintain Buildings	FY05: 43,680	FY06: 43,680
<u>Description:</u> Maintain clean and functional department facilities to promote safe and healthy working environment.	<u>Output:</u> # of cleaning assignments per year, at 840/week.. (Estimate.)	
Test Hydrants and Shovels	FY05: 1,400	FY06: 1,400
<u>Description:</u> Test and maintain the readiness of fire hydrants to guarantee their operationality in event of a fire.	<u>Output:</u> # of hydrant tests and shovel contacts per year. (Estimate.)	
SCBA	FY05: 300	FY06: 300
<u>Description:</u> Test, repair, and maintain SCBA equipment.	<u>Output:</u> # of pieces of equipment under department oversight. (Estimate.)	

ORG 4201: FIRE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: FIRE ALARM

Description: Receive emergency calls and dispatch the appropriate response quickly and safely in order to protect and serve the community in times of emergency.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> # of calls received that result in dispatch. (Based on calendar year 2004.)	10,580	10,580
<u>Cost:</u>	\$654,585.07	\$700,793.20
<u>Output Cost:</u>	\$61.36	\$66.23
<u>FTEs:</u>	10.00	10.00
<u>Outcome 1:</u> Caller satisfaction. (Based on caller survey.)		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Ensure that each dispatcher receives at least four in-house trainings per year.
2. Fully implement CAD.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Facilitate Non-emergency Calls	<i>FY05:</i> 73,000	<i>FY06:</i> 73,000
<u>Description:</u> Transfer non-emergency calls and facilitate non-emergency communication within the Department as well as other City Departments.	<u>Output:</u> # of calls forwarded per year, at 200/day. (Estimate by David Doherty.)	
Test Circuits	<i>FY05:</i> 9,100	<i>FY06:</i> 9,100
<u>Description:</u> Assess the condition of circuits.	<u>Output:</u> # of circuits tested per year, at 175/week. (Estimate by David Doherty.)	
Test Radio	<i>FY05:</i> 10,920	<i>FY06:</i> 10,920
<u>Description:</u> Assess the condition of radios and ensure accurate emergency notification, dispatch, and communication during an emergency.	<u>Output:</u> # of radio tests per year, at 210/week. (Estimate by David Doherty.)	
Respond to Emergency Notifications.	<i>FY05:</i> 10,580	<i>FY06:</i> 10,580
<u>Description:</u> Accurately and quickly gather needed information regarding an emergency and dispatch appropriate response to an emergency.	<u>Output:</u> # of calls received per year that result in dispatch. (Professional Files software, calendar year 2004.)	

ORG 4201: FIRE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: EMERGENCY OPERATIONS

Description: Ensure safe, fast, and effective responses to fire and medical emergencies in order to prevent loss of life and property damage.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> #of calls received that result in dispatch. (Based on calendar year 2004.)	10,580	10,580
<u>Cost:</u>	\$9,031,548.23	\$8,985,448.05
<u>Output Cost:</u>	\$853.64	\$849.28
<u>FTEs:</u>	128.00	129.00
<u>Outcome 1:</u> Response time in minutes. (Estimate)	2	
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Engage in four in-house trainings per year to ensure effectiveness.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Respond to Car Fires and Car Accidents	FY05: 426	FY06: 426
<u>Description:</u> Respond to car fires and car accidents in an efficient and timely manner.	<u>Output:</u> # of car accidents responded to per year. (Professional Files software, calendar year 2004.)	
Respond to False Alarms	FY05: 288	FY06: 288
<u>Description:</u> Survey and respond to all false alarms.	<u>Output:</u> # of false alarms responded to per year. (Professional Files software, calendar year 2004.)	
Clear Hazardous Materials	FY05: 417	FY06: 417
<u>Description:</u> Respond to hazardous material emergencies in a safe, fast, and effective manner.	<u>Output:</u> # of hazardous materials incidents in calendar year 2004. (Professional Files software, calendar year 2004.)	
Suppress Fires	FY05: 470	FY06: 470
<u>Description:</u> Respond to fire emergencies in a safe, fast, and effective manner.	<u>Output:</u> # of fires suppressed per year. (Professional Files software, calendar year 2004.)	
Respond to Fire Alarm Systems	FY05: 1,808	FY06: 1,808
<u>Description:</u> Respond to fire alarm systems in a safe, fast, and effective manner.	<u>Output:</u> # of fire alarms responded to per year. (Professional Files software, calendar year 2004.)	
Provide Medical Aid	FY05: 4,326	FY06: 4,326
<u>Description:</u> Respond to medical emergencies in a safe, fast, and effective manner.	<u>Output:</u> # of medical aids provided per year. (Professional Files software, calendar year 2004.)	
Provide Miscellaneous Service	FY05: 2,836	FY06: 2,836
<u>Description:</u> Respond to all non-emergency requests for service.	<u>Output:</u> # of miscellaneous items attended to per year. (Professional Files software, calendar year 2004.)	

ORG 4201: FIRE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: TRAINING

Description: Ensure that fire fighters are adequately prepared to respond to fires and medical emergencies in order to prevent the loss of life and minimize property damage.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> # in-house trainings and public and in-house drills. (Based on estimate)	206	206
<u>Cost:</u>	\$101,949.52	\$101,055.87
<u>Output Cost:</u>	\$494.89	\$490.56
<u>FTEs:</u>	0.95	0.95
<u>Outcome 1:</u> % of firefighters who are adequately prepared to perform their duties.	100%	
<u>Outcome 2:</u> .	-	

PROGRAM FY06 GOALS

1. Ensure each firefighter is given five in-house trainings a year.
2. Ensure that every school is visited at least four times a year.
3. Put into place a simple data management system to track activity levels.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Practice Field Drills and Exercises	<i>FY05:</i> 40	<i>FY06:</i> 40
<u>Description:</u> Enable fire fighters to practice their skills and maintain and enhance their preparedness for emergency and fire responses.	<u>Output:</u> # of exercises per year. (Estimate by Deputy Chief Graney.)	
Provide Classroom Training	<i>FY05:</i> 90	<i>FY06:</i> 90
<u>Description:</u> Train and certify firefighters. Ensure they are able to provide qualified assistance in medical emergencies and fire-related incidents.	<u>Output:</u> # of in-house trainings per year. (Estimate by Deputy Chief Graney.)	
Practice School Fire Drills	<i>FY05:</i> 76	<i>FY06:</i> 76
<u>Description:</u> Ensure that students, faculty, and school administrators are prepared to respond appropriately in event of a fire.	<u>Output:</u> # of drills per year. (Estimate by Deputy Chief Graney.)	
Provide Public Education	<i>FY05:</i> 48	<i>FY06:</i> 48
<u>Description:</u> Provide individuals who visit the Fire Station with lessons and awareness tools regarding fire prevention and safety.	<u>Output:</u> # of hours spent on public education activities per year. (Estimate by Deputy Chief Graney.)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Somerville Police Department provides effective and efficient law enforcement, including emergency service and community oriented non-criminal services, that enhance the quality of life and reduces the fear of crime through compassionate and vigilant leadership in cooperation with the citizens of Somerville.

FY05 ACCOMPLISHMENTS: The current administration assumed oversight of the Police Department upon the retirement of the previous chief on February 25, 2005. Chief Bradley made appointments in the command staff:

- Captain Michael Devereaux to Executive officer
- Lt. Paul Upton to Public Information Officer/ Chief's Aide
- Lt. James Polito to Professional Standards and Development
- Sgt. Daniel Cotter to Professional Standards and Development
- Sgt. Gerry Rymill to Narcotics supervisor

Additional initiatives have included:

- Crime analyst Frank Bates was brought to the second floor and given a permanent office within the command staff to bring his advice and expertise closer to the decision-making process.
- The Professional Standards Unit has been renamed Professional Standards and Development. All policy revisions and internal affairs investigations, as well as an eventual program for staff inspections, will flow from this office. The Professional Standards and Development unit was removed from the Detective Bureau Captain's command and placed organizationally under the Executive Officer within close contact of the Chief's Office. Our goal is to build up increased trust in this unit's work over time. As one step, an independent awards board was established to evaluate award candidates and to promote the level of objectivity and integrity.
- Twice-a-week command staff meetings have been instituted to allow for the flow of information up and down the chain of command.
- Since March 5th, Chief Bradley has issued five General Orders, 33 Memos and three Special Operations Orders. In one Special Order, the function of General Orders and Memos was clarified. (Special orders cover temporary events (parades, fireworks, lost children) and expire with the end of the event.)
- All overtime and compensatory time was carefully examined and each and every slip must pass through the Chief's Office. Last half overtime shifts in the 911 room were cut from 8hrs. to 4hrs., providing an immediate savings.
- Sick time has become a top priority and the following programs were instituted:
 - Sick time abusers in patrol and 911 were identified, served with a letter, and

DEPARTMENT OVERVIEW

- summoned to the Chief's Office for an advisory conference.
 - o Home visits were begun for the worst abusers.
 - o City Ordinance 10-7 was invoked. One officer's pay was stopped and a second was threatened with stoppage in pay. The first officer is in the process of a "fitness for duty" evaluation and the second returned to full duty. Contractual provisions that sanction sick usage through detail and overtime restrictions have been used successfully.
- In the first quarter of FY5, there were 59 officers assigned to patrol, with 15 out long-term sick, disabled, and light duty. Currently, there are 60 officers assigned to uniformed patrol, with two sergeants out on disability, one patrolman long-term disability, and one patrolman on long-term sick status with a resolution expected soon. Sick-time usage is down across the board and overtime costs have concurrently dropped to their lowest level in two years. In part because of these steps, the Department's year-end deficit will be almost \$100,000.00 better than even a target set in March, and significantly better than projections anticipated in January.
 - Meetings have begun with the Police Advisory Group and the Group has been given some proposals to consider related to deployment, command staff, and rank structure.

FY06 DEPARTMENT PRIORITIES: Next step priorities are as follows:

- Training remains the main immediate need of this Department. Liability and public safety concerns are substantial unless the officers are, at the very least, given firearms requalification. All officers must be brought into compliance with state mandated requirements for first responder, homeland security and firearms.
- A second priority is to institute reorganization for the more efficient use of existing personnel. We are reviewing plans that shift individuals in order to restore some of the specialized functions, like domestic violence, that we have removed to cover patrol staffing.
- The Department will hire 4 civilian console operators, thereby eliminating the need for a patrolman to fill operator duties on overtime.
- The Department will continue monitoring sick time usage as well as disability leave, using contractual and city ordinance sanctions to address problems. The executive officer will seek to develop better internal monitoring of attendance by introducing new software and working closely with the Chief and executive secretary.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Police Department's priorities support the Mayor's strategic goals by:

DEPARTMENT OVERVIEW

- 1) Reducing sick time and disability usage, thereby decreasing overtime costs,
- 2) Reassigning police officers from console or secretarial positions to street patrol, thereby increasing the efficiency and effectiveness of the patrol force.
- 3) Using training as a tool to increase officer satisfaction as well as increase customer satisfaction.
- 4) Reorganizing the overall structure of the Police Department to deliver more effective police services at the times and places most needed.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED

ACTUALS): The Police Department will see a year-ending deficit after transfers of approximately \$146,359.00, some \$100,000.00 better than originally anticipated. Overtime costs have been significantly reduced during the last quarter, but Inordinate usage in earlier quarters has driven costs.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): As mentioned previously, the Department has asked for additional funding of approximately \$140,000.00 for four console (phone answering and reception) positions. Also, four additional patrol positions have been budgeted for and these officers will complete academy and field training by February '06.

COST ALLOCATION METHODOLOGY): As with other departments, Personal Services and Ordinary Maintenance were allocated to programs based on an understanding of where those resources were used.

ORG 4301 POLICE

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	7,839,800	7,908,124	3,762,597	8,011,191
51120 CROSSING GUARDS	268,230	273,000	93,398	273,000
51300 OVERTIME	626,809	450,000	667,108	450,000
51310 TRAINING-OVERTIME				70,000
51410 LONGEVITY	34,900	34,300	39,825	42,450
51420 COURT TIME	200,591	158,750	90,808	158,750
51430 SHIFT DIFFERENTIALS	393,165	399,927	193,588	400,604
51460 OUT OF GRADE	21,511	12,000	11,232	16,000
51530 HOLIDAYS	471,410	518,523	250,981	509,323
51532 HOLIDAYS - S.M.E.A.		827	406	889
51540 PERFECT ATTENDANCE	1,000		600	10,000
51690 OTHER DIFFERENTIALS	1,268	1,304	524	1,313
51691 OTHER LUMP SUM PAYMENTS		700	48,550	127,077
51692 5/2 BUYBACK	54,527	57,614	2,024	58,832
51721 RETIREMENT INCENTIVE				
51920 SICK LEAVE BUYBACK	45,237		14,121	
51930 UNIFORM ALLOWANCE	47,125	57,200	350	57,250
51950 EDUCATIONAL INCENTIVE		1,000		1,000
TOTAL P-ACCT 51000	10,005,573	9,873,269	5,176,112	10,187,679
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES	34,540	43,000	10,587	43,000
52460 REPAIRS OFFICE EQUIPMENT	70,930	73,000	25,477	39,952
52475 MAINT SOFTWARE			14,882	27,408
52610 REPAIRS-RADIO ALARM	12,528	15,500	3,996	15,500
52760 RENTALS OFFICE EQUIPMENT	1,878	4,714		4,714
52970 IN SERVICE TRAINING OM	6,603	15,000	2,050	15,000
53000 PROFESSIONL & TECHNCL SVC	15,116	18,237	2,324	18,237
53010 MEDICAL & DENTAL SERVICES	33,805	40,000	45,682	60,000
53060 ADVERTISING	5,621	1,000	300	2,650
53141 DETENTION ATTENDANTS	9,201	12,000	8,043	12,000
53145 TOWING	250			
53405 PSTN-USAGE	5,999		4,563	6,000
53420 POSTAGE	1,500	1,700	1,500	1,700
53840 LAUNDRY SERVICES		150		
54200 OFFICE SUPPLIES	19,684	13,576	6,100	13,576
54201 OFFICE EQUIPMENT	45	500	1,990	500
54210 PRINTING & STATIONERY	5,704	4,524	2,344	4,524
54220 COMPUTER SUPPLIES	1,249	12,500	1,857	12,500
54221 COMPUTER EQUIPMENT	3,799			
54240 BOOKS & BOOKBINDING	356	1,400	369	1,400
54810 MOTOR GAS AND OIL	79,608	74,250	23,725	
54850 MOTOR PARTS & ACCESSORIES	3,756	4,000	4,678	4,000
54860 REIMB OF LICENSES	287	450	75	450
54900 FOOD SUPPLIES & REFRESHMT				
55850 PHOTOGRAPHIC SUPPLIES	157	1,900		900
55870 MAGAZINES,NEWS,SUBSCRIPTS	402	900		400
55880 PUBLIC SAFETY SUPPLIES				
55890 SUPPLIES FOR MEN/WOMEN	2,977	16,663	1,406	16,663
55910 COLORGUARD	1,500	1,500	1,500	1,500
55920 TRAFFIC SUPV SUPPLIES	1,452	2,000	1,146	2,000
57300 DUES AND MEMBERSHIPS	4,850	2,000	4,575	2,000
57310 BAPERN MEMBERSHIP	1,911	2,200	1,911	2,200
57600 JUDGEMENTS/SETTLMT OF CLM				
57840 CARE OF PRISONERS	2,728	1,500	1,024	1,500
TOTAL P-ACCT 52000	328,436	364,164	172,104	310,274
TOTAL ORG 4301 FUNDING REQUIRED			48,216	10,497,953

POLICE DEPARTMENT

Position	Name	C S	Existing Rate	Yearly Base	TOTAL
PATRL 04	VOZELLA, ROBERT J	Y	1,197.09	62,488.10	72,112.32
PATRL 04	SHAH, LISA	Y	1,197.09	62,488.10	68,196.91
SGT	AUFIERO, JOHN T	Y	1,173.15	61,238.43	70,923.82
PATRL 04	MANZELLI, ANTHONY M	Y	1,149.20	59,988.24	69,388.85
PATRL 04	BRENNAN, NEIL P	Y	1,197.09	62,488.10	72,168.32
PATRL 04	WARD, CHRISTOPHER J	Y	1,197.09	62,488.10	72,168.32
SGT	STANFORD, JAMES J	Y	1,466.44	76,548.17	87,260.07
PATRL 04	MARTINI, LEO D	Y	1,149.20	59,988.24	69,388.85
PATRL 04	REMIGIO, LOUIS M	Y	1,149.20	59,988.24	69,500.85
SGT	COTTER, BERNARD D	Y	1,466.44	76,548.17	82,949.71
ACTING CHIEF	BRADLEY, ROBERT R	Y	2,298.42	119,977.52	128,246.99
PATRL 04	BROWN, JAMES W	Y	957.67	49,990.37	63,832.63
PATRL 04	ANKENBAUER, ROBERT	Y	1,053.44	54,989.57	60,195.61
PATRL 04	HYDE, JAMES P	Y	1,149.20	59,988.24	68,946.45
PATRL 04	JOHNSON, STEVEN	Y	957.67	49,990.37	59,576.63
PATRL 04	MCCARTHY, WILLIAM H	Y	1,197.09	62,488.10	72,056.32
SGT	ROONEY, JAMES R	Y	1,407.78	73,486.12	79,682.35
LIEUT	TRANT, PAUL R	Y	1,723.06	89,943.73	97,243.44
LIEUT	JONES, JOHN J	Y	1,654.14	86,346.11	93,404.60
SGT	CHRISTENSEN, JOHN P	Y	1,407.78	73,486.12	79,682.35
SGT	GAUGHAN, MICHAEL F	Y	1,407.78	73,486.12	83,653.76
PATRL 04	IRVING, PATRICK J	Y	1,149.20	59,988.24	69,444.85
CAPT	STORY, MELVIN	Y	2,024.60	105,684.12	114,039.22
PATRL 04	SULLIVAN, BERNADETTE	Y	1,197.09	62,488.10	68,196.91
PATRL 04	GILBERTI, RICHARD C	Y	1,053.44	54,989.57	60,195.61
LIEUT	KELLEY, FRANCIS X	Y	1,723.06	89,943.73	98,503.44
SGT	NARGI, ANTHONY S	Y	1,466.44	76,548.17	84,081.71
PATRL 04	AMERAL, MICHAEL A	Y	1,197.09	62,488.10	72,168.32
LIEUT	CABRAL, MICHAEL	Y	1,723.06	89,943.73	102,244.90
PATRL 04	COSTA, MARTHA F	Y	1,149.20	59,988.24	66,789.44
PATRL 04	DRISCOLL, ROBERT	Y	1,149.20	59,988.24	69,444.85
PATRL 04	KENNELLY, MICHAEL	Y	1,149.20	59,988.24	65,529.44
PATRL 04	MANSIR, CLIFFORD M	Y	1,149.20	59,988.24	69,388.85
PATRL 04	MULCAHY, MICHAEL J	Y	1,197.09	62,488.10	69,328.91
PATRL 04	WYATT, MICHAEL J	Y	957.67	49,990.37	55,661.22
PATRL 04	KELLEHER, ROBERT F	Y	1,197.09	62,488.10	72,056.32
PATRL 04	COLLETTE, WALTER J. JR	Y	1,149.20	59,988.24	66,661.44
LIEUT	FEMINO, CHARLES J	Y	1,723.06	89,943.73	97,243.44
PATRL 04	CARR, WILLIAM F	Y	1,053.44	54,989.57	64,167.02
PATRL 04	COLLINS, NEIL F	Y	1,197.09	62,488.10	69,392.91
PATRL 04	GAMBLE, SCOTT M G	Y	1,053.44	54,989.57	61,391.61
SGT	MARINO, JOHN A	Y	1,407.78	73,486.12	84,040.71
PATRL 04	NOLAN, WILLIAM L	Y	957.67	49,990.37	61,220.63
PATRL 04	DONOVAN, WILLIAM P	Y	977.67	51,034.37	63,790.63
PATRL 04	HODGDON, JAMES W	Y	957.67	49,990.37	62,620.63
PATRL 04	LEUCHTER, JOHN W	Y	1,053.44	54,989.57	64,111.02
PATRL 04	LEYNE, THOMAS A	Y	1,149.20	59,988.24	69,444.85
PATRL 04	MAHONEY, JOHN J JR	Y	1,053.44	54,989.57	64,167.02
PATRL 04	REDDIN, EDWARD R	Y	957.67	49,990.37	62,676.63
PATRL 04	RYAN, DANIEL J JR	Y	1,149.20	59,988.24	65,529.44
PATRL 04	MCNALLY, JAMES	Y	1,197.09	62,488.10	72,168.32
CAPT	DEVEREAUX, MICHAEL	Y	2,024.60	105,684.12	114,039.22
SGT	MACARELLI, JOSEPH	Y	1,407.78	73,486.12	83,992.71
PATRL 04	SHERMAN, THOMAS	Y	1,053.44	54,989.57	60,195.61

PATRL 04	CAMPBELL, BRUCE B	Y	1,197.09	62,488.10	72,168.32
PATRL 04	COVERT, LANCE S	Y	977.67	51,034.37	59,875.22
PATRL 04	VACANT Y	933.95	48,752.19	52,496.02	VACANT Y 933.95
LIEUT	HYDE, DANIEL J	Y	1,723.06	89,943.73	102,196.90
CAPT	OCONNOR, JOHN T	Y	2,024.60	105,684.12	114,039.22
PATRL 04	REDDIN, STEPHEN	Y	957.67	49,990.37	62,620.63
SGT	SILVA, DENNIS S	Y	1,407.78	73,486.12	80,878.35
PATRL 04	STILES, NICHOLAS S	Y	957.67	49,990.37	62,620.63
PATRL 04	LYONS, DAVID	Y	977.67	51,034.37	59,875.22
PATRL 04	DOTTIN, DERRICK	Y	1,053.44	54,989.57	61,327.61
PATRL 04	NADILE, ERNEST J JR	Y	1,053.44	54,989.57	64,055.02
LIEUT	UPTON, PAUL J	Y	1,654.14	86,346.11	93,404.60
PATRL 04	REARDON, GERALD	Y	1,197.09	62,488.10	72,168.32
PATRL 04	BROWN, MICHAEL D	Y	1,149.20	59,988.24	69,444.85
PATRL 04	DOHERTY, TIMOTHY P	Y	957.67	49,990.37	59,576.63
PATRL 04	DUFFY, PAUL C	Y	1,197.09	62,488.10	68,196.91
SGT	MCCAIN, JOSEPH E	Y	1,466.44	76,548.17	87,212.07
SGT	VOZELLA, JOHN C	Y	1,466.44	76,548.17	87,308.07
PATRL 04	ST HILAIRE, STEVE Y	Y	1,053.44	54,989.57	64,167.02
PATRL 04	KIELY, MICHAEL R	Y	1,197.09	62,488.10	72,112.32
PATRL 04	SYLVESTER, SEAN	Y	1,053.44	54,989.57	63,612.62
PATRL 04	NARDONE, DOROTHY	Y	1,197.09	62,488.10	72,112.32
PATRL 04	MONACO, ALAN	Y	1,053.44	54,989.57	64,055.02
SGT	CARRABINO, STEPHEN J	Y	1,466.44	76,548.17	87,260.07
PATRL 04	COSTA, KATHRYN M	Y	1,149.20	59,988.24	69,444.85
SGT	VIVOLO, CARMINE C	Y	1,466.44	76,548.17	87,212.07
PATRL 04	GOBIEL, JOHN J	Y	1,197.09	62,488.10	72,056.32
PATRL 04	DONOVAN, JAMES 13.1 WK	Y	1,197.09	62,488.10	69,392.91
PATRL 04	DIGREGORIO, JEFFREY	Y	1,197.09	62,488.10	69,328.91
PATRL 04	LAVEY, RICHARD	Y	1,197.09	62,488.10	68,196.91
PATRL 04	SLATTERY, JAMES	Y	957.67	49,990.37	56,121.22
PATRL 04	HICKEY, ROBERT W	Y	1,149.20	59,988.24	69,500.85
PATRL 04	CHAILLE, WARREN A	Y	1,053.44	54,989.57	64,055.02
PATRL 04	MANFRA, MARYANNE	Y	1,149.20	59,988.24	66,661.44
PATRL 04	PEFINE, DOMINIC	Y	957.67	49,990.37	56,057.22
PATRL 04	THERMIDOR, JONATHAN	Y	1,197.09	62,488.10	69,456.91
PATRL 04	WINFIELD, KEITH	Y	957.67	49,990.37	56,057.22
LIEUT	POLITO, JAMES	Y	1,723.06	89,943.73	97,243.44
PATRL 04	OLIVEIRA, JOHN L	Y	957.67	49,990.37	58,776.63
PATRL 04	OLIVEIRA, MARIO	Y	957.67	49,990.37	56,121.22
PATRL 04	SHEEHAN, SEAN	Y	1,053.44	54,989.57	61,455.61
PATRL 04	BERROUET, WOLFF E	Y	1,197.09	62,488.10	72,168.32
PATRL 04	MONTE, DAVID F	Y	1,149.20	59,988.24	66,789.44
PATRL 04	ISIDORO, RICO J	Y	1,197.09	62,488.10	72,168.32
PATRL 04	RYMILL, A WILLIAM JR	Y	1,149.20	59,988.24	69,444.85
PATRL 04	WHITE, RONALD P JR	Y	957.67	49,990.37	56,057.22
PATRL 04	ELPIDOFOROS,PATRICIA	Y	1,197.09	62,488.10	72,168.32
PATRL 04	SILVA, MICHAEL	Y	1,197.09	62,488.10	71,613.92
SGT	RYMILL, GERARD J	Y	1,466.44	76,548.17	86,832.87
PATRL 04	REGO, DANIEL	Y	1,149.20	59,988.24	67,484.85
PATRL 04	FREITAS, MARCOS	Y	957.67	49,990.37	54,861.22
PATRL 04	MCGRATH, MICHAEL J	Y	957.67	49,990.37	58,278.23
PATRL 04	FALLON, DAVID	Y	1,466.44	76,548.17	84,459.71
PATRL 04	WHALEN, SCOTT	Y	1,197.09	62,488.10	68,196.91
PATRL 04	SHACKELFORD, KEVIN	Y	1,197.09	62,488.10	69,328.91
PATRL 04	TAM, JOHN Q	Y	1,197.09	62,488.10	72,112.32
PATRL 04	TRANT, SCOTT	Y	1,197.09	62,488.10	72,056.32
PATRL 04	DOTTIN, SHANNON N	Y	957.67	49,990.37	54,861.22
PATRL 04	MITSAKIS, TIMOTHY	Y	1,197.09	62,488.10	68,196.91
PATRL 04	MELO, CARLOS P	Y	957.67	49,990.37	58,720.63
PATRL 04	OMEARA, ROSS D	Y	1,197.09	62,488.10	68,196.91
PATRL 01	VACANT	Y	933.95	48,752.19	52,496.02
PATRL 01	VACANT	Y	933.95	48,752.19	52,496.02
PATRL 01	VACANT	Y	933.95	48,752.19	52,496.02

PATRL 01	VACANT	Y	933.95	48,752.19	52,496.02
PATRL 04	VACANT	Y	1,149.20	59,988.24	67,813.44
PATRL 01 (2)	VACANT	Y		64,470.00	64,470.00
HEAD CLERK	BATZEK, LORI	Y	709.22	37,021.28	38,363.13
JR CLERK	STONE, MARY	Y	575.66	30,049.45	31,014.58
MECHANIC	HARTSGROVE, FRED	Y	901.76	47,071.87	47,071.87
MOTOREQUIPRPMN	McDONOUGH, TIMOTHY	Y	749.17	14,234.23	14,734.06
MOTOREQUIPRPMN	Step 3 as of 11/12/06		763.11	25,335.25	
EXECUTIVE SEC'Y	MAYER, NIKKI	N	927.80	48,431.16	48,431.16
CONSOLE OPERATORS	VACANT	Y	602.93	31,472.95	31,943.53
CONSOLE OPERATORS	VACANT	Y	602.93	31,472.95	31,943.53
CONSOLE OPERATORS	VACANT	Y	602.93	31,472.95	31,943.53
CONSOLE OPERATORS	VACANT	Y	602.93	31,472.95	31,943.53
INFORMATION TECHNOLOGY SPECIALIST	VACANT	N		22,500.00	
OTHER LUMP SUM					124,976.72
	Total Police Department		TOTALS	8,011,191.32	9,116,798.86

ORG 1702 POLICE - ENHANCED 911

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES		472,981	211,634	471,777
51300 OVERTIME		35,000	28,797	35,000
51430 SHIFT DIFFERENTIALS		6,757	1,869	6,230
51530 HOLIDAYS		26,083	6,323	27,621
51930 UNIFORM ALLOWANCE		4,200	4,200	4,200
TOTAL P-ACCT 51000		545,021	252,823	544,828
ORDINARY MAINTENANCE				
55860 UNIFORMS				
TOTAL P-ACCT 52000				
TOTAL ORG 1702 FUNDING REQUIRED		545,021	252,823	544,828

POLICE - E911

Position	Name	C		Base	TOTAL
		S	Existing Rate		
PV E-911 OPERATOR	DEFRANZO, ROBYN		647.21	33,784.36	35,767.11
PV E-911 OPERATOR	MCLAUGHLIN, CATHLEEN		647.21	33,784.36	36,442.80
PV E-911 OPERATOR	CORNELIO, CHRISTINE		647.21	33,784.36	35,767.11
PV E-911 OPERATOR	KIELY, JULIE		647.21	33,784.36	36,442.80
PV E-911 OPERATOR	MILLIGAN, ALICE		647.21	33,784.36	36,442.80
PV E-911 OPERATOR	WARD, KENNETH		647.21	33,784.36	35,767.11
PV E-911 OPERATOR	MEDEIROS, THERESA		647.21	33,784.36	35,767.11
PV E-911 OPERATOR	DESOUSA, SUSAN		647.21	33,784.36	36,442.80
PV E-911 OPERATOR	BOOS, APRILE		610.28	7,445.42	34,615.85
	Step 2 Effec 9/27/05		628.37	25,134.80	
PV E-911 OPERATOR	VALLERY, KRISTINE		647.21	33,784.36	36,442.80
PV E-911 OPERATOR	GROSSE, DENISE		647.21	33,784.36	36,442.80
PV E-911 OPERATOR	MCKENNA, JOAN		647.21	33,784.36	36,442.80
PV E-911 OPERATOR	LENNON, SCOTT		647.21	33,784.36	36,442.80
PV E-911 OPERATOR	DESCHENES, JEANNE		647.21	33,784.36	36,442.80

471,776.92 505,669.44

SALARIES	471,776.92
OVERTIME	35,000.00
SHIFT DIFFERENTIALS	6,230.09
HOLIDAYS	27,621.19
CLOTHING ALLOWANCE	4,200.00
TOTAL	544,828.20

ORG 1038 POLICE - ANIMAL CONTROL

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	32,675	32,551	15,215	32,551
51300 OVERTIME	725		1,029	
TOTAL P-ACCT 51000	33,400	32,551	16,244	32,551
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES	114	1,000		1,000
52950 KENNELS	391	2,500		2,500
53000 PROFESSIONL & TECHNCL SVC	4,086	7,457	492	7,457
53060 ADVERTISING		400		400
53405 PSTN-USAGE				
54200 OFFICE SUPPLIES		100		100
55820 BADGES, EMBLEMS, TROPHIES	60	50		50
55860 UNIFORMS	409	700		700
55880 PUBLIC SAFETY SUPPLIES		500		500
TOTAL P-ACCT 52000	5,060	12,707	492	12,707
TOTAL ORG 1038 FUNDING REQUIRED	38,460	45,258	16,736	45,258

POLICE - ANIMAL CONTROL

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
ANIMAL CONT OFFICER	RENNA, DAVID	N	623.58	623.58	32,550.88	32,550.88
					32,550.88	32,550.88
SALARIES	32,550.88					
TOTAL	32,550.88					

ORG 4301 POLICE DEPARTMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
COMMUNITY OUTREACH			
PERSONAL SERVICES	\$ 224,156.39	\$ 100,862.42	\$ 231,504.03
ORDINARY MAINTENANCE	\$ 7,496.53	\$ 3,539.55	\$ 6,243.28
TOTAL APPROPRIATIONS TO PROGRAM	\$ 231,652.92	\$ 104,401.97	\$ 237,747.31
<i>FTE FROM APPROPRIATIONS</i>	2.90	2.90	2.90
TRAFFIC UNIT			
PERSONAL SERVICES	\$ 464,960.81	\$ 250,432.09	\$ 473,890.88
ORDINARY MAINTENANCE	\$ 25,179.60	\$ 12,222.07	\$ 21,832.34
TOTAL APPROPRIATIONS TO PROGRAM	\$ 490,140.41	\$ 262,654.16	\$ 495,723.22
<i>FTE FROM APPROPRIATIONS</i>	6.35	6.35	6.35
PATROL			
PERSONAL SERVICES	\$ 6,064,553.34	\$ 3,109,089.30	\$ 6,278,522.76
ORDINARY MAINTENANCE	\$ 168,012.61	\$ 79,432.13	\$ 139,873.23
TOTAL APPROPRIATIONS TO PROGRAM	\$ 6,232,565.95	\$ 3,188,521.43	\$ 6,418,395.99
<i>FTE FROM APPROPRIATIONS</i>	79.40	73.40	81.40
E911			
PERSONAL SERVICES	\$ 545,021.44	\$ 252,823.00	\$ 544,828.00
ORDINARY MAINTENANCE	\$ 37,732.67	\$ 17,772.73	\$ 31,878.90
TOTAL APPROPRIATIONS TO PROGRAM	\$ 582,754.11	\$ 270,595.73	\$ 576,706.90
<i>FTE FROM APPROPRIATIONS</i>	10.00	10.00	10.00
DETAIL OFFICE			
PERSONAL SERVICES	\$ 239,660.22	\$ 121,410.42	\$ 250,720.77
ORDINARY MAINTENANCE	\$ 5,247.69	\$ 2,434.70	\$ 4,824.69
TOTAL APPROPRIATIONS TO PROGRAM	\$ 244,907.91	\$ 123,845.12	\$ 255,545.45
<i>FTE FROM APPROPRIATIONS</i>	3.00	3.00	3.00
CRIME INVESTIGATION			
PERSONAL SERVICES	\$ 1,468,394.54	\$ 782,033.48	\$ 1,435,014.29
ORDINARY MAINTENANCE	\$ 54,069.21	\$ 26,153.03	\$ 45,549.67
TOTAL APPROPRIATIONS TO PROGRAM	\$ 1,522,463.75	\$ 808,186.51	\$ 1,480,563.96
<i>FTE FROM APPROPRIATIONS</i>	10.45	16.45	12.45
CRIME PROSECUTION			
PERSONAL SERVICES	\$ 243,910.24	\$ 128,550.28	\$ 250,396.31
ORDINARY MAINTENANCE	\$ 17,185.38	\$ 9,635.15	\$ 15,514.37
TOTAL APPROPRIATIONS TO PROGRAM	\$ 261,095.62	\$ 138,185.43	\$ 265,910.69
<i>FTE FROM APPROPRIATIONS</i>	3.15	3.15	3.15
POLICE SUPPORT			
PERSONAL SERVICES	\$ 529,393.91	\$ 287,046.89	\$ 519,703.69
ORDINARY MAINTENANCE	\$ 22,952.38	\$ 5,286.75	\$ 21,693.87
TOTAL APPROPRIATIONS TO PROGRAM	\$ 552,346.29	\$ 292,333.64	\$ 541,397.56
<i>FTE FROM APPROPRIATIONS</i>	7.50	7.50	7.50
PROFESSIONAL STANDARDS			
PERSONAL SERVICES	\$ 176,007.01	\$ 86,067.18	\$ 177,404.61
ORDINARY MAINTENANCE	\$ 4,997.69	\$ 2,359.70	\$ 4,162.19
TOTAL APPROPRIATIONS TO PROGRAM	\$ 181,004.70	\$ 88,426.88	\$ 181,566.80
<i>FTE FROM APPROPRIATIONS</i>	1.80	1.80	1.80
ADMINISTRATION EXPENSE - ALL PROGRAMS			
TOTAL APPROPRIATIONS TO PROGRAM	\$ 648,994.78	\$ 288,328.67	\$ 713,857.42
<i>FTE FROM APPROPRIATIONS</i>	6.45	6.45	11.45

TOTAL FROM APPROPRIATIONS	\$ 6,447,926	\$ 5,565,480	\$ 11,167,415
<i>FTE</i>	128.10	128.10	137.10

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: COMMUNITY OUTREACH

Description: Provide police support and information to enhance the sense of safety among the community and engage residents in public safety.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> # of hours spent in meetings held with community members, estimating an hour per meeting. (Based on tallies by Sgt. Stanford, with estimate by SomerStat)	1,500	1,385
<u>Cost:</u>	\$231,652.92	\$237,747.00
<u>Output Cost:</u>	\$154.43	\$171.66
<u>FTEs:</u>	2.90	2.90
<u>Outcome 1:</u> % of residents expressing sense of safety during the day. (Based on SomerStat staff 2005 survey - residents only.)	87%	

Outcome 2:

PROGRAM FY06 GOALS

1. Instruct all public school Kindergarten, 1st, 2nd, and 3rd graders in the Stranger Danger curriculum.
2. Manufacture and distribute an additional 300 senior identification cards.
3. Sponsor a Cops & Kids program run in conjunction with YMCA and CASPAR to serve 60 preteens.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Work with Council on Aging	<i>FY05:</i> 100	<i>FY06:</i> 60
<u>Description:</u> Help inform seniors and protect their health and safety.	<u>Output:</u> # of meetings with centers conducted. (Sgt. Stanford.)	
Work with Students and Teachers on Safety Issues	<i>FY05:</i> 1,250	<i>FY06:</i> 1,200
<u>Description:</u> Help provide educational information to students, act as a resource for faculty and a role model for school children, and help provide security at school events and around the schools.	<u>Output:</u> # of hours of support provided (Sgt. Stanford.)	
Attend Community Meetings and Provide Support for Special Events	<i>FY05:</i> 150	<i>FY06:</i> 125
<u>Description:</u> Provide resources and liaison with the community to build relationships that are constructive.	<u>Output:</u> # of events and meetings attended. (Sgt. Stanford.)	

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: TRAFFIC UNIT

Description: Educate Somerville citizens about traffic laws, work to get their compliance with traffic laws, and enforce traffic laws to protect safety and quality of life.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of traffic citations issued, criminal complaints, and arrests. (Based on report from Traffic Unit for 2004 vs. 2003 calendar years.)	6,254	6,254
<u>Cost:</u>	\$490,140.41	\$495,723.22
<u>Output Cost:</u>	\$78.37	\$79.26
<u>FTEs:</u>	6.35	6.35
<u>Outcome 1:</u> Reduction in reportable traffic accidents. (Based on report from Traffic Unit for 2004 vs. 2003 calendar years.)	-13.7%	
<u>Outcome 2:</u> % citizens satisfied with traffic control. (Based on SomerStat 2005 staff survey (residents o	67%	

PROGRAM FY06 GOALS

1. Reduce serious accidents by 5% in FY06, or at minimum, continue trend of reduced accidents in FY06.
2. Analyze relationship between locations of accidents and locations of enforcement to determine if enforcement is working.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Serve as Police Prosecutor in Traffic Cases	FY05: 458	FY06: 458
<u>Description:</u> Represent the Police at court, prosecute minor cases, and ensure successful prosecution of arrests by Police Officers.	<u>Output:</u> # of criminal complaints and arrests. (Lt. Upton)	
Investigate Abandoned Vehicles	FY05: 730	FY06: 730
<u>Description:</u> Ensure safe passage of Somerville vehicles by clearing abandoned vehicles.	<u>Output:</u> # of abandoned cars investigated. (Sgt. Rooney)	
Investigate Accidents	FY05: 330	FY06: 300
<u>Description:</u> Determine cause of accidents, enforce laws on violators, and ensure public safety.	<u>Output:</u> # accidents investigated. (Sgt. Rooney)	
Manage Tow Companies	FY05: 2,927	FY06: 2,927
<u>Description:</u> Assure compliance by private towing companies and school crossing guards with City and state regulations.	<u>Output:</u> # of cars towed. (Lt. Upton)	
Carry out Selective Enforcement	FY05: 5,796	FY06: 5,796
<u>Description:</u> Help ensure compliance with laws and respond to requests of city officials and members of community.	<u>Output:</u> # of citations issued. (Lt. Upton)	

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: PATROL

Description: Provide effective and efficient presence in Somerville community and respond to citizen needs when called.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> <i>Dispatched responses plus count patrol. (Based on actual dispatched responses plus estimated directed patrols for calendar year 2004, from Frank Bates.)</i>	33,324	32,524
<u>Cost:</u>	\$6,232,565.95	\$6,418,395.99
<u>Output Cost:</u>	\$187.02	\$197.34
<u>FTEs:</u>	73.40	81.40
<u>Outcome 1:</u> <i>% change in Part I Crime (Based on Calendar year 2004 vs. 2003 from Frank Bates.)</i>	-6%	

Outcome 2:

PROGRAM FY06 GOALS

1. Reduce sick time usage department wide by 5%.
2. Provide every officer and line sergeant with a new bullet proof vest.
3. Develop in-house tracking and management system for sick time.
4. Examine deployment plan.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Respond to E911 and Other Calls	<i>FY05:</i> 23,524	<i>FY06:</i> 23,524
<u>Description:</u> <i>Provide response to E911 and other calls for assistance.</i>	<u>Output:</u> <i># of dispatched responses, minus directed patrols. (Based on CAD records for calendar year 2004, from Frank Bates.)</i>	
Conduct Directed Patrols	<i>FY05:</i> 9,800	<i>FY06:</i> 9,000
<u>Description:</u> <i>Respond to citizen or official requests to patrol specific locations.</i>	<u>Output:</u> <i># of directed patrols carried out. (Based on estimate by Frank Bates, using CAD records for calendar year 2004.)</i>	

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: E911

Description: Retrieve and disseminate accurate police-related information and police emergency services in conformity with the law and critical investigative needs of the Department.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Dispatched responses plus count patrol, all of which require E911 dispatch. (Based on actual dispatched responses plus estimated directed patrols for calendar year 2004, from Frank Bates.)	33,324	33,324
<u>Cost:</u>	\$582,754.11	\$576,706.90
<u>Output Cost:</u>	\$17.48	\$17.30

FTEs:

Outcome 1: % caller satisfaction with E911 customer service. (Based on survey of callers.)

Outcome 2:

PROGRAM FY06 GOALS

1. Replace and upgrade all E911 equipment, PSAP screens, and add wireless call taking capability.
2. Plan for design of new dispatch center in public safety building.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Enter Reports into Computer	FY05: 780	FY06: 780
<u>Description:</u> Enter information on traffic accidents and other reports.	<u>Output:</u> # of reports. (CAD, projected for FY05, from Bob Ankenbauer.)	
Dispatch Appropriate E911 Response	FY05: 15,859	FY06: 15,859
<u>Description:</u> Provide police response to callers in a timely and effective manner.	<u>Output:</u> # of E911 Calls. (CAD)	

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: DETAIL OFFICE

Description: Provide event planners, corporations, and organizations with access to security services of off-duty uniformed police officers.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> Dollars earned for all detail officers/year. (Based on Lt. Jones' payroll records.)	1,538,826	1,538,826
<u>Cost:</u>	\$244,907.91	\$255,545.45
<u>Output Cost:</u>	\$0.15	\$0.16
<u>FTEs:</u>	3.00	3.00
<u>Outcome 1:</u> % of administrative cost covered by fee.	43%	
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Implement new software system.
2. Make decision on future staffing.
3. Streamline office procedures.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Ensure Special Event Details are Filled	<i>FY05:</i> 43,966	<i>FY06:</i> 44,000
<u>Description:</u> Ensure public safety during special events.	<u>Output:</u> # of hours of detail work provided. (Lt. Jones payroll records.)	
Manage Accounts Receivable	<i>FY05:</i> 106,500	<i>FY06:</i> 106,500
<u>Description:</u> Bill for detail work and ensure officer payment.	<u>Output:</u> Fees collected. (Lt. Jones payroll records.)	
Minimize Unfilled Detail Requests	<i>FY05:</i> 289	<i>FY06:</i> 300
<u>Description:</u> Ensure that officers are available to fill detail requests.	<u>Output:</u> # of unfilled requests. (Lt. Jones payroll records.)	

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: CRIME INVESTIGATION

Description: Gather information that leads to successful prosecution of crimes.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of new reports completed (Based on cases in CAD in calendar year 2004, tallied by Lt. Femino.)	2,461	2,461
<u>Cost:</u>	\$1,522,463.75	\$1,480,563.96
<u>Output Cost:</u>	\$618.63	\$601.61
<u>FTEs:</u>	16.45	12.45
<u>Outcome 1:</u> % of cases successfully cleared (Based on outcomes of prosecuted cases reported by the court.)		
<u>Outcome 2:</u> .	-	

PROGRAM FY06 GOALS

1. Acquire IT help/resources to ensure case management system is working to track caseload and outcomes.
2. Develop plan to create a juvenile unit.
3. Develop plan to create a domestic violence unit.
4. Put in place a system to prioritize follow-up investigations.
5. Develop plan to better cover detective clerk functions.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Review Preliminary Reports on Crimes	FY05: 2,461	FY06: 2,461
<u>Description:</u> Collect information and evidence at crime scene to be used in preliminary crime reporting and follow-up investigations.	<u>Output:</u> # of new reports completed (Lt. Femino)	
Conduct Follow-Up Investigations	FY05: 850	FY06: 850
<u>Description:</u> Collect evidence to support criminal investigation that leads to solving crimes and successful prosecution.	<u>Output:</u> # of previous case loads worked on. (Lt. Femino)	
Support Prosecution	FY05: 96	FY06: 96
<u>Description:</u> Close investigations and provide support to prosecutors to solve a crime.	<u>Output:</u> # of cases cleared. (Lt. Femino)	
Maintain Restraining Order, Sexual Offender Registry, Civil Rights and Hate Crime, and Juvenile/Family Files	FY05: 253	FY06: 253
<u>Description:</u> Maintain sensitive information and enforce related laws.	<u>Output:</u> # of restraining orders, sexual offender registrants, civil rights and hate crime cases. ((Based on 24 hate crimes cases, 184 ROs served, and 45 sex offender registrants in FY05, from Bob Ankenbauer.))	

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: CRIME PROSECUTION

Description: Work closely with courts and DA to ensure successful prosecution of criminal cases in Somerville.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> # of cases worked on, including juvenile and non-juvenile. (Based on tallies by Sgt. Christensen.)	648	648
<u>Cost:</u>	\$261,095.00	\$265,910.00
<u>Output Cost:</u>	\$402.92	\$410.35
<u>FTEs:</u>	3.15	3.15
<u>Outcome 1:</u> % of cases successfully prosecuted. (Based on outcomes of prosecuted cases reported by the court.)		
<u>Outcome 2:</u> .	-	

PROGRAM FY06 GOALS

1. Organize evidence room with Detective Ryan.
2. Arrange a bicycle auction to free up space.
3. Measure and report on conviction rates.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Law Enforcement at Court House	<i>FY05:</i> 540	<i>FY06:</i> 540
<u>Description:</u> Provide police presence in courtroom and perform arrests when necessary.	<u>Output:</u> # of cases worked (Tallied and projected by Sgt. Christensen.)	
Provide Court Paperwork for Juvenile Cases	<i>FY05:</i> 108	<i>FY06:</i> 108
<u>Description:</u> Ensure proper information is collected and transferred to court after arrest to help Das successfully prosecute juvenile cases.	<u>Output:</u> # of cases for which paperwork requirements are processed. (Tallied and projected by Sgt. Christensen.)	
Liaise with DA	<i>FY05:</i> 910	<i>FY06:</i> 910
<u>Description:</u> Provide proper information to DA that will lead to successful prosecution in court.	<u>Output:</u> # of requests from Das filled. (Tallied and projected by Sgt. Christensen.)	
Coordinate Officer Court Appearance	<i>FY05:</i> 850	<i>FY06:</i> 850
<u>Description:</u> Ensure officers appear in court to support successful prosecution of cases and make sure that officers are paid for their work.	<u>Output:</u> # of officers scheduled to appear in court cases. (Tallied and projected by Sgt. Christensen.)	

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: POLICE SUPPORT

Description: Supply police officers with the services they need to carry out the prevention, investigation, and prosecution of crime.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of officers supported. (Based on count of officers.)	115	115
<u>Cost:</u>	\$552,346.29	\$541,397.56
<u>Output Cost:</u>	\$4,803.01	\$4,707.80
<u>FTEs:</u>	7.50	7.50
<u>Outcome 1:</u> % of police responding that they are satisfied with evidence, armory, public information, and fleet.		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Develop and implement strategy to reduce fleet maintenance costs.
2. Expand the use of crime analysis and GIS for SPD decision-making.
3. Put into place internal SomerStat-type meetings that review crime data and prevention/investigation strategies.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Maintain Inventory of Collected Evidence	FY05: 6,745	FY06: 7,000
<u>Description:</u> Maintain "evidence chain of custody" for department to ensure officers can retrieve evidence for successful prosecution of crime.	<u>Output:</u> # of item tags inventoried (Lt. Femino)	
Maintain Police Vehicles	FY05: 55	FY06: 55
<u>Description:</u> Ensure that police vehicles receive timely preventive maintenance and repairs to maximize their lifespan.	<u>Output:</u> # of cars maintained. (Current count, from Bob Ankenbauer.)	
Communicate with the Media and Public	FY05: 2,228	FY06: 2,228
<u>Description:</u> Provide information on crime trends and SPD initiatives to the press and public.	<u>Output:</u> # of information items responded to. (Estimate based on 4 news channel/day, 4 other per day, 2 newspaper/week.)	
Respond to Citizen Requests for Crime Statistics	FY05: 72	FY06: 72
<u>Description:</u> Respond to external requests for data analysis.	<u>Output:</u> # of citizen requests completed. (Estimate, from Frank Bates.)	
Respond to Command Staff and Internal Crime Analysis Requests	FY05: 387	FY06: 387
<u>Description:</u> Respond to internal requests for data analysis and present unsolicited reports on crime trends.	<u>Output:</u> # of internal requests completed. (Estimate, from Frank Bates.)	
Kennel and Care for Animals	FY05: 125	FY06: 125
<u>Description:</u> Ensure animals receive shelter and appropriate nutrition to maintain health.	<u>Output:</u> # of animals kenneled. (Dave Renna.)	
Administer Rabies Program	FY05: 95	FY06: 95
<u>Description:</u> Ensure pet owners have access to and take advantage of rabies shots.	<u>Output:</u> # of rabies shots given. (Dave Renna)	

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

Process Dead Animals

FY05: 125

FY06: 125

Description: Safely cremate dead animals.

Output: # of dead animals cremated (Dave Renna)

ORG 4301: POLICE DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: PROFESSIONAL STANDARDS

Description: Ensure officers are well prepared to fulfill their duties and that all officers follow policies and procedures.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of officers brought into compliance with state and national standards. (Based on count of officers.)	8	115
<u>Cost:</u>	\$181,004.70	\$181,566.80
<u>Output Cost:</u>	\$26,625.59	\$1,578.93
<u>FTEs:</u>	1.80	1.80
<u>Outcome 1:</u> % of officers in compliance with state and national standards. (Based on training records.)	7%	
<u>Outcome 2:</u> .	-	

PROGRAM FY06 GOALS

1. Review and update all policies and procedures.
2. Ensure all officers have received training on firearms, first response, CPR, and homeland security.
3. Revamp awards program completely.
4. Conduct all internal affairs investigations thoroughly.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Ensure Compliance with State and National Standards	FY05: 40	FY06: 60
<u>Description:</u> Inform staff of changes to SPD standards and ensure compliance.	<u>Output:</u> # of standards reviewed. (Lt. Polito's estimate.)	
Investigate Internal Affairs Complaints	FY05: 25	FY06: 45
<u>Description:</u> Resolve complaints filed against officers by citizens and ensure compliance with SPD code of conduct.	<u>Output:</u> # of complaints investigated. ()	
Provide Police Training	FY05: 4	FY06: 4
<u>Description:</u> Maintain a well-trained police force.	<u>Output:</u> # of training courses offered. (Lt. Polito's estimate.)	
Award Worthy Officer Actions	FY05: 20	FY06: 10
<u>Description:</u> Reward merit properly to deserving officers.	<u>Output:</u> # of nominated actions reviewed and recognized. (Lt. Polito's estimate.)	
Review and Rewrite SPD Policies	FY05: 3	FY06: 100
<u>Description:</u> Ensure operating policies, procedures, and regulations meet state and national professional standards.	<u>Output:</u> # of policies reviewed and rewritten. (Lt. Polito's estimate.)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Department of Traffic and Parking ensures the orderly and controlled flow of traffic by (1) enforcing the City's parking regulations; (2) issuing parking permits; (3) conducting traffic analyses and engineering projects; and (4) maintaining all signals, signs, and meters. Additionally, the Department coordinates with the Office of Strategic Planning and Community Development, Public Works, Police, and Fire Departments to address public safety concerns related to construction projects or special events. Finally, the Department assists the Traffic Commission to develop policies that reduce the air pollution, noise, and congestion associated with vehicular transportation.

DEPARTMENT ORGANIZATION: In FY05, Traffic and Parking was staffed by a Director, a Parking Clerk, an Engineer, two Hearing Officers, an Administrative Assistant, five Clerks, four Maintenance workers, and 25 Parking Control Officers. The Department's activities can be grouped into four distinct programs: Operations (including customer service); Enforcement; Collection; and Maintenance & Repair.

FY05 ACCOMPLISHMENTS: Traffic and Parking had three specific goals for improving customer service and enhancing services over the past year. All three goals have been achieved in full.

- *Increase efficiency of our response time to violation appeals received by mail through software enhancements, allowing us to send responses through our contracted computer company.*

This goal was met in total. Not only did we implement software enhancements to speed up the process, we were able to hire a second Hearings Officer to speed up the hearing process. Appeals that had taken anywhere from 45 to 60 days to complete are now being handled in no more than five days.

- *Enforce existing parking policies more effectively through increased issuance of accurate tickets by improving training, supervision, and motivation.*

This goal was also met in total. Issuance through April 2004 (latest figures available) is up 6.8 percent over FY04.

- *Reduce the number of dismissed tickets and improve customer service by revising and increasing the issuance of parking permits to include landlords, realtors, moving PODS, contractors, and other temporary residential permits.*

The new permits have been designed and the proofs have been received. The Department's parking ticket vendor, ACS, is in the process of configuring codes to track the issuance of these permits. Issuance of the new permits will begin in July.

FY06 DEPARTMENT PRIORITIES: Traffic and Parking will focus on improving key aspects of all four of its programs in FY06.

In Operations and Revenue Collection, the Department will improve all areas of customer service by updating its technological systems and implementing a training program for staff.

DEPARTMENT OVERVIEW

Additionally, engineering projects will be given added emphasis and attention to help reduce the level of congestion throughout the city.

In Enforcement, PCOs will improve the accuracy and efficiency of their ticket issuance by uploading detailed information regarding guest and other visitor permits to their handheld computers.

In Maintenance and Repair, the Department will implement a computerized work order system that will allow citizens to track their requests and increase the efficiency of technicians by allowing for a more systematic approach to sign and signal maintenance.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS:

Traffic and Parking's priorities support the Mayor's commitment to:

- "Revolutionize Customer Service"
- "Improve City Performance by Using More Effective Management Tools and Demanding Accountability"
- "Make Somerville an Exceptional Place to Live, Work, and Play"

SIGNIFICANT CHANGES FROM FY06 (ADOPTED) TO FY05 (ESTIMATED ACTUALS):

Total revenue is expected to exceed projections due to an increase in issuance, as well as an additional mailing that targeted outstanding fines associated with rental cars and address changes.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): In response to increasing requests from business owners, the Department recommends installing additional parking meters throughout the City's commercial centers to increase turnover and provide easy access to businesses. Additionally, the Department proposes to reduce violations, ease the flow of traffic, and offer improved services by increasing the fines associated with certain infringements, particularly those that affect public safety by limiting right use of handicapped parking, crosswalks, and bus stops. Finally, to better enforce these changes, the Department has requested funding to hire additional PCOs.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents we allocated salaries. We followed a similar procedure to allocate OM costs.

ORG 4401 TRAFFIC AND PARKING

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	1,339,266	1,385,789	619,934	1,507,456
51115 SALARIES - MONTHLY	1,451	1,451	604	1,451
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME	53,839	85,000	35,407	75,000
51410 LONGEVITY	18,425	15,425	8,025	14,100
51460 OUT OF GRADE	1,247	2,080	329	2,080
51520 AUTO ALLOWANCE	11,640	14,575	6,141	15,950
51532 HOLIDAYS - S.M.E.A.		9,735	4,586	5,033
51540 PERFECT ATTENDANCE	1,600		1,950	
51690 OTHER DIFFERENTIALS	30,887	35,441	11,786	35,585
51691 OTHER LUMP SUM PAYMENTS		2,450	2,450	2,450
51920 SICK LEAVE BUYBACK	3,792		1,690	
51930 UNIFORM ALLOWANCE	17,864	14,400	14,600	16,550
TOTAL P-ACCT 51000	1,480,011	1,566,346	707,502	1,675,655
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES	3,193	2,500	978	3,000
52460 REPAIRS OFFICE EQUIPMENT		50		50
52470 MAINT CONTRACT-OFFC EQUIP	6,627	2,000	508	2,000
52495 REPAIRS-COMMUN. EQUIP.	6,026	2,000		4,000
52510 REPAIRS-TRAFFIC CONTROL	43,356	15,000	4,238	
52520 REPAIRS-PARKING METERS	993	1,000	354	1,000
52540 REPAIRS-HIGHWAYS	48,477	40,000	810	40,000
52760 RENTALS OFFICE EQUIPMENT		400		400
53000 PROFESSIONL & TECHNCL SVC	532,061	550,000	176,301	566,500
53040 LEGAL SERVICES		100		
53060 ADVERTISING	6,593	8,000	1,569	8,000
53140 POLICE DETAIL	7,485	8,500	4,198	4,500
53210 EMPLOYEE TRAINING COURSES		500		250
53420 POSTAGE	678	1,500		1,000
53900 SOFTWARE		250		
54042 RENTALS			1,474	3,000
54200 OFFICE SUPPLIES	3,326	1,500	923	1,500
54201 OFFICE EQUIPMENT		250		250
54202 OFFICE FURNITURE				
54210 PRINTING & STATIONERY	8,136	7,000	9,656	18,500
54240 BOOKS & BOOKBINDING	328	300	79	300
54310 HARDWARE & SMALL TOOLS	4,091	3,000	2,318	1,500
55540 SIGNS AND CONES	6,557	11,000	6,472	11,000
55820 BADGES, EMBLEMS, TROPHIES		200		200
55860 UNIFORMS	188	250		250
55880 PUBLIC SAFETY SUPPLIES		200	89	200
57100 IN STATE TRAVEL	16	50		50
57300 DUES AND MEMBERSHIPS	530	500	128	250
TOTAL P-ACCT 52000	678,661	656,050	210,095	667,700
TOTAL ORG 4401 FUNDING REQUIRED	2,158,672	2,222,396	917,597	2,343,355

TRAFFIC & PARKING

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
DIRECTOR	STEPHEN JONES	N	1,452.58	1,452.58	75,824.68	75,824.68
PV PARK CLERK COORD*	JAMES KOTZUBA	N	901.61	901.61	47,064.04	47,064.04
PV ASST CIVIL ENGINEER	SMITH, TERRENCE	Y	1,005.73	1,005.73	53,377.49	56,218.81
	STEP II EFF. 4/4/05		1,056.27	1,056.27		
PT HEARING OFFICER	O'DONOVAN, MICHAEL	N	423.93	423.93	22,213.93	22,213.93
PT HEARING OFFICER	MCGAHAN, THOMAS	N	368.34	368.34	19,301.02	19,301.02
PV ADMINISTRATIVE ASST	O'CONNELL, JAMES	Y	828.73	828.73	43,425.45	45,341.20
HEAD CLERK	ACCAPUTO, LAURA	Y	758.55	758.55	39,748.02	41,099.73
PV HEAD CLERK	AMENTA, DONNA	Y	743.67	743.67	39,459.41	40,561.12
	STEP III EFF 9/5/05		758.55	758.55		
PV PRINCIPAL CLERK	BURNS, JOANNE	Y	693.66	693.66	36,347.78	37,436.51
SENIOR CLERK	SULLIVAN, BARBARA	Y	574.37	574.37	30,096.99	31,061.86
PV JUNIOR CLERK	MARYJO OCONOOR	Y	542.90	542.90	28,828.27	30,028.27
	STEP II EFF. 8/30/05		564.37			
PV JUNIOR CLERK	BULLERWELL-DUBE, LORRAINE	Y	542.90	542.90	28,800.07	29,512.94
	STEP II EFF. 3/9/06		564.37	564.37		
PV PKG METER REPAIRMAN	COLLETTE, JOSEPH	Y	710.85	710.85	37,248.54	39,806.26
WORKING FOREMAN	GALATIS, ALAN	Y	761.14	761.14	39,883.74	42,537.52
TRAFFIC MNTNCE MAN	HALLETT, EDWARD	Y	710.85	710.85	37,248.54	39,806.26
PV PCO WORKING SUPV	DOE, TAMMY	Y	688.04	688.04	36,053.30	39,267.44
PV PCO WORKING SUPV +10%	SMITH, LINDA	Y	770.81	770.81	40,390.44	43,762.69
PV PCO	LOGRIPPO, PATRICIA	Y	610.66	610.66	31,998.58	34,714.94
PV PCO	CUSACK, BARBARA	Y	610.66	610.66	31,998.58	34,714.94
PV PCO	BARON, LOUISA	Y	610.66	610.66	31,998.58	34,214.94
PV PCO	SILVESTRI, ANTHONY	Y	610.66	610.66	31,998.58	34,214.94
PV PCO	CALLAHAN, CHERYL	Y	610.66	610.66	31,998.58	34,214.94
PV PCO	MAHONEY, HELEN	Y	599.72	599.72	31,676.95	33,874.60
	STEP III EFF. 1/21/06		610.66	610.66		
PV PCO	KILLORAN, MARY	Y	599.72	599.72	31,425.33	33,620.79
PV PCO	SMYTH, THOMAS	Y	610.66	610.66	31,998.58	34,214.94
PV PCO	BRESCIA, RICHARD	Y	555.99	555.99	29,133.88	31,245.82
PV PCO	LAINE, JEAN RICHARD	Y	610.66	610.66	31,998.58	35,064.94
PV PCO +10%	WALSH, AUGUSTUS	Y	671.72	671.72	35,198.13	38,031.11
PV PCO +10%	WARD, MCCARROLL	Y	671.72	671.72	35,198.13	38,031.11
PV PCO +10%	OLIVERA, JOSEPH	Y	671.72	671.72	35,198.13	38,131.11
PV PCO +10%	SINGH, DALVIR	Y	671.72	671.72	35,198.13	37,531.11
PV PCO +10%	TOPPI, ALBERT	Y	611.59	611.59	32,047.32	34,265.45
PV PCO +10%	RONAN, MARY	Y	659.69	659.69	34,909.41	37,221.83
	STEP III EFF. 12/16/05		671.72	671.72		
PV PCO+10%	MORANI, JOHN	Y	611.59	611.59	33,971.32	36,199.07
	STEP II EFF. 9/27/05		659.69	659.69		
PV PCO+10%	MANNIX, WALTER	Y	671.72	671.72	35,198.13	38,031.11
PV PCO+10%	MASCI, JASON	Y	659.69	659.69	34,639.94	37,452.35
	STEP III EFF. 4/29/06		671.72	671.72		

PV PCO+10%	WHITNEY,WALTER	Y	611.59	611.59	33,538.42	35,766.17
	STEP II EFF. 11/29/05		659.69	659.69		
PV PCO	SYLVAIN, JUDE	Y	555.99	555.99	29,133.88	31,245.82
PV PCO +10%	VACANT	Y	611.59	611.59	32,047.32	34,565.45
PV PCO +10%	VACANT	Y	611.59	611.59	32,047.32	34,565.45
PV PCO +10%	VACANT	Y	611.59	611.59	32,047.32	34,565.45
PV PCO +10%	VACANT	Y	611.59	611.59	32,047.32	34,565.45
PV PCO +10%	VACANT	Y	611.59	611.59	32,047.32	34,565.45
COMMISSION SECRETARY	ACCAPUTO, LAURA	N	120.92	120.92	1,451.04	1,451.04
Total					1,507,456.47	1,507,456.47

SUMMARY TRAFFIC & PARKING PERSONAL SERVICES BUDGET

SALARIES	1,507,456.47
SALARIES - MONTHLY	1,451.04
OVERTIME	75,000.00
LONGEVITY	14,100.00
OUT OF GRADE	2,080.00
AUTO ALLOWANCE	15,950.00
OTHER DIFFERENTIALS	35,585.12
OTHER LUMP SUM	2,450.00
UNIFORM ALLOWANCE	16,550.00
SMEA HOLIDAYS	5,033.06
Total	1,675,655.69

ORG 4401: TRAFFIC & PARKING

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
OPERATIONS			
PERSONAL SERVICES	\$338,279.32	\$129,674.13	\$378,146.14
ORDINARY MAINTENANCE	\$16,225.00	\$11,054.60	\$27,875.00
TOTAL APPROPRIATIONS TO PROGRAM	\$354,504.32	\$140,728.73	\$406,021.14
<i>FTE FROM APPROPRIATIONS</i>	<i>8.20</i>		<i>8.20</i>
PARKING ENFORCEMENT			
PERSONAL SERVICES	\$873,659.08	\$402,603.48	\$959,113.46
ORDINARY MAINTENANCE	\$224,690.00	\$71,111.46	\$232,790.00
TOTAL APPROPRIATIONS TO PROGRAM	\$1,098,349.08	\$473,714.94	\$1,191,903.46
<i>FTE FROM APPROPRIATIONS</i>	<i>22.30</i>		<i>27.30</i>
MAINTENANCE AND REPAIR			
PERSONAL SERVICES	\$163,855.92	\$88,395.29	\$114,997.40
ORDINARY MAINTENANCE	\$192,380.00	\$54,899.02	\$210,680.00
TOTAL APPROPRIATIONS TO PROGRAM	\$356,235.92	\$143,294.31	\$325,677.40
<i>FTE FROM APPROPRIATIONS</i>	<i>3.70</i>		<i>2.70</i>
COLLECTION			
PERSONAL SERVICES	\$113,454.56	\$59,648.21	\$118,605.93
ORDINARY MAINTENANCE	\$220,330.00	\$70,637.22	\$226,930.00
TOTAL APPROPRIATIONS TO PROGRAM	\$333,784.56	\$130,285.43	\$345,535.93
<i>FTE FROM APPROPRIATIONS</i>	<i>3.10</i>		<i>3.10</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$79,520.12	\$42,370.71	\$82,237.19
<i>FTE FROM APPROPRIATIONS</i>	<i>2.70</i>		<i>2.70</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$2,222,394.00	\$930,394.12	\$2,351,375.13
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>40.00</i>		<i>44.00</i>

ORG 4401: TRAFFIC AND PARKING

PROGRAM COST AND ACTIVITIES

PROGRAM: OPERATIONS

Description: Provide management, permit issuance, hearings, engineering and other services in order to support traffic and parking operations.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> <i>Number of customer inquiries, permits, and hearings (Based on average # of calls and hearings.)</i>	89,588	89,832
<u>Cost:</u>	\$354,504.32	\$406,021.14
<u>Output Cost:</u>	\$1.61	\$1.74
<u>FTEs:</u>	8.20	8.20
<u>Outcome 1:</u> <i>% of customers who rate operations as good to excellent</i>		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Implement an automated phone system by September to improve efficiency and accuracy of customer service.
2. Increase the number and type of permits issued by improving public awareness of options.
3. Implement web-based Registry system to speed up all customer interactions.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Hearings	<i>FY05:</i> 11,544	<i>FY06:</i> 14,430
<u>Description:</u> <i>Provide adjudication services to resolve disputes timely and fairly.</i>	<u>Output:</u> <i>Number of hearings conducted (Estimate based on time sheets and correspondence)</i>	
Permit Issuance	<i>FY05:</i> 57,244	<i>FY06:</i> 57,502
<u>Description:</u> <i>Issue parking permits in a timely and accurate manner. Control and enforce residential parking throughout the City.</i>	<u>Output:</u> <i>Number of parking permits issued (ACS Data)</i>	
Traffic Analysis and Studies	<i>FY05:</i> 1,050	<i>FY06:</i> 1,050
<u>Description:</u> <i>Analyze traffic patterns, improve traffic flow, and reduce accidents.</i>	<u>Output:</u> <i>Number of traffic analyses/studies conducted (Estimate based on per week average)</i>	
Traffic Commission Support	<i>FY05:</i> 86	<i>FY06:</i> 86
<u>Description:</u> <i>Advise the Commission on the implementation or revision of parking policies and procedures.</i>	<u>Output:</u> <i>Number of Traffic Commission requests responded to (Traffic Commission records)</i>	
Customer Service	<i>FY05:</i> 20,800	<i>FY06:</i> 18,000
<u>Description:</u> <i>Respond to customer inquiries and complaints in a timely and accurate manner.</i>	<u>Output:</u> <i>Number of inquiries responded to (Estimate based on 80 calls per day average)</i>	

ORG 4401: TRAFFIC AND PARKING

PROGRAM COST AND ACTIVITIES

PROGRAM: PARKING ENFORCEMENT

Description: Enforce City ordinances, respond to complaints, improve traffic flow and enhance public safety.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Total number of tickets issued (Based on actual with projection for end of FY05.)	211,777	226,391
<u>Cost:</u>	\$1,098,349.08	\$1,191,903.46
<u>Output Cost:</u>	\$5.18	\$5.26
<u>FTEs:</u>	22.30	27.30
<u>Outcome 1:</u> % reduction in residential complaints received		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Improve the accuracy and efficiency of issuance by uploading detailed information into PCO hand-held devices (to be completed by January).
2. Increase issuance by five percent.
3. Ensure that no PCO vacancy is left unfilled for more than thirty days.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Parking Violations	FY05: 211,777	FY06: 226,391
<u>Description:</u> Issue parking violations to enforce laws and ordinances, improve traffic flow, and enhance public safety.	<u>Output:</u> Number of parking violations issued (ACS data)	
Booting	FY05: 251	FY06: 300
<u>Description:</u> Disable vehicles that are in violation of parking ordinances and obtain payment of outstanding parking violations from the registered owner.	<u>Output:</u> Number of cars booted (T&P records)	

ORG 4401: TRAFFIC AND PARKING

PROGRAM COST AND ACTIVITIES

PROGRAM: MAINTENANCE AND REPAIR

Description: Provide meter, signal, sign, pole, plowing, and marking services in order to better support the City's traffic and parking operations.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> <i>Number of traffic control devices installed and repaired (Based on estimates from work order system.)</i>	18,400	18,400
<u>Cost:</u>	\$356,235.92	\$325,677.40
<u>Output Cost:</u>	\$17.61	\$16.10
<u>FTEs:</u>	3.70	2.70
<u>Outcome 1:</u> <i>% of traffic services operational</i>		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Implement automated work-order system by August that allows for increased productivity, customer follow-up, and data analysis.
2. Develop systematic approach to aged sign repair or replacement by July.
3. Increase productivity and quality of work by upgrading equipment.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Plow Municipal Lots	<i>FY05:</i> 36	<i>FY06:</i> 36
<u>Description:</u> <i>Keep the City's municipal parking lots in satisfactory condition during and after a snowfall.</i>	<u>Output:</u> <i>Number of lots plowed (Twelve lots * three storms)</i>	
Installation	<i>FY05:</i> 5,400	<i>FY06:</i> 5,400
<u>Description:</u> <i>Install new signs, poles, and meters in a timely manner.</i>	<u>Output:</u> <i>Pieces of traffic hardware (signs, poles, meters) installed (Estimate based on work order system)</i>	
Sign/Sign Pole Repair	<i>FY05:</i> 13,000	<i>FY06:</i> 13,000
<u>Description:</u> <i>Ensure the City's street and traffic signs are in satisfactory condition.</i>	<u>Output:</u> <i>Number of signs repaired/replaced (Estimate based on work order system)</i>	
Meter Maintenance	<i>FY05:</i> 1,820	<i>FY06:</i> 1,500
<u>Description:</u> <i>Maintain the City's parking meters in satisfactory condition to ensure parking turnover.</i>	<u>Output:</u> <i>Number of meters repaired/replaced (Actual based on meter log book)</i>	
Markings	<i>FY05:</i> 115,000	<i>FY06:</i> 115,000
<u>Description:</u> <i>Ensure the City's roadway markings are in satisfactory condition.</i>	<u>Output:</u> <i>Linear footage of paint (Estimate based on price of paint)</i>	

ORG 4401: TRAFFIC AND PARKING

PROGRAM COST AND ACTIVITIES

PROGRAM: COLLECTION

Description: Collect outstanding parking violations and meter/permit revenue owed to the City in order to enforce City parking ordinances and maximize related revenues.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> Total dollars collected from violations and permits (Based on actual with projection for end of FY05.)	5,308,567	5,637,131
<u>Cost:</u>	\$333,784.56	\$345,535.93
<u>Output Cost:</u>	\$0.05	\$0.05
<u>FTEs:</u>	3.10	3.10
<u>Outcome 1:</u> % of outstanding revenues collected		
<u>Outcome 2:</u> Average wait time at T&P window		

PROGRAM FY06 GOALS

1. Increase total revenue by ten percent.
2. Develop permitting and collection process for moving vans and PODs by January.
3. Evaluate park card option and other meter-based revenue enhancements by end of year.
4. Increase web payments by 10%.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Mail	<i>FY05:</i> 3,206,375	<i>FY06:</i> 3,404,832
<u>Description:</u> Collect traffic and parking revenue through the mail.	<u>Output:</u> Dollars collected by mail (Data from ACS)	
Phone	<i>FY05:</i> 228,268	<i>FY06:</i> 242,396
<u>Description:</u> Collect traffic and parking revenue via an automated phone system.	<u>Output:</u> Dollars collected (ACS data)	
Over the Counter Ticket and Permit	<i>FY05:</i> 1,327,142	<i>FY06:</i> 1,409,285
<u>Description:</u> Collect parking revenue in a timely and courteous manner.	<u>Output:</u> Ticket & permit dollars collected (ACS data)	
Meter Bagging	<i>FY05:</i> 5,500	<i>FY06:</i> 5,775
<u>Description:</u> Collect revenue for bagged meters.	<u>Output:</u> Dollars received from bagged meters (T&P Records)	
Meter Collection	<i>FY05:</i> 34,788	<i>FY06:</i> 50,100
<u>Description:</u> Collect meter revenue in a timely manner.	<u>Output:</u> Dollars collected from meters (Actual revenue)	
Website	<i>FY05:</i> 546,782	<i>FY06:</i> 580,625
<u>Description:</u> Provide an alternative payment method for customers.	<u>Output:</u> Dollars collected (ACS data)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Somerville Health Department provides public health services to all residents and businesses of the City. Recognizing that Somerville is a predominantly urban working class community with diversity throughout each neighborhood, the Health Department strives to effectively restore and maintain the residents' health and wellness by developing and providing services. This is performed through policy-making, school health programs, public health education programs, sanitary and housing code enforcement, public health regulation, outreach, and other needed services and programs.

DEPARTMENT ORGANIZATION: There are 24 municipal and 10 grant-funded FTE's in the Health Department for a total staff of 34. There is one full-time director, one full-time public health nurse, one full-time administrative assistant, 16 full-time school nurses, one part-time hearing tester, and two part-time vision testers who are municipal employees. In addition there is one school health physician who is a contractor, and three Board of Health members including the Board Chair and two members who receive stipends.

The 10 grant-funded staff include one school nurse leader and one part-time health assistant, one grants administrator/administrative assistant, one Tobacco Control director and one part-time enforcement officer, one Somerville Cares About Prevention Director and three (one full-time and two part-time) community organizers. There is one full-time Youth Trauma Network manager.

FY05 ACCOMPLISHMENTS:

School Nursing:

- Collaborated with Shape Up Somerville to collect height and weights for 1st, 2nd and 4th graders and are currently planning for health report cards.
- Collaborated with Cambridge Health Alliance to implement Children's Dental Health Preventative Program.
- Hired school nurse leader.
- Hired three school nurses.
- Operationalized the Health Master computer system and updated all school nursing sites.

Public Health Nursing

- Delivered flu immunizations to 1,400 Somerville residents.
- Coordinated with the Local Emergency Planning Council (LEPC) to develop emergency preparedness plans and participated in Incident Command System Training and tabletop exercises.
- Supported hiring process for Somerville Community Partnerships Early Childhood Nurse Coordinator.
- Delivered immunizations, vaccines, investigations, and follow-up services to Somerville residents with communicable diseases.

Tobacco Control:

- Passed smoke-free work regulation in Somerville.
- Completed regular tobacco retailer compliance checks in Somerville, Cambridge, Chelsea, Revere, and Everett.

DEPARTMENT OVERVIEW

- Conducted tobacco retailer education inspections in Chelsea and Somerville.
- Conducted secondhand smoke inspections in Somerville, Everett, and Chelsea.
- Investigated secondhand smoke complaints.
- Conducted hearings on sales to minors and Environmental Tobacco Smoke.
- Implemented mass mailings of educational post cards.

Somerville Cares About Prevention:

- Received \$8,000 donation from Home Depot to continue youth development work.
- Trained 19 youth in youth development, including protective/risk factors, psychopharmacology, and community economic development.
- Received \$80,000 grant to implement prevention strategies for heroin and other opiates.
- Applied for five-year continuation funding to SAMHSA.
- Engaged more than 100 people from the recovery community by attending forums, ambassador recovery workshops, and other drug-free awareness activities.
- Conducted annual meeting and review of all previous years activities, attended by 75 coalition members and community stakeholders.

Trauma Network:

- Recruited for, planned, and implemented Post-Traumatic Response Training for 30 community members.
- Conducted reconnaissance on several youth traumas, including suicides and overdoses.
- Attended Student Support Services, SCAP, Mayor's Suicide Taskforce, Opiate and Suicide Surveillance, and DMH Child/Adolescent Provider meetings.
- Facilitated regular meetings by setting agendas, taking minutes, and supporting post-meeting tasks and communications of the Trauma Leadership Team and the Trauma Network.
- Investigated, planned, and implemented ongoing research, one-on-one interviewing, and deeper reconnaissance of the impact of suicide and overdose on decedents' families and circles of friends.
- Participated in and received training in PTSM as part of the Children's Trauma Recovery Foundation.

Administration:

- Developed and implemented several proficient systems for payroll/time tracking purposes, as well as updated and created various cyclical spreadsheets to promote efficiency throughout the Department.
- Cleaned, sorted and organized the archives area of the Department in the basement of Annex.
- Revised administration job responsibilities and new employees' orientation sheets and timesheets to achieve consistency and increase understanding of who performs what functions.
- Provided direct administrative support to Director through developing letters of support, photocopying materials for meetings, faxing and mailing documents, and managing calendar schedule.

DEPARTMENT OVERVIEW

- Facilitated all grant requests for approval before Board of Aldermen, and completed requisitions, invoices, and contracts for professional services.
- Facilitated processing of burial permits and funeral home licensees.
- Responded to all website public health complaints to Health Department.

Women's Commission

- Somerville Status of Women Project completed survey and analysis of needs of women.
- Hosted exhibit for Women's History Month event attended by 35 people.
- Held monthly meetings and regular outreach to attract new commissioners.
- Promoted visibility of Women's Commission through increased print media, web, and listserv communications.

Family Outreach and Community Advocacy Program

- Provided resource and referral to 700 calls.
- Co-sponsored Martin Luther King celebratory event at Elizabeth Peabody House.
- Co-facilitated two to four groups with parents of children with ADHD and counseled 90 individual parents.
- Attended and provided support for Persons with Disabilities Commission meetings.
- Assisted with Toys for Tots program and food programs to provide toys or food to 35 families for the holidays.
- Planned and implemented TV shows for parent resources and support.

FY06 DEPARTMENT PRIORITIES: In Fiscal Year 2006, The Department of Health has five main priorities:

1. Conduct a strategic planning process to get clarity on vision, mission, values and goals of health department.

Desired Outcome:

- Integrated health and human service programs where the whole system reflects health.

Obstacles/Assumptions:

- Resources to hire planner.
- Time commitment from staff and community stakeholders to complete.

Deadline for Completion of Goal:

- Planning Process 75 percent complete by September 06.

2. Protect and support families' and individuals' health by sustaining and strengthening public health nursing services, school nursing, prevention efforts including alcohol, tobacco and other drugs, trauma support services, family advocacy, Women's Commission, and emergency preparedness initiatives.

Desired Outcomes:

- Communicable Disease Database and additional public health nursing support.
- Increased retention and recruitment of qualified school nurses.
- Five-year funding for SCAP and Tobacco Control.

DEPARTMENT OVERVIEW

- Additional Funding for Trauma Network Manager.
- Increased resources to Family Advocacy Director.
- Increased Internal and External Support for Women's Commission.
- Emergency Preparedness.

Obstacles/Assumptions:

- Vagaries of funding.
- Overwhelming demands and fewer resources to support.
- Time frame to accomplish.
- Lack of language capacity and cultural competency.

Deadline for Completion of Goal:

- Planning Process 75 percent complete by September 2006.
- Three-year plan for school nursing complete by July 2006.
- Five-year Funding for SCAP and Tobacco Control Oct 2005.
- Trauma Support January 2006.
- Family Advocacy July 2005
- Women's Commission increased internal and external support visible by September 2006
- Local BOH Emergency Plan Completed by September 2005.

3. Revitalize and Strengthen the Board of Health.

Desired Outcomes:

- Assessment of current membership strengths and weaknesses.
- Outreach for new members.
- Explore charter change to increase board from three to five.

Obstacles/Assumptions:

- Balancing political consideration with who meets the criteria for serving on a public health board.
- Finding the winning combination of old and new Somerville.
- Finding committed, caring Somervillians with time to serve the public good, and willingness to work in a complicated environment to further the public's health.

Deadline for Completion of Goal:

- Assessment of strengths and weaknesses – June 2005.
- Outreach for new members – June – September 2005.
- Explore Charter Change – June 2005.

4. Improve the Health Department's performance by using more effective management tools and demand accountability by adopting the SomerStat program, implementing the activity-based budget, and facilitating consistent and regular communication and reporting between health inspectors and board of health.

Desired Outcomes:

- *Health Dept added to SomerStat.*
- Intranet.

DEPARTMENT OVERVIEW

- Memorandum of Understanding (MOU) in place between OSPCD and Health Department.
- Health Inspector supervisor communicates regularly with Director and BOH.
- Increased follow-up post resolution of complaints.

Obstacles/Assumptions:

- Calls for increased accountability and use of new management tools.

Deadline for Completion of Goal:

- Working collaboratively with SomerStat team by July 2005.
- Memorandums of Understanding by June 2005.
- Regular communication between Director and BOH by July 2005.
- Increased follow-up post resolution of complaints by March 2005 and ongoing.

5. Work in support of City goal to: 1. Revolutionize customer service, and 2. Professionalize health department planning and management.

Desired Outcomes:

- Respond to increased citizen public health complaints using website.
- Improve diverse Somerville publics' interaction with Health Department.
- Develop Health Department's regular practices and procedures in accessible written documents.
- Work collaboratively with Personnel Department in creating updated job descriptions for each staff person.
- Provide opportunities for staff training and professional development.

Obstacles/Assumptions:

- Lack of language capacity and lack of cultural competency.
- Calls for recognizing and implementing new and enhanced ways to conduct business.

Deadline for Completion of Goal:

- Respond to increased citizen public health complaints using website by March 2005.
- Develop Health Department's policies and procedures and work with Personnel by June 2006.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Health Department's goals support the Mayor's Strategic Goals for 06 to:

- Make Somerville an exceptional place to live, work, and play by promoting the health of Somerville's environment
- Promote Somerville Pride and Sense of Community by making Somerville home to diverse communities. The Health Department strives to serve the health needs of all the diverse communities who make their home here.
- Protect and support families and individuals by evaluating and expanding youth programs including the Trauma Response Network, eliminating drug and gang activity through the prevention work of SCAP, and promoting healthy Somerville citizens by continuing the City's work and partnership with Shape Up Somerville.

DEPARTMENT OVERVIEW

- Improving the Health Department's performance by using more effective management tools and demanding accountability through adopting the SomerStat program, implementing the activity-based budget, and promotion of consistent and regular communication between health inspectors and Board of Health
- Revolutionize Customer Service at the Health Department through responding to more citizen public health complaints through website communication.
- Professionalize City planning and management. The Health Department will develop consistent written policies and procedures, update department page of City's website, work consistently with Personnel Department on developing job descriptions, and provide appropriate staff training and professional development opportunities.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS):

Youth Trauma Network Manager: Through a collaborative effort with the Cambridge Health Alliance, the Health Department has been able to obtain the services of a full-time Youth Trauma Network Manager. Her role is to identify and develop strategies related to Youth Risk Behavior particularly suicide and overdoses.

Medicaid Reimbursement: The Health Department continues the effort to bring substantial Medicaid Reimbursement dollars to the City by coordinating with the Shore Educational Collaborative and identifying students in the Chapter 766 program who are Medicaid eligible.

Emergency Preparedness: Health Department personnel in collaboration with the Local Emergency Planning Council have participated in developing emergency preparedness plans and participated in Incident Command System Training and tabletop exercises.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): With Mayoral support, we propose increasing the salary of the Director of Family Outreach and Community Advocacy and staff to the Disabilities Commission Bonny Carroll from \$31,030.48 to \$36,030.80.

COST ALLOCATION METHODOLOGY: Based on the guidance provided thus far by SomerStat staff, we created a listing of all staff working in the Health Department. We then assessed the percentage of time spent by each staff in various programs. For staff that work across programs, we identified the percentage of their time spent in each program. SomerStat staff also helped with the next step, which was to identify non-salary items and to lump what percentage of each item is in each program.

ORG 4701 BOARD OF HEALTH

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	943,545	796,442	331,498	808,196
51115 SALARIES - MONTHLY	41,036	30,091	13,037	30,091
51200 SALARIES & WAGES TEMPOR'Y	12,525	41,714	9,787	41,714
51300 OVERTIME	14,707	4,500	2,896	4,500
51410 LONGEVITY	10,575	9,790	4,475	8,000
51460 OUT OF GRADE	1,700	1,429	62	957
51520 AUTO ALLOWANCE	6,530	3,960	1,422	4,302
51532 HOLIDAYS - S.M.E.A.		4,686	2,297	2,524
51540 PERFECT ATTENDANCE	4,600		2,600	
51690 OTHER DIFFERENTIALS	6,917			
51691 OTHER LUMP SUM PAYMENTS		5,250	5,110	5,390
51920 SICK LEAVE BUYBACK	5,628			
51930 UNIFORM ALLOWANCE	10,740	4,200	4,080	4,620
TOTAL P-ACCT 51000	1,058,503	902,062	377,264	910,294
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	1,263	500	312	800
52760 RENTALS OFFICE EQUIPMENT	18	300		
52920 EXTERMINATION	10,180	14,000	725	14,000
53000 PROFESSIONL & TECHNCL SVC	37,934	76,400	11,660	72,200
53055 WOMEN'S COMMISSION	2,562		114	
53060 ADVERTISING	1,592	200		200
53210 EMPLOYEE TRAINING COURSES	50	250	309	650
53401 DATA LINE SYSTEM				
53405 PSTN-USAGE	721			
53420 POSTAGE		200		200
54200 OFFICE SUPPLIES	3,148	3,450	631	3,450
54201 OFFICE EQUIPMENT		50		50
54210 PRINTING & STATIONERY	1,030	2,550	52	1,550
54220 COMPUTER SUPPLIES				
54221 COMPUTER EQUIPMENT				
54860 REIMB OF LICENSES	830	500	320	1,500
55000 MEDICAL/DENTAL SUPPLIES	10,068	10,000	1,859	11,700
55100 EDUCATIONAL SUPPLIES		100		100
55305 INSPECTION SVC SUPPLIES	58	100		100
55874 MAGAZINES & PUBLICATIONS	37	150	35	150
57100 IN STATE TRAVEL		50		50
57300 DUES AND MEMBERSHIPS	415	250	100	250
TOTAL P-ACCT 52000	69,906	109,050	16,117	106,950
TOTAL ORG 4701 FUNDING REQUIRED	1,128,409	1,011,112	393,381	1,017,244

HEALTH DEPARTMENT

Position	Name	C	Existing Rate	Rate	Base	TOTAL
HEALTH DIRECTOR	BURKE, NOREEN	N	1,250.00	65,000.00	65,250.00	65,250.00
FAMILY OUTREACH	CARROLL, BONNY	N	692.90	36,030.80	36,169.38	36,169.38
WOMEN'S COMMISSION	DARAI, SONJA	N	371.25	19,305.00	19,379.25	19,379.25
ADMIN ASSISTANT	VanSTEENSBURG, RITA	Y	975.83	50,743.16	50,938.33	52,383.49
PUBLIC HEALTH NURSE	ELIZABETH QUARATIELLO	Y	997.03	37,926.04	54,977.57	55,428.39
PUBLIC HEALTH NURSE	STEP 3 EFF 03/29/06	Y	1,034.11	13,362.54		
PV SCH NURSE Pract	EMENS, THERESA	Y	752.28	39,118.56	39,269.02	40,813.47
PV SCHOOL NURSE-temp	VACANT - SKIP	Y	663.40	34,496.80	34,629.48	36,156.16
PV SCHOOL NURSE	MONAGLE, MAUREEN	Y	663.40	34,496.80	34,629.48	36,256.16
PV SCHOOL NURSE	LEAVITT, MARGARET	Y	663.40	34,496.80	34,629.48	36,506.16
PV SCHOOL NURSE	CARNEY, BARBARA	Y	663.40	34,496.80	34,629.48	37,863.58
PV SCHOOL NURSE	KOTY, GAY	Y	663.40	34,496.80	34,629.48	36,256.16
PV SCHOOL NURSE	BRYANT, CHERYL	Y	697.51	36,270.52	36,410.02	37,943.52
PV SCHOOL NURSE	BINGAY, WILLIAM	Y	697.51	36,270.52	36,410.02	37,943.52
PV SCHOOL NURSE - 40%	JOHNSON, KAREN	Y	265.36	13,798.72	13,851.79	14,462.46
PV SCHOOL NURSE	KAMIN, SUSAN	Y	752.28	39,118.56	39,269.02	40,563.47
PV NURSE PRACTITIONER	WEINTRAUB, ELLIE	Y	752.28	39,118.56	39,269.02	40,813.47
PV NURSE PRACTITIONER	VACANT	Y	718.06	37,339.12	37,482.73	38,520.34
PVSCHOOL NURSE	BARTLETT, MARLENE	Y	674.77	35,088.04	35,222.99	36,751.95
PVSCHOOL NURSE	BROTHERS, RONNETTE	Y	602.94	8,561.75	33,708.63	34,734.98
	STEP 2 EFF. 10/08/04		661.76	25,146.88		
PVSCHOOL NURSE	CHAMALAS, LYNN	Y	602.94	8,079.40	33,755.68	34,782.03
	STEP 2 EFF. 10/04/04		661.76	25,676.29		
PVSCHOOL NURSE	MADANICK, NANCY	Y	602.94	8,802.92	33,685.10	34,711.45
	STEP 2 EFF. 10/12/04		661.76	24,882.18		
*SUBSTITUTE NURSES (RATExHOURS) 1/2 HOURS MEDICAID			20.00	1,000.00	20,000.00	20,000.00
*STIPEND NURSES - SUMMER (RATEx HOURS) MEDICAID			25.00	400.00	10,000.00	10,000.00
PV SCHOOL PHYSICIAN	VACANT	Y	2,982.38	2,982.38		
PV SCHOOL PHYSICIAN	VACANT	Y	2,982.38	2,982.38		
PV DENTAL HYGIENIST	VACANT	Y	18.80	1.00		
PV VISION TESTER	SCHEIFFERN, MAUREEN	Y	654.47	7,853.64	7,853.64	7,953.64
PV VISION TESTER	MCNEIL, COLLEEN	Y	654.47	7,853.64	7,853.64	7,953.64
PV HEARING TESTER	PRENDERGAST, IRENE	Y	654.47	7,853.64	7,853.64	7,953.64
CHAIRMAN	OSLER, DAVID MD	N	181.38	2,176.56	2,176.56	2,176.56
MEMBER	SOSA-PATTERSON, CECILIA	N	181.38	2,176.56	2,176.56	2,176.56
MEMBER	MELLO, BABETTE	N	181.38	2,176.56	2,176.56	2,176.56
TOTALS					838,286.55	864,080.02

HEALTH DEPARTMENT - Y05

SALARIES - 51110	808,195.95
SALARIES - MONTHLY - 1115	30,090.60
SALARIES - WAGES TEMP - 51200	41,714.00
OVERTIME - 51300	4,500.00
LONGEVITY - 51410	8,000.00
OUT OF GRADE - 51460	957.42
AUTO ALLOWANCE - 51520	4,301.60
HOLIDAYS - SMEA - 51532	2,524.45
OTHER LUMP SUM - 51691	5,390.00
UNIFORM ALLOWANCE - 51930	4,620.00

TOTAL

ORG 4701: HEALTH DEPARTMENT

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
PUBLIC HEALTH			
PERSONAL SERVICES	\$ 103,462.64	\$ 51,122.22	\$ 113,021.82
ORDINARY MAINTENANCE	\$ 30,838.00	\$ 3,524.39	\$ 30,493.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 134,300.64	\$ 54,646.61	\$ 143,514.82
<i>FTE FROM APPROPRIATIONS</i>	4.78		4.78
SCHOOL HEALTH NURSING			
PERSONAL SERVICES	\$ 663,779.66	\$ 295,116.53	\$ 659,086.85
ORDINARY MAINTENANCE	\$ 23,508.00	\$ 4,154.81	\$ 25,125.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 687,287.66	\$ 299,271.34	\$ 684,211.85
<i>FTE FROM APPROPRIATIONS</i>	16.42		16.42
FAMILY AND COMMUNITY OUTREACH			
PERSONAL SERVICES	\$ 51,220.05	\$ 18,846.93	\$ 55,839.73
ORDINARY MAINTENANCE	\$ 1,352.00	\$ 180.28	\$ 1,152.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 52,572.05	\$ 19,027.21	\$ 56,991.73
<i>FTE FROM APPROPRIATIONS</i>	1.22		1.22
WOMEN'S COMMISSION			
PERSONAL SERVICES	\$ 39,329.41	\$ 10,378.34	\$ 39,049.60
ORDINARY MAINTENANCE	\$ 14,340.00	\$ 2,276.48	\$ 13,426.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 53,669.41	\$ 12,654.82	\$ 52,475.60
<i>FTE FROM APPROPRIATIONS</i>	1.22		1.22
SOMERVILLE CARES ABOUT PREVENTION (SCAP)			
PERSONAL SERVICES	\$ 14,756.75	\$ 600.00	\$ 14,432.00
ORDINARY MAINTENANCE	\$ 13,100.00	\$ 2,025.88	\$ 12,386.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 27,856.75	\$ 2,625.88	\$ 26,818.00
<i>FTE FROM APPROPRIATIONS</i>	0.12		0.12
TOBACCO CONTROL			
PERSONAL SERVICES	\$ 14,756.75	\$ 600.00	\$ 14,432.00
ORDINARY MAINTENANCE	\$ 12,336.00	\$ 1,909.28	\$ 11,664.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 27,092.75	\$ 2,509.28	\$ 26,096.00
<i>FTE FROM APPROPRIATIONS</i>	0.12		0.12
SOMERVILLE TRAUMA RESPONSE NETWORK			
PERSONAL SERVICES	\$ 14,756.75	\$ 600.00	\$ 14,432.01
ORDINARY MAINTENANCE	\$ 13,576.00	\$ 2,045.88	\$ 12,704.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 28,332.75	\$ 2,645.88	\$ 27,136.01
<i>FTE FROM APPROPRIATIONS</i>	0.12		0.12
ADMINISTRATION EXPENSE - ALL PROGRAMS			
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 1,011,112.01	\$ 393,381.02	\$ 1,017,244.01
<i>TOTAL FTE FROM APPROPRIATIONS</i>	24.00		24.00

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: PUBLIC HEALTH

Description: The Public Health Program monitors the health status of the City; investigates health problems and hazards; informs, educates and involves residents in health problems/issues; develops policies that support community health efforts; assures an expert public health work force; evaluates the effectiveness, accessibility and quality of public health services; and develops new insights and innovative solutions to health problems.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of vaccinations provided and communicable cases investigated (Based on actual data)	26,368	26,368
<u>Cost:</u>	\$134,300.64	\$143,514.82
<u>Output Cost:</u>	\$5.09	\$5.44
<u>FTEs:</u>	4.78	4.78
<u>Outcome 1:</u> % of cases followed up successfully		
<u>Outcome 2:</u> % of clinics and health care providers receiving vaccines		

PROGRAM FY06 GOALS

1. Conduct a strategic planning process to be 75% complete by September 06 in order to get clarity on vision, mission, values, and goals of the Somerville Health Department
2. Update the Communicable Disease Database.
3. Complete the BOH Emergency operations Plan by September '05.
4. Create a Memorandum of Understanding between BOH and ISD of Mayor's Office of Strategic Planning and Community Development.
5. Create protocols including letters and follow-up contact sheets to increase communication with citizens post the resolution of complaints.
6. Revitalize and strengthen the Board of Health by conducting an assessment of current membership strengths and weaknesses, outreaching for new members, and exploring charter change to increase board from 3 to 5.
7. Make the Health Department's regular practices and procedures accessible to the public through the website.
8. Complete the archiving and Health Department files organizing projects.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Emergency Preparedness	FY05: 5	FY06: 9
<u>Description:</u> Ensure the Health Department complies with Federal and State directives by developing plans to respond to public health emergencies.	<u>Output:</u> # of trainings * # of staff trained (Actual data for # of trainings; Average # of people trained estimated)	
Provide Immunizations and Vaccines	FY05: 26,202	FY06: 26,202
<u>Description:</u> Provide direct vaccination of children and adults and distribute vaccines to registered Somerville health providers.	<u>Output:</u> # of vaccinations provided (Actual data)	
Investigation, Management and Prevention of Communicable Disease	FY05: 166	FY06: 166
<u>Description:</u> Investigate all cases of communicable disease in Somerville on the Commonwealth of Massachusetts reportable disease list.	<u>Output:</u> # of cases (Actual data)	

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

Develop Regulations

FY05: 5

FY06: 7

Description: Make amendments to existing policies and develop new regulations. Provide educational outreach for emerging public health issues.

Output: # of regulations reviewed (Actual data)

Prepare Permits

FY05: 675

FY06: 675

Description: Prepare health-related permits, which include body art practitioners, body art establishments, burial, funeral directors, dumpster contractors, dumpsters, massage practitioners, massage facilities, food service, and retail food.

Output: # of permits prepared (Actual data)

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: SCHOOL HEALTH NURSING

Description: Provide direct nursing care to all school students. Provide health care assessment, intervention, and follow-up care in the school setting. Provide curriculum and preventive health education, and actively collaborate with school crisis teams in the management of mental health crisis situations and minimization of school absences.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of children visits for direct nursing care (Based on actual data)	52,920	52,920
<u>Cost:</u>	\$687,287.66	\$684,211.85
<u>Output Cost:</u>	\$12.98	\$12.92
<u>FTEs:</u>	16.42	16.42
<u>Outcome 1:</u> % of eligible children screened		
<u>Outcome 2:</u> % of eligible school children who completed growth and development classes		

PROGRAM FY06 GOALS

1. Asthma action plan developed for every child with a medical diagnosis of asthma.
2. Document the weight, height and BMI of all K-8 and 10th graders in a computer database.
3. Begin to document visual failure follow-ups by documenting at least 75% in FY06.
4. Correctly record 100% of all medication orders into the computer.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Preventative Care	FY05: 5,383	FY06: 5,383
<u>Description:</u> Conduct periodic health screenings and maintenance of immunization status; comply with state mandates.	<u>Output:</u> # charts reviewed (Actual data)	
Direct Nursing Care	FY05: 52,920	FY06: 52,920
<u>Description:</u> Give treatment and medications as needed and as ordered by physician; communicate with parents, and refer and follow up care, including to those chronically ill and disabled.	<u>Output:</u> # of children visits (Actual data)	
Health Education to Individuals	FY05: 10,021	FY06: 10,021
<u>Description:</u> Educate school children on an individual basis.	<u>Output:</u> # students individual health education encounters (Actual data)	
Provide Health Education	FY05: 52	FY06: 52
<u>Description:</u> Teach growth and development classes and develop course curriculum modules	<u>Output:</u> # classes taught (Actual data)	

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: FAMILY AND COMMUNITY OUTREACH

Description: Support the creation of healthy families via provision of case management services or referrals to callers, promotion of City services for families, and coordination of family-oriented programming and services with external organizations.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of cases managed and referrals made (Based on estimate)	960	960
<u>Cost:</u>	\$52,572.05	\$56,991.73
<u>Output Cost:</u>	\$54.76	\$59.36
<u>FTEs:</u>	1.22	1.22
<u>Outcome 1:</u> % of departmental events held with external organizations		
<u>Outcome 2:</u> % of city callers and callers to featured organizations citing "Raising Families" TV show as referral course		

PROGRAM FY06 GOALS

1. Educate Somerville families about available City services and community programming via the "Raising Families" TV show.
2. Conduct outreach to Somerville City agencies on Americans with Disabilities Act.
3. Provide phone and in-person counseling to families in crisis, and refer persons in need to appropriate City services and/or community organizations for assistance.
4. Coordinate special events and programming for the City on an as needed basis.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Coordinate Projects	FY05: 16	FY06: 16
<u>Description:</u> Coordinate special events and programming for the City, including parents count cookout, TV show, and SA forums.	<u>Output:</u> # of projects coordinated (Actual data)	
<hr/>		
Provide Counseling, Case Management, and Referrals	FY05: 960	FY06: 960
<u>Description:</u> Provide phone and in-person counseling and education to families in crisis and with disabilities. Refer persons in need to appropriate City services or community organizations for assistance.	<u>Output:</u> # of cases managed and referrals made (Estimate)	
<hr/>		
Network	FY05: 60	FY06: 60
<u>Description:</u> Represent the interests of the constituents of the Family and Community Outreach program in interdepartmental and external organization meetings.	<u>Output:</u> # of external meetings attended (Estimate)	
<hr/>		

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: WOMEN'S COMMISSION

Description: Act as a centralizing force in the City of Somerville and the community for women's issues. Provide information, referral, guidance, coordination, and technical assistance on efforts intended to eliminate prejudice and discrimination against women because of their status as women or as a minority women.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of collaborators, program participants, and event attendees (Based on actual data for # of events; estimate for average # of attendees)	203	850
<u>Cost:</u>	\$53,669.41	\$52,475.60
<u>Output Cost:</u>	\$264.38	\$61.73
<u>FTEs:</u>	1.22	1.22
<u>Outcome 1:</u> % increase in participation of the Women's Commission		
<u>Outcome 2:</u> - 65% of action agenda completed successfully	-	-

PROGRAM FY06 GOALS

1. Grow Women's Commission to at least 5 members
2. Complete writing book about Somerville.
3. Complete girl teen summer program (2005).
4. Use survey results to develop a Status of Women report and an action and platform issues. Implement agendas.
5. Organize activities and trainings in the community per Commission's mission statement and action agenda.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Increase Opportunities for Active Living for Women	FY05: 5	FY06: 10
<u>Description:</u> Advocate for changes that improve active living, including the physical environment, policies, and social awareness.	<u>Output:</u> # of improvements (Actual data)	
Implement Programs that Train Participants	FY05: 77	FY06: 500
<u>Description:</u> Manage programs that support the Women's Commission through trainings.	<u>Output:</u> # of program participants (Actual data)	
Manage the Commission and Collaboration Efforts	FY05: 26	FY06: 50
<u>Description:</u> Develop and implement action and platform agenda based on data analysis and collaboration.	<u>Output:</u> # of collaborators (Actual data)	
Implement Promotional, Fundraising, and Advocacy Events	FY05: 100	FY06: 300
<u>Description:</u> Highlight Women's Commission and recruit new volunteers.	<u>Output:</u> # of events * # of attendees (Actual data for # of events; estimate for average # of attendees)	

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: SOMERVILLE CARES ABOUT PREVENTION (SCAP)

Description: Bring together our diverse public agencies, non-profit organizations, private businesses, and independent residents of the community to work as a coalition to address issues associated with the prevention of alcohol and other drug use by Somerville youth.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of coalition meetings & events * # of average attendees (Based on actual data)	960	1,050
<u>Cost:</u>	\$27,856.75	\$26,818.00
<u>Output Cost:</u>	\$29.01	\$25.54
<u>FTEs:</u>	0.12	0.12
<u>Outcome 1:</u> % increase in new coalition members		
<u>Outcome 2:</u> % of participants in prevention strategies who report increased knowledge and skills		

PROGRAM FY06 GOALS

1. Enhance coalition by increasing the diversity (include representation from 9 underrepresented groups) and cultural competency of the membership
2. Develop and implement environmental prevention strategies to reduce commercial and social access to alcohol among youth including Cops n' Shops, Alcohol Purchase Surveys, and Server Training.
3. Develop and implement science-based prevention trainings for youth, parents (specifically Guiding Good Choices Curriculum), adults, institutions, faith community, and other sectors to reduce community tolerance toward alcohol and other drug use.
4. Evaluate SCAP's effectiveness using implementation data and epidemiological data on trends in alcohol and other drug abuse in Somerville.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Host Events	FY05: 240	FY06: 300
<u>Description:</u> Engage and educate the community to prevent substance abuse and suicide.	<u>Output:</u> # of coalition events * average # of attendees (Actual data)	
Provide Trainings	FY05: 800	FY06: 1,000
<u>Description:</u> Provide skill building and information sharing for prevention and intervention of alcohol/drug use and related risky behaviors.	<u>Output:</u> # of persons trained (Actual data)	
Conduct Surveys	FY05: 1,382	FY06: 1,100
<u>Description:</u> Track the social, behavioral, and environmental trends of Somerville youth.	<u>Output:</u> # of students surveyed (Actual data)	
Support Community Coalitions	FY05: 720	FY06: 750
<u>Description:</u> Strategize, mobilize, and support the coalition's prevention activities.	<u>Output:</u> # of coalition meetings * # coalition members (Actual data)	

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: TOBACCO CONTROL

Description: Promote, develop, implement, and enforce tobacco control regulations and ordinances in order to reduce youth access to tobacco products and reduce public exposure to secondhand smoke in the following cities: Somerville, Everett, Cambridge, Revere, and Chelsea.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of compliance checks and announced inspections (Based on actual data)	2,825	2,825
<u>Cost:</u>	\$27,092.75	\$26,096.00
<u>Output Cost:</u>	\$9.59	\$9.23
<u>FTEs:</u>	0.12	0.12
<u>Outcome 1:</u> % of those establishments that were checked that resulted in sales to minors		
<u>Outcome 2:</u> % of establishments inspected for smoking that were in compliance/ non compliance	-	-

PROGRAM FY06 GOALS

1. Renew 5-year funding from Commonwealth of Massachusetts
2. Implement all activities mandated by the State, such as compliance checks, response to complaints, retailer inspections, and ETF inspections and compliance checks
3. Review all youth access regulations in all 5 cities.
4. Develop measures that demonstrate the program's effectiveness above and beyond the state's mandates.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Complete Compliance Checks	FY05: 1,555	FY06: 1,555
<u>Description:</u> Perform unannounced inspections to determine whether an establishment is in compliance with smoking regulations.	<u>Output:</u> # of compliance checks (Actual data)	
Announced inspections	FY05: 1,270	FY06: 1,270
<u>Description:</u> Perform announced inspections to determine whether an establishment are in compliance with smoking regulations.	<u>Output:</u> # of announced inspections (Actual data)	
Develop Regulations	FY05: 8	FY06: 8
<u>Description:</u> Review existing regulations, make amendments to existing policies, and develop new regulations.	<u>Output:</u> # of regulations reviewed (Actual data)	
Training	FY05: 64	FY06: 64
<u>Description:</u> Train the establishments' employees and provide them with relevant information in a one-hour workshop.	<u>Output:</u> # of trainings held * # of attendees (Actual data)	
Respond to complaints	FY05: 34	FY06: 34
<u>Description:</u> Gather information to determine whether violations exist and take appropriate enforcement action when needed.	<u>Output:</u> # of complaints responded to (Actual data)	

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

PROGRAM: SOMERVILLE TRAUMA RESPONSE NETWORK

Description: Build capacity and provide education throughout the community related to trauma. The goal is to train, organize, and maintain clinical currency and readiness of a team of community members who interface with youth in a broad range of capacities. Their purpose is to provide supportive and informed responses to the community's needs related to traumatic events involving youth.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of trainings and meetings * # of attendees (Based on actual data)	517	500
<u>Cost:</u>	\$28,332.75	\$27,136.01
<u>Output Cost:</u>	\$54.80	\$54.27
<u>FTEs:</u>	0.12	0.12
<u>Outcome 1:</u> % increase in trained community members		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Train an additional 100 community members including school staff, school nurses and athletic coaches in post-traumatic stress management.
2. Provide post-vention support and pyscho-education to school staff.
3. Interface with the first circle of deceased youth and victims of tragic events; identify plans of ongoing support.
4. Identify and map all community mental health and social service resources.
5. Ensure preparedness of the Network by organizing ongoing training and practice opportunities, sharing relevant literature and keeping up communication.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Research	FY05: 3	FY06: 10
<u>Description:</u> Conduct and analyze qualitative research to identify patterns relating past incidents; spend time in the community talking with survivors and at-risk youth; identify gaps in services and make recommendations for resources.	<u>Output:</u> # of recommendations made (Actual data)	
Reconnaissance	FY05: 15	FY06: 36
<u>Description:</u> Investigate whether to activate network after an incident occurs.	<u>Output:</u> # of reconnaissance events (Actual data)	
Activate Network	FY05: 34	FY06: 84
<u>Description:</u> Determine needs and which type(s) of response are appropriate in the aftermath of an incident; communicate with network members to mobilize support and resources to the community.	<u>Output:</u> # of activations (including f/u w/family members, first circle+larger responses)* # of Network members involved (Actual data)	
Train New Network Members	FY05: 117	FY06: 100
<u>Description:</u> Organize logistics, recruit membership, manage communications re: pre-training and follow-up.	<u>Output:</u> # of trainings * # of people trained (4 trainings* 25 people trained)	
Provide Ongoing Training	FY05: 100	FY06: 100
<u>Description:</u> Communicate about advanced training opportunities and organize ongoing trainings and practice sessions for Network members.	<u>Output:</u> # of advanced trainings and practice sessions * # of attendees (5 advanced training and practice sections * 20 attendees)	

ORG 4701: HEALTH DEPARTMENT

PROGRAM COST AND ACTIVITIES

Manage Network

FY05: 400

FY06: 400

Description: Communicate with network, organize meetings, and drive the mission of network.

Output: Number of meetings * average number of attendees (50 meetings * 8 attendees)

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Somerville Public Library is dedicated to providing materials and services that meet the educational, cultural, recreational, and informational needs of all people in the community. From introducing libraries to young children and their families, to supporting their needs in school, to meeting their recreational and educational needs as adults, the Library supports life-long learning and reading enjoyment of the community. The Library recognizes that there are groups such as immigrants, the disabled, and low literates that traditionally have been underserved by libraries, and strives to provide equal access to all members of the community.

DEPARTMENT ORGANIZATION: The Somerville Public Library consists of a Central Library open to the public 65 hours per week (58 in July and August) and two branches each open 34 hours per week. A staff of 33 full-time and 10 part-time employees are at the three facilities. Library services have been divided into nine programs. Responsibilities for programs are distributed widely and variously among the part-time attendants, levels of library assistants, staff librarians, department heads, branch librarians, the head of technology, the assistant director, and the director. In the past two years, three department head positions have been either eliminated or downgraded to library assistant level. An appointed nine-member Board oversees the Library.

FY05 ACCOMPLISHMENTS: After consolidating services and adjusting to a 10 percent decrease in the Library budget in FY04, Library staff focused on streamlining procedures and maintaining services at reduced funding. A state grant to increase our World Languages Collection added over 1,300 items to the Portuguese, Spanish, Chinese, and Haitian Creole collections. With the assistance of the IT department, we implemented wireless access in Wellington Hall of the Central Library. We began a cooperative program with SCALE to host tours of the Central Library for ESOL students. We implemented a new acquisitions software module for more efficient ordering of library materials. Children's librarians visited 90 percent of target grade three.

FY06 DEPARTMENT PRIORITIES: In Fiscal Year 2006, the Somerville Library will continue to work with the Department of Public Works to improve the custodial care of our buildings and implement a daily task schedule. The Library will also expand its partnership with the SCALE ESOL program to ensure that residents from diverse communities will feel at home in our public libraries. Also, in FY06, one of the Library's long-range plan objectives is to improve services to two target groups, seniors, including former bookmobile patrons, and students of all ages, to facilitate their access to the shared resources of the Library.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR'S STRATEGIC GOALS: The Library Department's goals support the Mayor's strategic goals to "Make Somerville an Exceptional Place to Live, Work, and Play, Promote Somerville Pride and Sense of Community", and "Protect and Support Families and Individuals". With a strong library that supports the educational and recreational needs of the diverse Somerville community, the Library reinforces the Mayor's efforts to create a positive environment for all residents.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): The only significant change was in the cost of microfilming; the contract with

DEPARTMENT OVERVIEW

ProQuest for obtaining copies of the Boston Globe and the New York Times was higher than anticipated.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06

(RECOMMENDED): At the level services funding, several changes reflect the trend in actual expenses (increases for microfilming, office supplies, books, book theft supplies, and in-state travel; decreases for the Minuteman Library Network contract, postage, and dues and memberships).

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time that staff spent on each program. Based on these percents, we allocated salaries. We also worked to allocate administration activities and subsequent costs further. Thus, the time spent performing payroll and purchasing was allocated by the percent of FTE's in each program. And likewise, the one full-time general administrative staff was allocated by the percent of FTE's in each program. For the OM budget, we split costs based on the percent of FTE's in each program, except in cases where purchases were directly tied to projects, such as the purchase of collection materials.

ORG 6101 LIBRARIES

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	1,338,837	1,284,512	668,276	1,292,439
51200 SALARIES & WAGES TEMPOR'Y		66,445		69,058
51300 OVERTIME	38,512	33,695	14,019	33,540
51410 LONGEVITY	23,200	23,675	12,075	26,100
51430 SHIFT DIFFERENTIALS		22,998		23,119
51460 OUT OF GRADE				
51520 AUTO ALLOWANCE	1,058	600	300	1,200
51532 HOLIDAYS - S.M.E.A.		9,910	5,937	
51540 PERFECT ATTENDANCE	7,200		5,200	
51691 OTHER LUMP SUM PAYMENTS		10,850	9,450	10,850
51920 SICK LEAVE BUYBACK	10,983			
51930 UNIFORM ALLOWANCE	11,550			
TOTAL P-ACCT 51000	1,431,340	1,452,685	715,257	1,456,306
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES				
52460 REPAIRS OFFICE EQUIPMENT	669	1,000		1,000
52480 REPAIRS COMPUTER EQUIPMT	195	1,000	214	1,000
52760 RENTALS OFFICE EQUIPMENT				
52930 SECURITY	17,380	19,353	6,246	19,353
53000 PROFESSIONL & TECHNCL SVC	54,424	55,847	55,412	52,256
53060 ADVERTISING				
53080 DATA PROCESSING SERVICES				
53200 TUITION				
53420 POSTAGE	3,397	4,500	436	3,500
53830 MICROFILMING	8,572	6,000	315	10,000
53900 SOFTWARE	578	500		
54200 OFFICE SUPPLIES	9,795	10,000	4,900	11,000
54210 PRINTING & STATIONERY				
54220 COMPUTER SUPPLIES	3,795	3,600	805	3,600
54320 ELECTRICAL SUPPLIES				
54900 FOOD SUPPLIES & REFRESHMT				
55100 EDUCATIONAL SUPPLIES				
55110 TEXTBOOKS	93,555	97,392	52,649	107,995
55120 AUDIO VISUAL SUPPLIES	14,800	19,000	4,583	19,000
55130 MUSIC SUPPLIES/INSTRUMENT	5,702	6,500		6,500
55170 BOOK THEFT SYSTEM	324	350		850
55870 MAGAZINES,NEWS,SUBSCRIPTS	20,283	22,000	2,924	22,000
57100 IN STATE TRAVEL	468	500	118	750
57210 OUT OF STATE CONFERENCES				
57300 DUES AND MEMBERSHIPS	220	1,000	150	250
TOTAL P-ACCT 52000	234,157	248,542	128,752	259,054
TOTAL ORG 6101 FUNDING REQUIRED	1,665,497	1,701,227	844,009	1,715,360

LIBRARIES

Position	Name	C S	Rate	Base	TOTAL
DIRECTOR	E. RAUCH	N	1,356.14	70,790.51	71,661.74
ASST. DIRECTOR	T. DONOVAN	N	1,252.87	58,133.17	67,874.83
	UNIT A INGRADE EFF 05/28/06		1,256.72	7,540.32	
ADMIN ASST	S. WU	N	828.73	43,259.71	45,240.65
BRANCH LIBRARIAN	K. KRAMER	N	783.73	40,910.71	43,085.67
BRANCH LIBRARIAN	S. LAMPHIER	N	783.73	40,910.71	43,485.67
REFERENCE LIBRARIAN	B. NOWAK	N	771.79	40,287.44	42,797.54
CHILDRENS LIBRARIAN	C. PIANTIGINI	N	771.79	40,287.44	42,197.54
CIRCULATION LIBRARIAN	J. VENTURA	N	771.79	40,287.44	42,197.54
CATALOG LIBRARIAN	W. WOOD	N	771.79	40,287.44	42,997.54
ADULT SERVICES LIBRARIAN	J. WRANGHAM	N	771.79	40,287.44	42,847.54
YOUNG ADULT LIBRARIAN	R. CASTILE	N	771.79	40,287.44	42,197.54
AUDIO-VISUAL LIBRARIAN	M. BAKER	N	771.79	40,287.44	43,547.54
FIRST ASST (MLS)	E. JACOBS	N	734.20	38,325.24	40,088.58
FIRST ASST (MLS)	B. BLAIR	N	681.21	2,724.84	38,843.57
	STEP 2 EFF 7/29/05		720.51	34,872.68	
FIRST ASST (MLS)	R. AUGARTEN	N	734.20	38,325.24	40,088.58
FIRST ASST (MLS)	P. PECK	N	734.20	38,325.24	40,088.58
FIRST ASST (MLS)	K. O'KELLY	N	734.20	38,325.24	39,588.58
FIRST ASST (MLS)	M. COPELAND	N	734.20	38,325.24	39,588.58
FIRST ASST (MLS)	M. EASTWOOD	N	720.51	37,610.62	38,856.94
FIRST ASST	A. CASSESSO-ERCOLINI	N	710.31	37,078.18	40,061.81
FIRST ASST	P. HALL	N	710.31	37,078.18	39,711.81
FIRST ASST	R. JONES	N	710.31	37,078.18	40,261.81
FIRST ASST	S. MCCAULEY	N	710.31	37,078.18	40,261.81
FIRST ASST	G. PIERCE	N	710.31	37,078.18	39,911.81
FIRST ASST	A. DICECCA	N	710.31	37,078.18	39,561.81
FIRST ASST	C. HARDY	N	710.31	37,078.18	38,811.81
FIRST ASST	R. IMPERIOSO	N	710.31	37,078.18	39,161.81
SR ASST	M. MURPHY	N	625.42	32,646.92	34,624.95
SR ASST	P. NELSON	N	625.42	32,646.92	34,624.95
JR ASST	F. GEBREMICAEL	N	591.54	30,878.39	31,964.26
JR ASST	P. ROMANO	N	569.92	29,749.82	30,808.80
JR ASST	L. KOSTOPOULOS	N	569.92	29,749.82	30,808.80
JR ASST	C. SANCHEZ	N	569.92	29,749.82	30,808.80
	TOTALS:			1,292,438.69	1,358,659.83

SALARIES	1,292,438.69
LONGEVITY	26,100.00
DIFFERENTIALS	23,119.49
AUTO ALLOWANCE	1,200.00
OTHER LUMP SUM	10,850.00
OVERTIME	33,540.00
P/T ATTENDANTS (10)	69,058.00

TOTAL

1,456,306.18
 Somerville FY06 Program Budget
 06/15/2005
 Page 273 of 338

ORG 6101: PUBLIC LIBRARY

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
ADULT PROGRAMMING			
PERSONAL SERVICES	\$ 16,582.96	\$ 4,977.19	\$ 16,703.22
ORDINARY MAINTENANCE	\$ 110.00	\$ 49.00	\$ 120.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 16,692.96	\$ 5,026.19	\$ 16,823.22
<i>FTE FROM APPROPRIATIONS</i>	<i>0.26</i>		<i>0.26</i>
CHILDREN			
PERSONAL SERVICES	\$ 123,240.47	\$ 58,057.79	\$ 122,972.23
ORDINARY MAINTENANCE	\$ 880.00	\$ 392.00	\$ 960.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 124,120.47	\$ 58,449.79	\$ 123,932.23
<i>FTE FROM APPROPRIATIONS</i>	<i>2.82</i>		<i>2.82</i>
CIRCULATION			
PERSONAL SERVICES	\$ 479,482.50	\$ 246,374.61	\$ 481,381.20
ORDINARY MAINTENANCE	\$ 14,140.00	\$ 2,373.40	\$ 18,080.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 493,622.50	\$ 248,748.01	\$ 499,461.20
<i>FTE FROM APPROPRIATIONS</i>	<i>11.36</i>		<i>11.36</i>
COLLECTION DEVELOPMENT			
PERSONAL SERVICES	\$ 347,730.52	\$ 174,416.83	\$ 347,532.43
ORDINARY MAINTENANCE	\$ 149,142.00	\$ 61,649.00	\$ 159,495.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 496,872.52	\$ 236,065.83	\$ 507,027.43
<i>FTE FROM APPROPRIATIONS</i>	<i>8.62</i>		<i>8.62</i>
COMPUTER SERVICES			
PERSONAL SERVICES	\$ 93,681.47	\$ 43,515.36	\$ 93,699.55
ORDINARY MAINTENANCE	\$ 61,607.00	\$ 56,725.00	\$ 57,576.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 155,288.47	\$ 100,240.36	\$ 151,275.55
<i>FTE FROM APPROPRIATIONS</i>	<i>2.04</i>		<i>2.04</i>
OUTREACH			
PERSONAL SERVICES	\$ 29,374.07	\$ 11,074.54	\$ 29,562.64
ORDINARY MAINTENANCE	\$ 220.00	\$ 98.00	\$ 240.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 29,594.07	\$ 11,172.54	\$ 29,802.64
<i>FTE FROM APPROPRIATIONS</i>	<i>0.58</i>		<i>0.58</i>
PUBLIC RELATIONS			
PERSONAL SERVICES	\$ 41,543.48	\$ 17,121.08	\$ 41,911.15
ORDINARY MAINTENANCE	\$ 220.00	\$ 98.00	\$ 240.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 41,763.48	\$ 17,219.08	\$ 42,151.15
<i>FTE FROM APPROPRIATIONS</i>	<i>0.78</i>		<i>0.78</i>
REFERENCE SERVICES			
PERSONAL SERVICES	\$ 231,683.37	\$ 116,583.51	\$ 233,345.54
ORDINARY MAINTENANCE	\$ 1,760.00	\$ 784.00	\$ 1,920.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 233,443.37	\$ 117,367.51	\$ 235,265.54
<i>FTE FROM APPROPRIATIONS</i>	<i>5.50</i>		<i>5.50</i>
YOUNG ADULTS			
PERSONAL SERVICES	\$ 43,410.87	\$ 19,387.08	\$ 43,437.10
ORDINARY MAINTENANCE	\$ 330.00	\$ 147.00	\$ 360.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 43,740.87	\$ 19,534.08	\$ 43,797.10
<i>FTE FROM APPROPRIATIONS</i>	<i>0.89</i>		<i>0.89</i>
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 66,088.48	\$ 30,185.62	\$ 65,823.94
<i>FTE FROM APPROPRIATIONS</i>	<i>1.15</i>		<i>1.15</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 1,701,227.19	\$ 844,009.01	\$ 1,715,360.00
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>34.00</i>		<i>34.00</i>

ORG 6101: PUBLIC LIBRARY

PROGRAM COST AND ACTIVITIES

PROGRAM: ADULT PROGRAMMING

Description: Provide adult patrons with activities that promote literacy and learning in unique ways, including opportunities for social discourse.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of program attendees (Based on actual count from records)	1,200	1,200
<u>Cost:</u>	\$16,692.96	\$16,823.22
<u>Output Cost:</u>	\$13.91	\$14.01
<u>FTEs:</u>	0.26	0.26
<u>Outcome 1:</u> % increase in attendance at programs, including authors' series		
<u>Outcome 2:</u> % of patrons rating satisfaction good to excellent, measured by 2 surveys (Based on analysis of Survey)		

PROGRAM FY06 GOALS

1. With Friends of the Library support, institute an authors series
2. Study cost-effectiveness of adult programming
3. Implement three new programs for adult audiences

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Coordinate Book Clubs	FY05: 200	FY06: 200
<u>Description:</u> Foster patrons' interest in reading and their ability to discuss books they have read with others; to share suggestions of other titles to read.	<u>Output:</u> # of patrons attending book club meetings (Actual count from records)	
Arrange Appearances by Authors	FY05: 4	FY06: 6
<u>Description:</u> Develop patrons' interests and enjoyment in books by scheduling author appearances, especially local authors.	<u>Output:</u> # of author appearances (Actual count from records)	
Offer Adult Programming	FY05: 1,000	FY06: 1,000
<u>Description:</u> Promote literacy and awareness of library resources through non-traditional means, such as chess or knitting, as well as traditional means, such as discussions and musical performances.	<u>Output:</u> # of patrons attending programs (Actual count from records)	

ORG 6101: PUBLIC LIBRARY

PROGRAM COST AND ACTIVITIES

PROGRAM: CHILDREN

Description: Build lifelong learners, readers, and library users through educational and recreational activities.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of program attendees (Based on actual count from records)	6,700	6,700
<u>Cost:</u>	\$124,120.47	\$123,932.23
<u>Output Cost:</u>	\$18.52	\$18.49
<u>FTEs:</u>	2.82	2.82
<u>Outcome 1:</u> % increase in attendance at programs		
<u>Outcome 2:</u> % of patrons rating satisfaction good to excellent, measured by 2 surveys (Based on analysis of survey)		

PROGRAM FY06 GOALS

1. Continue ongoing schedule of visits to classes with goal of reaching two target grades in K-6
2. Study circulation and programming statistics for trends and effectiveness; implement improvements
3. Survey successful urban children's services for ideas and models

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Ongoing Programming	FY05: 5,900	FY06: 5,900
<u>Description:</u> Provide children with educational and recreational activities such as story time, puppet shows, arts and crafts, etc., in the library on a regular basis.	<u>Output:</u> # of children attending programs (Actual count from records)	
Offer Special Events	FY05: 800	FY06: 800
<u>Description:</u> Offer short-term educational and recreational activities such as author appearances and magician performances.	<u>Output:</u> # of people attending (Actual count from records)	
Arrange Class Visits to the Library	FY05: 6	FY06: 10
<u>Description:</u> Educate teachers and students on how to use library resources.	<u>Output:</u> # of classes making a visit to the library (Actual count from records)	
Consult with Parents and Caregivers	FY05: 750	FY06: 750
<u>Description:</u> Teach guardians how to use the resources of the library so they can find relevant information as well as children's use of the library.	<u>Output:</u> # of consultations (Based on a 1-week actual sample, twice yearly)	

ORG 6101: PUBLIC LIBRARY

PROGRAM COST AND ACTIVITIES

PROGRAM: CIRCULATION

Description: Maintain an easy to use inventory control system that maximizes patrons' ability to check out and return materials.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of materials checked out (Based on actual data)	380,000	390,000
<u>Cost:</u>	\$493,622.50	\$499,461.20
<u>Output Cost:</u>	\$1.29	\$1.28
<u>FTEs:</u>	11.36	11.36
<u>Outcome 1:</u> 100% completion of report program (Based on actual data)		
<u>Outcome 2:</u> # of improvements to Circulation procedures (Based on actual data)		

PROGRAM FY06 GOALS

1. Finalize program of circulation reports from the Minuteman Library Network
2. Evaluate use of museum passes and implement improvements
3. Evaluate billed item return rate and implement improvements

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Register Patrons	FY05: 2,000	FY06: 2,000
<u>Description:</u> Provide a customer-friendly mechanism for identifying patrons who use library services.	<u>Output:</u> Total # of patrons registered (Actual count from records)	
Reshelf Materials	FY05: 380,000	FY06: 390,000
<u>Description:</u> Ensure patrons have easy access to holdings.	<u>Output:</u> # of materials returned (Actual count from records)	
Notify Patrons of Reserve Status	FY05: 7,000	FY06: 8,000
<u>Description:</u> Help patrons check out desired materials.	<u>Output:</u> # patrons notified (Actual count from records)	
Arrange Books Efficiently	FY05: 5,000	FY06: 5,000
<u>Description:</u> Arrange books to make materials easily locatable.	<u>Output:</u> # shelves read (Actual count from records)	
Provide Access to Museums	FY05: 750	FY06: 750
<u>Description:</u> Provide free access to local area museums.	<u>Output:</u> # of museum passes distributed (Actual count from records)	
Facilitate Interchange	FY05: 25,000	FY06: 26,000
<u>Description:</u> Move materials among library facilities on a daily basis to allow patrons to have better access to materials.	<u>Output:</u> # of items moved (Based on a 1-week actual sample, twice yearly)	
Administer Overdue Fines	FY05: 3,000	FY06: 3,000
<u>Description:</u> Promote timely return of materials to maximize access to patrons.	<u>Output:</u> # of late notices sent out (Estimated)	
Check Materials In and Out	FY05: 380,000	FY06: 390,000
<u>Description:</u> Give patrons access to holdings while maintaining inventory control.	<u>Output:</u> # of materials checked in (Actual count from records)	

PROGRAM COST AND ACTIVITIES

PROGRAM: COLLECTION DEVELOPMENT

Description: Maximize the number of current and relevant materials available to the community, including books and periodicals, as well as audio-visual, reference, local history, children's, college, and career materials.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of materials developed and maintained (Based on actual count from records)	187,000	190,000
<u>Cost:</u>	\$496,872.52	\$507,027.43
<u>Output Cost:</u>	\$2.65	\$2.66
<u>FTEs:</u>	8.62	8.62
<u>Outcome 1:</u> % of staff with up-to-date advisory skills		
<u>Outcome 2:</u> % of fiction items correctly labeled with authors' names (Based on a 1-week actual sample, twice yearly.)		

PROGRAM FY06 GOALS

1. Rewrite 1990 collection development policy
2. Inventory and develop a long-range plan for local history and closed stacks materials
3. Evaluate staff's reader's advisory skills/needs
4. Label fiction items with authors' names

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Weed Materials	FY05: 1,000	FY06: 1,200
<u>Description:</u> Check materials on the shelf, identify items for weeding, and remove damaged and obsolete materials	<u>Output:</u> # of old and obsolete materials removed (Actual count from records)	
Develop Collection Holdings	FY05: 187,000	FY06: 190,000
<u>Description:</u> Continuously evaluate needed items in context of current holdings.	<u>Output:</u> # of items maintained in collections (Actual count from records)	
Advise Patrons	FY05: 5,000	FY06: 5,000
<u>Description:</u> Give patrons information on available materials.	<u>Output:</u> # of patrons advised (Based on a 1-week actual sample, twice yearly)	
Mend and Maintain Collection	FY05: 200	FY06: 200
<u>Description:</u> Mend materials and control the temperature and cleanliness of the storage environment.	<u>Output:</u> # of materials mended (Actual count from records)	

ORG 6101: PUBLIC LIBRARY

PROGRAM COST AND ACTIVITIES

PROGRAM: COMPUTER SERVICES

Description: Maximize patrons' and staff's computer access, technology training and fair use of computers.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of patron users of computers and printers (Based on actual count from records)	75,000	80,000
<u>Cost:</u>	\$155,288.47	\$151,275.55
<u>Output Cost:</u>	\$2.07	\$1.89
<u>FTEs:</u>	2.04	2.04
<u>Outcome 1:</u> % of computers and printers in good working condition		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Purchase flat-screen monitors
2. Upgrade minimum of 4 public access computers
3. Implement server
4. Implement pay system for internet printing
5. Re-design library website

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Coordinate Online Information on the Library's Website	FY05: 1,250,000	FY06: 1,500,000
<u>Description:</u> Enable patrons to access information beyond the library's print collection from home or in the library.	<u>Output:</u> # of database hits (Actual count from records)	
Provide Computer and Printer Access	FY05: 75,000	FY06: 80,000
<u>Description:</u> Give patrons efficient and productive access to computers and printers.	<u>Output:</u> # of computer and printer users (Actual count from records)	
Provide Software Trainings	FY05: 20	FY06: 25
<u>Description:</u> Train members of the library staff to be efficient in various computer software programs.	<u>Output:</u> # of staff trained to use software programs (Estimated)	

ORG 6101: PUBLIC LIBRARY

PROGRAM COST AND ACTIVITIES

PROGRAM: OUTREACH

Description: Bring library services and expertise beyond the walls of the library and into the local community.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of Somerville resident outreach contacts (Based on actual data for # of visits; estimate of # of children in each class)	1,600	1,850
<u>Cost:</u>	\$29,594.07	\$29,802.64
<u>Output Cost:</u>	\$18.49	\$16.10
<u>FTEs:</u>	0.58	0.58
<u>Outcome 1:</u> % increase in completed projects with community groups		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Using FY05 activities as a model, set up ongoing relationship with SCALE classes
2. Work with City's youth services organizations to develop ongoing relationship to library and library staff
3. Formalize volunteer program by developing publicity, forms, staff tasks & procedures
4. Develop program of outreach to the elderly

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Coordinate Cooperative Ventures	FY05: 6	FY06: 6
<u>Description:</u> Enhance community programs and relations with local organizations and groups.	<u>Output:</u> # of ventures (Actual data)	
Encourage Volunteer Programs	FY05: 500	FY06: 600
<u>Description:</u> Provide individuals with opportunities to contribute to their library.	<u>Output:</u> # of hours volunteered (Estimate)	
Participate in Career Fair	FY05: 100	FY06: 100
<u>Description:</u> Give students knowledge of the library's education and career center and librarianship as a career.	<u>Output:</u> # of students informed (Estimate)	
Provide Home Delivery	FY05: 400	FY06: 400
<u>Description:</u> Provide home-bound patrons with library resources.	<u>Output:</u> # of resources delivered (Actual data)	
Visit Schools	FY05: 20	FY06: 25
<u>Description:</u> Use readings and other fun activities to encourage students to visit the library.	<u>Output:</u> # of classrooms visited (Actual data)	

ORG 6101: PUBLIC LIBRARY

PROGRAM COST AND ACTIVITIES

PROGRAM: PUBLIC RELATIONS

Description: Promote community awareness of and access to library resources and activities.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of public relations deliveries (Based on a 1-week actual sample, twice yearly.)	2,812	3,000
<u>Cost:</u>	\$41,763.48	\$42,151.15
<u>Output Cost:</u>	\$14.85	\$14.05
<u>FTEs:</u>	0.78	0.78
<u>Outcome 1:</u> % increase in community groups contacted		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Work with Bunker Hill student to develop new design logo for the newsletter, flyers, etc.
2. Contact community groups to inform them of availability of meeting room

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Deliver Library information to Patrons, Newspaper and Website Readers **FY05:** 2,812 **FY06:** 3,000

Description: Distribute press releases, calendars, brochures, flyers, and newsletters to patrons. Output: # of public relations deliveries (Based on a 1-week actual sample, twice yearly)

Host and attend community meetings **FY05:** 25 **FY06:** 35

Description: Increase awareness of the library's mission and interests through participation in community affairs. Output: # of community meetings hosted (Actual count from records)

ORG 6101: PUBLIC LIBRARY

PROGRAM COST AND ACTIVITIES

PROGRAM: REFERENCE SERVICES

Description: Answer patrons' questions, assist in developing projects, and provide guidance regarding the use of the library's resources.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of patrons assisted with resources (Based on a 1-week actual sample, twice yearly.)	136,000	136,500
<u>Cost:</u>	\$233,443.37	\$235,265.54
<u>Output Cost:</u>	\$1.71	\$1.72
<u>FTEs:</u>	5.50	5.50
<u>Outcome 1:</u> % increase successful Reference interviews		
<u>Outcome 2:</u> % of tools updated		

PROGRAM FY06 GOALS

1. Re-institute classes for patrons on searching the Internet for resources
2. Review Reference staff's interview skills and complete STAR interview training
3. Update referral tools

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Mediate Resources	FY05: 60,000	FY06: 60,000
<u>Description:</u> Fit patron's specific reference interests with resources, books, training, and/or referrals.	<u>Output:</u> # of patrons being matched with resources (Based on a 1-week actual sample, twice yearly)	
Train Patrons	FY05: 1,000	FY06: 1,500
<u>Description:</u> Offer trainings to patrons regarding the various reference materials at the library and online.	<u>Output:</u> # of patrons trained (Based on a 1-week actual sample, twice yearly)	
Access Patron Tools	FY05: 10	FY06: 10
<u>Description:</u> Develop indexes and other sources of information for quick access.	<u>Output:</u> # of tool updates (Based on a 1-week actual sample, twice yearly)	
Interview Patrons	FY05: 65,000	FY06: 65,000
<u>Description:</u> Determine the needs of patrons and fully assist those needs.	<u>Output:</u> # of patrons being fully interviewed for reference service (Based on a 1-week actual sample, twice yearly)	
Refer Patrons	FY05: 10,000	FY06: 10,000
<u>Description:</u> Give patrons suggestions, such as museums, government agencies, City Hall, etc., for further sources of information outside of the library.	<u>Output:</u> # of patrons being referred (Based on a 1-week actual sample, twice yearly)	

ORG 6101: PUBLIC LIBRARY

PROGRAM COST AND ACTIVITIES

PROGRAM: YOUNG ADULTS

Description: Provide patrons from age 12 through early adult years with access to and assistance with their library needs and desires.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of students provided library resources (Based on actual data for # of visits; estimate of # of children in each class)	1,110	1,110
<u>Cost:</u>	\$43,740.87	\$43,797.10
<u>Output Cost:</u>	\$39.40	\$39.45
<u>FTEs:</u>	0.89	0.89
<u>Outcome 1:</u> % of Young Adult items updated		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Complete statistical entry data update for Young Adult items
2. Contact school personnel for comprehensive information on school assignments

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Arrange Class Visits to the Library	FY05: 20	FY06: 20
<u>Description:</u> Educate teachers and students on how to use library resources.	<u>Output:</u> # of classes making visit to the library (Actual count from records)	
Track High School Assignments	FY05: 30	FY06: 30
<u>Description:</u> Gather information about school assignments, equip the library with valuable resources, encourage and train youth to use the library's resources, and make these resources accessible.	<u>Output:</u> # of times library is equipped with school resources (Estimate)	
Offer Specialized Trainings	FY05: 10	FY06: 10
<u>Description:</u> Help patrons, including teenage mothers, work on achieving their GED by offering special tours and library counseling services.	<u>Output:</u> # of visits to library for specialized services (Actual count from records)	
Support Summer Reading Lists	FY05: 500	FY06: 500
<u>Description:</u> Work with schools to create and support summer reading lists for Somerville high school and middle school students.	<u>Output:</u> # of books on Summer Reading list circulated during summer months (Estimate)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Recreation/Youth Department operates year-round programs throughout the City's public facilities, offering a variety of athletic and educational programs to residents of Somerville. The youth aspect of the Department serves as a youth advocate, providing access to related services, employers, and organizations within the City. The Recreation/Youth Program is of immense value to the quality of life, because it is essential for a happy and healthy existence. We pledge to continue providing the absolute best, at minimal cost, in active and passive programming and to adapt to the changing needs of the community.

DEPARTMENT ORGANIZATION: The Recreation Staff has been operating the Department under adverse conditions for quite some time (Part of Fiscal Year '03, Part of Fiscal Year '04, Fiscal Year '05, and heading in to Fiscal Year '06). The reduction of full-time staffing, due to retirements, extended illness, and unfilled positions, is reflected in the lack of a Recreation Superintendent, Assistant Superintendent, and a Recreation Supervisor. This has resulted in a complicated collaboration of the remaining staff assuming many job responsibilities not intended to be associated with their current position titles. There are currently two full-time staff at the Youth Department office and five Recreation Supervisors. During the summer months, part-time staff support the Recreation Department.

FY05 ACCOMPLISHMENTS:

- **Increased outreach for and access to all programs:** Through the use of newsletters, flyers, cable TV, the City website, and the community newspaper, we were able to attract and engage the broadest participation in programs.
- **Increased available gym time for teenagers and families:** The Department was able to increase the participation in open gym time for families through the Friday Family Fun Night Program at the Winter Hill Community School. Gym time was made available when the new site opened at Healey School and the Mystic Learning Center was very helpful in bringing kids into the program. Through a Justice Department Grant and in conjunction with the Boys and Girls Club of America, the Recreation/ Youth Program was instrumental in providing a safe haven at the East Somerville Community School. For three months, five nights a week, various sports and physical activities were offered to the youth of East Somerville.
- **Developed more art programs:**
 - **Youth** - On early-release Wednesdays, the Department offered a kids' arts and crafts program that allowed participants to express their creativity through a variety of craft materials. The Department also offered a Youth Ceramic Program that enabled the participants to experiment with the use of different stains, glazes, under-glazes, and other painting techniques. During the school vacation, the Imagination Station Program was initiated at Post 19. Participants were encouraged to use recyclable materials to create their own unique designs.
 - **For Youth and Adults:** The number of adult and youth ceramic program participants continues to increase. Using a more developed publicity vehicle, this

DEPARTMENT OVERVIEW

program could see significant increase in participation. The City's website and positive endorsement from present program participants and parents of participants has resulted in an increase of phone calls and e-mails concerning program specifics.

- **For Adult:** In collaboration with artist Geri Woodruff, the Department offered a mosaic art program. Participants were instructed in the use of tiles, grout, and other materials in order to complete a mosaic frame at the end of an eight-week session.
- **Increased the physical activity of youth and adults:**
 - In September, the Department participated in the first annual Shape Up Somerville Family Run and Health Fair. Participants of all ages took advantage of the information and activities provided at the health fair; as well as enjoyed a 5K run for adults and a mile run for children.
 - In October, the Department held a Halloween Stroll on the Bike Path. Participants dressed up in various costumes, played games and received prizes.
 - During the fall, winter, and spring seasons, the Department began to offer a yoga program on Monday morning and Tuesday and Thursday evenings.
 - Beginning in January, the Department started the CAP (Children at Play) Program for pre-school aged children at the Capuano School. Participants were exposed to various physical activities and games.
 - During the months of January and February, the Department offered the Run 4 Fun, a five-week track clinic for children in grades 3 to 8.
 - During the April school vacation, the Department offered a Golf Clinic with golf pro Joe McKinney. Children were given basic golf instruction.
 - During the national week of Turn Off Your TV, the Department offered participants a chance to show their skill in two Hot Shot Contests held at the Kennedy School and at the East Somerville Community School. A bowling tournament was also held at the Bowl Haven in Davis Square.
- **Special Events:** During the summer months, the Department participated in the Fourth of July Celebration held at Trum Field, Art Beat held in Davis Square, and the National Night Out at Foss Park.

FY06 DEPARTMENT PRIORITIES:

- Increase participation in summer activities by 10 percent. Publish a list of available programs by re-formatting the Recreation Department's Power Point Presentation to brochures and flyers.

DEPARTMENT OVERVIEW

- Increase collaboration with other departments and groups and continue operation with the Boys and Girls Club.
- Expand our partnership with the business community through programs such as: “Adopt-A-Playground” or “Adopt-A-Program.”
- Increase nighttime summer activities for youth.
- Increase the number of programs and activities that are accessible to people with disabilities. Make use of existing community spaces and resources.
- Expand our partnership with Shape Up Somerville by instituting a “Ward Walks” Program.
- Work with the City’s grant writer in order to obtain grant money for new programming.

HOW DEPARTMENT PRIORITIES SUPPORT MAYOR’S STRATEGIC GOALS: The Recreation/Youth Department supports the Mayor’s Strategic Goals to:

- “Make Somerville an Exceptional Place to Live, Work, and Play” by providing opportunities for Somerville’s youth and adults to engage in fun activities to promote physical exercise and creative crafts.
- “Protect and Support Families and Individuals” by evaluating and expanding Recreation and Youth programs to include all individuals who would like to be involved and promoting healthy lifestyles for Somerville residents.

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): None.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUAL) TO FY06 (RECOMMENDED): None.

COST ALLOCATION METHODOLOGY: To allocate appropriations to programs, we estimated the percent of time staff spent on each activity. Based on these percents, we allocated salaries. Additional Personal Services spending was divided evenly among the programs. Ordinary Maintenance expenditures were also allocated based on the percent of spending by each program.

ORG 6301 RECREATION/YOUTH PROGRAM

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	391,585	410,207	186,322	392,215
51200 SALARIES & WAGES TEMPOR'Y	69,546	62,000	92,473	55,000
51300 OVERTIME	481			
51410 LONGEVITY	8,125	7,725	4,050	8,325
51430 SHIFT DIFFERENTIALS		27,228		27,456
51520 AUTO ALLOWANCE	3,599	3,350	1,391	3,350
51532 HOLIDAYS - S.M.E.A.		2,380	1,244	1,196
51540 PERFECT ATTENDANCE	2,300		2,100	
51691 OTHER LUMP SUM PAYMENTS		350		
51920 SICK LEAVE BUYBACK	19,252			
51930 UNIFORM ALLOWANCE	1,850	1,500	1,500	1,850
TOTAL P-ACCT 51000	496,738	514,740	289,080	489,392
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES		1,200	706	3,000
52460 REPAIRS OFFICE EQUIPMENT	400	1,800		350
52730 RENTAL VEHICLES				
53000 PROFESSIONL & TECHNCL SVC	250	500	360	500
53060 ADVERTISING		800	388	800
53145 TOWING				
53190 STAFF DEVELOPMENT		500		500
53420 POSTAGE	222	350	350	350
53510 RECREATION-TRANSPORTATN.		900		900
53520 RECREATION-ADMISSION FEES		2,000		2,000
53820 PHOTOGRAPHY	131	250		250
54200 OFFICE SUPPLIES	1,780	2,100	1,317	
54210 PRINTING & STATIONERY	40	1,000	26	2,100
54310 HARDWARE & SMALL TOOLS		400	55	1,000
54340 PAINT				
54350 TOOLS				
54820 TIRES AND TUBES		150		400
54900 FOOD SUPPLIES & REFRESHMT	366	3,000	245	3,500
55000 MEDICAL/DENTAL SUPPLIES		500	325	3,000
55140 ATHLETIC SUPPLIES	1,266	1,400		500
55150 RECREATION SUPPLIES	2,128	5,000	3,598	5,000
55630 LUMBER & WOOD PRODUCTS				
55860 UNIFORMS	993	1,000		1,000
55874 MAGAZINES & PUBLICATIONS		300		300
TOTAL P-ACCT 52000	7,576	23,150	7,370	25,450
TOTAL ORG 6301 FUNDING REQUIRED	504,314	537,890	296,450	514,842

RECREATION

Position	Name	C S	RATE	BASE	TOTAL
SUPERINTENDENT	JOHN M. PIERONI	Y	1,240.57	65,530.11	74,691.14
	Step 3 Effec 3/15/06		1,290.08		
YOUTH SERVICES DIRECTOR	ROLAND JAMES	N	769.23	40,153.81	40,153.81
RECREATION SUPERVISOR	ELAINE M. PIERONI	Y	800.89	41,806.46	48,597.28
RECREATION SUPERVISOR	DONNA M. CALLAHAN	Y	800.89	41,806.46	48,497.28
RECREATION SUPERVISOR	CAROL S. LANE	Y	800.89	41,806.46	48,397.28
RECREATION SUPERVISOR	KAREN M. HARRINGTON	Y	800.89	41,806.46	47,847.28
RECREATION SUPERVISOR	KATHLEEN HOUGHTON	Y	800.89	41,806.46	47,722.28
PRINCIPAL CLERK II	DANIELLE TOPPI	Y	680.06	35,499.13	36,485.14
PT YOUTH WORKER	VACANT			12,500.00	12,500.00
PT YOUTH WORKER	VACANT			12,500.00	12,500.00
PT OUTREACH COORDINATOR	VACANT			17,000.00	
			TOTALS	392,215.34	417,391.50

SALARIES	392,215.34
SALARIES TEMP.	55,000.00
LONGEVITY	8,325.00
AUTO ALLOWANCE	3,350.00
SMEA HOLIDAY	1,194.92
OTHER LUMP SUM	-
UNIFORM ALLOWANCE	1,850.00
DIFFERENTIAL	27,456.24
TOTAL	489,391.50

ORG 6301: RECREATION/YOUTH PROGRAM

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
ADULT PROGRAMMING			
PERSONAL SERVICES	\$ 84,224.11	\$ 48,613.68	\$ 83,869.84
ORDINARY MAINTENANCE	\$ 1,376.00	\$ 766.16	\$ 1,196.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 85,600.11	\$ 49,379.84	\$ 85,065.84
<i>FTE FROM APPROPRIATIONS</i>	1.37		1.50
COMMUNITY YOUTH PROGRAM			
PERSONAL SERVICES	\$ 116,443.71	\$ 67,150.21	\$ 93,153.91
ORDINARY MAINTENANCE	\$ 6,101.00	\$ 1,558.66	\$ 7,771.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 122,544.71	\$ 68,708.87	\$ 100,924.91
<i>FTE FROM APPROPRIATIONS</i>	2.00		3.00
RECREATION SUMMER PROGRAM			
PERSONAL SERVICES	\$ 84,182.11	\$ 49,489.79	\$ 83,837.85
ORDINARY MAINTENANCE	\$ 2,305.00	\$ 1,183.60	\$ 2,125.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 86,487.11	\$ 50,673.39	\$ 85,962.85
<i>FTE FROM APPROPRIATIONS</i>	1.37		1.50
RECREATION YOUTH PROGRAM			
PERSONAL SERVICES	\$ 115,142.88	\$ 68,365.11	\$ 114,650.10
ORDINARY MAINTENANCE	\$ 1,475.00	\$ 831.80	\$ 1,295.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 116,617.88	\$ 69,196.91	\$ 115,945.10
<i>FTE FROM APPROPRIATIONS</i>	2.01		2.14
SPECIAL NEEDS			
PERSONAL SERVICES	\$ 77,772.20	\$ 44,459.82	\$ 77,395.17
ORDINARY MAINTENANCE	\$ 1,918.00	\$ 956.78	\$ 2,188.00
TOTAL APPROPRIATIONS TO PROGRAM	\$ 79,690.20	\$ 45,416.60	\$ 79,583.17
<i>FTE FROM APPROPRIATIONS</i>	1.25		1.36
ADMINISTRATION EXPENSE - ALL PROGRAMS	\$ 46,950.25	\$ 13,074.40	\$ 47,360.14
<i>FTE FROM APPROPRIATIONS</i>	1.00		1.00
TOTAL APPROPRIATIONS TO DEPARTMENT	\$ 537,890.26	\$ 296,450.01	\$ 514,842.01
<i>TOTAL FTE FROM APPROPRIATIONS</i>	9.00		10.50

ORG 6301: RECREATION/ YOUTH PROGRAM

PROGRAM COST AND ACTIVITIES

PROGRAM: ADULT PROGRAMMING

Description: Provide structured and non-structured sports and cultural and educational activities throughout the year.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Total number of participants for adult programs (may be duplicates) (Based on estimates)	685	720
<u>Cost:</u>	\$85,600.11	\$85,065.84
<u>Output Cost:</u>	\$124.96	\$118.14
<u>FTEs:</u>	1.37	1.50
<u>Outcome 1:</u> % increase in number of participants		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Increase number of participants in volleyball programs.
2. Improve cost effectiveness of ceramics activity.
3. Increase tennis opportunities.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Offer Sports Leagues

FY05: 425 **FY06:** 450

Description: Allow adult men and women the opportunity to play a variety of organized sports - including softball, women's open basketball, mens basketball, volleyball, and bowling - through league play.

Output: # of participants (Participants: 200 for Men's Basketball, 160 for Men's Softball (10 teams of approximately 16 per team), 15 for Women's Bowling, 50 for Women's Softball league (5 teams of approximately 15 per team), and 0 for Women's Volleyball)

Offer Arts and Crafts

FY05: 93 **FY06:** 100

Description: Offer ceramic classes, creative crafts, and mosaic art for individuals with all levels of experience.

Output: # of participants (Participants: 57 for Ceramics, 13 for Crafts, 15 for Creative Crafts II, and 8 for Mosaic Art)

Offer Aerobic Exercise

FY05: 167 **FY06:** 170

Description: Offer a variety of exercise programs such as Fitness I & II, Teen Fitness, Recexercise, Core Strength Cardio Fitness, and Hatha Yoga.

Output: # of participants (Participants: 15 for Core Strength/ Cardio Fitness, 26 for Fitness I, 25 for Fitness II, 25 for Hatha Yoga, 70 for Recexercise, and 6 for Teen Fitness.)

ORG 6301: RECREATION/ YOUTH PROGRAM

PROGRAM COST AND ACTIVITIES

PROGRAM: COMMUNITY YOUTH PROGRAM

Description: Encourage the positive development of all young people of Somerville through direct service programs, strong organizational collaborations and multiple community partnerships.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Total number of different individuals who are served by the Community Youth Program (Based on estimate from director.)	300	300
<u>Cost:</u>	\$122,544.71	\$100,924.91
<u>Output Cost:</u>	\$408.48	\$336.41
<u>FTEs:</u>	2.00	3.00
<u>Outcome 1:</u> % increase in number of participants		
<u>Outcome 2:</u> .% of participants who rate program as having significantly increased their leadership skills and community involvement.	-	-

PROGRAM FY06 GOALS

1. Increase number of programs in partnership with Boys & Girls Club.
2. Increase number of partnerships with other community organizations.
3. Complete Identification initiative.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Community Network	FY05: 25	FY06: 30
<u>Description:</u> Provide a network that connects youth to community resources and agencies and ultimately increase community participation in all agencies.	<u>Output:</u> # of youth participating (Estimate)	
Offer Activity Trips	FY05: 108	FY06: 110
<u>Description:</u> Provide transportation to allow youth the opportunity to participant in fun, educational trips.	<u>Output:</u> # of participants (12 Trips for a total of 108 participants)	
Youth Drop-In Center	FY05: 25	FY06: 25
<u>Description:</u> Provide a welcoming, safe environment for Somerville youths.	<u>Output:</u> # of youth dropping in to the center on a typical day (Average)	
Crime and Violence Prevention	FY05: 25	FY06: 30
<u>Description:</u> Raise awareness around crime and violence among youth in the community.	<u>Output:</u> # of youth participating in informational sessions (Estimate)	
Teen Empowerment	FY05: 12	FY06: 20
<u>Description:</u> Offer a year-round program to increase leadership ability and empower Somerville youth.	<u>Output:</u> # of youth participating (Estimate)	
Identification Initiative	FY05: 68	FY06: 150
<u>Description:</u> Identify Somerville youth by issuing ID-cards.	<u>Output:</u> # of IDs issued (Estimate)	
Youth Leadership Development	FY05: 25	FY06: 25
<u>Description:</u> Offer a 10-week summer program for Somerville youth. Increase leadership skills and community involvement.	<u>Output:</u> # of youth participating (Actual number of participants in the 10 week program)	

ORG 6301: RECREATION/ YOUTH PROGRAM

PROGRAM COST AND ACTIVITIES

PROGRAM: RECREATION SUMMER PROGRAM

Description: Provide structured and non-structured sport and cultural and educational activities during the summer months so Somerville residents (particularly youth) can participate in supervised, positive recreational activities during leisure hours.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Total number of participants who are served by the summer program (may be duplicates) (Based on estimates)	1,150	1,255
<u>Cost:</u>	\$86,487.11	\$85,962.85
<u>Output Cost:</u>	\$75.20	\$68.49
<u>FTEs:</u>	1.37	1.50
<u>Outcome 1:</u> % increase in number of participants		
<u>Outcome 2:</u> % of participants who are satisfied with the services they receive during the summer months		

PROGRAM FY06 GOALS

1. Increase number of evening playground sites.
2. Launch a stickball tournament for high school age students.
3. Increase tennis/ paddle tennis opportunities.
4. Obtain additional grant funding for new programs.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Summer Playgrounds	FY05: 240	FY06: 250
<u>Description:</u> Provide safe areas for children to enjoy summer activities. Plan a variety of daily games and activities.	<u>Output:</u> # of youth participating (Estimate of total number of different children served during summer playground program. FY05 estimate based on 8 open playgrounds.)	
Host Fun Tournaments and Contests (during Summer Playgrounds)	FY05: 271	FY06: 300
<u>Description:</u> Give boys and girls the opportunity to compete in a fun manner by providing judges and prizes. Tournaments and contests include: Stickball Tournament, Punt/Pass/Kick Contest, Paddle Tennis Tournament, and a Hot-Shot Basketball Contest.	<u>Output:</u> # of youth participating (Participants: 50 for Stickball Tournament, 21 for Punt/Pass/Kick Contest, 0 for Paddle Tennis Tournament, and 200 for the Hot-Shot Basketball Contest.)	
Offer Clinics and Camps	FY05: 198	FY06: 215
<u>Description:</u> Help improve skills and provide friendly competition during camps and clinics for youth during the summer. Camps and clinics include: Boys Basketball Camp, Girls Hoopster Camp, Tennis Camp, Baseball Camp, Girls Softball Clinic, and Track Clinic.	<u>Output:</u> # of youth participating (Participants: 18 for Boys Basketball Camp, 30 for Girls Hoopster Camp, 30 for Baseball Camp, 0 for Girls Softball Clinic, 0 for Tennis Camp, 120 for the Track Clinic.)	
Provide Evening Programs	FY05: 85	FY06: 100
<u>Description:</u> Offer evening activities for community youth such as the Youth Evening Program and the Evening Playground Program to help keep kids safe and off the streets.	<u>Output:</u> # of youth participating (Participants: 25 for the Youth Evening Program and 60 for the Evening Playground Program)	

ORG 6301: RECREATION/ YOUTH PROGRAM**PROGRAM COST AND ACTIVITIES****Offer Special Events****FY05:** 180**FY06:** 200

Description: Offer one-day special events for the enjoyment of Somerville children. Such events include the Family Night at Lowell Spinners and the Inter-Playground Track Meet.

Output: # of youth participating (Participants: 90 for the Family Night at Lowell Spinners, and 90 for the Inter-Playground Track Meet)

Offer Basketball Leagues**FY05:** 140**FY06:** 150

Description: Provide boys and girls the opportunity to participate in a summer basketball league.

Output: # of youth participating (Participants: 80 for Boys Basketball league and 60 for Girls Basketball League)

Engage Preschool Age Children in Summer Activities**FY05:** 36**FY06:** 40

Description: Provide young children with the opportunity to engage in organized, fun, and education play. Activity includes: Kidstop Preschool.

Output: # of children participating (36 for Kidstop Preschool)

ORG 6301: RECREATION/ YOUTH PROGRAM

PROGRAM COST AND ACTIVITIES

PROGRAM: RECREATION YOUTH PROGRAMS

Description: Provide structured and non-structured sports and cultural and educational activities during the school year so Somerville youth can participate in supervised, positive recreational activities during leisure hours.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Total number of youth participating (may be duplicates) (Based on estimates)	1,151	1,205
<u>Cost:</u>	\$116,617.88	\$115,945.10
<u>Output Cost:</u>	\$101.31	\$96.22
<u>FTEs:</u>	2.01	2.14
<u>Outcome 1:</u> % increase in number of participant-hours		
<u>Outcome 2:</u>		

PROGRAM FY06 GOALS

1. Expand After-School Arts & Crafts to additional locations.
2. Increase open gym enrollment by 10%.
3. Increase participation in Family Fun Night and offer them twice per month.
4. Increase enrollment in Girls Basketball League by 5%.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Promote Family Activities	FY05: 70	FY06: 75
<u>Description:</u> Promote activities within families. Activities include Family Fun Night and Turn off TV Week.	<u>Output:</u> # of participants (Participants: 20 families for Family Fun Night and 50 for Turn off TV Week.)	
Provide Basketball Activities	FY05: 630	FY06: 650
<u>Description:</u> Provide Somerville girls and boys with the opportunity to learn more about basketball, improve their skills, and meet new children who have similar interests. Programs include: Back to Basics, Boys Basketball Clinic, 3 on 3 Basketball Tournament, Basketball Practice Nights, Boys Basketball League, and Girls Basketball League.	<u>Output:</u> # of youth participating (Participants: 60 for Back to Basics, 40 for Boys Basketball Clinic, 60 for 3 on 3 Basketball Tournament, 160 for Basketball Practice Nights, 230 for Boys Basketball League, and 80 for Girls Basketball League.)	
Open Gym	FY05: 167	FY06: 180
<u>Description:</u> Make the gym accessible during evening hours during the school year for exercise, sports, and games. September - May.	<u>Output:</u> # of youth participating (Estimate)	
Provide Activities for Preschool Age Children	FY05: 137	FY06: 150
<u>Description:</u> Offer fun and games for young children. Programs include Tot Time, Children at Play, PeeWee Tennis, and Kids Fishing Derby.	<u>Output:</u> # of children who participate (Participants: 12 for Tot Time, 75 for Children at Play, and 20 for PeeWee Tennis, and 30 for the Kids Fishing Derby)	
Offer Arts and Crafts Programs	FY05: 100	FY06: 100
<u>Description:</u> Provide children ages 12-13 the opportunity to learn arts and crafts. Programs include: Arts and Crafts - After School, Arts and Crafts - Early Release, Ceramics for Children, and the Movies and More Program.	<u>Output:</u> # of children who participate (Participants: 50 for Arts and Crafts - After School, 15 for Arts and Crafts - Early Release, 15 for Ceramics for Children, and 20 for Movies and More.)	

ORG 6301: RECREATION/ YOUTH PROGRAM

PROGRAM COST AND ACTIVITIES

Offer a Variety of Sporting Activities

FY05: 47

FY06: 50

Description: Provide children the opportunity to learn and play a variety of sports. Program include: Golf Camp, Flag Football, and Run for Fun.

Output: # of children who participate
(Participants: 6 for Golf Camp, 25 for Flag Football, and 16 for Run for Fun.)

ORG 6301: RECREATION/ YOUTH PROGRAM

PROGRAM COST AND ACTIVITIES

PROGRAM: SPECIAL NEEDS PROGRAM

Description: Develop specialized programs for children with developmental disabilities and help them participate in existing activities/events during leisure hours.

<u>PROGRAM COST CENTER SUMMARY</u>	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> Number of participants served by the special needs program (may be duplicates). (Based on estimates)	388	400
<u>Cost:</u>	\$79,690.20	\$79,583.17
<u>Output Cost:</u>	\$205.38	\$198.95
<u>FTEs:</u>	1.25	1.36
<u>Outcome 1:</u> % increase in number of participants		
<u>Outcome 2:</u> % of participants who are satisfied with the services they receive from the special needs program		

PROGRAM FY06 GOALS

1. Increase open gym enrollment by 10%.
2. Increase number of participants in The Stroll.
3. Increase number of programs offered during school vacation periods.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Offer Special Events	FY05: 300	FY06: 300
<u>Description:</u> Encourage social interaction and develop motor skills through various activities. Special Events include: Kites Fest and Halloween Parade.	<u>Output:</u> # of participants (Participates: 150 for Kites Fest and 150 for the Halloween Parade.)	
Offer Exercise Programs	FY05: 40	FY06: 45
<u>Description:</u> Offer programs such as Open Gym, The Stroll, and the Evening Park Program to enhance the physical activity of special needs children.	<u>Output:</u> # of youth participating (Participants: 15 for The Stroll, 10 for Open Gym, and 15 for the Evening Park Program)	
Offer a Summer Program	FY05: 13	FY06: 15
<u>Description:</u> Provide programs and activities during the summer to engage Somerville's special needs children.	<u>Output:</u> # of youth participating (Estimate)	
Provide After-School Programs	FY05: 35	FY06: 40
<u>Description:</u> Provide various programs and activities for special needs children during after-school hours. Such programs include the Early Release Program, the After School Program, and the Vacations Program.	<u>Output:</u> # of youth participating (Participants: 12 for the After-School Program, 10 for the Early-Release Program, and 13 for the Vacations Program)	
Attend Networking Meetings	FY05: 120	FY06: 150
<u>Description:</u> Attend meetings to develop relationships with various community organizations. Use the information to refer community members to other special needs resources.	<u>Output:</u> # of referrals made (Estimate)	

DEPARTMENT OVERVIEW

MISSION STATEMENT: The Department of Public Works provides high-quality services to the residents of Somerville, while maintaining the City's infrastructure and guaranteeing a clean and safe environment in order to sustain a high quality of life. The Department administers and oversees the City's electrical lights and lines, engineering projects, streets and public ways, vehicles, refuse removal, environmental improvement programs, public buildings and grounds, parks and playgrounds, open spaces, school custodial services, water and sewer lines, and weights and measures.

DEPARTMENT ORGANIZATION: In FY05, Public Works was staffed by approximately 129 budgeted employees with the following divisional breakdowns: Administration (12); Electric (5); Engineering (3); Highway (28); Sanitation (1); Buildings & Grounds (Buildings – 12, Parks – 11, Municipal Custodians – 6; School Custodians – 51); Weights and Measures (1).

FY05 ACCOMPLISHMENTS: Public Works had 10 specific goals for enhancing City services and improving Somerville's quality of life.

- *Create a minimum of 33 "Adopt-a-Spot" locations by the end of the fiscal year.*

DPW exceeded its stated goal and created 35 "Adopt-a-Spot" islands. Public response has been overwhelmingly positive and the spots survived a difficult winter in excellent condition.
- *Continue to work with the Mayor's Office and the Finance team to be first City Department to incorporate SomerStat – an accountability and assessment tool for effective management of city services.*

To date, DPW has been involved in 14 SomerStat meetings and has assisted in the development of customer request management software. This software will allow residents to follow-up on requests for service by checking the status of a specific work order.
- *Reconstruct and replace approximately five miles of city streets with an overlay and/or reconstruction.*

Forty-six streets, totaling more than five miles, received a grind and overlay. An additional 33 are targeted for completion by November 2006.
- *Recreate a cement-finishing crew to move the sidewalk replacement program in-house.*

The number of sidewalks completed in-house quadrupled over the previous fiscal year.
- *Eliminate double utility poles from city streets.*

DPW, Mayoral, and Aldermanic efforts have resulted in the elimination of over 70 poles. NSTAR will continue to work with the City's other utility companies to complete this task before the end of the fiscal year.
- *Work with NSTAR to complete energy audit of all schools and municipal buildings. Begin implementation of cost savings.*

DEPARTMENT OVERVIEW

Audit has been completed on five schools. Although some savings have been realized, a more significant effect was projected over the next two fiscal years. This goal and projected will remain a priority and be updated in next year's budget as well.

- *Keep city streets clean of debris and hazardous waste materials through a scheduled program of disposal.*

The addition of two new sweepers and two "eight-yard packers," along with increased supervision of the sanitation program, helped improve refuse removal and beautify Somerville's streets.

- *Develop a landscaping program to preserve our parks and fields.*

DPW has begun to add Adopt-a-Spots to City parks in an effort to further enhance our valuable open spaces and provide an important resource to Somerville's families. In addition, plans have been finalized for the redesign of Trum Field, including the field house.

- *Work with the Mayor to make his Neighborhood Impact Team (NIT) a success in each ward.*

Team goes out every Tuesday to inspect location, enforce code violations, and follow-up on past trouble spots. The team is responsible for cleaning up over 200 locations.

- *Bring all City buildings up to acceptable maintenance levels and then develop a capital plan for long-term improvements.*

DPW, upon taking over the school custodial function, focused its efforts on improving conditions within all City schools. As a result, the number of complaints due to school maintenance and cleanliness fell dramatically. The Department also completed an extensive renovation of the Cross Street Senior Center. Exceeding acceptable levels would require a significant capital investment.

FY06 DEPARTMENT PRIORITIES: Public Works will focus on improving key aspects of all eight of its divisions in FY06.

In Administration, the Department will improve all areas of service delivery by implementing customer request management and work order software. Additionally, updates to existing computer systems will ease communication between DPW, residents, other City Departments, and local municipalities or organizations.

In Electric, the Department will upgrade the City's aging lights and lines. Specifically, employees will replace fire alarm cables, increase the rate of inspections, and reduce the backlog of requested repairs. The transfer of an electrician from Traffic and Parking will greatly aid the division's efforts to achieve these goals.

In Engineering, the Department will focus on advancing major projects such as the reconstruction of Somerville Avenue and the Sycamore Street Bridge. Engineers will work closely with the Water and Sewer Divisions to ensure that the projects do not interrupt service to residents.

DEPARTMENT OVERVIEW

In Highway, the Department will continue to target aspects of the city's infrastructure that directly affect safety and cleanliness. To that end, Highway employees will increase their efforts in the areas of street repair, tree stump removal, tree pruning and planting, and sidewalk upgrades.

In Buildings and Grounds, the Department will increase the amount of work done "in-house" to save the City money and improve the quality of services. While continuing beautification programs, such as "Adopt-a-Spot," employees will also complete important upgrades to the City's libraries and schools.

In Water and Sewer, the Department will continue to focus on providing high-quality essential services (such as catch basin cleaning and sewer separation), but will also seek up upgrade water meters throughout the city. New wireless meters allow for significantly faster readings along with increased accuracy and considerable cost savings.

HOW DEPARTMENT PRIORITIES SUPPORT THE MAYOR'S STRATEGIC GOALS: Public Works' priorities support the Mayor's commitment to:

- "Promote Economic Development"
- "Improve City Performance by Using More Effective Management Tools and Demanding Accountability"
- "Make Somerville an Exceptional Place to Live, Work, and Play"
- "Maximize Return on Taxpayer Dollars"

SIGNIFICANT CHANGES FROM FY05 (ADOPTED BUDGET) TO FY05 (ESTIMATED ACTUALS): Expenditures related to utility costs and snow removal exceeded projected amounts. Utility costs reflect a long, cold winter and rapidly rising rates associated specifically with heating oil and gas, vehicle fuel, and trash disposal. High snow removal costs resulted from the severity and frequency of winter storms, as well as the increased cost of salt.

SIGNIFICANT CHANGES FROM FY05 (ESTIMATED ACTUALS) TO FY06 (PROPOSED):

The Electric Division will gain an employee from Traffic and Parking in order to help reduce the backlog of projects that require multiple electricians. Further, this division will be folded into Highway to reduce costs and facilitate coordination on major projects. The Sanitation Inspector will also join the Highway staff. Finally, the Environmental Coordinator is being moved from the DPW budget to the Mayor's Office.

COST ALLOCATION METHODOLOGY: Each division was converted into a program and costs were allocated accordingly. The \$200,000 budgeted for snow removal was folded into Highway.

ORG 8001 DPW - ADMINISTRATION

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	597,562	568,150	250,349	456,422
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME	48,659	15,000	8,757	15,000
51410 LONGEVITY	4,725	3,200	2,025	3,550
51532 HOLIDAYS - S.M.E.A.	16,304	2,337	918	970
51540 PERFECT ATTENDANCE	900		500	
51690 OTHER DIFFERENTIALS	20,215			
51691 OTHER LUMP SUM PAYMENTS				
51692 5/2 BUYBACK				
51920 SICK LEAVE BUYBACK	3,468			
51930 UNIFORM ALLOWANCE	3,850	3,150	2,100	2,450
TOTAL P-ACCT 51000	695,683	591,837	264,649	478,392
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT	533	1,000	90	700
52470 MAINT CONTRACT-OFFC EQUIP	5,261	5,200	5,532	5,200
52495 REPAIRS-COMMUN. EQUIP.	113	500		250
52760 RENTALS OFFICE EQUIPMENT				
52915 HAZARDOUS WASTE REMOVAL	85,705	66,000	24,272	66,000
53000 PROFESSIONL & TECHNCL SVC	89,808	9,133	1,494	9,000
53040 LEGAL SERVICES				
53060 ADVERTISING	5,716			
53100 ENGINEER'G/ARCHITCT'L SVC				
53140 POLICE DETAIL	5,565	25,000	700	20,000
53210 EMPLOYEE TRAINING COURSES			280	
53420 POSTAGE	3,377	4,000		4,000
53820 PHOTOGRAPHY				
53900 SOFTWARE				
54200 OFFICE SUPPLIES	8,365	8,500	2,631	8,500
54202 OFFICE FURNITURE	523			
54210 PRINTING & STATIONERY	6,540	8,000	434	5,000
54220 COMPUTER SUPPLIES				
54240 BOOKS & BOOKBINDING	597			
54810 MOTOR GAS AND OIL	111,942	130,000	71,200	350,000
54850 MOTOR PARTS & ACCESSORIES				
54860 REIMB OF LICENSES	1,270	1,000	504	1,000
54900 FOOD SUPPLIES & REFRESHMT				
55820 BADGES, EMBLEMS, TROPHIES	864			
55870 MAGAZINES,NEWS,SUBSCRIPTS				
57100 IN STATE TRAVEL				
57110 IN STATE CONFERENCES				
57200 OUT OF STATE TRAVEL				
57210 OUT OF STATE CONFERENCES				
57300 DUES AND MEMBERSHIPS	1,617	1,500	180	1,500
TOTAL P-ACCT 52000	327,796	259,833	107,317	471,150
CAPITAL OUTLAY				
58084 FENCES	39,494			
58150 TREE PLANTING				
58410 BUILDING IMPROVEMENTS				
58420 PUBLIC SAFETY BLDG IMPROV				
58510 OFFICE EQUIPMENT	9,266			
58540 VEHICLES				
58541 LEASE/PURCAHSE VEHICLES				
58575 PARK RECONSTRUCTION				
58715 SEWER CLEANING/REPAIRS				
TOTAL P-ACCT 58000	48,760			
TOTAL ORG 8001 FUNDING REQUIRED	1,072,239	851,670	371,966	949,542

Somerville FY06 Program Budget

06/15/2005

DPW ADMINISTRATION

Position	Name	C S	Rate	Rate	Base	TOTAL
DPW COMMISSIONER	STANLEY KOTY	N	1,538.17		80,292.47	80,292.47
DIR OPERATIONS	RICHARD WILLETTE	N	1,335.70		69,723.54	69,723.54
DIR ADMN & FINANCE	ANTONELLI, CAROL	N	1,101.95		57,521.79	57,521.79
PV ADMN ASST	JENCZYK, ADELE	Y	828.73	828.73	43,259.71	44,625.45
PV PRINCIPAL CLERK 1	MELARAGNI, PAMELA	Y	691.89	691.89	12,315.64	37,575.60
	step 3 eff 11/4		705.49		24,268.86	
HEAD CLERK	BYRON, DIANE	Y	758.55	758.55	39,596.31	40,948.02
PV PC1	CAMPBELL, ALLISON	Y	653.37	653.37	13,720.77	35,796.12
	step 2 eff 11/24		691.89	691.89	21,586.97	
PV PC1	BROWNE, KIM	Y	653.37	653.37	17,118.29	36,095.81
	step 2 eff 1/2		691.89	691.89	17,989.14	
PV JR CLERK	PEFINE, DARLENE	Y	564.37	564.37	28,105.63	29,418.50
PV SR CLERK	MARSHALL, CHRISTINE	Y	585.66	585.66	22,606.48	31,395.45
	step 2 eff 3/29/06		611.52	611.52	8,316.67	
					456,422.46	463,392.75

SALARIES	463,392.75
SALARIES & WAGES TEMP	-
OVERTIME	15,000.00
LONGEVITY	3,550.00
HOLIDAYS - SMEA	970.49
PERFECT ATTENDANCE	
OTHER DIFFERENTIALS	
OTHER LUMP SUM	
PAYMENTS	
SICK/VACATION BUYBACK	
UNIFORM ALLOWANCE	2,450.00
TOTAL	478,392.75

ORG 8002 DPW - ELECTRICAL

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	539,048	26,477	13,169	
51130 WAGES	107,771	165,505	63,602	213,821
51300 OVERTIME	91,466			
51350 OVERTIME - LABOR	33,490	10,000	13,865	40,000
51410 LONGEVITY	9,625			
51460 OUT OF GRADE	1,113			
51470 LONGEVITY-LABOR	1,975	3,200	1,175	2,975
51480 OUT OF GRADE-LABOR	2,234	3,000	3,470	3,000
51520 AUTO ALLOWANCE	504	550	274	550
51530 HOLIDAYS	35,183			
51532 HOLIDAYS - S.M.E.A.		1,282	492	821
51540 PERFECT ATTENDANCE	500			
51690 OTHER DIFFERENTIALS	3,413	5,634	1,969	7,050
51691 OTHER LUMP SUM PAYMENTS	12,000	10,000	10,000	
51721 RETIREMENT INCENTIVE				
51920 SICK LEAVE BUYBACK	23,590			
51930 UNIFORM ALLOWANCE	12,050	1,400	700	1,750
TOTAL P-ACCT 51000	873,962	227,048	108,716	269,967
ORDINARY MAINTENANCE				
52495 REPAIRS-COMMUN. EQUIP.	80,099	35,000	17,697	30,000
52600 REPAIRS-FIRE ALARM	4,496	15,000	1,293	25,000
52641 REPAIRS TO PARK LIGHTING	28,174	35,000	10,869	35,000
53000 PROFESSIONL & TECHNCL SVC				6,200
53405 PSTN-USAGE	373		27	
54240 BOOKS & BOOKBINDING	277		213	
54310 HARDWARE & SMALL TOOLS	220	1,000		1,000
54320 ELECTRICAL SUPPLIES				1,000
54340 PAINT	98			500
55870 MAGAZINES,NEWS,SUBSCRIPTS				
TOTAL P-ACCT 52000	113,737	86,000	30,099	98,700
TOTAL ORG 8002 FUNDING REQUIRED	987,699	313,048	138,815	368,667

D.P.W. - ELECTRICAL

Position	Name	S	C Rate	Existing Rate	Base	TOTAL
PV FOREMAN	DEVELLIS,VINCENT	Y	1,050.63	1,050.63	39,083.44	59,018.62
	in grade eff 3/20		1,054.48	1,054.48	15,817.20	
ELECTRICIAN	VACANT	Y	704.60	684.32	36,780.12	38,482.95
SIGNALMAINTR	JOSEPH GOODE	Y	633.10	670.91	3,418.74	36,455.48
	step 2 eff 8/9		670.91		31,398.59	
PV WIRE INSP	POWER, JOHN	Y	836.75	782.02	43,678.35	46,909.91
TRAFFIC SIGNAL REPAIRMAN	STEVE MEANEY	Y	836.10		43,644.42	46,099.73
				836.75		
				TOTAL:	213,820.85	226,966.68

WAGES	213,820.85
OVERTIME - LABOR	40,000.00
LONGEVITY - LABOR	2,975.00
OUT OF GRADE - LABOR	3,000.00
AUTO ALLOWANCE	550.00
HOLIDAYS - SMEA	820.57
PERFECT ATTENDANCE	
OTHER DIFFERENTIALS	7,050.26
SICK BUYBACK	
UNIFORM ALLOWANCE	1,750.00
TOTAL:	269,966.68

ORG 8003 DPW - ENGINEERING

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	180,469	71,780	28,434	67,802
51300 OVERTIME	2,031	1,000	129	400
51410 LONGEVITY	2,450	980	170	340
51460 OUT OF GRADE				
51520 AUTO ALLOWANCE	1,054	440	109	440
51532 HOLIDAYS - S.M.E.A.		323	80	150
51540 PERFECT ATTENDANCE	500		500	
51690 OTHER DIFFERENTIALS	3,429	1,421	321	1,291
51691 OTHER LUMP SUM PAYMENTS				
51920 SICK LEAVE BUYBACK				
51930 UNIFORM ALLOWANCE	600	240	120	240
TOTAL P-ACCT 51000	190,533	76,184	29,863	70,663
ORDINARY MAINTENANCE				
53210 EMPLOYEE TRAINING COURSES				
54066 SUNDRY MAINT SUPPLIES				600
54200 OFFICE SUPPLIES		400		400
54340 PAINT				75
57100 IN STATE TRAVEL				
57110 IN STATE CONFERENCES				
TOTAL P-ACCT 52000		400		1,075
TOTAL ORG 8003 FUNDING REQUIRED	190,533	76,584	29,863	71,738

ENGINEERING BUDGET 40 % NON ENTERPRISE

Position	Name	C S	Existing		Base	TOTAL
			Rate	Rate		
DIR. OF ENG.	O'BRIEN,CHARLES E.	N	567.94	567.94	29,646.26	29,646.26
TEMP SR. CIVIL ENG.	MCCARTHY,CHARLES STEP 2 EFF 9/8/05	Y	402.29	402.29	3,942.46	23,348.02
PV ASST. CIVIL ENG	MCCARTHY,CHARLES STEP 2 EFF 12/30/05	Y	296.27	296.27	7,762.33	17,269.13
					8,536.42	
					67,801.81	70,263.41

SALARY	67,801.81
OVERTIME	400.00
LONGEVITY	340.00
AUTO ALLOWANCE	440.00
HOLIDAYS - SMEA	150.17
PERFECT ATTENDANCE	
OTHER DIFFERENTIALS	1,291.43
SICK\VAC BUYBACK	
UNIFORM ALLOWANCE	240.00
TOTAL	70,663.41

ORG 8004 DPW - SNOW REMOVAL

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
ORDINARY MAINTENANCE				
52940 SNOW REMOVAL		200,000		300,000
TOTAL P-ACCT 52000		200,000		300,000
TOTAL ORG 8004 FUNDING REQUIRED		200,000		300,000

ORG 8005 DPW - HIGHWAY

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	59,988	59,759	29,078	69,760
51130 WAGES	761,409	1,037,133	425,717	1,128,040
51350 OVERTIME - LABOR	150,878	110,000	115,010	145,000
51410 LONGEVITY				
51470 LONGEVITY-LABOR	16,908	19,725	8,638	22,675
51480 OUT OF GRADE-LABOR	8,147	5,027	3,954	5,565
51520 AUTO ALLOWANCE				
51532 HOLIDAYS - S.M.E.A.		7,944	3,459	4,340
51540 PERFECT ATTENDANCE	1,650		1,000	
51690 OTHER DIFFERENTIALS	26,600	34,976	13,114	37,170
51691 OTHER LUMP SUM PAYMENTS				
51920 SICK LEAVE BUYBACK	5,235		1,519	
51930 UNIFORM ALLOWANCE	7,350	9,450	7,700	10,150
TOTAL P-ACCT 51000	1,038,165	1,284,014	609,189	1,422,700
ORDINARY MAINTENANCE				
52067 FENCE INSTALLATION & MAIN				15,000
52450 REPAIRS-VEHICLES	10,042	18,000	9,752	40,000
52540 REPAIRS-HIGHWAYS	36,283	35,000		10,000
52600 REPAIRS-FIRE ALARM				
52620 REPAIRS-TOOLS & EQUIPMENT		1,500	3,346	1,500
52660 CARE OF TREES	15,985	65,000	18,150	38,000
52910 RUBBISH REMOVAL	54,255	25,000	285	
52940 SNOW REMOVAL	211,106		60,583	
53000 PROFESSIONL & TECHNCL SVC				
53145 TOWING	930	1,000		2,500
54310 HARDWARE & SMALL TOOLS	1,194	2,500	695	2,500
54340 PAINT		1,500	334	1,500
54350 TOOLS	1,688	3,500	1,994	3,500
54370 GLASS	490	1,000	1,869	1,000
54610 SAND, GRAVEL AND LOAM				
54820 TIRES AND TUBES	12,473	8,000	3,963	12,000
54850 MOTOR PARTS & ACCESSORIES	101,558	75,000	49,204	100,000
55540 SIGNS AND CONES				
55600 BITUMINOUS SUPPLIES	38,260	30,000	5,485	40,000
55610 READY MIX CONCRETE	9,776	45,000	2,062	55,000
55620 MASONRY SUPPLIES				
55630 LUMBER & WOOD PRODUCTS	3,749	3,000	246	3,000
TOTAL P-ACCT 52000	497,789	315,000	157,968	325,500
TOTAL ORG 8005 FUNDING REQUIRED	1,535,954	1,599,014	767,157	1,748,200

D.P.W - HIGHWAY

Position	Name	C S	Existing Rate	Base	TOTAL
HIGHWAY SUPT.	VOTOUR, JOSEPH	N	1,336.40	69,760.08	69,760.08
				TOTAL:	69,760.08
PV HIGH'Y YARD FOREMAN	LAVORE, PHILIP	Y	1,076.79	12,060.05	60,391.12
	in grade eff 9/19		1,080.64	44,306.24	
MOTOREQUIPRPMNFOREMAN	BROWNE, MICHAEL	Y	936.24	14,605.34	52,127.46
	STEP 2 EFF 10/19/05		950.73	34,796.72	
MAINT. MECH.\PWL	PARK, WESLEY	Y	675.78	35,275.72	38,673.21
WKFM1FOREMAN/HWY	SCOLLEY,RICHARD W.C.	Y	750.08	39,154.18	42,544.33
PW MAINT. MAN	BARRY,ROBERT	Y	645.76	33,708.67	36,898.53
WKFM\SHMEO\PWL	WHITE, JOHN	Y	750.08	39,154.18	42,394.33
TP HIGH'Y YARD FOREMAN	BARRY, THOMAS	Y	965.23	23,937.70	54,263.09
	STEP 2 EFF 12/22/05		979.72	26,844.33	
TP WASTE COLL INSP	O'CONNELL,JOHN	Y	899.33	31,656.42	51,787.92
	STEP 2 EFF 3/4/06		987.48	16,787.16	
WFSHMEO\PWL	MURPHY, BRIEN K	Y	750.08	39,154.18	42,194.33
MOTOR EQUIPMENT REPAIRMAN	LOPEZ, DANIEL	Y	763.11	39,834.34	42,149.51
SHMEO\PWL	STROSCIO,ANTHONY	Y	680.06	35,499.13	37,754.85
MOTOREQUIPRPMN	PANTANELLA, ANTHONY	Y	710.55	15,916.32	40,029.99
	step 2 eff 12/6		749.17	22,325.27	
SHMEO\PWL	JEFFRES, PHILLIP	Y	672.91	35,125.90	37,517.89
	step 2 eff 8/23 (no rate chg)				
WKFM1\SHMEO\TREE CLIMBER	WOOD, JAMES	Y	740.06	38,631.13	41,252.05
	step 2 eff 9/08 (no rate chg)				
MTREQRPMN	THORNTON, RICHARD	Y	763.11	39,834.34	42,149.51
SHMEO\PWL+10%	GRIFFIS, GEORGE	Y	748.07	39,049.25	41,685.55
SHMEO\PWL\CMT FNSH	ROCHE,CHARLES	Y	730.06	38,109.13	40,460.85
SHMEO\CEMENTFINISHER\PWL	DIFRAIA,JAMES M	Y	730.06	38,109.13	40,460.85
SHMEO\PWL	BARNOSKI, GEORGE	Y	672.91	35,125.90	37,517.89
	step 2 eff 7/19 (no rate chg)				
SHMEO\PWL	HALLORAN,EDWARD	Y	680.06	35,499.13	37,754.85
SHMEO\PWL+10%	CORBIN, FRANK	Y	748.07	39,049.25	41,435.55
SHMEO\TREE CLIMBER\PWL	BUNKER, DAVID	Y	682.91	35,647.90	37,809.09
	step 2 eff 10/12 (no rate chg)				
TP WKFM SHMEO CEMENT FINISHER	GORMAN, THOMAS		780.06	40,719.13	43,291.85
SHMEO\PWL	PIACENTINI,ALBERT	Y	680.06	35,499.13	37,754.85
HMEOPWL	BATTINELLI, CATELLO	Y	662.91	34,603.90	36,726.69
WATCHMAN	RIDDLE, MARGARET	Y	620.38	2,109.29	35,391.72
	step 3 eff 7/26		632.54	30,867.95	
SHMEO\CEMENTFINISHER\PWL	VACANT (GORMAN)	Y	704.11	36,754.54	38,456.43
SHMEO\PWL	VACANT (SQUILLACIOTTI)	Y	654.11	34,144.54	35,750.43
SHMEO\PWL	VACANT (ISCHIA/BUNKER)	Y	654.11	34,144.54	35,750.43

TOTAL 1,128,040.05 1,202,375.15

SALARIES	69,760.08
WAGES	1,128,040.05
OVERTIME -LABOR-RPTMN-SAN-INSP	145,000.00
LONGEVITY	0.00
LONGEVITY - LABOR	22,675.00
OUT OF GRADE - LABOR	5,565.00
AUTO ALLOWANCE	0.00
HOLIDAYS - SMEA	4,339.76
PERFECT ATTENDANCE	0.00
OTHER DIFFERENTIALS	37,170.34
SICK BUYBACK	0.00
UNIFORM ALLOWANCE	10,150.00
TOTAL	1,477,700.26

ORG 8006 DPW - SANITATION

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51130 WAGES	68,046	52,578	24,576	
51350 OVERTIME - LABOR	17,295	20,000	9,434	
51470 LONGEVITY-LABOR	1,675	1,250	625	
51480 OUT OF GRADE-LABOR	459	538	929	
51532 HOLIDAYS - S.M.E.A.		403		
51540 PERFECT ATTENDANCE	500		500	
51690 OTHER DIFFERENTIALS	1,712	1,773	705	
51691 OTHER LUMP SUM PAYMENTS				
51920 SICK LEAVE BUYBACK	10,072			
51930 UNIFORM ALLOWANCE	1,050	350	350	
TOTAL P-ACCT 51000	100,809	76,892	37,119	
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES				
52910 RUBBISH REMOVAL	1,622,175	1,808,164	889,834	2,361,376
52911 RECYCLING	9,980	25,000	4,994	25,000
53000 PROFESSIONL & TECHNCL SVC	1,651,287	1,746,299	938,171	2,107,726
53420 POSTAGE	4,284			
54210 PRINTING & STATIONERY	4,147			
55864 UNIFORMS & FOUL WEATH GR				
TOTAL P-ACCT 52000	3,291,873	3,579,463	1,832,999	4,494,102
TOTAL ORG 8006 FUNDING REQUIRED	3,392,682	3,656,355	1,870,118	4,494,102

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	262,502	2,013,032	982,116	2,242,824
51130 WAGES	756,815	863,895	401,666	869,099
51300 OVERTIME	27,610	170,000	84,447	232,500
51350 OVERTIME - LABOR	110,023	45,000	72,573	45,000
51410 LONGEVITY	4,200	33,175	13,050	32,425
51460 OUT OF GRADE		1,000	182	1,500
51470 LONGEVITY-LABOR	13,725	13,575	7,125	13,650
51480 OUT OF GRADE-LABOR	4,255	3,000	2,100	3,000
51530 HOLIDAYS				10,294
51532 HOLIDAYS - S.M.E.A.		8,198	9,659	4,380
51540 PERFECT ATTENDANCE	1,200		2,000	
51690 OTHER DIFFERENTIALS	30,256	141,351	15,509	38,674
51691 OTHER LUMP SUM PAYMENTS		5,875		5,375
51920 SICK LEAVE BUYBACK	9,704			
51930 UNIFORM ALLOWANCE	10,500	9,800	9,396	10,500
TOTAL P-ACCT 51000	1,230,790	3,307,901	1,599,823	3,509,221
ORDINARY MAINTENANCE				
52059 HVAC MAINTENANCE	640,604	699,000	310,099	733,000
52060 OIL BURNER REP & MAINT				
52061 BOILER REP & MAINT				
52062 BOILERS-FUEL & WTR TRMT	7,068	8,000	2,100	
52064 SWEEP SCHOOL GROUNDS				
52065 PAVING				25,000
52067 FENCE INSTALLATION & MAIN	10,646	15,000	39,038	30,000
52068 INTERIOR BLDG MAINT	37,143	50,000	7,478	100,000
52069 EXTERIOR BLDG MAINT	9,952	25,000	2,096	50,000
52070 FIRE ALARM & EXT R&M	44,120	44,413	321	50,000
52071 PROGRAM TIME CLOCKS	13,000	14,000		17,500
52072 INTERCOM EQUIP R & M	1,637	2,000		2,000
52074 ELEVATORS R & M	27,195	35,000	10,075	40,000
52075 PLUMBING R & M	21,387	24,000	21,103	40,000
52078 ROOFING R & M	1,655	5,000		50,000
52079 FLOOR COVERING R & M				
52110 ELECTRICITY	2,695,585	3,176,310	1,125,505	3,334,310
52120 NATURAL GAS	407,327	500,000	37,810	550,000
52130 OIL	237,078	230,000	24,354	330,000
52410 REPAIRS-BUILDINGS	19,805	55,000	15,067	70,000
52620 REPAIRS-TOOLS & EQUIPMENT	3,713	5,000	1,289	10,000
52640 REPAIRS PARKS & PLAYGRNDS	7,093	20,000	9,871	35,000
52710 RENTALS-BUILDINGS	48,328	22,000	14,783	22,000
52740 RENTAL CONSTRCTION EQUIP.	1,158		352	
52760 RENTALS OFFICE EQUIPMENT	87			
52920 EXTERMINATION	8,909	9,509	3,007	25,000
52930 SECURITY				
52935 ALARMS	42,433	50,000	33,715	50,000
53880 GROUNDS MAINTENANCE				
54066 SUNDRY MAINT SUPPLIES	6,980	145,000	19,949	145,000
54202 OFFICE FURNITURE				
54310 HARDWARE & SMALL TOOLS	1,828	3,000	1,107	3,000
54320 ELECTRICAL SUPPLIES	24,108	30,000	17,236	40,000
54330 PLUMBING SUPPLIES		5,000		5,000
54340 PAINT	763	4,500	2,008	4,500
54350 TOOLS				
54370 GLASS	14,675	7,500	4,946	20,000
54500 CUSTODIAL & HOUSEKPG SUPP				5,000
54600 GROUNDSKEEPING SUPPLIES	9,871	8,000	2,810	25,000
54610 SAND, GRAVEL AND LOAM	12,097			
54620 LOAM,SOD,FERTILIZER	7,025	6,000		10,000
54810 MOTOR GAS AND OIL				
55630 LUMBER & WOOD PRODUCTS				
55810 FLOWERS & FLAGS	47,774	10,000	260	10,000
55860 UNIFORMS				
57401 BUILDING INSURANCE				
57402 BOILER INSURANCE				
57805 CHRISTMAS LIGHTING			47,435	
TOTAL P-ACCT 52000	4,411,044	5,208,232	1,753,814	5,831,310
TOTAL ORG 8007 FUNDING REQUIRED	5,641,834	8,516,133	3,353,637	9,340,531

D.P.W. - BUILDINGS & GROUNDS

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
SUPT BLDG&GROUNDS	SANTANGELO, FRANK	N	1,336.40		69,760.08	69,760.08
PV SUPV CUSTODIAN	ALIANO, CHARLES	Y	1,036.22	1,036.22	27,148.96	58,012.72
	in grade 1/2		1,040.07	1,040.07	27,041.82	
JR BLDG CUSTODIAN + 10%	SILVA, JAMES	Y	733.91	733.91	38,310.10	40,919.21
JR BLDG CUSTODIAN + 10%	GAUDET, ROLAND	Y	719.52	719.52	26,190.53	40,270.66
	step 3 eff 3/14/06		733.91	733.91	11,595.78	
PV SR BLDG CUSTODIAN	KOSLOFSKY, ALAN	Y	710.90	710.90	37,108.98	39,673.91
BLDG CUSTODIAN +10%	KEATING, DAVID	Y	733.91	733.91	38,310.10	40,669.21
JR BLDG CUSTODIAN	CURLEY, PAUL	Y	667.19	667.19	34,827.32	37,308.32
JR BLDG CUSTODIAN	VACANT	Y	616.31	616.31	32,171.38	33,704.70
	TOTAL				342,465.05	360,318.81
SUPERVISOR SCHOOL						
AND ENERGY CONSERVATION	VACANT (FOLEY)		1,125.65		58,758.93	58,758.93
SR CUSTODIAN 2	CREMINS, DAVID		737.00		38,471.40	40,217.50
SR CUSTODIAN 2	RYAN, JAMES		810.70		42,318.54	44,086.75
SR CUSTODIAN 2	COOPER, JOSEPH		832.81		43,472.68	44,697.53
JR BLDG CUSTODIAN	ANGIULO, ANTHONY JR.		669.61		34,953.64	35,879.53
JR BLDG CUSTODIAN	LEARY, PAUL		669.61		34,953.64	36,129.53
JR BLDG CUSTODIAN	MCDALD, THOMAS		669.61		34,953.64	35,879.53
JR BLDG CUSTODIAN	ROSE, THOMAS		669.61		34,953.64	36,529.53
JR BLDG CUSTODIAN	NALLI, HENRY		736.57		38,448.95	39,294.93
JR BLDG CUSTODIAN	SULLIVAN, WILLIAM		736.57		38,448.95	40,194.93
JR BLDG CUSTODIAN	SYLVAIN, GARY		736.58		38,449.48	39,295.45
JR BLDG CUSTODIAN	HANSCOM, MARK		756.65		39,497.13	40,600.46
JR BLDG CUSTODIAN	MITCHELL, MARK		736.57		38,448.95	39,294.93
JR BLDG CUSTODIAN	WILLEY, FRANCIS		756.80		39,504.96	41,107.00
JR BLDG CUSTODIAN	CLANCY, JOHN		679.61		35,475.64	37,174.53
JR BLDG CUSTODIAN	CONNELLY, JODY E.		669.61		34,953.64	35,779.53
JR BLDG CUSTODIAN	ANGIULO, ANTHONY SR.		736.57		38,448.95	39,644.93
JR BLDG CUSTODIAN	GRIFFIN, DAVID		679.61		35,475.64	37,574.53
JR BLDG CUSTODIAN	WHITE, PAUL		736.57		38,448.95	39,044.93
JR BLDG CUSTODIAN	DOHERTY, JOSEPH		736.58		38,449.48	39,645.45
SR CUSTODIAN 1	SHEA, STEPHEN		784.00		40,924.80	41,885.00
JR BLDG CUSTODIAN	CONSOLO, JOSEPH		659.06		6,590.60	35,174.03
	step 4 eff 9/9		669.61		28,257.54	
JR BLDG CUSTODIAN	SHEA, JOHN		736.57		38,448.95	39,294.93
JR BLDG CUSTODIAN	FITZGERALD, WILLIAM		659.06		6,590.60	35,174.03
	step 4 eff 9/9		669.61		28,257.54	
JR BLDG CUSTODIAN	MOSHER, WILLIAM		736.57		38,448.95	39,294.93
JR BLDG CUSTODIAN	VOSS, ROBIN		736.57		38,448.95	39,044.93
SR CUSTODIAN 2	ROGERS, MICHAEL		810.70		42,318.54	43,236.75
JR BLDG CUSTODIAN	FINIGAN, MICHAEL		736.57		38,448.95	39,044.93
SR BLDG CUSTODIAN	MOORE, HARRY S.		747.57		39,023.15	40,021.94
	step 2 eff 11/22					
JR BLDG CUSTODIAN	WHITLOCK, JOSEPH JR.		736.57		38,448.95	39,442.24
SR CUSTODIAN 2	DALE, THOMAS		768.36		3,688.13	42,430.20
	step 3 8/4		799.10		37,877.34	
JR BLDG CUSTODIAN	COLMAN, RONALD		669.61		34,953.64	35,879.53
SR CUSTODIAN 1	SHEA, VINCENT		784.07		40,928.45	42,138.68
JR BLDG CUSTODIAN	MAHONEY, RICHARD		736.57		38,448.95	39,294.93
JR BLDG CUSTODIAN	OWENS, JOSEPH		736.57		38,448.95	39,294.93
JR BLDG CUSTODIAN	ARMSTRONG, GEORGE		756.66		39,497.65	40,099.65

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
SR CUSTODIAN 1	CAMPBELL, RUSSELL SR		784.07		40,928.45	42,845.49
ASST SUPER NIGHT CUST	BOWLER, MICHAEL		1,077.09		56,224.10	57,387.64
JR BLDG CUSTODIAN	AULT, JOHN		736.57		38,448.95	39,394.93
JR BLDG CUSTODIAN	ANDERSON, ROBERT		669.61		34,953.64	36,129.53
JR BLDG CUSTODIAN	OCALLAGHAN, JOHN		669.61		34,953.64	35,879.53
JR BLDG CUSTODIAN	KENNEDY, JOHN		656.82		23,908.25	35,244.16
	step 2 eff 3/14		697.08		11,013.86	
JR BLDG CUSTODIAN	BLAIKIE, PETER		697.08		23,561.30	37,243.24
	step 3 2/23		724.97		13,339.45	
JR BLDG CUST	HODGDON, JAMES		656.82		25,221.89	35,163.64
	step 2 eff 3/28		697.08		9,619.70	
TEMP EMG JR BLDG CUST	DODIN, DELINCE		597.11		31,169.14	31,169.14
TEMP EMG JR BLDG CUST	SILVESTRI, ANTHONY		597.11		31,169.14	31,169.14
TEMP EMG JR BLDG CUST	CASTLE, FREDRIC		656.82		34,286.00	34,286.00
TEMP EMG JR BLDG CUST	PELLIGRINI, EDWARD		597.11		31,169.14	31,169.14
TEMP EMG JR BLDG CUST	TOPPI, ALBERT		656.82		34,286.00	34,286.00
TEMP EMG JR BLDG CUST	SYLVAIN, JUDE		597.11		31,169.14	31,169.14
	TOTAL				1,900,359.35	1,944,118.66
HMEO/PWL	KALTON, JOHN	Y	662.91	662.91	34,603.90	36,726.69
PUBLIC BLDG FOREMAN	SWITZER, BERTRAM	Y	1,027.04	1,027.04	35,330.18	57,759.33
	in grade eff 2/29		1,030.89	1,030.89	18,349.84	
PAINTER PWL	THEBARGE, RONALD	Y	688.62	688.62	35,945.96	39,218.11
PWMAINTMECH/PWL	TIMMINS, FRANCIS	Y	675.78	675.78	35,275.72	38,523.21
WORKING FOREMAN1	QUINN, STEVEN	Y	750.08	750.08	39,154.18	41,794.33
PWMAINTMECH/PWL	NUGENT, JOHN	Y	675.78	675.78	35,275.72	38,523.21
WKFM1\SHMEO\PWL	PANTANELLA, MARTHA	Y	750.08	750.08	39,154.18	41,544.33
PWMAINTCRFTSMN/PWL	MEOLA, VINCENT	Y	688.62	688.62	35,945.96	38,218.11
PUBLIC WORKS LABORER	PREVAL, JAQUES	Y	605.30	605.30	15,374.62	33,541.93
	step 2 EFF 12/27/05		620.38	620.38	16,626.18	
HMEO/PWL	CASEY, BRIAN	Y	662.91	662.91	34,603.90	36,226.69
DPW FOREMAN B&G	SANTANGELO, FRANK (LOA)	Y	1.00	1.00		
PLUMBERS HELPER	MITRANO, STEPHEN	Y	633.10		33,047.82	34,613.37
CARPENTER PLASTERER	WALSH, JOHN	Y	738.62	738.62	38,555.96	40,324.11
PLUMBER	HARDY, STEVE	Y	758.35		39,585.87	41,391.90
HMEO/PWL	LEVESQUE, RAYMOND	Y	662.91		34,603.90	36,476.69
WFPLUMBERPWL	MCKENZIE, STEWART	Y	800.08	800.08	41,764.18	44,250.33
HMEOPWL	CORBETT, STEPHEN	Y	662.91	662.91	34,603.90	36,726.69
HMEO/PWL	MCCOLLEM, RONALD	Y	662.91		34,603.90	36,476.69
PV ELECTRICIAN	MANLEY, BRIAN	Y	758.35	758.35	39,585.87	41,641.90
PWMAINTMECH/PWL	CHAMBERS, JAMES	Y	675.78	675.78	35,275.72	37,423.21
HMEO/PWL	BRYAN, JOSEPH	Y	662.91	662.91	34,603.90	36,826.69
PV PUBLIC BLDG FOREMAN	RODERICK, JAMES	Y	1,034.74	1,034.74	39,320.12	57,005.57
	in grade eff 3/23		1,038.59	1,038.59	14,747.98	
HMEO/PWL	ARDOLINO, MARK	Y	662.91	662.91	34,603.90	36,726.69
CARPENTER/PWL	FULCO, FRANK	Y	738.62	738.62	38,555.96	40,824.11
				720.60		-
					869,099.33	922,783.92
					3,111,923.73	3,227,221.38

**D.P.W. BUILDINGS &
GROUNDS**

SALARIES	2,242,824.41
WAGES	869,099.33
OVERTIME	232,500.00
OVERTIME- LABOR	45,000.00
LONGEVITY - SALARY	32,425.00
OUT GRADE - SALARY	1,500.00
LONGEVITY - LABOR	13,650.00
OUT GRADE - LABOR	3,000.00
HOLIDAYS - SMEA	4,379.66
HOLIDAYS	10,294.31
PERFECT ATT	-
OTHER DIFF & HVAC	38,673.69
OTHER LUMP SUM (WEATHER)	5,375.00
SICK BUYBACK	-
UNIFORM	10,500.00
TOTAL	3,509,221.38

ORG 4501 WEIGHT AND MEASURES

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES	62,141	62,600	30,410	62,801
51200 SALARIES & WAGES TEMPOR'Y				
51300 OVERTIME	2,735	4,323	1,144	4,323
51410 LONGEVITY	1,050	1,250	625	1,250
51460 OUT OF GRADE				
51532 HOLIDAYS - S.M.E.A.		481	239	241
51540 PERFECT ATTENDANCE				
51690 OTHER DIFFERENTIALS	2,016	2,114	957	2,073
51930 UNIFORM ALLOWANCE	350	350	350	350
TOTAL P-ACCT 51000	68,292	71,118	33,725	71,038
ORDINARY MAINTENANCE				
52450 REPAIRS-VEHICLES	164	600	27	600
52620 REPAIRS-TOOLS & EQUIPMENT	325	1,000		1,000
52760 RENTALS OFFICE EQUIPMENT				
53000 PROFESSIONL & TECHNCL SVC	400			
53200 TUITION	425	250		250
53405 PSTN-USAGE	129	360		360
54200 OFFICE SUPPLIES	474	800	74	800
54210 PRINTING & STATIONERY	675	800		800
54310 HARDWARE & SMALL TOOLS	582	1,000	546	1,000
54860 REIMB OF LICENSES				
55820 BADGES, EMBLEMS, TROPHIES				
55874 MAGAZINES & PUBLICATIONS	60			
57100 IN STATE TRAVEL	97	200	142	200
57110 IN STATE CONFERENCES		100		100
57200 OUT OF STATE TRAVEL				
57210 OUT OF STATE CONFERENCES				
57300 DUES AND MEMBERSHIPS	125	150	115	150
TOTAL P-ACCT 52000	3,456	5,260	904	5,260
CAPITAL OUTLAY				
58615 EQUIPMENT				
TOTAL P-ACCT 58000				
TOTAL ORG 4501 FUNDING REQUIRED	71,748	76,378	34,629	76,298

D.P.W. WEIGHTS AND MEASURES

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
PV SEALER OF WEIGHTS	BURGESS, STEPHEN	Y	1,201.13	1,201.13	30,748.93	66,714.96
	ingrade eff 12/28/05		1,204.98		32,052.47	
					62,801.40	66,714.96
WAGES	62,801.40					
OVERTIME - LABOR	4,323.00					
LONGEVITY LABOR	1,250.00					
OUT GRADE - LABOR	-					
HOLIDAYS -SMEA	241.00					
OTHER DIFF	2,072.57					
UNIFORM	350.00					
TOTAL	71,037.96					

ORG 8000: DEPARTMENT OF PUBLIC WORKS

BUDGET PROPOSAL

PROGRAM EXPENSE SUMMARY

	FY05 Budget	FY05 Expenditures through 12/31	FY06 Executive Proposal
ELECTRIC			
PERSONAL SERVICES	\$227,048.00	\$108,719.00	\$269,967.00
ORDINARY MAINTENANCE	\$86,000.00	\$30,099.00	\$98,700.00
TOTAL APPROPRIATIONS TO PROGRAM	\$313,048.00	\$138,818.00	\$368,667.00
<i>FTE FROM APPROPRIATIONS</i>	<i>5.00</i>		<i>5.00</i>
ENGINEERING (40% non-enterprise)			
PERSONAL SERVICES	\$76,184.00	\$29,863.00	\$70,663.00
ORDINARY MAINTENANCE	\$400.00	\$0.00	\$1,075.00
TOTAL APPROPRIATIONS TO PROGRAM	\$76,584.00	\$29,863.00	\$71,738.00
<i>FTE FROM APPROPRIATIONS</i>	<i>3.00</i>		<i>3.00</i>
HIGHWAY (including snow removal)			
PERSONAL SERVICES	\$1,284,014.00	\$609,192.00	\$1,422,700.00
ORDINARY MAINTENANCE	\$515,000.00	\$292,974.00	\$325,500.00
TOTAL APPROPRIATIONS TO PROGRAM	\$1,799,014.00	\$902,166.00	\$1,748,200.00
<i>FTE FROM APPROPRIATIONS</i>	<i>28.00</i>		<i>30.00</i>
SANITATION			
PERSONAL SERVICES	\$76,892.00	\$37,120.00	
ORDINARY MAINTENANCE	\$3,579,463.00	\$1,833,000.00	\$4,544,102.00
TOTAL APPROPRIATIONS TO PROGRAM	\$3,656,355.00	\$1,870,120.00	\$4,544,102.00
<i>FTE FROM APPROPRIATIONS</i>	<i>1.00</i>		<i>0.00</i>
BUILDINGS & GROUNDS			
PERSONAL SERVICES	\$3,307,901.00	\$1,599,827.00	\$3,509,221.00
ORDINARY MAINTENANCE	\$5,284,232.00	\$1,753,826.00	\$5,831,310.00
TOTAL APPROPRIATIONS TO PROGRAM	\$8,592,133.00	\$3,353,653.00	\$9,340,531.00
<i>FTE FROM APPROPRIATIONS</i>	<i>80.00</i>		<i>80.00</i>
WEIGHTS & MEASURES			
PERSONAL SERVICES	\$71,118.00	\$33,728.00	\$71,038.00
ORDINARY MAINTENANCE	\$5,260.00	\$906.00	\$5,260.00
TOTAL APPROPRIATIONS TO PROGRAM	\$76,378.00	\$34,634.00	\$76,298.00
<i>FTE FROM APPROPRIATIONS</i>	<i>1.00</i>		<i>1.00</i>
WATER			
PERSONAL SERVICES			
ORDINARY MAINTENANCE			
TOTAL APPROPRIATIONS TO PROGRAM			
<i>FTE FROM APPROPRIATIONS</i>			
SEWER			
PERSONAL SERVICES			
ORDINARY MAINTENANCE			
TOTAL APPROPRIATIONS TO PROGRAM			
<i>FTE FROM APPROPRIATIONS</i>			
ADMINISTRATION - ALL PROGRAMS (including Superintendents)			
TOTAL APPROPRIATIONS TO PROGRAM	\$828,148.00	\$371,949.00	\$999,363.00
<i>FTE FROM APPROPRIATIONS</i>	<i>12.00</i>		<i>11.00</i>
TOTAL APPROPRIATIONS TO DEPARTMENT	\$15,341,660.00	\$6,701,203.00	\$17,148,899.00
<i>TOTAL FTE FROM APPROPRIATIONS</i>	<i>130.00</i>		<i>130.00</i>

PROGRAM COST AND ACTIVITIES

PROGRAM: ELECTRIC

Description: Provide maintenance and repair services to the City's electrical and communication systems in order to support public safety services.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of active residential, industrial, and commercial parcels (Estimate based on SPCD data)	13,381	13,381
<u>Cost:</u>	\$313,048.00	\$368,667.00
<u>Output Cost:</u>	\$23.39	\$27.55
<u>FTEs:</u>	5.00	5.00
<u>Outcome 1:</u> % of systems operational		
<u>Outcome 2:</u> % of customers satisfied with Lights and Lines services		

PROGRAM FY06 GOALS

1. Replace 5000 feet of underground fire alarm
2. Use reorganization of electricians to reduce backlog of repairs by 80%.
3. Install emergency generator system at Engine 7 Fire House.
4. Replace aging radio network infrastructure components for Fire, Police and DPW.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Maintain System Radios	FY05: 150	FY06: 160
<u>Description:</u> Maintain and repair City wide radio communication systems.	<u>Output:</u> # of radios repaired (Estimate)	
Manage Electrical Projects and Review Plans	FY05: 104	FY06: 104
<u>Description:</u> Review other Agencies compliance with City Standards and Local Ordinances and ensure uniformity of Electrical and Communication Systems.	<u>Output:</u> # of electrical projects managed (Avg. 2 per week)	
Identify Emergency Utility Markouts	FY05: 1,040	FY06: 1,040
<u>Description:</u> Respond to and identify the location of various underground utilities, for example fire alarm conduits, cables, City underground telephone system, and power systems to various lighting, to avoid excavation conflicts with others.	<u>Output:</u> # of requests by DigSAFE (Avg. 20 per week)	
Maintain Street Lighting	FY05: 1,000	FY06: 1,020
<u>Description:</u> Provide maintenance for the following: utility poles, decorative poles, park lighting, walkways, and tunnels and bridges.	<u>Output:</u> # of street lights repaired (Estimate)	
Maintain Electrical Systems	FY05: 2,180	FY06: 2,180
<u>Description:</u> Issue permits. Maintain and troubleshoot existing systems, assist all agencies in developing new electrical systems, and ensure all City and State requirements are met.	<u>Output:</u> # of electrical repairs completed (Avg 40 per week)	
Maintain Fire Alarm Systems	FY05: 363	FY06: 373
<u>Description:</u> Maintain the Municipal Fire box system and the Private Fire Alarm Systems to ensure compliance with City and State Regulations.	<u>Output:</u> # of fire alarms repaired (Estimate based on records)	

ORG 8000: DEPARTMENT OF PUBLIC WORKS

PROGRAM COST AND ACTIVITIES

Provide an Emergency Generator System

FY05: 18

FY06: 18

Description: *Provide alternate methods of electrical power systems during commercial power outages.*

Output: *# of incidents (Actual)*

ORG 8000: DEPARTMENT OF PUBLIC WORKS

PROGRAM COST AND ACTIVITIES

PROGRAM: ENGINEERING DIVISION

Description: Plan, design, review, permit and construct the infrastructure of Somerville in order to provide continuing services to our customers and ensure a safe, livable and attractive city. Such activities include - streets and sidewalks, storm water, flood control and wastewater collection systems.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of street miles overseen (Actual)	90	90
<u>Cost:</u>	\$76,584.00	\$71,738.00
<u>Output Cost:</u>	\$850.93	\$797.08
<u>FTEs:</u>	3.00	3.00
<u>Outcome 1:</u> % of design and construction projects completed on time and within budget		
<u>Outcome 2:</u> % of customers satisfied with Engineering Services		

PROGRAM FY06 GOALS

1. Complete RFP and bidding process for Somerville Avenue reconstruction.
2. Oversee Sycamore Street Bridge project.
3. Complete Somerville Avenue sewer repairs.
4. Complete resurfacing of 33 roads.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Private Utility Invoices and Billings	FY05: 4	FY06: 4
<u>Description:</u> Provide invoices for permits to utility companies on a monthly basis, and ensure permit revenues are collected for the City.	<u>Output:</u> # of Monthly Private Utility Company Invoices Issued (Actual YTD)	
Provide Customer Service Information	FY05: 3,000	FY06: 3,000
<u>Description:</u> Provide customer service for public and City departments in response to information requests, including walk-ins, emails, and phone calls.	<u>Output:</u> # of Customer Service Requests Processed (Estimate based on typical day)	
Inspect Street Openings, Sewer Connections and Construction Sites	FY05: 750	FY06: 750
<u>Description:</u> Provide inspection excavation repair to ensure public safety, acceptability of temporary repair, and completeness of final restoration of public infrastructure.	<u>Output:</u> # of Street Opening Field Inspections Completed (Actual YTD)	
Issue Street Opening Permits	FY05: 1,200	FY06: 1,200
<u>Description:</u> Provide Permits in accordance with City Ordinances to excavate the Public Way to contractors, utility companies, and property owners.	<u>Output:</u> # of Street Opening Permits Issued (Actual YTD)	
Create Engineering and Technical Graphics	FY05: 25	FY06: 25
<u>Description:</u> Provide miscellaneous drafting and graphic displays to Departments.	<u>Output:</u> # of Drafting/Engineering Graphics Tasks Completed (Actual YTD)	
Provide Project Design and Management	FY05: 11	FY06: 11
<u>Description:</u> Provide Engineering Division management and leadership. Provide design services and oversight of consultant services for storm water, sewer separation and rehabilitation, and street and sidewalk projects.	<u>Output:</u> # of designs reviewed (Actual YTD)	

PROGRAM COST AND ACTIVITIES

Conduct Research

FY05: 68

FY06: 68

Description: *Provide assistance to property owners, designers, surveyors and engineers seeking accurate and complete record information.*

Output: *# of Requests For Survey & Line Processed (Actual YTD)*

ORG 8000: DEPARTMENT OF PUBLIC WORKS

PROGRAM COST AND ACTIVITIES

PROGRAM: HIGHWAY (INCLUDING SNOW REMOVAL)

Description: Provide street and sidewalk maintenance services to ensure clean, safe and satisfactory conditions. Repair and maintain DPW and School owned vehicles and equipment in order to maintain the fleet in a safe and operable condition.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of street miles maintained (Actual)	90	90
<u>Cost:</u>	\$1,799,014.00	\$1,748,200.00
<u>Output Cost:</u>	\$19,989.04	\$19,424.44
<u>FTEs:</u>	28.00	30.00
<u>Outcome 1:</u> % of customers who rate street and sidewalks as good.		
<u>Outcome 2:</u> % of streets and sidewalks in satisfactory condition		

PROGRAM FY06 GOALS

1. Eliminate all stumped trees from City streets and increase the number of trees trimmed.
2. Devise clear policy on curb cut permitting to streamline process and reduce unsanctioned curb cuts.
3. Create new paper forms, eliminate carbon copies, and convert to electronic format.
4. Eliminate back log of curbcuts by November.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Pick-up Dead Animals	FY05: 152	FY06: 150
<u>Description:</u> Respond immediately to requests to remove dead animals.	<u>Output:</u> # of dead animals picked up (Estimate)	
Provide Reactive Maintenance and Repairs	FY05: 425	FY06: 350
<u>Description:</u> Respond to driver complaints on an as needed basis.	<u>Output:</u> # of reactive repairs (Estimate)	
Provide Preventive Maintenance and Repairs	FY05: 127	FY06: 115
<u>Description:</u> Provide scheduled service for City vehicles. Maintain a safe, clean, and operational fleet.	<u>Output:</u> # of vehicles maintained (Actual)	
Remove Graffiti	FY05: 82	FY06: 150
<u>Description:</u> Respond to residents, Aldermen and businesses requesting removal of graffiti.	<u>Output:</u> # of items removed (Estimate based on service requests)	
Pick-Up Christmas Trees	FY05: 12,000	FY06: 11,000
<u>Description:</u> Pick-up Christmas trees, as requested by residents, to keep sidewalks and roadways clear and safe.	<u>Output:</u> # of trees picked up (Estimate)	
Sweep Streets	FY05: 90	FY06: 90
<u>Description:</u> Provide street sweeping services to remove debris from streets and catch basin openings.	<u>Output:</u> Miles of public streets swept (Total public street miles)	
Provide Curb Cuts	FY05: 12	FY06: 40
<u>Description:</u> Remove curbing for residents to allow off-street parking in a timely and professional manner.	<u>Output:</u> # of curbs cut (Estimate based on records)	
Repair Sidewalks	FY05: 262	FY06: 300
<u>Description:</u> Respond to resident requests to repair uplifted and damaged sidewalk panels Repair excavations made by the Water department to restore sidewalk/streets to original condition.	<u>Output:</u> Yards of concrete used (Estimate based on bills)	

ORG 8000: DEPARTMENT OF PUBLIC WORKS**PROGRAM COST AND ACTIVITIES****Repair Potholes****FY05:** 1,312**FY06:** 1,400Description: Repair potholes in a timely manner.Output: # of potholes repaired (Estimate based on partial records)**Provide After Hours/Emergency Service****FY05:** 494**FY06:** 494Description: Provide after hour services to respond to and answer calls from the public, Fire, and Police. Provide emergency vehicle repairs.Output: # of emergencies responded to (Actual based on phone records)**Purchase Equipment for fleet****FY05:** 14**FY06:** 0Description: Ensure fleet has proper, best, and safest equipment.Output: # of new equipment purchases for the fleet (Actual)**Provide Snow Services****FY05:** 6,253**FY06:** 6,000Description: Provide plowing, sanding and removal of snow to ensure safe passage for public safety, pedestrians and emergency vehicles.Output: # of tons of salt used (Estimate based on bills)**Maintain Trees****FY05:** 602**FY06:** 750Description: Respond to resident requests for trimming, removal and general maintenance of public shade trees.Output: # of trees trimmed & stumps removed (Estimate based on records)**Empty Public Trash Barrels****FY05:** 180**FY06:** 200Description: Maintain the daily schedule for Citywide trash receptacle pickup in squares and along streets.Output: Tons of garbage removed (Estimate)

ORG 8000: DEPARTMENT OF PUBLIC WORKS

PROGRAM COST AND ACTIVITIES

PROGRAM: SANITATION

Description: Provide disposal, recycling, and hazardous waste services to the residents and businesses of the City and the general public so that they may enjoy a cleaner and safer environment in the City of Somerville.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of households and commercial units served (Estimate based on SPCD data)	33,081	33,081
<u>Cost:</u>	\$3,656,355.00	\$4,544,102.00
<u>Output Cost:</u>	\$110.52	\$137.36
<u>FTEs:</u>	1.00	0.00
<u>Outcome 1:</u> % of residents responding that Somerville is a clean city		
<u>Outcome 2:</u> % increase in recycling tonnage		

PROGRAM FY06 GOALS

See Environmental Protection for related program goals.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Trash Collection	FY05: 6,500	FY06: 6,500
<u>Description:</u> Supervise contractor. Pick-up any remaining trash from curbside, not picked up by the contractor, based on follow-up and complaint calls. Respond to illegal disposals.	<u>Output:</u> # of follow-ups responded to (Estimate based on per day average)	
Separate Waste Items	FY05: 1,635	FY06: 1,635
<u>Description:</u> Separate major metal consumer items (including CRTs) from the waste stream and eliminate products containing CFC from going to domestic waste. Provide stickers for white goods.	<u>Output:</u> # of items (or tonnage) separated (Estimate based on bills)	
Respond to Emergencies	FY05: 20	FY06: 20
<u>Description:</u> Respond to public roadways, City buildings, and residential hazardous waste emergencies within 24 hours of notification.	<u>Output:</u> # of emergencies responded to (Estimate)	

ORG 8000: DEPARTMENT OF PUBLIC WORKS

PROGRAM COST AND ACTIVITIES

PROGRAM: BUILDINGS AND GROUNDS

Description: Provide ongoing maintenance and custodial services for City and school owned buildings and grounds to ensure that City employees and Somerville residents have access to clean and safe public buildings and grounds.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of buildings, parks and open spaces maintained (Actual)	101	102
<u>Cost:</u>	\$8,592,133.00	\$9,340,531.00
<u>Output Cost:</u>	\$94,419.04	\$99,367.35
<u>FTEs:</u>	79.00	79.00
<u>Outcome 1:</u> % of employees who are satisfied with the cleanliness of their building (Based on SomerStat 2005 staff survey)	41%	
<u>Outcome 2:</u> Number of complaints received from parents regarding school conditions		

PROGRAM FY06 GOALS

1. Add 10 more Adopt-a-Spot locations.
2. Add handicapped accessibility to library facilities before the end of summer.
3. Obtain a PC equipped with Honeywell software to improve supervision of HVAC systems.
4. Eliminate complaint calls regarding cleanliness of schools.
5. Implement a public space permitting process.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Snow Plowing, Sanding and Shoveling Services	FY05: 85	FY06: 85
<u>Description:</u> Plow, sand, and shovel all schools, municipal buildings, municipal lots, and parks.	<u>Output:</u> # of locations plowed, sanded, or shoveled (Actual)	
Supervise and Maintain Vendors under City Contract	FY05: 12	FY06: 12
<u>Description:</u> Supervise outside Contractors for HVAC, fire safety, fire alarm, asbestos, security systems, pest control, elevator repairs, oil deliveries and chemical treatments for all municipal buildings.	<u>Output:</u> # of vendor contracts managed (Average annual number)	
Issue Park Permits	FY05: 230	FY06: 215
<u>Description:</u> Issue permits for the use of a City parks, prevent scheduling conflicts, and provide access to City facilities.	<u>Output:</u> # of permits issued (Actual)	
Move Furniture	FY05: 156	FY06: 156
<u>Description:</u> Respond to various work requests for moving furniture.	<u>Output:</u> # of moves (Estimate)	
Maintain Open Spaces and Lighting	FY05: 69	FY06: 72
<u>Description:</u> Maintain and repair the City's ball fields, playgrounds, parks, and Adopt-a-Spots, along with associated lighting.	<u>Output:</u> # of open spaces (Close to actual)	
Maintain City Buildings and Yards	FY05: 20	FY06: 20
<u>Description:</u> Provide custodial services to City and school buildings and surrounding property.	<u>Output:</u> # of buildings cleaned (Actual)	

ORG 8000: DEPARTMENT OF PUBLIC WORKS**PROGRAM COST AND ACTIVITIES**

Maintain Small Motor Equipment	FY05: 300	FY06: 330
<i><u>Description:</u> Maintain and repair DPW small motor equipment.</i>	<i><u>Output:</u> # of motor repairs completed (Estimate)</i>	
<hr/>		
School Custodial Services	FY05: 12	FY06: 13
<i><u>Description:</u> Clean and maintain school buildings.</i>	<i><u>Output:</u> # of schools cleaned and maintained (Actual)</i>	
<hr/>		
Complete Emergency Repairs	FY05: 1,000	FY06: 1,000
<i><u>Description:</u> Be available 24 hours a day to provide for the maintenance, security and safety of City buildings, schools, and grounds.</i>	<i><u>Output:</u> # of emergency repairs completed (Estimate)</i>	
<hr/>		
Empty Public Trash Barrels	FY05: 260	FY06: 275
<i><u>Description:</u> Empty trash barrels three days per week at parks and schools.</i>	<i><u>Output:</u> # of barrels picked up (Actual)</i>	
<hr/>		
Maintain Flag Poles and Banners	FY05: 80	FY06: 87
<i><u>Description:</u> Install, maintain, and repair flag poles and banners in the City.</i>	<i><u>Output:</u> # of banners & flags maintained (Actual)</i>	
<hr/>		

ORG 8000: DEPARTMENT OF PUBLIC WORKS

PROGRAM COST AND ACTIVITIES

PROGRAM: WEIGHTS AND MEASURES

Description: Inspect weights and measures to ensure that equity and fairness prevail in the marketplace and the interests of buyers and sellers of commodities are protected.

<u>PROGRAM COST CENTER SUMMARY</u>	<i>FY05 (Bgt.):</i>	<i>FY06 (Proj.):</i>
<u>Output:</u> # of items inspected or tested, **costs include all division administration (Estimate based on records)	1,277	1,277
<u>Cost:</u>	\$76,378.00	\$76,298.00
<u>Output Cost:</u>	\$59.81	\$59.74
<u>FTEs:</u>	1.00	1.00
<u>Outcome 1:</u> % of impact on consumer savings		
<u>Outcome 2:</u> % of impact on merchant savings		

PROGRAM FY06 GOALS

1. Increase public awareness of weights & measures services offered by City.
2. Upgrade Weights & Measures webpage.
3. Issue public service brochure regarding weights & measures.

PROGRAM ACTIVITIES AND OUTPUTS (NOTE: FY05 are estimated, and FY06 are projected.)

Conduct Inspections	<i>FY05:</i> 199	<i>FY06:</i> 199
<u>Description:</u> Ensure that licenses, labels, and items are accurate and correct.	<u>Output:</u> # of inspections (Estimate based on records)	
Test and Seal Devices	<i>FY05:</i> 1,078	<i>FY06:</i> 1,078
<u>Description:</u> Physically test and physically seal the device to ensure accuracy and correctness.	<u>Output:</u> # of units inspected/tested (Estimate based on records)	
Provide Administration and Reporting	<i>FY05:</i> 520	<i>FY06:</i> 520
<u>Description:</u> Provide administrative services, maintain a log of department activities, complete required training, and file required reports in an accurate and timely manner.	<u>Output:</u> # hours per year spent on administrative tasks (Estimate based on daily average)	
Maintain and Repair Equipment	<i>FY05:</i> 140	<i>FY06:</i> 140
<u>Description:</u> Maintain weights and measures calibration traceable to national standards.	<u>Output:</u> # of equipment items maintained (Actual)	

PUBLIC WORKS

PROGRAM COST AND ACTIVITIES

PROGRAM: SEWER

Description: Replace, repair and maintain the City's sewer system to promote public health and a clean environment.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of sewer mains cleared (Actual based on records)	1,766	1,766
<u>Cost:</u>		
<u>Output Cost:</u>		
<u>FTEs:</u>	3.00	3.00
<u>Outcome 1:</u> % reduction in sewer overflows		
<u>Outcome 2:</u> % of customers satisfied with sewer services		

PROGRAM FY06 GOALS

1. Clean 100 catch basins a week on average.
2. Separate sewers from 165,200 linear feet of drains.
3. Upgrade GIS layer to provide clickable sewer information.
4. Comply with EPA rules regarding Clean Water Act.

PROGRAM ACTIVITIES AND OUTPUT (NOTE: FY05 are estimated, and FY06 are projected.)

Provide Sewer Customer Service	FY05: 75	FY06: 75
<u>Description:</u> Respond to calls from customers about sewer services in a timely manner.	<u>Output:</u> # of inquiries responded to (Estimate)	
Provide Markouts for DigSafe	FY05: 1,200	FY06: 1,200
<u>Description:</u> Provide mark-outs of City sewer and water mains prior to excavations in the public way, protect the City's infrastructure, and comply with state law.	<u>Output:</u> # markouts made (Estimate based on records)	
Maintain and Repair Manholes	FY05: 20	FY06: 20
<u>Description:</u> Provide maintenance and repair of the sewer system manholes.	<u>Output:</u> # of manholes repaired (Actual)	
Maintain Sewer Catch Basins	FY05: 1,766	FY06: 2,000
<u>Description:</u> Reduce street and sidewalk flooding by clearing catch basins. Bait for mosquito control. Comply with United States EPA requirements.	<u>Output:</u> # basins cleaned and repaired (Estimate based on records)	

PUBLIC WORKS

PROGRAM COST AND ACTIVITIES

PROGRAM: WATER

Description: Maintain and improve the city water distribution system to insure quality and dependability of system.

PROGRAM COST CENTER SUMMARY

	FY05 (Bgt.):	FY06 (Proj.):
<u>Output:</u> # of calls and emergencies responded to (Actual)	11,650	13,000
<u>Cost:</u>		
<u>Output Cost:</u>		
<u>FTEs:</u>	12.00	12.00
<u>Outcome 1:</u> % issuance of accurate and timely bills		
<u>Outcome 2:</u> % of customers satisfied with water services		

PROGRAM FY06 GOALS

1. Conduct at least 40 lead and copper tests as required by the DEP.
2. Begin valve exercise program in July.
3. Replace 100 large water meters by end of FY06.
4. Conduct unidirectional flushing at 48 locations within area A.
5. Update GIS to provide accurate locations of water fixtures.

PROGRAM ACTIVITIES AND OUTPUT (NOTE: FY05 are estimated, and FY06 are projected.)

Maintain Water Quality & Pressure **FY05:** 10,400 **FY06:** 10,000

Description: Investigate odor, color, and taste complaints. Investigate no/low water calls. Inspect lines for leaks. Develop alternative plans for provision in case of emergency. Comply with EPA guidelines.
Output: # of calls responded to (Estimate)

Provide Emergency Response **FY05:** 260 **FY06:** 160

Description: Evaluate emergency/after-hour calls and respond in the correct manner.
Output: # of emergency calls needing immediate response (Actual)

Maintain Gate Valves **FY05:** 20 **FY06:** 50

Description: Exercise gate valves so they will function properly when needed to open or close a section of pipe.
Output: # of gate valves repaired (Actual)

Maintain Hydrants **FY05:** 200 **FY06:** 100

Description: Provide maintenance and repair services to the City's hydrants.
Output: # of hydrants repaired (Actual)

Maintain & Read Meters **FY05:** 1,250 **FY06:** 3,000

Description: Read, test, repair or replace ARB and Pro Read meters to collect information used to calculate consumption so customers are billed based on actual usage.
Output: # of meters read/replaced (Actual)

Track & Issue Water Permits **FY05:** 30 **FY06:** 50

Description: Monitor and control interactions with water service systems by requiring permits.
Output: # of permits issued (Actual)

Replace and Repair Water Mains **FY05:** 10,979 **FY06:** 10,979

Description: Replace older water mains to increase water quality and flow.
Output: # linear feet of water mains replaced (Estimate based on records)

ORG 9001 HEALTH & LIFE INS

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51740 LIFE INSURANCE	100,627	115,000	50,224	115,000
51750 HEALTH INSURANCE	21,024,019	22,785,839	11,243,241	24,785,839
51760 MEDICARE INSURANCE	753,232	690,000	379,277	690,000
51765 SOCIAL SECURITY TAX	9,220	20,000	3,113	20,000
TOTAL P-ACCT 51000	21,887,098	23,610,839	11,675,855	25,610,839
ORDINARY MAINTENANCE				
53000 PROFESSIONL & TECHNCL SVC	32,750	40,150	19,750	40,150
TOTAL P-ACCT 52000	32,750	40,150	19,750	40,150
TOTAL ORG 9001 FUNDING REQUIRED	21,919,848	23,650,989	11,695,605	25,650,989

ORG 9101 WORKER'S COMPENSATION

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES		47,394	4,557	47,394
51200 SALARIES & WAGES TEMPOR'Y				
51710 WORKER'S COMPENSATION	540,086	300,000	242,283	300,000
TOTAL P-ACCT 51000	540,086	347,394	246,840	347,394
ORDINARY MAINTENANCE				
52460 REPAIRS OFFICE EQUIPMENT				
52470 MAINT CONTRACT-OFFC EQUIP				
53000 PROFESSIONL & TECHNCL SVC	68,535	50,000	13,692	50,000
53010 MEDICAL & DENTAL SERVICES	192,013	100,000	36,127	120,000
53040 LEGAL SERVICES	14,373	15,000	13,588	35,000
53080 DATA PROCESSING SERVICES				
53090 DATA PROCESSING/PAYROLL				
53210 EMPLOYEE TRAINING COURSES		2,000		2,000
53420 POSTAGE	22			
54200 OFFICE SUPPLIES	117	500		500
54201 OFFICE EQUIPMENT				
54210 PRINTING & STATIONERY		150		150
54220 COMPUTER SUPPLIES				
54221 COMPUTER EQUIPMENT				
55000 MEDICAL/DENTAL SUPPLIES	677	1,500	389	2,250
55870 MAGAZINES,NEWS,SUBSCRIPTS		200		200
57100 IN STATE TRAVEL	623	250	159	250
57110 IN STATE CONFERENCES		250		250
57300 DUES AND MEMBERSHIPS		600		
57600 JUDGEMENTS/SETTLMT OF CLM	33,949	70,000	33,716	175,000
TOTAL P-ACCT 52000	310,309	240,450	97,671	385,600
TOTAL ORG 9101 FUNDING REQUIRED	850,395	587,844	344,511	732,994

WORKERS' COMPENSATION

Position	Name	C S	Existing Rate	Rate	Base	TOTAL
EMPLOYMENT SAFETY & TRAINING MNGR	RENEE MELLO	N	911.42	47,393.95	47,393.95	47,393.95

47,393.95

SALARIES 47,393.95

TOTAL 47,393.95

ORG	9301	PENSIONS/NON-CONTRIBUTORY	FY04 ACTUAL	FY05 BUDGET	FY05 EXPEND	EXECUTIVE
			EXPENDITURES		THRU 12/31	PROPOSAL
ORDINARY MAINTENANCE						
	54200	OFFICE SUPPLIES	540,833	474,696	224,654	525,313
	57510	PENSIONS				
	57520	REIMB/ALLOWANCES	25,383	25,000		25,500
	TOTAL P-ACCT 52000		566,216	499,696	224,654	550,813
TOTAL ORG	9301	FUNDING REQUIRED	566,216	499,696	224,654	550,813

ORG	9611	PENSION ACCUMULATION FUND	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES						
	51770	RETIREMENT FUND	8,622,772	9,330,420	9,330,420	10,373,527
	TOTAL P-ACCT 51000		8,622,772	9,330,420	9,330,420	10,373,527
TOTAL ORG	9611	FUNDING REQUIRED	8,622,772	9,330,420	9,330,420	10,373,527

ORG	9201	UNEMPLOYMENT COMPENSATION				
			FY04 ACTUAL	FY05 BUDGET	FY05 EXPEND	EXECUTIVE
			EXPENDITURES		THRU 12/31	PROPOSAL
PERSONAL SERVICES						
	51720	UNEMPLOYMENT INSURANCE	778,668	300,000	150,584	300,000
		TOTAL P-ACCT 51000	778,668	300,000	150,584	300,000
TOTAL ORG	9201	FUNDING REQUIRED	778,668	300,000	150,584	300,000

ORG 9990 CONTINGENCY ACCOUNT

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
PERSONAL SERVICES				
51110 SALARIES		594,501		2,100,000
51540 PERFECT ATTENDANCE		70,538	1,900	
51920 SICK LEAVE BUYBACK				
TOTAL P-ACCT 51000		665,039	1,900	2,100,000
ORDINARY MAINTENANCE				
53015 PUBLIC ACCESS/SCAT PGM				
53185 SALE OF LAND COSTS				
TOTAL P-ACCT 52000				
CAPITAL OUTLAY				
58001 CAPITAL PROJECTS				
TOTAL P-ACCT 58000				
TOTAL ORG 9990 FUNDING REQUIRED		665,039	1,900	2,100,000

ORG 6501 DEBT SERVICE

FY04 ACTUAL FY05 BUDGET FY05 EXPEND EXECUTIVE

PROPOSAL

DEBT SERVICE

59100	PRINCIPAL ON LNG TRM DEBT	3,640,000	3,618,422		3,739,264
59110	PRINCIPAL ON MWRA BOND				
59150	INTEREST ON LTD	3,036,270	2,922,364	1,494,743	2,823,174
59240	INTEREST ON NOTES-BAN	3,836	150,000	59,701	260,000
59260	INTEREST ON TAX ABATEMENT	53,555	15,000	1,174	15,000
59270	LEASE/PURCH SCHOOL AT&T	241,400			
59271	LEASE / PURCHASE FIRE				
TOTAL P-ACCT 59000		6,975,061	6,705,786	1,555,618	6,837,438
TOTAL ORG 6501 FUNDING REQUIRED		6,975,061	6,705,786	1,555,618	6,837,438

ORG	9901	DAMAGE TO PERSONS & PROP	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
ORDINARY MAINTENANCE						
	57600	JUDGEMENTS/SETTLMT OF CLM	48,149	100,000	39,471	325,000
		TOTAL P-ACCT 52000	48,149	100,000	39,471	325,000
TOTAL ORG	9901	FUNDING REQUIRED	48,149	100,000	39,471	325,000

ORG 3401 BUILDING INSURANCE

	FY04 ACTUAL EXPENDITURES	FY05 BUDGET	FY05 EXPEND THRU 12/31	EXECUTIVE PROPOSAL
ORDINARY MAINTENANCE				
57401 BUILDING INSURANCE	195,676	200,000	167,839	167,840
TOTAL P-ACCT 52000	195,676	200,000	167,839	167,840
TOTAL ORG 3401 FUNDING REQUIRED	195,676	200,000	167,839	167,840